



ST. JOHNS RIVER
S T A T E C O L L E G E

Invitation to Bid

DRAFT

Bid No: ITB-SJR-12-2022

Bid Name: Turf Treatment Services

Bids Due: November 9th, 2022 @ 2:00 PM

- 1.0 INTRODUCTION
- 2.0 GENERAL TERMS AND CONDITIONS
- 3.0 CONTRACT TERM
- 4.0 SCHEDULE
- 5.0 SPECIFICATIONS
- 6.0 REQUIRED FORMS

1.0 INTRODUCTION

1.1. St. Johns River State College (SJR State) serves students in Putnam, St. Johns, and Clay counties. SJR State is soliciting sealed bids for the purpose of providing **turf treatment services**.

1.2. SJR State is a political subdivision of the State of Florida and is exempt from payment of federal excise tax and Florida state sales tax. The applicable numbers are Florida Sales Tax Exemption Certificate Number 85-8013170533C-4; Federal Identification Number 59-1033399.

1.3. Interpretation of the wording of, and responses to, questions concerning this ITB shall be the responsibility of the College and will be communicated via the Purchasing Department Specialist and shall be final. Questions and requests for clarifications should be directed in writing to Alma Johnson via email at almajohnson@sjrstate.edu , and will be accepted until the deadline listed in paragraph 4.0 of this ITB. Replies will be issued by return email to the originator and included as addenda to this document.

1.4. In accordance with Florida Statute 287.133, a person, entity 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, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list. By submission, the bidder certifies compliance with FS 287.133.

2.0 GENERAL TERMS AND CONDITIONS

2.1. All Bidders submitting a response to this ITB understand and agree that the affirmative act of submitting a response constitutes acceptance of and agreement to the General Terms and Conditions. Bidders are responsible for adhering to the General Terms and Conditions. Lack of knowledge by the Bidder will in no way be cause for relief from responsibility. The basis for award, if awarded, is to the lowest or best bid which meets the conditions and specifications. The College is not necessarily bound to accept the lowest bid if it is not in the best interests of the College.

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2.2. ITB DATE AND TIME: All Bids must be delivered to the SJR State Purchasing Department, Palatka Campus Business Office, before 2:00pm on Wednesday November 9th, 2022. All bids must be in a **SEALED** package.

Indicate your company name and the ITB number on the outside of your **SEALED** bid envelope to assist the College in identifying your bid. Bids received after due date/time will not be accepted. Bids cannot be faxed or emailed.

The College will not be responsible for Postal or other delivery service delays that may cause a bid to be late. The College is not responsible for any expense, including expedited delivery, incurred by the Bidder in responding to this ITB. To be considered responsive your bid shall be signed by an authorized employee/officer with the authority to bind a contract. Bid packages must include one (1) original copy and five (5) duplicate copies. Original document must be marked "ORIGINAL" and must have original signatures.

ADDRESS FOR BIDS

Bids may be mailed, or hand delivered to:

St. Johns River State College
c/o Director of Purchasing & Auxiliary Services
Office of Business Affairs, Building "A"
5001 St. Johns Ave
Palatka, Florida 32177

2.3. PUBLIC BID OPENING: St. Johns River State College will conduct a Public Bid opening as noted in Paragraph 4.0. Sealed bids, or replies received by the College pursuant to this solicitation will remain confidential and are exempt from Florida's Public Records Act (Ch. 119, Florida Statutes) until such time as the College provides notice of an intended decision or until 30 days after opening the bids, or final replies, whichever is earlier. By submitting a response to this solicitation, the bidder acknowledges that all documents and information submitted to the College, including pricing information, is considered a public record under Florida's Public Records Act and may be disclosed to third parties upon request, notwithstanding any confidentiality clauses or labels contained in such documents.

2.4. POSTING OF RECOMMENDATION OF AWARD: The College's recommendation of award will be posted to www.sjrstate.edu/purchasingdept.html

2.5. IDENTICAL OR TIED BIDS: The decision for the award of tied bids shall be made after a careful review of the circumstances surrounding the tie, with preference being given to State of Florida Bidders. If still tied, pursuant to FS 287.08 the College will break a tie/award to a business that has implemented a drug-free workplace program. If still tied, pursuant to HB 687 and FS 287.057(12) the College shall give consideration to Service-Disabled Veteran Owned businesses certified by the State Department of Management Services to break a tie bid, and award to a certified Service-Disabled Veterans owned businesses when all other things are equal.

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2.6. PROTESTS: Protests shall be served to Dr. Lynn Powers, Vice President for Finance and Administration/Chief Financial Officer, and Alma Johnson, Purchasing Specialist, 5001 St. Johns Avenue, Palatka, Florida, 32177, via certified mail. Protests may be preliminarily filed, if followed by a certified mail original, via facsimile transmittal to Dr. Lynn Powers and Alma Johnson at 386-312-4167. Bid protests must be accompanied by a cost deposit of five thousand dollars (\$5,000.00) or one percent of the total contract price, whichever is greater. Failure to file a notice of protest, failure to file a formal written protest, or failure to post the bond or other security shall constitute a waiver of proceeding. The formal written protest shall state with particularity the facts and law upon which the protest is based. Protests must be filed within 72 hours of the documents being posted to the SJRS website.

2.7. ADVERTISING: In submitting a bid, Bidder agrees not to use the results as a part of any commercial advertising unless permission in writing is granted by the College.

2.8. APPLICABLE LAW: The bidder shall comply with all applicable federal, state, county and local laws, rules, ordinances and regulations. This ITB, and the contract to be executed in connection with the award of this ITB, must be in accordance with any statutory requirement of the State of Florida. Lack of knowledge by the Bidder will in no way be cause for relief from responsibility. The contract, when entered into, shall be constructed in accordance with the laws of the State of Florida and enforced in the courts of the State of Florida. College and Contractor hereby agree that venue shall be in Putnam County, FL.

2.9. ASSIGNMENT: If awarded, neither the resulting contract nor any of the Contractor's rights, duties, or obligations under the contract may be assigned or subcontracted by the Contractor without the written consent of SJR State.

2.10. BOND: A bond may be required to guarantee the payment of any losses by theft, burglary, pilfering or vandalism as a result of carelessness, negligence or willful acts of the Contractor, its agents, employees, or assigns.

2.11. CONFLICT OF INTEREST: Award of this ITB is subject to Chapter 112 Florida Statutes concerning conflict of interest. **All Bidders must disclose** the name of any officer, director, or agent who is also an employee of St. Johns River State College. All Bidders must disclose the name of any College employee or Trustee who owns, directly or indirectly, an interest of 5% or more in the Bidder's firm or any of its branches or dealerships.

2.12. PERSONNEL: Contractor agrees each of its employees will be properly qualified and will use reasonable care in the performance of services. If the College, in the College's sole opinion, determines for any reason, that the qualifications, actions, or conduct of any particular Contractor employee has violated the Agreement by performing unsatisfactory services, interfering with operation of property, bothering or annoying any occupants, other contractors or subcontractors on the campus, or that such actions or conduct is otherwise detrimental to the College, then upon the College's written notice, Contractor shall immediately provide a qualified replacement. Contractor's employees are expected to adhere to all college policies and procedures including but not limited to maintaining a tobacco free campus.

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2.13. E-VERIFY: In accordance with Executive Order 11-116, Contractor shall utilize the U.S. Agency of Homeland Security's E-Verify system to verify employment eligibility of all employees hired during the term of the Agreement. Contractor shall also require all subcontractors performing work under this Agreement to utilize the E-Verify system for any employees they may hire during the term of this Agreement.

2.14. PUBLIC RECORDS: To the extent that CONTRACTOR meets the definition of "contractor" under Section 119.0701, Florida Statutes, in addition to other contract requirements provided by law, CONTRACTOR must comply with public records laws, including the following provisions of Section 119.0701, Florida Statutes:

2.14.1. Keep and maintain public records required by COLLEGE to perform the service.

2.14.2. Upon request from COLLEGE's custodian of public records, provide COLLEGE 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, F.S., or as otherwise provided by law.

2.14.3. 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 COLLEGE.

2.14.4. Upon completion of the contract, transfer, at no cost, to COLLEGE all public records in possession of the CONTRACTOR or keep and maintain public records required by COLLEGE to perform the service. If the CONTRACTOR transfers all public records to COLLEGE 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 COLLEGE, upon request from COLLEGE's custodian of public records, in a format that is compatible with the information technology systems of COLLEGE.

