



SFM Landscape Services, LLC.  
Proposal for City of Coral Gables  
RFP 2024-033  
Citywide Landscaping Services



Submitted by: Christian Infante, President  
SFM Landscape Services, LLC.  
7500 NW 74<sup>th</sup> Avenue Medley, FL 33166  
Ph. 305.818.2424 x.1117 | Fx. 305.818.3510  
E-Mail: [cinfante@sfmservices.com](mailto:cinfante@sfmservices.com)  
Friday, November 22, 2024

## LETTER OF INTENT

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Friday, November 22, 2024

Andrea Fortella  
City of Coral Gables  
2800 SW 72<sup>nd</sup> Avenue  
Coral Gables, FL 33155

Dear Ms. Fortella and Members of the Evaluation Committee:

SFM Landscape Services, LLC ("SFM") is grateful for the opportunity to submit a proposal to the City of Coral Gables in response to RFP 2024-033, "Citywide Landscaping Services." We take great pride in having provided landscape maintenance services to the City of Coral Gables for the past two decades, a testament to SFM's ongoing commitment and dedication to the community. Both shareholders of SFM, Christian Infante and Jose Infante, are residents of Coral Gables and are readily available to the City 24/7, ensuring prompt and personalized service at all times.

A couple noteworthy accomplishments in Coral Gables include:

1. **SFM Services, Inc. Day in Coral Gables.** In 2014, The City of Coral Gables presented SFM with a Proclamation naming November 18<sup>th</sup>, 2014, SFM Services, Inc. Day in Coral Gables.
2. **Hurricane Irma Disaster Recovery Services.** In 2017, SFM in partnership with AshBritt managed all disaster recovery operations in Coral Gables. Approximately 363,000 cubic yards of debris were recovered throughout the City.
3. **Tree Succession Project.** In 2017, SFM completed the City's Tree Succession Project planting over three thousand (3,000) trees and palms throughout the City.
4. **Shops at Merrick Park.** Since 2023, SFM has maintained the landscape at Merrick Park.

You have made it loud and clear that you are looking for more than a conventional maintenance contractor. You are looking for an infusion of innovation and quality maintenance to take the Coral Gables' green spaces to the next level. A level that will uphold and transcend the City's reputation for having some of the most beautiful and desirable manicured landscapes in all South Florida.

While it is a tall order, SFM can accomplish this task by working together as a "team" as opposed to simply contracting with the lowest bidder. If what you are seeking is beyond the scope of just pulling weeds and mowing, we are that partner! SFM fully understands your objectives. We have the experience, management talent, labor, and financial resources that few if any of our competitors bring



to the table. SFM is a local, minority, family-owned and operated company headquartered in Miami-Dade County; Our HQ is approximately 9 miles away from Coral Gables. Enclosed, you will find information on our firm that will demonstrate why we still are the right choice for the City of Coral Gables. Below are some highlights from our proposal.

### BENEFITS



#### **Employee Benefits**

- All FTE's receive life insurance paid for by SFM.
- Middle management & above are offered medical health insurance.
- All landscape staff start pay is **30% higher** than the FL. minimum wage.



#### **Emergency Response**

- Equipped for Disaster Recovery.
- Experienced with FEMA reimbursement requirements.
- Over 1 million cubic yards of debris removed throughout Miami-Dade County after Hurricane Irma.



#### **Quality Assurance Program**

- Web-based Quality Control.
- Unannounced inspections.
- Real-time reporting.



#### **Safety and Training**

- Full-time in-house certified trainer.
- Ongoing Training
- Unannounced safety inspections.



Eco Friendly Products

#### **Green Products**

- 100% Recycled Mulch.
- 100% Biodegradable Lawn & Leaf Bags.
- Electric blowers are used in various accounts.

SFM understands the Scope of Work provided in the RFP documents and is fully committed to continue performing the City's landscaping services in a professional and timely manner. If you have any questions regarding this proposal, you may contact me directly at 305.525.9442 or email [cinfante@sfmservices.com](mailto:cinfante@sfmservices.com).

Respectfully Submitted,

*Christian Infante*

President

ISA Arborist No.: FL-5916A





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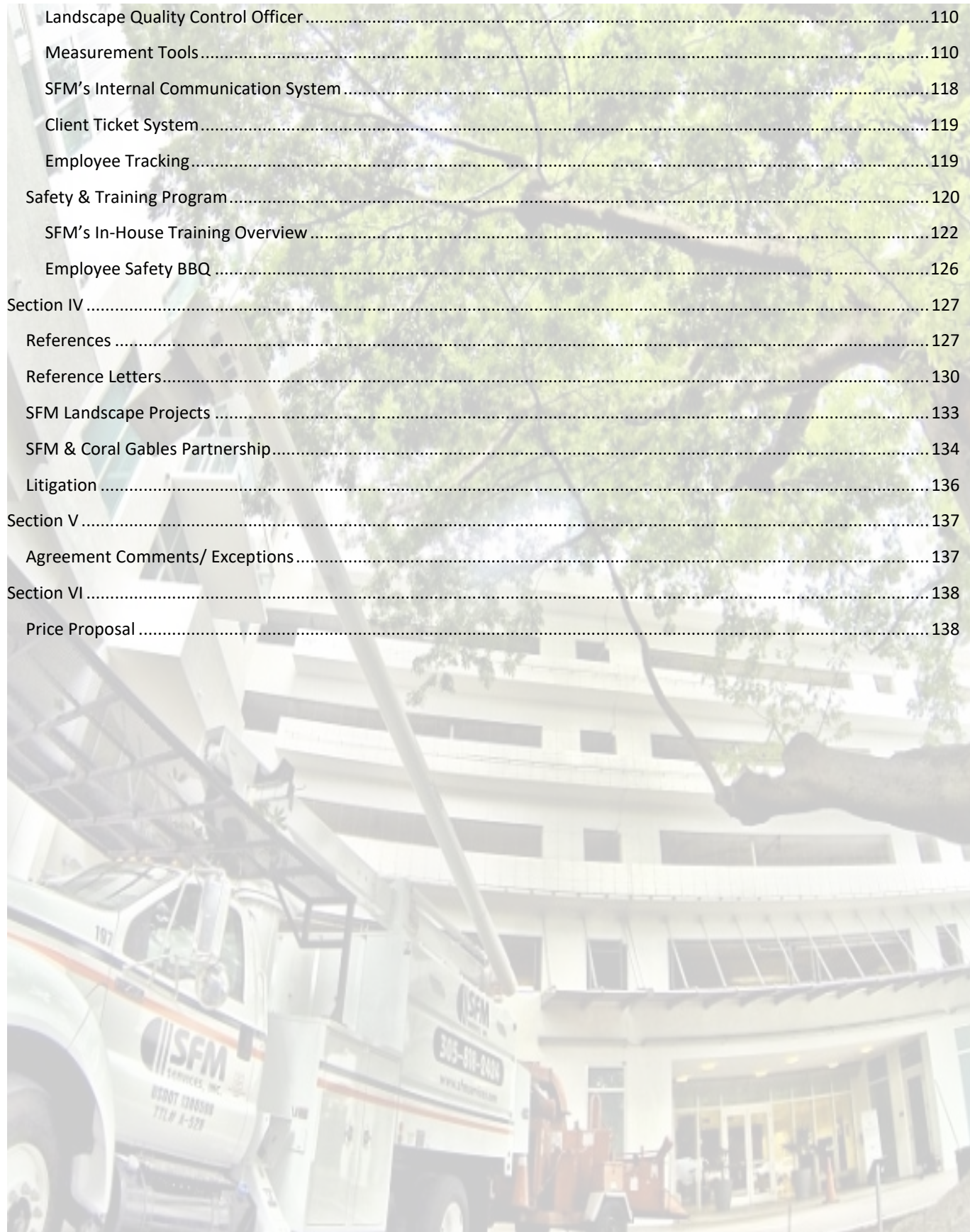