2.14.5. 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:

DR. GILBERT EVANS (GILBERTEVANS@SJRSTATE.EDU), (386)312-4127
5001 ST. JOHNS AVE
PALATKA, FL 32177

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2.14.6. THE CONTRACTOR ACKNOWLEDGES THAT SJR STATE CANNOT AND WILL NOT PROVIDE LEGAL ADVICE OR BUSINESS ADVICE TO CONTRACTOR WITH RESPECT TO ITS OBLIGATIONS PURSUANT TO THIS SECTION RELATED TO PUBLIC RECORDS. THE CONTRACTOR FURTHER ACKNOWLEDGES THAT IT WILL NOT RELY ON SJR STATE OR ITS COUNSEL TO PROVIDE SUCH BUSINESS OR LEGAL ADVICE, AND THAT CONTRACTOR HAS BEEN ADVISED TO SEEK PROFESSIONAL ADVICE WITH REGARD TO PUBLIC RECORDS MATTERS ADDRESSED BY THIS AGREEMENT. THE CONTRACTOR ACKNOWLEDGES THAT ITS FAILURE TO COMPLY WITH FLORIDA LAW AND THIS AGREEMENT WITH RESPECT TO PUBLIC RECORDS SHALL CONSTITUTE A MATERIAL BREACH OF THIS AGREEMENT AND GROUNDS FOR TERMINATION.

2.15. RESPONSE MATERIALS: Any material submitted in response to this ITB becomes the property of the College upon delivery to the Office of the Purchasing Department and may be appended to any formal document which would further define or expand the contractual relationship between the College and the successful bidder. Additionally, any material or documentation submitted in response to this solicitation will be a public document pursuant to Section 119.07 Florida Statutes. This includes material which the responding bidder might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission effective after public opening pursuant to FS 119.07.

2.16 SAFETY REQUIREMENTS: The Contractor, by submitting a bid, agrees that it shall be solely responsible for supervising its employees, that it shall comply with all rules, regulations, orders, standards, and interpretations promulgated pursuant to Occupational Safety and Health Act of 1970, including but not limited to training, recordkeeping, providing personal protective equipment, lockout/tag out procedures, Safety Data Sheets and labeling as required by the right to know standard, 29 CFR 1910.1200.

2.17. WITHDRAWAL OF BID: Bid may be withdrawn by written notice prior to solicitation public opening. Withdrawals received after the time set for opening of solicitation will not be considered.

2.18. COOPERATIVE PURCHASE AGREEMENT: The college has reviewed purchasing agreements and state term contracts available under Florida Statutes Section 287.056 as required in Section 1010.04, Florida Statutes. As provided in the Florida State Board of Education Administrative Rule 6A-14.0734(2)(c), and with the consent and agreement of the successful Respondent(s)/Bidder(s), purchases may be made under this ITB/Bid Solicitation by other State of Florida community/state colleges, state universities, district school boards, political subdivisions, and any other state agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions stated in the bid/bid solicitation document and resulting agreement, for the same price and for the same effective time. If the period of time is not defined within the ITB/Bid solicitation document or resulting agreement, the prices and all terms and conditions shall be firm for one hundred and twenty (120) days from date of contract execution. Each State of Florida agency allowed by the successful Respondent(s)/Bidder(s) to use the resulting agreement shall do so independent of any other State of Florida agency. Each state agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received, and accepted. No other state agency receives any liability by virtue of this ITB/Bid and subsequent agreement. This cooperative purchase agreement in no way restricts or interferes with the right of any State of Florida agency to re-bid any or all items or services.

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2.19. INSURANCE: The awarded Contractor shall furnish a current Certificate of Insurance to the College's Director of Purchasing & Auxiliary Services prior to contract award / commencement of the work, as well as a copy of your GL policy endorsement (on the ISO Endorsement Schedule format attached) that ensures the College will be provided 30-day written notice if your policy lapses for any reason. This certificate must include the College Bid Number and be effective for the term of the contract and any extension thereof. All insurance companies named on the certificate shall be licensed to do business in the State of Florida and have a minimum A.M. Best rating of A-. All policies must be written on a primary basis, non-contributory with any other insurance coverages or self-insurance of the College. Contractor shall obtain and maintain the minimum insurance coverages set forth below. By requiring such minimum insurance, College shall not be deemed or construed to have assessed the risk that may be applicable to Contractor under this contract. Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. The Contractor is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. The insurance coverages stated below do not replace any surety bonds as required by contract.

Minimum Insurance Requirements Schedule

Policy:	Workers Compensation	
Coverage:	WC Statutory Limits	
Policy:	Automobile Liability	
Coverage:	\$1,000,000 Combined Single Limit Each Accident	
Policy:	Comprehensive General Liability Insurance:	
Coverage:	\$1,000,000	Each Occurrence
	\$ 100,000	Fire Damage (Any One Fire)
	\$ 5,000	Medical Payments (Any One Person)
	\$1,000,000	Personal and Adv Injury
	\$2,000,000	General Aggregate
	\$2,000,000	Products – Comp/OP Aggregate

2.20. CONTACT: All prospective bidders are hereby instructed not to contact any member of the District Board of Trustees or St. Johns River State College staff member, other than the contact person indicated in Paragraph 1.4. of this ITB, prior to contract award. Any such contact shall be cause for disqualification. Exceptions are during any pre-bid meeting and if oral presentations are required.

3.0 CONTRACT TERM

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3.1. If awarded, the successful bidder will enter into a contract with the College based on the ITB specifications and their bid for a period of three years (36 months). SJR State has the option and reserves the right to extend the contract beyond the initial period for three (3) additional twelve (12) month periods by mutual consent of the parties. This option does not prohibit SJR State from declining to enact the option to renew for any subsequent period(s). Notice of intent concerning renewal is anticipated 60 days prior to the end of the current term. The contract, if awarded, may be cancelled without cause by SJR State College with 30 days prior written notice to the awarded bidder.

3.2. At the time of renewal, inflationary increases, if any, shall be mutually agreed upon but shall not exceed the Consumer Price Index for Other Goods and Services as reported by the U.S. Department of Labor Consumer Price Index Summary for each renewal period (available online at <http://www.bls.gov/news.release/cpi.nr0.htm>) The index used to adjust the Agreement price will be the 'unadjusted twelve (12) month' index for the last month of the executed Agreement available immediately preceding the notice for annual renewal. Notice of intent concerning renewal is anticipated 60 days prior to the end of the current term.

4.0 SCHEDULE

4.1. The following schedule is a general guideline for issuance and recommendation of award of this ITB and contract. The College may change the dates of any events, and any changes to this schedule will be posted on the webpage dedicated to this ITB. The information can be found at: www.sjrstate.edu/purchasingdept.html. Also, if you intend to submit a bid, please keep in touch with Alma Johnson Purchasing Specialist, by email at almajohnson@sjrstate.edu. Our goal is to provide you as much information as possible to allow you to provide the best possible value to the College.

Issue ITB	September 27, 2022
Pre-Bid Meeting, MANDATORY , Palatka Campus, Valhalla Hall, 10:00 am	October 11, 2022
Campus Site Visits: See Paragraph 4.2 below.	
Written questions due No Later Than (NLT) 2:00pm	November 1, 2022
*Submit via email almajohnson@sjrstate.edu	
Bids Due NLT 2:00pm, Palatka Campus, Business Office NLT 2:00pm	November 9, 2022
Public Opening of Bids, Palatka Campus, Valhalla Hall, 2:30pm	November 9, 2022
Evaluation Team Meeting, 3:30pm	November,9 2022
Issue Intent to Award	November 10, 2022
Issue Bid Award - Assumes no protests	November 16, 2022

4.2. **MANDATORY PRE-BID MEETING:** The College will conduct a **mandatory pre-bid** meeting on October 11, 2022 at 10:00am. The meeting will be held on the Palatka Campus in room A-152, Valhalla Hall. **Attendance at the pre-bid meeting is a mandatory requirement to be considered a Responsive Bidder.** Campus site visits will be discussed during this meeting, and are scheduled as follows:

4.2.1 Palatka Campus; immediately following the pre-bid meeting, October 11, 2022

4.2.2. St. Augustine Campus; 9:00am October 12, 2022.

4.2.3. Orange Park Campus; 2:00pm October 12, 2022.

4.2.4. AMERICANS WITH DISABILITIES ACT OF 1990: If special accommodations are required in order to attend any Public Meeting, Pre-Bid Meeting, Tour of Grounds, etc., contact the Purchasing Department via email at almajohnson@sjrstate.edu or phone at 386-312-4060.

4.3. PUBLIC BID OPENING: The College will conduct a Public bid opening at 2:30pm on November 9, 2022. The meeting will be held on the Palatka Campus in Valhalla Hall, Room A-152. The meeting is open to the public. Bidders are welcome to attend but will not have the opportunity to speak.

5.0 SPECIFICATIONS

5.1. ERRORS AND OMISSIONS: Bidders are expected to comply with the true intent of these bid specifications taken as a whole and shall not avail themselves of any errors or omissions to the detriment of the services. Should any bidder suspect any error, omission, or discrepancy in the specifications or instructions, the bidder shall immediately notify the Director of Purchasing and Auxiliary Services in writing who will issue written instructions to be followed. Bidders are responsible for the contents of their proposal and for satisfying the requirements set forth in the bid specifications.

5.2. EQUIPMENT/MATERIALS/LABOR: IT WILL BE THE RESPONSIBILITY OF THE SUCCESSFUL PROPOSER TO SUPPLY ALL MATERIALS, TOOLS, NECESSARY LABOR, ETC. FOR THE WORK TO BE PERFORMED AS SPECIFIED.

5.3. SCOPE OF WORK

5.3.1. The contractor shall notify Campus Security of their presence prior to performing any work and upon exiting campus at the completion of their work.

5.3.2. The contractor shall notify the Grounds Supervisor at least one week prior to work on any campus. Such notification shall include the date and time of each visit as well as the nature of any pending applications.

5.3.3. Per Annum, 5 turf treatment applications shall be performed at St Johns River State College, St Augustine, Orange Park, and Palatka campuses. These applications shall be performed on the specified months shown in the Appendix A.

5.3.4. All service calls, between specified applications, to assess any know turf damage and perform additional turf care treatment shall be performed at no additional cost to the owner.

5.3.5. All applications shall be performed by a certified, licensed technician and the company shall hold the required level of licenses accepted by the state of Florida's regulatory agencies such as; Florida Department of Agriculture and Consumer Services and Florida Department of Environmental Protection.

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5.3.6. All application dates listed in appendix A, are subject to change due to acts of God, and unanticipated turf stresses.

5.3.7. Persons (applicators) performing all required herbicide, pesticide, and fertilizer, shall wear proper personal protective equipment.

5.3.9. Herbicide treatment shall control the following: Bedstraw, Henbit, Purslane, Black Medic, Dollar Weed, Doveweed, Knotweed, Ragweed, Buckthorn, Lambsquarter, Sheep Sorrel, Burdock, Lespedeza, Shepherd's Purse, Chicory, Mallow, Speedwell, Chickweed, Morning-glory, Spurge, Clover, Peppergrass, Wild carrot, Dandelion, Pigweed, Wild garlic, Plantain, Wild Lettuce, Ground Ivy, Poison Ivy, Wild onion, Heal-All, Poison Oak, Yarrow, and other broadleaf weeds.

5.3.9. Pesticide Treatment shall control the following: Mole Crickets (Adult), Mole Cricket (Nymph), Armyworms, Cutworms, sod Webworm, Annual Bluegrass Weevil (Adult), Billbugs (Adult), Black Turfgrass Ataenius (Adult), Centipedes, Chinch Bugs, Crickets, Fleas, Mealybugs, Millipedes, Mites, Pillbugs, Sowbugs, White Grubs, (Ants, Imported Fire Ants.

5.3.10. Fungus / Disease: Fungus and Disease problems shall be managed on a case-by-case basis, to maintain aesthetic expectations and prevent stress.

5.3.11. All Fertilizer shall have the appropriate nitrogen- phosphorus- potassium (N-P-K) percentage mixtures for the time of year (season) applied, i.e., fall application shall have a high potassium content to winterize the turf, and the spring application shall have a high nitrogen content to promote above grown growth. Fertilizer quantities shall follow the guidelines in appendix E (UF IFAS document SL21) table #5.

5.3.12. prior to the technician performing turf treatment application. A written report shall be submitted to the college Facilities Department's, or Groundskeeper Supervisor for review and approval before work is commenced. The written report shall document each product by name, manufacture and quantities of product used in each application.

5.3.13. Invoicing: Invoice amount shall reflect turf care application performed and submitted to, St Johns River State College, Facilities Department. Invoices shall be submitted following each turf care application.

5.4. APPENDIX SCHEDULE

Appendix A - Application Schedule

Appendix B - Application Area St Augustine Campus Appendix C - Application Area Orange Park Campus

Appendix D - Application Area Palatka Campus

Appendix E - Application Fertilizer Quantities UF IFAS SL21, General Recommendations for fertilization of turf grasses on Florida soils.

APPENDIX A – APPLICATION SCHEDULE

Winter - Application shall be performed in January / February and will include a pre-emergent herbicide, a post emergent herbicide for broadleaf weeds and a fertilizer.

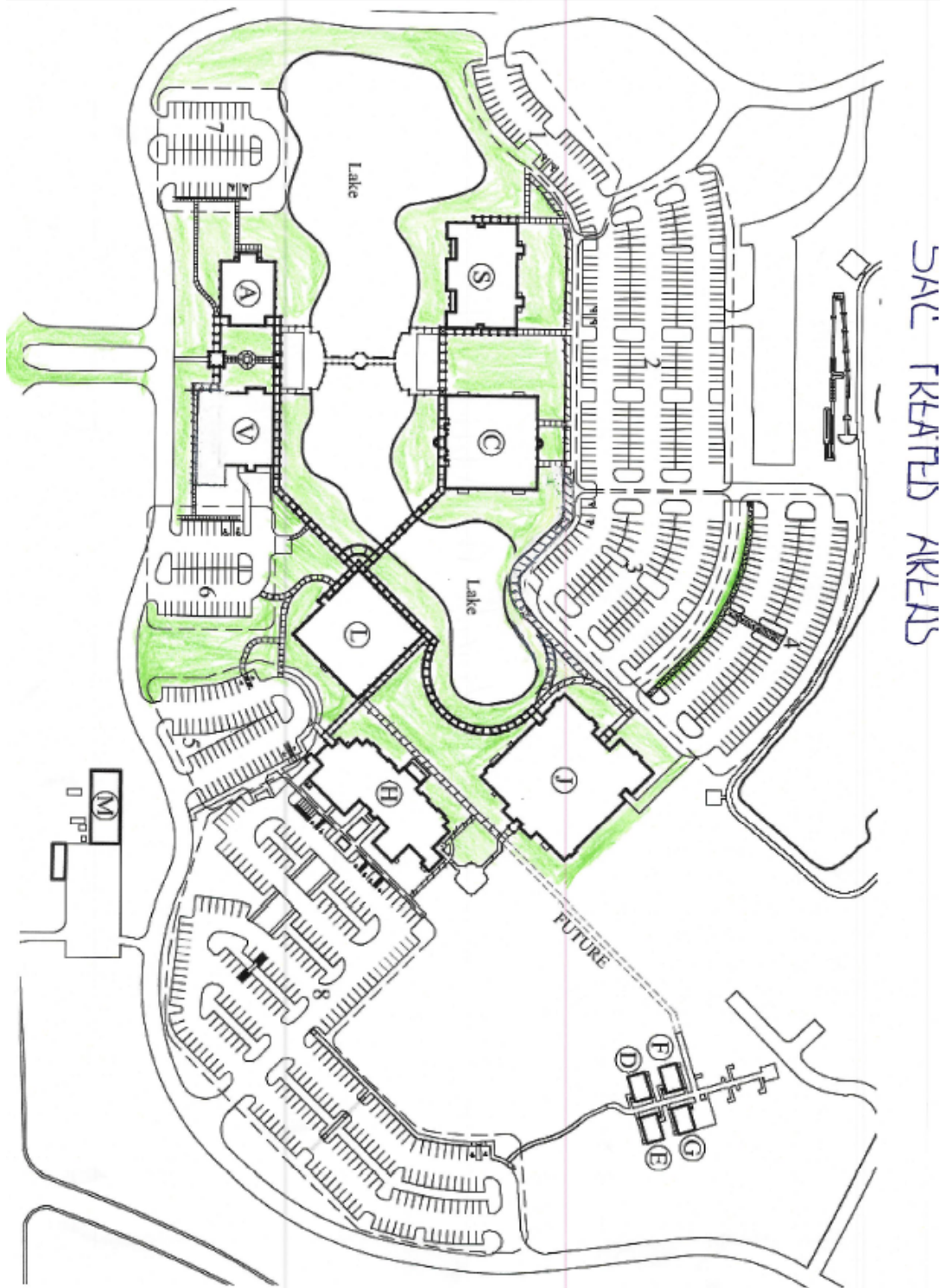
Spring - Application shall be performed in March / April and will include an insecticide for turf damaging insects, a post herbicide for broadleaf weeds, and fertilizer.

Beginning of Summer Season - Application shall be performed in the third week of May and will include an insecticide for turf damaging insects, a post emergent herbicide for broadleaf weeds, and fertilizer.