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# PROPOSER'S ACKNOWLEDGEMENT FORM

## CITY OF CORAL GABLES, FL

2800 SW 72<sup>nd</sup> Avenue, Miami, FL 33155  
Finance Department / Procurement Division  
Tel: 305-460-5102 / Fax: 305-261-1601

### **PROPOSER'S ACKNOWLEDGEMENT**

<b>RFP No. and Title: 2024-033</b> <b>Citywide Landscaping Services</b>	<b>Electronic submittals must be received prior to 2:00 p.m., October 21, 2024, via INFOR and will remain valid for 120 calendar days. Submittals received after the specified date and time will not be accepted.</b>
A cone of silence is in effect with respect to this RFP. The Cone of Silence prohibits certain communication between potential vendors and the City. For further information, please refer to the City Code Section 2-1027 of the City of Coral Gables Procurement Code.	Contact: Andrea Fortella Title: Procurement Specialist Telephone: 305-441-5745 Email: <a href="mailto:achung2@coralgables.com">achung2@coralgables.com</a> <a href="mailto:contracts@coralgables.com">contracts@coralgables.com</a>

Proposer Name: <b>SFM Landscape Services, LLC.</b>	FEIN or SS Number: <b>20-4908849</b>
Complete Mailing Address: <b>7500 NW 74 Avenue Medley, FL 33166</b>	Telephone No.: <b>305.818.2424</b>
Indicate type of organization below: Corporation: <input type="checkbox"/> Partnership: <input type="checkbox"/> Individual: <input type="checkbox"/> Other: <input checked="" type="checkbox"/>	Cellular No.: <b>305.525.9442</b>
Bid Bond/Security Bond <b>5%</b>	Fax No.: <b>305.818.3510</b>

**ATTENTION: THIS FORM ALONG WITH ALL REQUIRED RFP FORMS MUST BE COMPLETED, SIGNED (PREFERABLY IN BLUE INK), AND SUBMITTED WITH THE RESPONSE PRIOR TO THE SUBMITTAL DEADLINE. FAILURE TO DO SO MAY DEEM PROPOSER NON-RESPONSIVE.**

THE PROPOSER CERTIFIES THAT THIS SUBMITTAL IS BASED UPON ALL CONDITIONS AS LISTED IN THE RFP DOCUMENTS AND THAT THE PROPOSER HAS MADE NO CHANGES IN THE RFP DOCUMENT AS RECEIVED. THE PROPOSER FURTHER AGREES IF THE RFP IS ACCEPTED, THE PROPOSER WILL EXECUTE AN APPROPRIATE AGREEMENT FOR THE PURPOSE OF ESTABLISHING A FORMAL CONTRACTUAL RELATIONSHIP BETWEEN THE PROPOSER AND THE CITY OF CORAL GABLES FOR THE PERFORMANCE OF ALL REQUIREMENTS TO WHICH THIS RFP PERTAINS. FURTHER, BY SIGNING BELOW PREFERABLY IN **BLUE INK**, ALL RFP PAGES ARE ACKNOWLEDGED AND ACCEPTED AS WELL AS ANY SPECIAL INSTRUCTION SHEET(S) IF APPLICABLE. THE UNDERSIGNED HEREBY DECLARES (OR CERTIFIES) ACKNOWLEDGEMENT OF THESE REQUIREMENTS AND THAT HE/SHE IS AUTHORIZED TO BIND PERFORMANCE OF THIS RFP FOR THE ABOVE PROPOSER.

  
\_\_\_\_\_  
Authorized Name and Signature

\_\_\_\_\_  
Manager  
Title

\_\_\_\_\_  
11/11/2024  
Date

RFP No. 2024-033  
Citywide Landscaping Services

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## BID BOND

The original Bid Bond was hand delivered to the City of Coral Gables Procurement Division.

### BID BOND

STATE OF FLORIDA                    }  
COUNTY OF MIAMI DADE        }SS.  
CITY OF CORAL GABLES         }

KNOWN ALL MEN BY THESE PRESENTS, That we SFM Landscape Services, LLC., as Principal, and HARCO NATIONAL INSURANCE COMPANY and EVEREST REINSURANCE COMPANY, as Surety, are held and firmly bonded unto the City of Coral Gables as Owner in the penal sum of Five percent of the amount bid Dollars (\$5% -----), lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted to the City of Coral Gables the accompanying Bid, signed \_\_\_\_\_, and dated November 22, 2024, for

**Citywide Landscaping Services  
RFP 2024-033  
CORAL GABLES, FLORIDA**

in accordance with the Plans and Specifications therefore, the call for Bids or Proposals, and the Instructions to Bidders, all of which are made a part hereof by reference as if fully set forth herein.

NOW, THEREFORE,

- (a) If the Principal shall not withdraw said bid within thirty (30) days after date of opening of the same, and shall within ten (10) days after written notice being given by the City Manager or his designee, of the award of the contract, enter into a written contract with the City, in accordance with the bid as accepted, and give bond with good and sufficient surety or sureties, as may be required for the faithful performance and proper fulfillment of such contract,
- (b) in the event of the withdrawal of said bid or proposal within the period specified, or the failure to enter into such contract and give such bond within the time specified, if the Principal shall pay the City the difference between the amount specified in said bid or proposal and the amount for which the City may procure the required work and/or supplies, if the latter amount be in excess of the former, the above obligation shall be void and of no effect, otherwise to remain in full force and effect.





BID BOND

IN WITNESS HEREOF, the above bounded parties have executed this instrument under their several seals this 21 day of November, A.D., 2024, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

WITNESS

(If Sole Ownership or Partnership,  
Two (2) Witnesses Required.  
If Corporation, Secretary Only  
will attest and affix seal).

(1) [Signature]  
Signature

Vanessa Rivera  
Name

(2) [Signature]  
Signature

Silvia Del Sol  
Name

WITNESS:

(1) [Signature]  
Signature

Indiana Espinoza  
Name

(2) [Signature]  
Signature

Deleida Munecas  
Name

PRINCIPAL

SFM Landscape Services, LLC.  
Name of Firm

[Signature] (SEAL)  
Signature of Authorized Officer

Name and Title

7500 NW 74 Avenue  
Business Address

Medley Florida  
City, State

SURETY:

HARCO NATIONAL INSURANCE COMPANY

Corporate Surety

[Signature] (SEAL)  
Attorney-In-Fact D.W. MATSON III

4200 SIX FORKS ROAD, SUITE 1400  
Business Address

RALEIGH NC  
City, State

Matson-Charlton Surety Group  
Name of Local Agency



WITNESS:

(1)

Signature

Indiana Espinoza

Name

(2)

Signature

Deleida Munecas

Name

SURETY:

EVEREST REINSURANCE COMPANY

Corporate Surety

Tim Pellerin (SEAL)  
Attorney-In-Fact Tim Pellerin

100 Everest Way

Business Address

Warren

NJ 07059

City,

State

Matson-Charlton Surety Group

Name of Local Agency





# POWER OF ATTORNEY

Bond # BID BOND

## HARCO NATIONAL INSURANCE COMPANY

## INTERNATIONAL FIDELITY INSURANCE COMPANY

Member companies of IAT Insurance Group, Headquartered: 4200 Six Forks Rd, Suite 1400, Raleigh, NC 27609

**KNOW ALL MEN BY THESE PRESENTS:** That **HARCO NATIONAL INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of Illinois, and **INTERNATIONAL FIDELITY INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of New Jersey, and having their principal offices located respectively in the cities of Rolling Meadows, Illinois and Newark, New Jersey, do hereby constitute and appoint

D.W. MATSON, III, JOHN W. CHARLTON

Coral Gables, FL

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY**, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** and is granted under and by authority of the following resolution adopted by the Board of Directors of **INTERNATIONAL FIDELITY INSURANCE COMPANY** at a meeting duly held on the 13th day of December, 2018 and by the Board of Directors of **HARCO NATIONAL INSURANCE COMPANY** at a meeting held on the 13th day of December, 2018.

**"RESOLVED**, that (1) the Chief Executive Officer, President, Executive Vice President, Senior Vice President, Vice President, or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** have each executed and attested these presents on this 31st day of December, 2023



STATE OF NEW JERSEY  
County of Essex

Michael F. Zurcher  
Executive Vice President, Harco National Insurance Company  
and International Fidelity Insurance Company

STATE OF ILLINOIS  
County of Cook



On this 31st day of December, 2023, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY**; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.



IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.

Cathy Cruz a Notary Public of New Jersey  
My Commission Expires April 16, 2029

### CERTIFICATION

I, the undersigned officer of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this day, November 21, 2024

A00588

Irene Martins, Assistant Secretary





**POWER OF ATTORNEY  
EVEREST REINSURANCE COMPANY  
DELAWARE**

KNOW ALL MEN BY THESE PRESENTS: That Everest Reinsurance Company of Warren, New Jersey, a corporation of the State of Delaware, having its principal office in the City of Warren, New Jersey, pursuant to the following Resolution, which was adopted by the Board of Directors of the said Corporation on February 15, 1996 to wit:

"RESOLVED, that the Chairman of the Board and Chief Executive Officer the President, any Executive Vice President or any Senior Vice President is hereby authorized to execute Powers of Attorney appointing as attorneys-in-fact selected employees of certain surety companies who shall have the power for and on behalf of the Company to execute and affix the seal of the Company to surety contracts as co-surety."

Does hereby nominate, constitute and appoint Matthew Fox and Tim Pellerin of Orlando, Florida separately, employees of International Fidelity Insurance Company its true and lawful attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed: any and all bonds, undertakings or obligations in co-suretyship with International Fidelity Insurance Company or Allegheny Casualty Company or Harco National Insurance Company whether or not there are other co-sureties, wherein the co-surety participation of Everest Reinsurance Company does not exceed FIFTEEN MILLION Dollars (\$15,000,000) and reserving to itself full power of substitution and revocation.

The execution of such bonds or undertakings in pursuance of these presents, within one year off the date of issue of these presents, shall be binding upon said Corporation, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Corporation at its office in Warren, State of New Jersey, in their own proper persons.

IN WITNESS WHEREOF, the Everest Reinsurance Company has caused its corporate seal to be hereunto affixed, and these presents to be signed by its Senior Vice President this 17th day of October 2022.



Attest:

*Nicole Chase*

Everest Reinsurance Company

*Jiten Voralia*

Nicole Chase, Assistant Secretary

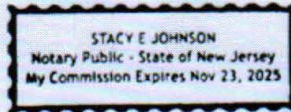
Jiten Voralia, Senior Vice President

STATE OF NEW JERSEY }  
SS }  
COUNTY OF SOMERSET }

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Warren, first above written.

My Commission expires

STATE OF NEW JERSEY }  
SS }  
COUNTY OF SOMERSET }



*Stacy Johnson*

Stacy Johnson, Notary Public

I, ROBERT CRISTIANO of Everest Reinsurance Company, a corporation of the State of Delaware, do hereby certify that the above and foregoing is a full, true correct copy of the Power of Attorney issued by said Everest Reinsurance Company, and that I have compared same with the original and that it is a correct transcript there from and of the whole of the original. Said Power of Attorney is still in full force and effect and has not been revoked. I do further certify that JITEN VORALIA, SENIOR VICE PRESIDENT is duly authorized to sign said Power of Attorney in accordance with the Resolution of the Board of Directors.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation, at the City of Warren, this 21 day of November 2024



*Robert Cristiano*

Robert Cristiano, Vice President

RE 00.00.00.203 DocuSign #04546 contains a security pantograph, blue background, heat-sensitive ink, coin-reactive watermark, and microtext printing on border.