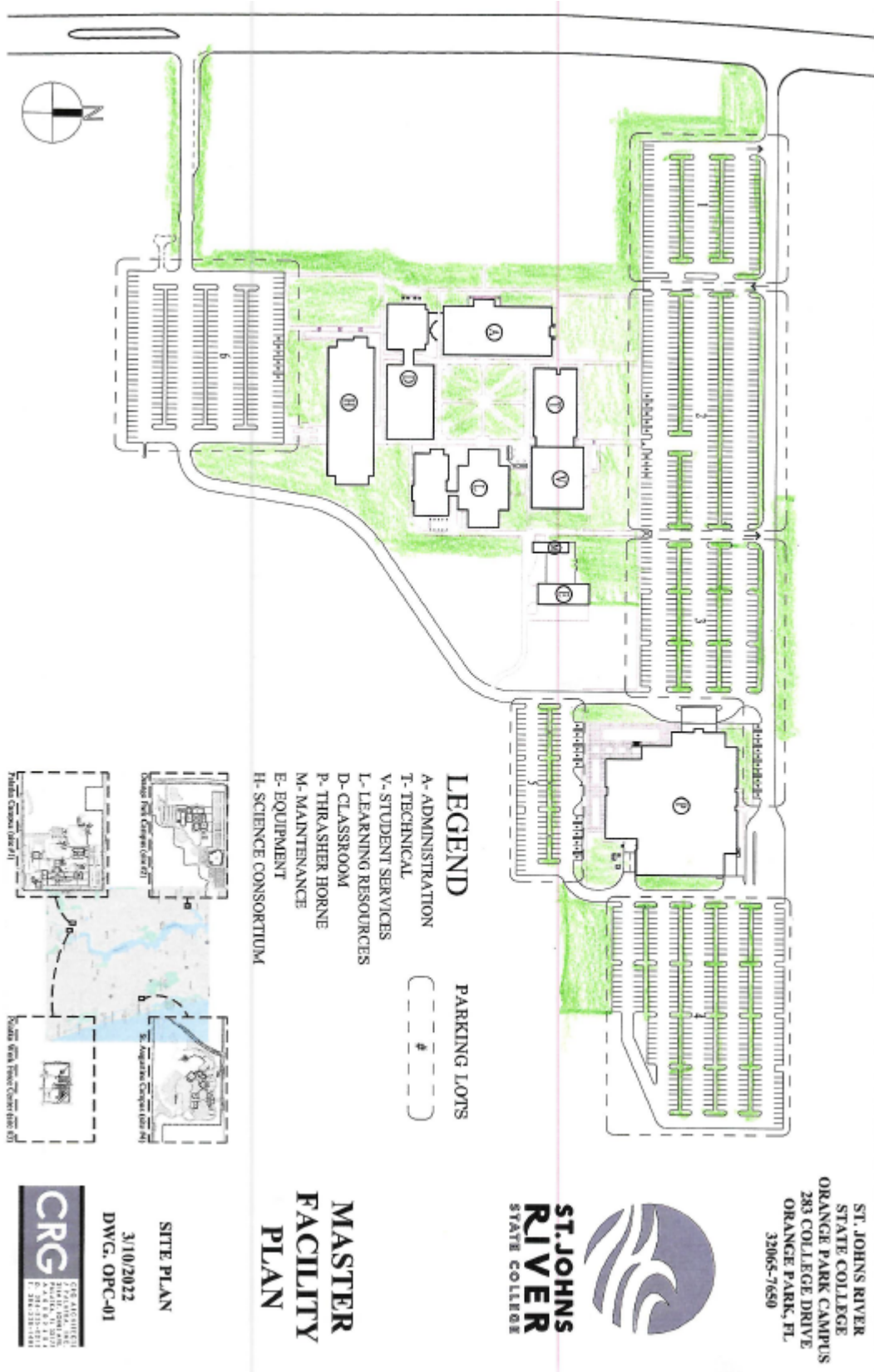
Summer - Application shall be performed in August / September and will include an insecticide for turf damaging insects, a post emergent herbicide for broadleaf weeds, and fertilizer.

Fall - Application shall be performed in November / December and will include a post emergent herbicide, and a winterizing fertilizer.

APPENDIX B – ST AUGUSTINE CAMPUS TREATED AREAS



APPENDIX C – ORANGE PARK CAMPUS TREATED AREAS

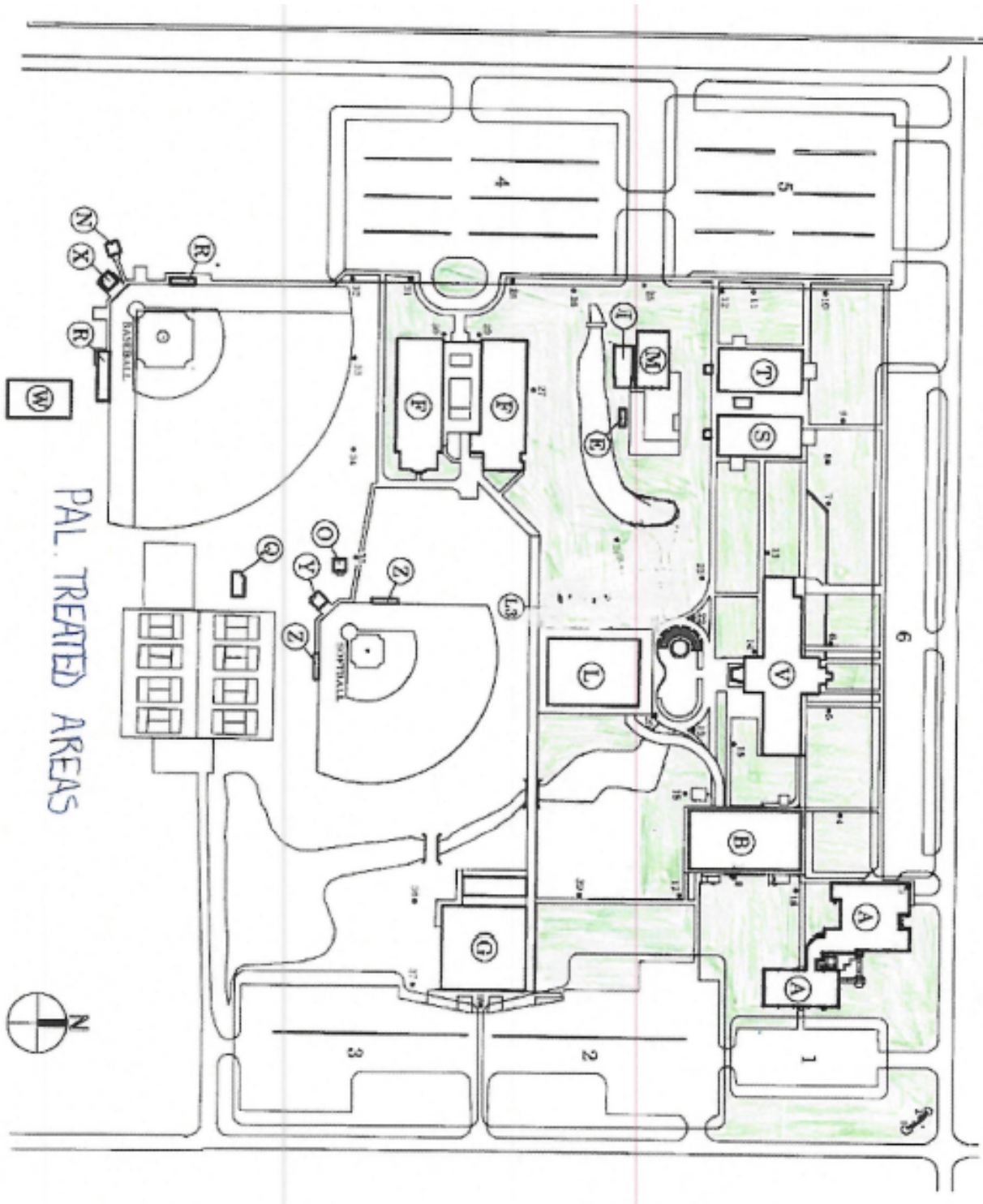


APPENDIX D – PALATKA CAMPUS TREATED AREAS

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APPENDIX E - Application Fertilizer Quantities

SL21

General Recommendations for Fertilization of Turfgrasses on Florida Soils¹

J. B. Sartain²

In many neighborhoods, people envy the individual with the most beautiful lawn and think they cannot grow a lawn of equal quality. That is not necessarily true. A well-maintained lawn only requires some knowledge about fertilization, watering, pest control, and mowing. This publication provides basic information about fertilization. By far, the best approach to a proper fertilization program is to start with a soil test, but, if a soil test is not available, these guidelines can be used for a general turfgrass fertilization program.

Essential Elements

All plants require certain chemical elements for proper growth and appearance. Of these nutrients, at least 16 are known to be essential elements. Table 1 lists the 16 known elements and the sources from which plants obtain them. All essential elements except carbon, hydrogen, and oxygen are obtained from the soil and absorbed by plant roots. If inadequate nutrients are available in the soil, turfgrass growth and quality may be limited. However, essential elements can be added to a soil through fertilizer applications.

Turfgrasses require the macronutrients nitrogen (N), phosphorus (P), and potassium (K) in greatest quantities. Calcium (Ca), magnesium (Mg), and sulfur (S) are required in smaller quantities. The micronutrients iron (Fe), manganese (Mn), zinc (Zn), copper (Cu), chlorine (Cl), molybdenum (Mo), and boron (B) are required in very

minute quantities. Micronutrients are as essential as the macronutrients, but are required in much smaller amounts.