## **SOLICITATION SUBMISSION CHECKLIST**

Request for Proposals (RFP) No. 2024-033

COMPANY NAME: (Please Print): SFM Landscape Services, LLC.

Phone: 305.818.2424 x.1117

Email: cinfante@sfmtservices.com

A response package numbered by page must be submitted ELECTRONICALLY via INFOR. Please provide the PAGE NUMBER of your solicitation response in the blanks provided as to where compliance information is located in your Submittal for each of the required submittal items listed below:

### **SUBMITTAL - SECTION I: TITLE PAGE, TABLE OF CONTENTS, REQUIRED FORMS, AND MINIMUM QUALIFICATION REQUIREMENTS.**

- 1) Title Page: Show the RFP number and title, the name of your firm, address, telephone number, name of contact person, e-mail address, and date. **PAGE #** 0
- 2) Provide a Table of Contents in accordance with and in the same order as the respective "Sections" listed below. Clearly identify the material by section and page number. **PAGE #** 1
- 3) Fill out, sign, and submit the Proposer's Acknowledgement Form. **PAGE #** 6
- 4) Fill out and submit the Solicitation Submission Check List. **PAGE #** 12
- 5) Fill out, sign, notarize (as applicable), and submit the Proposer's Affidavit and Schedules A through M. **PAGE #** 15
- 6) Fill out, E-Verify Affidavit **PAGE #** 32
- 7) Minimum Qualification Requirements: submit detailed verifiable information affirmatively documenting compliance with the Minimum Qualifications Requirements shown in Section 3. **PAGE #** 37
- 8) Fill out, Lobbyist Registration & Oral Presentation Forms **PAGE #** 33

### **SUBMITTAL - SECTION II: EXPERIENCE AND PROPOSER'S QUALIFICATIONS**

#### **(i) FOR PROPOSER:**

- 1) Provide a complete history and description of your company, including, but not limited to, the number of years in business, size, number of employees, office location, copy of applicable licenses/certifications, credentials, capabilities, and capacity to meet the City's needs. **PAGE #** 47
- 2) Describe the Proposer's relevant knowledge and experience in providing the services described in the "Scope of Services" to public sector agencies similar in size to the City of Coral Gables. **PAGE #** 47



(ii) FOR KEY PERSONNEL:

- 1) Provide a summary of the qualifications, copy of applicable licenses/certifications, and experience of all proposed key personnel. Include resumes (listing experience, education, licenses/certifications) for your proposed key personnel and specify the role and responsibilities of each team member in providing the services outlined in the RFP. Provide an organizational chart of all key personnel that will be used. For each key team member, please describe the experience in providing the services solicited herein.
  - a. Work in the field of landscaping contracting irrigation design/repair under a licensed company.
  - b. Certification in Landscape Inspectors Association of Florida (LIAF) or Florida Nursery Growers Landscape Association (FNGLA).
  - c. College level courses in the field of horticulture, botany, landscape architecture, or equal.

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**SUBMITTAL - SECTION III: PROJECT APPROACH AND METHODOLOGY**

- 1) Describe in detail your approach to performing the services solicited herein. Include detailed information, as applicable, which addresses, but need not be limited to: understanding of the RFP scope and requirements, implementation plan and communication with City staff and Consultants. Indicate how the Proposer intends to positively and innovatively work with the City in providing the services outlined in this RFP.

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- 2) Provide a detailed description of the service, including but not limited to:
  - a. Ability to have additional or necessary tools and/or equipment which may be needed to perform routine tasks and project work.
  - b. Ensure all required tools and/or equipment is maintained or replaced to ensure your equipment is always in quality working order.
  - c. Ability to provide the services requested herein, including personnel, tools and materials needed for the duration of the contract.
- 3) Provide a comprehensive description of your proposed quality assurance plan inspection procedures, and reporting system that will be used to monitor performance standards under this RFP.

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**SUBMITTAL - SECTION IV: PAST PERFORMANCE AND REFERENCES**

- 1) Using the required Attachment A - Reference Form, provide a minimum of five (5) references (but no more than seven (7) for which Proposer has performed similar scope of services in the last five (5) years. **DO NOT include work/services performed for the City of Coral Gables or City employees as reference (City related experience will be outlined in the request below).**
- 2) List all contracts for which the Proposer has performed (past and present) as a PRIME for the City of Coral Gables. The City will review all contracts the Proposer has performed for the City. Any and all Proposer's performance records (satisfactory and unsatisfactory) will be utilized in the evaluation process regardless of the type of work performed for the city.
- 3) Provide a list with contact information (Name of Agency, contact person, telephone number, email address) of all public sector clients in the last ten (10) years, and include if any, those that have discontinued use of Proposer's services within the last two (2) years and indicate the reasons for the same. Additionally, please provide any documentation related to performance issues of the current or past contracts to include any non-performance reports or notices to cure. The list of projects shall include the name of the project, the value, date(s) of project, etc. The City reserves the right to contact any reference or current customer identified as part of the evaluation process.
- 4) Please identify each incident within the last five (5) years where a civil, criminal, administrative, other similar proceeding was filed or is pending, if such proceeding arises from or is a dispute concerning the Proposer's

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rights, remedies or duties under a contract for the same or similar type services to be provided under this RFP  
(See Schedule D of Exhibit A).

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**SUBMITTAL – SECTION V: PROPOSAL PRICE PROPOSAL**

- 1) Provide pricing in INFOR via the lines tab.

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**SUBMITTAL – SECTION VI: AGREEMENT COMMENTS/EXCEPTIONS**

- 1) Please follow the instructions as outlined in Section 1.6 Agreement Execution. The acceptance of or any exceptions taken to the terms and conditions of the City's Agreement shall be considered a part of a Proposer's submittal and will be considered by the Evaluation Committee.

**-- NOTICE --**

**BEFORE SUBMITTING YOUR RFP RESPONSE MAKE SURE YOU:**

- ☐ 1. Carefully read and have a clear understanding of the RFP, including the Scope of Services and enclosed Professional Services Agreement (*draft*).
- ☐ 2. Carefully follow the Submission Requirements outlined in Section 6 of the RFP and ensure you have submitted all of the required information. **DO NOT INCLUDE A COPY OF THE ORIGINAL SOLICITATION.**
- ☐ 3. **Prepare and submit ONE (1) electronic copy via INFOR.**
- ☐ 4. Make sure your Response is submitted prior to the submittal deadline. **Late responses will not be accepted.**

**FAILURE TO SUBMIT THIS CHECKLIST AND THE REQUESTED DOCUMENTATION MAY RENDER YOUR RESPONSE SUBMITTAL NON-RESPONSIVE AND CONSTITUTE GROUNDS FOR REJECTION. THIS PAGE IS TO BE RETURNED WITH YOUR RESPONSE PACKAGE.**





## PROPOSER'S AFFIDAVIT & SCHEDULES A THROUGH M

### RESPONDENT'S AFFIDAVIT

**SOLICITATION:** RFP 2024-033 Citywide Landscaping Services

**SUBMITTED TO:** City of Coral Gables  
Procurement Division  
2800 SW 72 Avenue  
Miami, Florida 33155

The undersigned acknowledges and understands the information contained in response to this solicitation and the referenced Schedules A through M shall be relied upon by Owner awarding the contract and such information is warranted by Respondent to be true and correct. The discovery of any omission or misstatements that materially affects the Respondent's ability to perform under the contract shall be cause for the City to reject the solicitation submittal, and if necessary, terminate the award and/or contract. I further certify that the undersigned name(s) and official signatures of those persons are authorized as (*Owner, Partner, Officer, Representative or Agent of the respondent that has submitted the attached solicitation response*). Schedules A through M are subject to Local, State and Federal laws (as applicable); both criminal and civil.

- SCHEDULE A – STATEMENT OF CERTIFICATION
- SCHEDULE B – NON-COLLUSION AND CONTINGENT FEE AFFIDAVIT
- SCHEDULE C – DRUG-FREE STATEMENT
- SCHEDULE D – RESPONDENT'S QUALIFICATION STATEMENT
- SCHEDULE E – CODE OF ETHICS, CONFLICT OF INTEREST, AND CODE OF SILENCE
- SCHEDULE F – AMERICANS WITH DISABILITIES ACT (ADA)
- SCHEDULE G – PUBLIC ENTITY CRIMES
- SCHEDULE H – ACKNOWLEDGEMENT OF ADDENDA
- SCHEDULE I – APPENDIX A, 44 C.F.R. PART 18-CERTIFICATION REGARDING LOBBYING
- SCHEDULE J – CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
- SCHEDULE K – FEDERAL GRANT FUNDING SPECIAL PROPOSAL CONDITIONS
- SCHEDULE L – WORK HOURS & SAFETY CERTIFICATION
- SCHEDULE M – SAFETY ACCIDENT PREVENTION

This affidavit is to be furnished to the City of Coral Gables with the solicitation response. It is to be filled in, executed by the respondent and notarized. If the response is made by a Corporation, then it should be executed by its Chief Officer. This document MUST be submitted with the solicitation response.

	Christian Infante	Manager	11/11/2024
Authorized Name and Signature		Title	Date



STATE OF Florida

COUNTY OF Miami-Dade

On this 11 day of November, 2024, before me the undersigned Notary Public of  
the State of Florida, personally appeared Christian Infante  
(Name(s) of individual(s) who appeared before Notary)

And whose name(s) is/are subscribes to within the instrument(s), and acknowledges it's  
execution.

  
NOTARY PUBLIC, STATE OF FLORIDA

(Name of notary Public; Print, Stamp or  
Type as Commissioned.)



NOTARY PUBLIC  
SEAL OF OFFICE:

Personally know to me, or Produced  
Identification:

n/a  
(Type of Identification Produced)



**SCHEDULE "A" - CITY OF CORAL GABLES – STATEMENT OF CERTIFICATION**

Neither I, nor the company, hereby represent has:

- a. employed or retained for a commission, percentage brokerage, contingent fee, or other consideration, any company or person (other than a bona fide employee working solely for me or the respondent) to solicit or secure this contract.
- b. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any company or person in connection with carrying out the contract, or
- c. paid, or agreed to pay, to any company, organization or person (other than a bona fide employee working solely for me or the respondent) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the contract except as here expressly stated (if any):

**SCHEDULE "B" - CITY OF CORAL GABLES - NON-COLLUSION AND CONTINGENT FEE AFFIDAVIT**

1. He/she is the Manager/ Owner  
(Owner, Partner, Officer, Representative or Agent)

of the Respondent that has submitted the attached response.

2. He/she is fully informed with respect to the preparation and contents of the attached response and of all pertinent circumstances respecting such response;
3. Said response is made without any connection or common interest in the profits with any other persons making any response to this solicitation. Said response is on our part in all respects fair and without collusion or fraud. No head of any department, any employee or any officer of the City of Coral Gables is directly or indirectly interested therein. If any relatives of Respondent's officers or employees are employed by the City, indicate name and relationship below.

Name: n/a Relationship: n/a

Name: n/a Relationship: n/a

4. No lobbyist or other Respondent is to be paid on a contingent or percentage fee basis in connection with the award of this Contract.





#### **SCHEDULE "C" CITY OF CORAL GABLES - VENDOR DRUG-FREE STATEMENT**

Vendors must submit a certification with their bid/proposal certifying they have a drug- free workplace in as follows:

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 solicitation 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 solicitation, 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. As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.



**SCHEDULE "D" CITY OF CORAL GABLES – RESPONDENT'S QUALIFICATION STATEMENT**

The undersigned declares the truth and correctness of all statements and all answers to questions made hereinafter:

**GENERAL COMPANY INFORMATION:**

Company Name: SFM Landscape Services, LLC.

Address: 7500 NW 74 Avenue Medley, FL 33166  
Street City State Zip Code

Telephone No: (305) 818.2424 Fax No: (305) 818.3510 Email: cinfante@sfmtservices.com

How many years has your company been in business under its present name? 18+ Years

If Respondent is operating under Fictitious Name, submit evidence of compliance with Florida Fictitious Name Statue:

n/a

Under what former names has your company operated? : SFM Services, Inc.

At what address was that company located? 9700 NW 79 Avenue Hialeah Gardens, FL 33016

Is your company certified? Yes      No N/A If Yes, **ATTACH COPY** of Certification.  
Is your company licensed? Yes X No      If Yes, **ATTACH COPY** of License

Has your company or its senior officers ever declared bankruptcy?