Types of Fertilizers

Fertilizers are identified by analysis and/or brand name. Many common commercial fertilizers are known by their grade, such as 16-4-8, 10-10-10, or 6-6-6. A complete fertilizer contains N, P, and K. The numbers indicate the percentage of each of these nutrients. A 16-4-8 fertilizer, for example, contains 16% total nitrogen, 4% available phosphorus expressed as P₂O₅, and 8% soluble potash expressed as K₂O. Thus a 100-pound bag of 16-4-8 would contain 16 pounds of total N, 4 pounds of available phosphate, and 8 pounds of potash. These three constituents, N, P, and K, are called the primary plant foods; if all three are present, the fertilizer is referred to as a complete fertilizer. Complete fertilizers, such as 16-4-8, 12-4-8, 10-10-10, and 6-6-6, are commonly used fertilizers. Typically turfgrass fertilizers do not contain phosphorus, thus a typical turfgrass fertilizer might be a 15-0-15. Besides the primary elements (N, P, and K), the fertilizer may contain secondary plant foods. The nutrients labeled as secondary on the tag may include Ca, Mg, S, Mn, Zn, Cu, Fe, and Mo.

Both primary and secondary elements, if present, are listed on the fertilizer label. The label also tells the materials from which the fertilizer has been made. This information appears below the "derived from" statement. An example of

1. This document is SL21, one of a series of the Soil and Water Science Department, UF/IFAS Extension. Original publication date May 1991. Revised August 2013 and August 2015. Visit the EDIS website at <http://edis.ifas.ufl.edu>.

2. J. B. Sartain, professor emeritus, Soil and Water Science Department; UF/IFAS Extension, Gainesville, FL 32611.

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U.S. Department of Agriculture, UF/IFAS Extension Service, University of Florida, IFAS, Florida A & M University Cooperative Extension Program, and Boards of County Commissioners Cooperating. Nick T. Place, dean for UF/IFAS Extension.

a mixed fertilizer containing several different sources of N is shown in Figure 1.

Lawn (Turf-Type) Fertilizer 16-4-8 Guaranteed Analysis	
Total Nitrogen	16%
Ammoniacal Nitrogen	8.50%
Nitrate Nitrogen	2.00%
Water Soluble Organic Nitrogen	0.90%
Water Insoluble Nitrogen	4.60%
Available Phosphoric Acid (P_2O_5)	4%
Soluble Potash (K_2O)	8%

Figure 1. Example of a fertilizer label.

In addition to complete fertilizers, some materials are used almost exclusively to supply N to turfgrasses for rapid growth and dark green color. These materials include soluble forms of N; ammonium nitrate (34% N), ammonium sulfate (21% N), urea (46% N), calcium nitrate (15.5% N), potassium nitrate (13% N and 44% K_2O), and slow-release N sources; ureaformaldehyde (38% N), isobutylidene diurea (31% N), sulfur-coated urea (36–39% N), nutralene (40% N), and polaron (40%–43% N). Turfgrasses commonly require higher rates and more frequent applications of N source fertilizers than other nutrient sources. In most cases, slow-release N sources can be used to reduce the potential for leaching losses of applied N. In order to obtain the desired growth and color response in most cases, a mixture of soluble and slow-release N sources is recommended for use on turfgrasses. It should be pointed out that turfgrasses are one of the most N-absorbing efficient ground covers that one can use. When fertilized at the recommended rate and frequency, N leaches very sparingly, if at all, from the turfgrass system. Poor quality, slow-growing and improperly fertilized turfgrasses actually leach much more N than turfgrasses growing at optimum levels. A quality turfgrass furnishes a complete and uniform cover of the soil surface. The highest quality turfgrass is not necessarily the darkest green or most rapidly growing turfgrass, but the turfgrass that has acceptable color and density without excessive growth. Excess N application can lead to a dark green turfgrass growing at excessive rates, requiring more frequent mowing and possibly resulting in contamination of the groundwater with nitrate nitrogen.

For Florida turfgrasses, the best yearly fertilization program usually includes a combination of one or two applications of multiple nutrient fertilizations and several supplemental applications of a N fertilizer. Nitrogen fertilization is often

based on the desired growth rate and type of turfgrass being grown. Due to past fertilization and the inherent nature of some Florida soils, P fertilization is not always required. One should depend on a recent soil test to determine if P is required for optimum turfgrass growth. If your soil test indicates an adequate level of extractable soil P, choose a fertilizer blend that does not contain P as one of the supplied nutrients. That blend would be represented by an X-0-X, such as 15-0-15. Excess P application can result in enrichment of the P status of run-off or leachate waters, and in the eutrophication of adjacent water bodies. Apply no more than 0.25 lb of P_2O_5 /1000 sq ft per application and no more than 0.5 lb P_2O_5 /1000 sq ft per year when needed based on a recent soil test. Second only to N in total fertilization requirement is K. Potassium influences root growth and water and stress tolerance relationships in turfgrasses and should be maintained at adequate levels for optimum growth. In most turfgrass growth systems, the potassium fertilization program should be based on a recent soil test. Potassium is highly mobile in most of Florida's sandy soils, but an annual soil test is adequate for determining the K fertilization requirement of most turfgrasses grown in the state.

Fertilizer Application

Most fertilizers are applied at a rate determined by the type and amount of nitrogen present in the material. Nitrogen is the nutrient most used by a turfgrass and often the material that burns the turfgrass if applied at excessive rates.

In the past, it was customary to recommend the application of 1 lb of actual nitrogen per 1000 sq ft of turfgrass. It is now recommended that no more than 0.7 lb of the nitrogen in the application be in soluble form. Thus in order to make an application of 1 lb of actual nitrogen per 1000 sq ft of turfgrass you would need to use a blended fertilizer product containing no more than 70% of the total N in soluble form with the rest of the nitrogen originating from a slow-release N source. The pounds of actual N in every fertilizer can be determined by dividing the percent N listed on the label into 100. For example, if applying soluble N from ammonium sulfate, divide 21% (the N content of ammonium sulfate) into 100 to find the number of pounds of ammonium sulfate that will supply 1 lb of N. Since 100 divided by 21 equals approximately five, 5 lb of ammonium sulfate would supply 1 lb of N. Therefore, to apply the equivalent of 0.7 lb of soluble N per 1000 sq ft of turfgrass surface, one would need to apply 3.3 lb of ammonium sulfate.

A recent revision of the Florida Urban Turfgrass Fertilization Rule stipulates that no more than 2 lbs of N per 1000

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sq ft per application may be applied in the spring and summer and no more than 1 lb of N per 1000 sq ft per application may be made during the fall. The 0.7 lbs of soluble N per application rule still applies when 2 lbs of N per 1000 sq ft are applied, thus in order to make a 2 lb N per 1000 sq ft application the fertilizer mixture must contain no more than 35% water soluble N. The other 65% of the N in the mixture must be in slow or controlled release form.

Several fertilizer materials are listed in Table 4, and the rate of application for 0.7 lb of N is already calculated. For example, if using ammonium nitrate on a turfgrass, note that the table lists the rate of application at 2.0 lb of material per 1000 sq ft to apply the equivalent of 0.7 lb of N. Therefore, if you have a 5000 sq ft lawn use 10 lb of ammonium nitrate.

When a soil test of a turfgrass area is not available, Table 5 can be used as a guide for turfgrass fertilization programs at three levels of maintenance for each type of turfgrass for three regions of the state. Note that most programs use a combination of complete fertilizers and nitrogen fertilizers applied during different times of the year. Recall that the complete fertilizer should only be used when the soil test calls for both P and K. When P is not required apply only those nutrients recommended by the soil test report.

One program is a basic, or low-maintenance, recommendation that will produce only a minimum quality turfgrass. The second program is a moderate maintenance program that should produce an intermediate-quality turfgrass. The high maintenance program should produce an optimum quality turfgrass with good color and growth characteristics; and the program should not result in nitrogen leaching losses if the recommendations are followed. The best schedule is the one that produces the quality of turfgrass the individual desires.

To use Table 5, find the particular turfgrass and part of the state that applies to you, then apply the fertilizer indicated during the month(s) recommended. For rates of various materials, refer to Table 4. For example, to obtain a high quality centipedegrass lawn in Gainesville (north Florida), apply a fertilizer such as a 15-0-15 or a 24-0-12 or some equivalent (depending on level of P and K recommended by the soil test). Maintenance of established turfgrass lawns do not typically require P fertilization, thus P is not included in a typical turfgrass fertilizer. Phosphorus should only be applied when dictated by a soil test. Rates for individual N fertilizer materials are given in Table 4, and the rate for a complete fertilizer is shown at the bottom of the fertilization chart (Table 5).