Yes      No X If yes, explain:     

**LEGAL INFORMATION:**

Please identify each incident ***within the last five (5) years*** where (a) a civil, criminal, administrative, other similar proceeding was filed or is pending, if such proceeding arises from or is a dispute concerning the Respondent's rights, remedies or duties under a contract for the same or similar type services to be provided under this solicitation ***(A response is required. If applicable please indicate "none" or list specific information related to this question. Please be mindful that responses provided for this question will be independently verified)***:

Please refer to the section within our proposal labeled "Litigation"  
      
      
    

Has your company ever been debarred or suspended from doing business with any government entity?

Yes      No X If Yes, explain     





**SCHEDULE "E" CITY OF CORAL GABLES – CODE OF ETHICS, CONFLICT OF INTEREST, AND  
CONE OF SILENCE**

THESE SECTIONS OF THE CITY CODE CAN BE FOUND ON THE CITY'S WEBSITE, UNDER GOVERNMENT, CITY DEPARTMENT, PROCUREMENT, PROCUREMENT CODE (CITY CODE CHAPTER 2 ARTICLE VIII); SEC 2-1023; SEC 2-606; AND SEC 2-1027, RESPECTIVELY.

IT IS HEREBY ACKNOWLEDGED THAT THE ABOVE NOTED SECTIONS OF THE CITY OF CORAL GABLES CITY CODE ARE TO BE ADHERED TO PURSUANT TO THIS SOLICITATION.

**SCHEDULE "F" CITY OF CORAL GABLES - AMERICANS WITH DISABILITIES ACT (ADA)  
DISABILITY NONDISCRIMINATION STATEMENT**

I understand that the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any sub-contractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and service, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 U.S.C. 12101,12213 and 47 U.S.C. Sections 225 and 661 including Title I, Employment; Title 11, Public Services; Title III, Public Accommodations and Services Operated by Private Entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Sections 5553.501-553.513, Florida Statutes

The Rehabilitation Act of 1973, 229 U.S.C. Section 794

The Federal Transit Act, as amended, 49 U.S.C. Section 1612

The Fair Housing Act as amended, 42 U.S.C. Section 3601-3631

**SCHEDULE "G" CITY OF CORAL GABLES - STATEMENT PURSUANT TO SECTION 287.133 (3) (a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

1. I understand that a "public entity crime" as define 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 of the United States, including, but not limited to, any Proposal 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.
2. 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, non-jury trial, or entry of a plea of guilty or nolo contendere.



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

1. A predecessor or successor of a person convicted of a public entity crime; or 2. 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 36 months shall be considered an affiliate.

4. 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 Proposals or applies to Proposal 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.

5. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[Please indicate which statement below applies.]**

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

\_\_\_The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

\_\_\_The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list.

**[Attach a copy of the final order]**

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**





**SCHEDULE "H" CITY OF CORAL GABLES - ACKNOWLEDGEMENT OF ADDENDA**

1. The undersigned agrees, if this RFP is accepted, to enter in a Contract with the CITY to perform and furnish all work as specified or indicated in the RFP and Contract Documents within the Contract time indicated in the RFP and in accordance with the other terms and conditions of the solicitation and contract documents.
2. Acknowledgement is hereby made of the following Addenda, if any (identified by number) received since issuance of the Request for Proposal.

**Failure to adhere to changes communicated via any addendum may render your response non-responsive.**

Addendum No. 1 Date 11/01/2024 Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. 2 Date 11.15.2024 Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_ Addendum No. \_\_\_\_\_ Date \_\_\_\_\_



**SCHEDULE "I" - APPENDIX A, 44 C.F.R. PART 18-CERTIFICATION REGARDING LOBBYING**

**LOBBYING - 31 U.S.C. 1352, as amended**

**APPENDIX A, 44 CFR PART 18--CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements  
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Company] certifies, to the best of his or her knowledge and belief, that:

1. No Federal 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 an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Respondent, SFM Landscape Services, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

 Signature of Company's Authorized Official

Christian Infante, Manager Name and Title of Company's Authorized Official

11/11/2024 Date





**SCHEDULE "J" – CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

**Government Debarment & Suspension Instructions**

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



**Certification Regarding Debarment, Suspension,  
Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**


The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552(a), as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.355, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880.

**[READ INSTRUCTIONS ON PREVIOUS PAGE BEFORE COMPLETING CERTIFICATION]**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this solicitation

Christian Infante, Manager

Printed Name and Title of Authorized Representative

Signature 

11/11/2024

Date



#### **SCHEDULE "K" FEDERAL GRANT FUNDING SPECIAL PROPOSAL CONDITIONS**

This procurement is fully or partially Federally Grant funded. Respondent certifies that it shall comply with the applicable clauses as enumerated below.

1. **Drug Free Workplace Requirements:** Drug-free workplace requirements in accordance with Drug Free Workplace Act of 1988 (Pub L 100-690, Title V, Subtitle D) All proposers entering into Federal funded contracts over \$100,000 must comply with Federal Drug Free workplace requirements as Drug Free Workplace Act of 1988.
2. **Respondent's Compliance:** The respondent shall comply with all uniform administrative requirements, cost principles, and audit requirements for federal awards.
3. **Conflict of Interest:** The respondent must disclose in writing any potential conflict of interest to the city or pass-through entity in accordance with applicable Federal policy.
4. **Mandatory Disclosures:** The respondent must disclose in writing all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.
5. **Utilization of Minority and Women Firms (M/WBE):** The respondent must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, in accordance with 2CFR 200.321. If subcontracts are to be let, prime proposer will require compliance by all sub-contractor. Prior to contract award, the respondent shall document efforts to utilize M/WBE firms including what firms were solicited as suppliers and/or subcontractor as applicable and submit this information with their bid submittal. Information regarding certified M/WBE firms can be obtained from:

Florida Department of Management Services (Office of Supplier Diversity)  
Florida Department of Transportation  
Minority Business Development Center in most large cities and  
Local Government M/DBE programs in many large counties and cities

6. **Equal Employment Opportunity/Nondiscrimination:** (As per Executive Order 11246) The respondent may not discriminate against any employee or applicant for employment because of age, race, color, creed, sex, disability or national origin. The respondent agrees to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their age, race, color, creed, sex, disability or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship.
7. **Davis-Bacon Act:** If applicable to this contract, the respondent agrees to comply with all provisions of the Davis Bacon Act as amended (40 U.S.C. 3141-3148). Respondents are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, respondents must be required to pay wages not less than once a week. If the grant award contains Davis Bacon provisions, the City will place a copy of the current prevailing wage determination issued by the Department of Labor in the solicitation document. The decision to award a contract shall be conditioned upon the acceptance of the wage determination.
8. **Copeland Anti Kick Back Act:** If applicable to this contract, respondents shall comply with all the requirements of 18 U.S.C. § 874, 40 U.S.C. § 3145, 29 CFR Part 3 which are incorporated by reference to this contract. Respondents are prohibited from inducing by any means any person employed in the construction, completion or repair of public work to give up any part of the compensation to which he or she is otherwise entitled.





9. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 3701–3708): Where applicable, all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers must be in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each respondent is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
10. **Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387)**: as amended—The Respondent agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
11. **Debarment and Suspension** (Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220 and 2 CFR pt. 300) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension. SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The respondent shall certify compliance. The respondent further agrees to include a provision requiring such compliance in its lower tier covered transactions and subcontracts.
12. **Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352): Respondents that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. The respondent shall certify compliance.
13. **Rights to Inventions Made Under a Contract or Agreement**: If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
14. **Procurement of Recovered Materials**: Respondents must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.



15. **Access to Records and Reports:** Respondent will make available to the City's granting agency, the granting agency's Office of Inspector General, the Government Accountability Office, the Comptroller General of the United States, City of Coral Gables, or any of their duly authorized representatives any books, documents, papers or other records, including electronic records, of the proposer that are pertinent to the City's grant award, in order to make audits, investigations, examinations, excerpts, transcripts, and copies of such documents. The right also includes timely and reasonable access to the respondent's personnel during normal business hours for the purpose of interview and discussion related to such documents. This right of access shall continue as long as records are retained.
16. **Record Retention:** Respondent will retain of all required records pertinent to this contract for a period of three years, beginning on a date as described in 2 C.F.R. §200.333 and retained in compliance with 2 C.F.R. §200.333.
17. **Federal Changes:** Respondent shall comply with all applicable Federal agency regulations, policies, procedures and directives, including without limitation those listed directly or by reference, as they may be amended or promulgated from time to time during the term of the contract.
18. **Termination for Default (Breach or Cause):** If a contract is entered into, the Respondent acknowledges that if it fails to perform in the manner called for in the contract, or if the Respondent fails to comply with any other provisions of the contract, the City may terminate the contract for default. Termination shall be effected by serving a notice of termination to the respondent setting forth the manner in which the respondent is in default. The respondent will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.
19. **Safeguarding Personal Identifiable Information:** Respondent will take reasonable measures to safeguard protected personally identifiable information and other information designated as sensitive by the awarding agency or is considered sensitive consistent with applicable Federal, state and/or local laws regarding privacy and obligations of confidentiality.
20. **Prohibition on utilization of cost plus a percentage of cost contracts:** The City will not award contracts containing Federal funding on a cost plus percentage of cost basis.
21. **Energy Policy and Conservation Act (43 U.S.C. §6201):** All contracts except micro-purchases (\$3000 or less, except for construction contracts over \$2000). Contracts shall comply with mandatory standards and policies relating to energy efficiency, stating in the state energy conservation plan issued in compliance with the Energy Policy and Conservation act. (Pub. L. 94-163, 89 Stat. 871) [53 FR 8078, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19645, Apr. 19, 1995].
22. **Domestic Preference:** As appropriate and to the extent consistent with law, the Contractor should, in accordance with Section 2-699 of the City Code and 2 C.F.R. § 200.322 under Title 2 of the Code of Federal Regulations, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). For purposes of this section:
  - a. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
  - b. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.





23. **Telecommunications Equipment or Services:** It is prohibited, as described in section 889(b)(1) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA)1 and 2 C.F.R. § 200.216.2, for any FEMA award funds to be used in the procurement, the entering into or extending or renewing of a contract for the purpose of obtaining any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system. For purposes of this section:

- a. Covered telecommunications equipment or services means—
  - i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
  - ii. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
  - iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
  - iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

24. **Contract with the Enemy:** In accordance with 2 C.F.R. 200.215, it is acknowledged that no services under this contract are to be performed outside the United states and its territories nor in support of a contingency operation in which members of the Armed Forces are actively engaged in hostilities.

As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above applicable requirements and all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives."

I further acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract and that any subcontractor utilized will also be required to comply with the requirements above.

DATE: 11/11/2024

SIGNATURE: 

COMPANY: SFM Landscape Services, LLC

NAME: Christian Infante

ADDRESS: 7500 NW 74 Avenue  
Medley, FL 33166

TITLE: Manager

E-MAIL: cinfante@sfnservices.com

PHONE NO. 305.818.2424 x. 1117 or 1124





**SCHEDULE "L" - CONTRACTOR CERTIFICATION WORK HOURS AND SAFETY STANDARDS  
ADDENDUM**

This certification is incorporated as part of the contract for **SFM Landscape Services, LLC.**

The Contractor acknowledges and certifies that in accordance with the mandatory requirement that this provision be set forth in all FEMA related contracts, that it shall comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).

Under 40 U.S.C. s. 3702, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week.

The requirements of 40 U.S.C. s. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

More particularly, as set forth in 29 CFR s.5.5(b) which provides the required contract clauses:

(1) *Overtime requirements.* No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$25 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3) *Withholding for unpaid wages and liquidated damages.* The (write in the name of the Federal agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) *Subcontracts.* The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

SFM Landscape Services, LLC., hereby certifies that it shall adhere to the Work Hours and Safety Standards regulations throughout the duration of this Contract as set forth above.

Contractor Signature

Date: 11/11/2024



#### **SCHEDULE "M" – SAFETY ACCIDENT PREVENTION**

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

1. In the performance of this contract the contractor shall comply with all applicable Federal, State and local laws governing safety, health, and sanitation (23 CFR 635). The contractor shall provide all safeguards, safety devices and protective equipment and take any other needed actions as it determines, or as the contracting officer may determine, to be reasonably necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract.
2. It is a condition of this contract, and shall be made a condition of each subcontract, which the contractor enters into pursuant to this contract, that the contractor and any subcontractor shall not permit any employee, in performance of the contract, to work in surroundings or under which are unsanitary, hazardous or dangerous to his/her health or safety, as determined under construction safety and health standards (29 CFR 1926) promulgated by the Secretary of Labor, in accordance with Section 107 of the Construction Work Hours and Safety Standards Act (40 U.S.C. 3704).
3. Pursuant to 29 CFR 1926.3, it is a condition of this contract that the Secretary of Labor or authorized representative thereof, shall have right of entry to any site of contract performance to inspect or investigate the matter of compliance with the construction safety and health standards and to carryout the duties of the Secretary under Section 107 of the Contract Work Hours and Safety Standard Act (40 U.S.C. 3704).