Organic vs. Inorganic Fertilizers

There is much confusion over whether to use organic or inorganic fertilizers on turfgrasses. Both types have advantages and disadvantages; however, the type of fertilizer makes no difference to the turfgrass. Grasses absorb N as nitrate- or ammoniacal-N. Organic N is not used directly by the plant but must first be converted to one of the above chemical forms by soil microorganisms before being taken up by the plant.

The advantages and disadvantages of organic or chemical fertilizers relate to the consumer, not the turfgrass. Inorganic N fertilizers have advantages and disadvantages as listed in Table 2.

Organic N fertilizers also have advantages and disadvantages as listed in Table 3. Select an N source after considering the pros and cons of the various forms. A mixture of the two will most likely result in the best response.

Supplemental Iron Application

Many times turfgrasses, such as centipedegrass, bahiagrass and St. Augustinegrass, turn yellow during the summer due to lack of N fertilizer. The addition of iron (Fe) to these grasses may provide the desired dark green color, but not stimulate the excessive grass growth that may follow N fertilization. Usually, iron sulfate (2 oz per 3-5 gallons of water per 1000 sq ft) or a chelated iron source are used to provide this greening effect. The effect from supplemental iron application is only temporary (approximately 2-4 weeks), therefore, repeat applications are necessary for summer-long color. The greening effect of an iron application is often only temporary and does not replace the requirement of an N fertilization in the case of an N deficient turfgrass.

On high-pH (> 7.0) soils or where high-pH water is applied, yellow leaf blades may be an indication of iron or manganese deficiency. Application of soluble or chelated sources of these micronutrients can provide a green-up in these cases. Note that iron is not a substitute for nitrogen, which provides the building blocks for turfgrass growth and is required for turf health. While both iron and nitrogen deficiencies result in turfgrass yellowing, they are distinctly different deficiencies in plants. Applying iron does not cure yellowing due to nitrogen deficiency, and iron fertilizer is not a substitute for nitrogen fertilizer. Foliar iron fertilizers, such as iron sulfate or chelated iron solutions, help cure iron deficiencies, and nitrogen fertilizers applied according to BMPs cure nitrogen deficiencies.

Precautions

All soluble fertilizers may burn the turfgrass if improperly applied. To avoid burn, never apply fertilizer at greater than the recommended rate of 0.7 lb of soluble N per 1000 sq ft per application. If only slow-release N materials are used, up to 2 lb of N can be applied in a single application in the spring and summer but not during the fall or winter. The best measure for success is to take the annual quantity of nutrient needed by a particular species and to apply it in small doses throughout the growing season—from spring green-up through fall (or year-round in south Florida). Apply P and K only when required based on a recent soil test and do not exceed the recommended rate of application, especially for P. Always apply fertilizers when the turfgrass leaves are dry and water thoroughly after application. Apply enough water to dissolve the fertilizer and move it below the surface. This is generally accomplished by applying between 1/4 and 1/2 inch of water through the irrigation system, which you could do by running a typical turfgrass irrigation system for 15–20 minutes. Excess irrigation may leach the soluble N below the root zone so great care should be taken not to water too little or too much.

Table 1. Essential elements required by lawngrasses

From Air/Water	----- From Soil -----	
	Macronutrients	Micronutrients
Carbon	Nitrogen	Iron
Hydrogen	Calcium	Copper
Oxygen	Phosphorus	Manganese
	Magnesium	Molybdenum
	Potassium	Zinc
	Sulfur	Boron
		Chlorine

Table 2. Advantages and disadvantages of inorganic nitrogen fertilizer sources

Inorganic Nitrogen Sources	
Advantages	Disadvantages
Readily available N	Leach readily
Low cost per pound of N	Danger of fertilizer burn
Easily controlled N levels	High salinity potential
Little problem of residual N	Must be applied frequently at low rates

Table 3. Advantages and disadvantages of organic nitrogen fertilizer sources

Organic Nitrogen Sources	
Advantages	Disadvantages
Slow release of N	May be very expensive per pound of N
Less subject to leaching loss	Not released at adequate rate during cool season
Small danger of turfgrass burn	Application response may be slow
May be applied infrequently at high rates	May contain weed seeds that contaminate turfgrass

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Table 4. A guide to rate of fertilizer material to use on Florida turfgrass

Nitrogen Fertilizers	% N	Pounds needed to supply 0.7 lb of actual N per 1000 sq ft
Soluble N Sources (Inorganic)		
Ammonium Nitrate	33.5	2.0
Ammonium Sulfate	21	3.3
Calcium Nitrate	15.5	4.5
Potassium Nitrate	13-0-44	5.3, also 2.3 lb K ₂ O
Sodium Nitrate	16	4.4
Nitrate of Soda-Potash	15-0-16	4.6, also 0.7 lb K ₂ O
Monoammonium Phosphate	11-48-0	6.4, also 3.0 lb P ₂ O ₅
Diammonium Phosphate	18-46-0	3.8, also 1.8 lb P ₂ O ₅
Soluble N Sources (Organic)		
Urea	46	1.5
Calcium Cyanamide	21	3.3
Slow-Release N Sources (Synthetic) (Can apply up to 2.0 lb N/1000 sq ft)		
Ureapropyl Nitroform	38	5.3
Nutralene	40	5.0
Isobutylidene diurea (IBDU)	31	6.4
Sulfur-coated Urea	38	5.3
Polvon	42	4.8
Slow-Release N Sources (Natural Organics) (Can apply up to 2.0 lb N/1000 sq ft)		
Sewage Sludge	6-2-0	33
Cow Manure	2-0-0	100
Poultry Manure	4-0-0	50
Cottonseed Meal	7	29
Alfalfa Meal	6	33
Blood Meal	3-22-0	66
Processed Tankages	5-10 (varies)	40 to 20
Garbage Tankages	2-3 (varies)	100 to 66
Some Commercial Sources of Potassium and Phosphorus Fertilizers		
Pounds needed to supply 1.0 lb of potash or 0.25 lb phosphate per 1000 sq ft		
Potassium Chloride (Muriate of Potash)	60% K ₂ O	1.6
Potassium Sulfate	50% K ₂ O	2
Potassium Nitrate	13-0-44	2.2, also 0.3 lb N
Sulfate of Potash Magnesia	22% K ₂ O, 11% Mg, 8% S	4.5, also 0.5 lb Mg & S
Concentrated Superphosphate	46% P ₂ O ₅	0.5

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Table 5. Fertilization guide for turfgrasses maintained without the benefit of a soil test*

Turfgrass	Maintenance Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
North Florida**													
Bahiagrass	Basic	--	--	--	C	--	--	--	--	C	--	--	--
	Moderate	--	--	--	C	--	SRN	--	--	C	--	--	--
	High	--	--	--	C	--	SRN	Fe	--	C	--	--	--
Bermudagrass	Basic	--	--	--	C	--	SRN	--	--	C	--	--	--
	Moderate	--	--	--	C	--	SRN	--	--	C	--	--	--
	High	--	--	--	C	--	SRN	Fe	--	C	--	--	--
Centipedegrass	Basic	--	--	--	C	--	--	--	--	--	--	--	--
	Moderate	--	--	--	C	--	Fe	--	--	--	--	--	--
	High	--	--	--	C	--	SRN	Fe	--	--	--	--	--
St. Augustinegrass	Basic	--	--	--	C	--	Fe	--	--	C	--	--	--
	Moderate	--	--	--	C	--	SRN	Fe	--	C	--	--	--
	High	--	--	--	C	--	SRN	Fe	--	C	--	--	--
Zoysiagrass	Basic	--	--	--	C	--	SRN	--	--	--	--	--	--
	Moderate	--	--	--	C	--	SRN	--	--	N	--	--	--
	High	--	--	--	C	--	SRN	--	--	C	--	--	--
Central Florida													
Bahiagrass	Basic	--	--	C	--	N	--	--	--	C	--	--	--
	Moderate	--	--	C	--	N	--	Fe	--	--	C	--	--
	High	--	--	C	N	--	SRN	--	Fe	--	C	--	--
Bermudagrass	Basic	--	--	C	--	N	--	SRN	--	C	--	--	--
	Moderate	--	--	C	--	N	--	SRN	--	SRN	--	C	--
	High	--	--	C	N	SRN	--	C	Fe	SRN	--	C	--
Centipedegrass	Basic	--	--	C	--	SRN	--	--	--	--	--	--	--
	Moderate	--	--	C	--	SRN	--	--	Fe	--	--	--	--
	High	--	--	C	--	SRN	--	--	--	C	--	--	--
St. Augustinegrass	Basic	--	--	C	--	--	--	Fe	--	C	--	--	--
	Moderate	--	--	C	--	SRN	--	Fe	SRN	--	C	--	--
	High	--	C	--	N	SRN	--	Fe	SRN	--	C	--	--
Zoysiagrass	Basic	--	--	C	--	SRN	--	--	--	--	--	--	--
	Moderate	--	--	C	--	SRN	--	--	--	--	N	--	--
	High	--	--	C	--	SRN	--	--	--	--	C	--	--
South Florida													
Bahiagrass	Basic	--	C	--	--	--	Fe	--	--	--	C	--	--
	Moderate	--	C	--	N	--	Fe	--	--	--	C	--	--
	High	--	C	--	N	--	SRN	--	--	--	C	--	--
Bermudagrass	Basic	--	C	--	N	--	SRN	--	--	C	--	C	--
	Moderate	--	C	N	--	C	--	SRN	--	SRN	--	C	--
	High	--	C	N	SRN	C	SRN	Fe	--	SRN	--	C	--
Centipedegrass	Basic	--	--	C	--	--	Fe	--	--	--	C	--	--
	Moderate	--	C	--	SRN	--	--	--	--	--	C	--	--
	High	--	C	--	SRN	--	Fe	--	--	--	C	--	--

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Turfgrass	Maintenance Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
St. Augustinegrass St. Augustinegrass	Basic	--	--	C	--	SRN	--	SRN	--	--	C	--	--
	Moderate	--	C	--	N	--	SRN	--	SRN	--	--	C	--
	High	--	C	--	N	SRN	--	SRN	--	SRN	--	C	--
Zoysiagrass Zoysiagrass	Basic	--	--	C	--	SRN	--	--	--	--	N	--	--
	Moderate	--	C	--	N	--	SRN	--	--	--	N	--	--
	High	--	C	--	N	SRN	--	SRN	--	--	--	C	--

* This guide is for turfgrass fertilization under circumstances where a soil test does not exist. In order to properly apply the rate of P and K required, a soil test is required. It is recommended to always soil test.

** The arbitrary dividing line between north and central Florida is a straight east-west line from coast to coast through Ocala, and the dividing line between central and south Florida is a line from coast to coast through Tampa and Vero Beach.

C = Complete fertilizer applied at 1.0 lb N/1000 sq ft containing no more than 0.7 lb soluble N.

N = Soluble N applied at no more than 0.7 lb N/1000 sq ft.

SRN = Slow-release N applied at no more than 2.0 lb N/1000 sq ft. In the spring and summer only; no more than 1.0 lb N/1000 sq ft in the fall and winter.

Fe = Apply Fe to provide dark green color without stimulating excessive growth. For foliar application use ferrous sulfate (2 oz./3-5 gal water/1000 sq ft). If the Fe is applied to an acidic soil, use 1 lb of iron sulfate per 1000 sq ft. If the soil is calcareous, use the container label recommended rate of an Iron chelate.

6.0 REQUIRED FORMS

6.1. BID CHECKLIST: This form is provided for the convenience of the bidder. Not required to be submitted.

6.2. BID COVER SHEET: Bidder must complete all information requested on the BID COVER SHEET provided in Section 7.0 Forms. The Bid Cover Sheet is to be the first page of the bidder's response.

6.3. COMPREHENSIVE BID/PLAN: Ensure you give the College enough information to adequately evaluate your complete bid.

6.4. VENDOR BUSINESS PROFILE

6.5. IRS W-9

6.6. NON-DISCRIMINATION IN EMPLOYMENT FORM: St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

6.7. PUBLIC ENTITY CRIMES FORM: Vendors convicted of a public entity crime may not submit a bid 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, as per State of Florida Statute 287.133 (2) (a). The bidder must acknowledge compliance with this statute and its intent.

6.8. DRUG-FREE WORKPLACE CERTIFICATION: Whenever two or more bids which are equal with respect to price, quality, and service are received for the procurement of commodities or contractual services, pursuant to Section 287.087, Florida Statutes, a bid received from a business that certifies that it has implemented a Drug-Free Work Place Program shall be given preference in the award process.

6.9. INDEMNIFICATION AGREEMENT: The vendor agrees to indemnify, defend and hold harmless SJR State College, its District Board of Trustees, its officers, employees, agents and other representatives, individually and collectively from and against any and all claims, losses, etc. arising from injury to persons or damage to property as a result of an act or omission of the vendor. For our purposes, claims/liabilities shall mean, but are not limited to, any losses, damages (including loss of use), expenses, demands, claims, suits, proceedings, liabilities, judgments, deficiencies, assessments, actions, investigations, penalties, interest or obligations (including court costs, costs of preparation and investigation, reasonable attorneys', accountants' and other professional advisors' fees and associated expenses), whether suit is instituted or not and, if instituted, at all tribunal levels, incurred or suffered by the College. Indemnities or any of them arising directly or indirectly from, in connection with, or as a result of (a) any false or inaccurate representation or warranty made by or on behalf of the Contractor in or pursuant to this ITB and the Agreement; (b) any disputes, actions, or other

Liabilities arising with respect to, or in connection with, compliance by the College with any Public Records laws (as hereinafter defined) with respect to the Contractor's documents and materials; (c) any dispute, actions, or other liabilities arising in connection with the Contractor, the Contractor's subcontractors, or their respective agents or employees or representatives otherwise sustained or incurred on or about the premises; (d) any act or omission of, or default or breach in the performance of any of the covenants or agreements made by the Contractor in or pursuant to this ITB or the Contract executed in connection with this ITB; and (e) any services provided by the Contractor, its employees, agents, or authorized representatives in connection with the performance of the Contract executed for this ITB. This indemnification shall survive termination of the ITB and the contract executed in connection with the ITB. The Contractor must acknowledge acceptance of the entire Indemnification Agreement.

6.10. REFERENCES: Provide a list of clients, preferably public or governmental organizations, for which you have provided a similar service. List should include reference name, address, telephone number, contact person, and a description of the service provided. In addition, the College reserves the right to contact current or former clients of the bidder not provided as part of the bid. Please provide a minimum of three references and a maximum of five.

6.11. LEGAL ISSUES:

The Bidder must indicate if there are any:

- A. Suits or proceedings pending, or to the knowledge of the Bidder, threatened in any court or before any regulatory commission or other administrative governmental agency against or affecting the Bidder or the employees to be used in providing the services, which, if adversely determined, will have a material
- B. Adverse effect on the ability of the bidder or any of its employees to perform their obligations as stated in their response.
- C. The Bidder is not in default under any instrument or agreement to which it is a party or by which it or any of its properties or assets may be bound, or in violation of any applicable laws, which default or violation may reasonably be expected to have a material adverse effect on the financial condition of the Bidder. If there are no issues in these areas, please respond that there are no pending or threatened suits or defaults.

6.12. COPY OF LICENSE TO DO BUSINESS IN THE STATE OF FLORIDA.

6.13. ADDITIONAL INFORMATION, if needed. In addition to the required information, the Bidder may include any additional information which may be helpful to the College in analyzing the Bidder's ability to provide the desired service, as noted in this ITB.

6.1. BID CHECKLIST

THIS CHECKLIST IS FOR THE CONVENIENCE OF THE COMPANY SUBMITTING A BID AND MAY BE USED TO ENSURE THAT SECTIONS OF THE ITB/BID ARE PROPERLY COMPLETED AND RETURNED. THIS FORM (BIDDER'S CHECKLIST) IS FOR YOUR USE AND IS NOT REQUIRED.

Required; one (1) original hard copy, five (5) duplicate copies of each of the following:

- _____ Bid Cover Sheet
- _____ Proposed Plan
- _____ Vendor Business Profile
- _____ IRS Form W-9
- _____ Non-Discrimination in Employment Form
- _____ Public Entity Crimes Form
- _____ Drug-Free Work Place Certification
- _____ Hold Harmless and Indemnification Agreement
- _____ References
- _____ Legal Issues
- _____ Copy of License to do business in the State of Florida
- _____ *Proof of Minority / Women Business Enterprise Number (M/WBE) – if applicable
- _____ *Additional Information – if applicable

6.2. BID COVER SHEET

ANTI-COLLUSION STATEMENT: The Bidder by signing and submitting a bid has not divulged to, discussed or compared his/her bid with any other Bidders and has not colluded with any other Bidders or parties to a bid whatsoever. (NOTE: Including there have been No premiums, rebates or gratuities paid or permitted either with, prior to, or after any delivery or personal contact. Any such violation will result in the cancellation of award of any resulting contract from this bid and the Bidder being debarred for not less than three (3) years of doing business with the College.)

Failure to sign this form may result in your bid being deemed as Non-Responsive.

LEGAL NAME OF BIDDER: _____

TAX ID NUMBER: _____

MINORITY BUSINESS ENTERPRISE
TYPE & NUMBER: (if applicable): _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____

BY: SIGNATURE (Print): _____

BY: SIGNATURE (Sign): _____

TITLE: _____

PHONE NO: _____

FAX NO.: _____

E-MAIL ADDRESS: (if available) _____

St. Johns River State College
Bid No: ITB-SJR-12-2022
Bid Name: Turf Treatment Services

PRICING PROPOSAL FORM

Contractor Name: _____

Authorizing Signature: _____

The contractor shall complete the form below identifying the cost at which, for a single annual term period of the contract, the SJR State may be billed for work as described in the scope of the Turf Treatment Services, as described in this document, ITB-SJR-12-2022

Annual Turf Treatment Services	\$
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St. Johns River State College

Bid No: ITB-SJR-12-2022

Bid Name: Turf Treatment Services

Vendor Business Profile

Vendor should complete all requested information as indicated by the 'grey' boxes

Identification Information:			
Vendor Name (Legal Name & d/b/a):			
Corporate Address:		Phone Number:	
City, State & Zip Code:		Fax Number:	
Remit to Address:		Email Address:	
City, State & Zip Code:		Web Address:	

Contact Information:			
Name:		Phone Number:	
Title:		Email Address:	

Vendor Information:				
1. Describe the type of business or service provided:				
2. Is the vendor a 1099 recipient?				
3. List the Appropriate Federal Tax Classification (Sole Proprietor, C-Corp, S-Corp, Partnership, LLC, Other)				
4. Is the vendor at least 51% owned, controlled and actively managed by a minority person?				
If yes to #4, submit the State of Florida MBE/WBE Certification Number				
If yes to #4, list the appropriate minority classification: (African American, Hispanic, Asian American, Native American, American Woman, Service Disabled Veteran)				
5. Conflicts of Interest: List any state employee who owns, directly or indirectly, an interest of five percent or greater in the firm or any of its branches				
6. List the officers of the corporation, partners or principal members of the firm and their titles		Name/Title		
		Name/Title		
		Name/Title		
		Name/Title		
It is the sole responsibility of the vendor to promptly notify SJR State College with any and all changes to this application. Certification: I certify that the information supplied herein (including all attachments) is correct to the best of my knowledge. I further certify that in doing business with the State of Florida, my firm is in compliance with Chapter 112, Florida Statutes, conflicts of interest and that I have disclosed the name of any state employee who owns, directly or indirectly, an interest of five percent or greater in the above firm or any of its branches. All vendors are required to complete this form in its entirety. The vendor is required to submit a valid tax form (W-9) along with the completed Vendor Business Profile Form to the purchasing department.				
Name of Person Completing Form:			Date:	

IRS W-9 INSTRUCTIONS FOR W-9 FORM:

Contractors can obtain the W-9 Form and Instructions by visiting: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
The W-9 form is requested to be completed and returned with your bid submittal:

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification		Give Form to the requester. Do not send to the IRS.
	▶ Go to www.irs.gov/FormW9 for instructions and the latest information.		
	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____ <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		
Print or type. See Specific Instructions on page 3.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>		
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)	
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
				-				
or								
Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

St. Johns River State College

Bid No: ITB-SJR-12-2022

Bid Name: Turf Treatment Services

6.6. NON-DISCRIMINATION IN EMPLOYMENT POLICY

(Section 301, Executive Order 10925, March 6, 1961, 26 FR 1977 as amended by Executive Order 11114, June 22, 1963, 28 FR 6485)

"During the performance of this contract the contractor agrees as follows:

"(1) The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, or national origin. Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this non-discrimination clause.

"(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor; state that all qualified applicants will receive consideration for employment without regard to race, creed, color or national origin.

"(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the said labor union or workers' representative of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

"(4) The contractor will comply with all provisions of Executive Order No. 10925 of March 6, 1961, as amended, and of the rules, regulations, and relevant orders of the President's Committee on Equal Employment Opportunity created thereby.

"(5) The contractor will furnish all information and reports required by Executive Order No. 10925 of March 6, 1961, as amended, and by the rules, regulations, and orders of the said Committee, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Committee for purposes of investigation to ascertain compliance with such rules, regulations and orders.

"(6) In the event of the contractor's noncompliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Governments contracts in accordance with procedures authorized in Executive Order No. 10925 of March 6, 1961, as amended, and such other sanctions may be imposed and remedies invoked as provided in the said Executive Order or by rule, regulation, or order of the President's Committee on Equal Employment Opportunity, or as otherwise provided by law.

"(7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the President's Committee on Equal Employment Opportunity issued pursuant to section 303 of Executive Order No. 10925 of March 6, 1961, as amended, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provide, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States."

By: _____ By: _____
Legal Name of Bidder/Company Signatory's Name & Title

By: _____ Date: _____
Signature

St. Johns River State College

Bid No: ITB-SJR-12-2022

Bid Name: Turf Treatment Services

6.7. Public Entity Crimes

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES. THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid. This sworn statement is submitted to SJR STATE College.

2. This sworn statement is submitted by _____ whose business address is _____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____.

3. My name is _____ and my relationship to the entity named above is _____.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

a.) A predecessor or successor of a person convicted of a public entity crime; or

b.) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. **(Please indicate which statement applies.)**

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND **(Please indicate which additional statement applies.)**

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearing. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

Signature: _____

Date: _____

State of _____ County of _____

Personally Appeared before Me, The undersigned authority, _____ who, after being first duly sworn by me affixed his/her signature in the space provided above on this _____ day of _____ 20____.

Notary Public Signature

Notary Seal

6.8. DRUG-FREE WORK PLACE CERTIFICATE

Whenever two or more bids which are equal with respect to price, quality, and service are received for the procurement of commodities or contractual services, pursuant to Section 287.087, Florida Statutes, a bid received from a business that certifies that it has implemented a Drug-Free Work Place Program shall be given preference in the award process. If all or none of the tied bidders/vendors have a Drug-Free Work Place Program, the award of an identical tie bid shall be decided on the flip of a coin.

In order to have a Drug-Free Work Place Program, a business shall:

- 1.) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place 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 work place, the business's policy of maintaining a Drug-Free Work Place, 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 work place 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 work place through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature

Title

Printed Name

Date

6.9. Hold Harmless and Indemnification Agreement

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This agreement is submitted with Bid, and is submitted to St. Johns River State College.
2. This sworn statement is submitted by _____ (entity name) whose business address is _____ and (if applicable its Federal Employer Identification Number - FEIN) is _____.
3. My name is _____ and my relationship to the entity named above is _____.

The indemnitor assumes an unqualified obligation to hold SJR State College harmless for all liability associated with the subject matter of the agreement, regardless of which party was actually at fault (even if the damage, injury, or claim is due to the sole negligence of SJR State College).

To the fullest extent permitted by law, Consultant, contractor, lessee, or vendor will indemnify and hold SJR State College harmless from all claims arising from or in connection with (i) the conduct or management of the Premises or of any business therein, or any work or thing whatsoever done, or any condition created in or about the Premises during the Term; (ii) any act, omission, or negligence of consultant, contractor, lessee, or vendor or any of consultant's, contractor's, lessee's, or vendor's subtenants or licensees or the partners, directors, officers, agents, employees, invitees, or contractors; (iii) any accident, injury, or damage whatsoever occurring in or at the Premises. Consultant, contractor, lessee, or vendor hereby expressly indemnifies SJR State College for the consequences of any negligent act or omission of SJR State College and its Board of Trustees, officers, employees, agents, and volunteers, unless such act or omission constitutes gross negligence or intentional misconduct.

Signature: _____

Date: _____

State of _____ County of _____

Personally appeared before me, the undersigned authority, _____ who after being first duly sworn by me affixed his/her signature in the space provided above on this _____ day of _____ 20____.

Notary Public Signature

Notary Public Seal

6.10. References

Reference 1:

Name of Business or Public Entity: _____

Address: _____

City, State, Zip: _____

Contact Person's Name: _____

Contact Person's Phone Number & e-mail: _____

Date of Services performed: _____

Reference 2:

Name of Business or Public Entity: _____

Address: _____

City, State, Zip: _____

Contact Person's Name: _____

Contact Person's Phone Number & e-mail: _____

Date of Services performed: _____

Reference 3:

Name of Business or Public Entity: _____

Address: _____

City, State, Zip: _____

Contact Person's Name: _____

Contact Person's Phone Number & e-mail: _____

Date of Services performed: _____

6.11. Legal Issues

The bidder must indicate if there are any:

- A. Suits or proceedings pending, or to the knowledge of the bidder, threatened in any court or before any regulatory commission or other administrative governmental agency against or affecting the bidder or the instructors to be used in providing the Services, which, if adversely determined, will have a material adverse effect on the ability of the bidder or any of its instructors to perform their obligations as stated in their response.

If there are no issues in these areas, please respond that there are no pending or threatened suits or defaults.
Pending Litigation: (please attach additional documentation if needed)

- B. The bidder is not in default under any instrument or agreement to which it is a party or by which it or any of its properties or assets may be bound, or in violation of any applicable laws, which default or violation may reasonably be expected to have a material adverse effect on the financial condition of the bidder.

If there are no issues in these areas, please respond that there are no pending or threatened suits or defaults.

Signature

Title

Printed Name

Date