SFM Landscape Services, LLC., hereby certifies that it shall adhere to the Safety Accident Prevention regulations throughout the duration of this Contract as set forth above.

  
\_\_\_\_\_  
Contractor Signature

Date: 11/11/2024



## E-VERIFY AFFIDAVIT



**City of Coral Gables  
Finance Department/Procurement Division**

**Employer E-Verify Affidavit**

By executing this affidavit, the undersigned employer verifies its compliance with F.S. 448.095, stating affirmatively that the individual, firm or corporation has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in F.S. 448.095 which prohibits the employment, contracting or sub-contracting with an unauthorized alien. The undersigned employer further confirms that it has obtained all necessary affidavits from its subcontractors, if applicable, in compliance with F.S. 448.095, and that such affidavits shall be provided to the City upon request. Failure to comply with the requirements of F.S. 448.095 may result in termination of the employer's contract with the City of Coral Gables. Finally, the undersigned employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

1201665

Federal Work Authorization User Identification Number

05/31/2017

Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on November 11th in Medley (city), FL (state).

  
Signature of Authorized Officer or Agent

Christian Infante, Manager

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE 11th DAY OF November, 2024.

  
NOTARY PUBLIC

My Commission Expires:





# LOBBYIST REGISTRATION & ORAL PRESENTATION FORMS

CITY OF CORAL GABLES  
FINANCE DEPARTMENT/PROCUREMENT DIVISION  
LOBBYIST REGISTRATION FORM

SOLICITATION NAME/NUMBER: RFP 2024-033 Citywide Landscaping Services

The Bidder/Proposer certifies that it understands if it has retained a lobbyist(s) to lobby in connection with this specific competitive solicitation that each lobbyist retained has timely filed the registration or amended registration required under the City of Coral Gables Lobbyist Registration requirement pursuant to Ordinance 2021-24 as outlined below:

*Lobbyist* means an individual, firm, corporation, partnership, or other legal entity employed or retained, whether paid or not, by a principal, or that contracts with a third-party for economic consideration to perform lobbying activities on behalf of a principal.

*Lobbying activity* means any attempt to influence or encourage the passage or defeat of, or modification to, governmental actions, including, but not limited to, ordinances, resolutions, rules, regulations, executive orders, and procurement actions or decisions of the city commission, the mayor, any city board or committee, or any city personnel. The term "lobbying activity" encompasses all forms of communication, whether oral, written, or electronic, during the entire decision-making process on actions, decisions, or recommendations which foreseeably will be heard or reviewed by city personnel. This definition shall be subject to the exceptions stated below.

*Procurement matter* means the city's processes for the purchase of goods and services, including, but not limited to, processes related to the acquisition of: technology; public works; design services; construction, professional architecture, engineering, landscape architecture, land surveying, and mapping services; the purchase, lease or sale of real property; and the acquisition, granting, or other interest in real property.

*City personnel* means those city officials, officers and employees who are entrusted with the day-to-day policy setting, operation, and management of certain defined city functions or areas of responsibility, even though ultimate responsibility for such functions or areas rests with the city commission, with the exception of the City Attorney, Deputy City Attorney, and Assistant City Attorneys, advisory personnel (members of city advisory boards and agencies whose sole or primary responsibility is to recommend legislation or give advice to the city commission); and any employee of a city department or division with the authority to participate in procurement matters, when the communication involves such procurement.

**Affidavit requirement.** The following provisions shall apply to certain individuals who, in procurement matters participate in oral presentations or recorded negotiation meetings and sessions:

- a. The principal shall list on an affidavit form, provided by the City, all technical experts or employees of the principal whose normal scope of employment does not include lobbying activities and whose sole participation in the city procurement matter involves an appearance and participation in a city procurement matter involves an appearance and participation in an oral presentation before a city certification, evaluation, selection, technical review or similar committee, or recorded negotiation meetings or sessions.
- b. No person shall appear before any procurement committee or at any procurement negotiation meeting or session on behalf of a principal unless he/she has been listed as part of the principal's presentation or negotiation team or has registered as a lobbyist. For purposes of this subsection only, the listed members of the oral presentation or negotiation team shall not be required to separately register as lobbyists or pay any registration fees. The affidavit will be filed by the city procurement staff with the city clerk at the after the proposal is submitted or prior to the recorded negotiation meeting or session. Notwithstanding the foregoing, any person who engages in lobbying activities in addition to appearing before a procurement committee to make an oral presentation, or at a recorded procurement negotiation meeting or session, shall comply with all lobbyist registration requirements.

The Bidder/Proposer hereby certifies that: (select one)

       It has not retained a lobbyist(s) to lobby in connection with this competitive solicitation; however, if one is retained anytime during the competitive process and prior to contract execution for this project, the lobbyist will properly register with the City Clerk's Office within two (2) business days of being retained with copy to the city procurement staff.

  X   It has retained a lobbyist(s) to lobby in connection with this competitive solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required under the City of Coral Gables



CITY OF CORAL GABLES  
FINANCE DEPARTMENT/PROCUREMENT DIVISION  
LOBBYIST REGISTRATION FORM

Lobbyist Registration requirement pursuant to Ordinance 2021-24 Section and that the required affidavit has been properly filed

It is a requirement of this solicitation that the following information be provided for all lobbyists retained to lobby in connection with this solicitation be listed below:

Name of Lobbyist: Les Pantin  
Lobbyist's Firm (if applicable): Pantin Gov LLC  
Phone: 305.215.2162  
E-mail: les@pantingov.com

Name of Lobbyist: \_\_\_\_\_  
Lobbyist's Firm (if applicable): \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name of Lobbyist: \_\_\_\_\_  
Lobbyist's Firm (if applicable): \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name of Lobbyist: \_\_\_\_\_  
Lobbyist's Firm (if applicable): \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Authorized Signature:   
Printed Name: Christian Infante  
Date: 11/11/2024  
Title: Manager  
Bidder/Proposer Name: SFM Landscape Services, LLC.





CITY OF CORAL GABLES  
FINANCE DEPARTMENT/PROCUREMENT DIVISION

LOBBYIST AFFIDAVIT

Solicitation Name/Number: RFP 2024-033 Citywide Landscaping Services

The following provisions shall apply to certain individuals who, in procurement matters participate in oral presentations or recorded responsiveness, responsibility or negotiation meetings and sessions:

a. The principal shall list below all technical experts or employees of the principal whose normal scope of employment does not include lobbying activities and whose sole participation in the city procurement matter involves an appearance and participation in an oral presentation before an evaluation, selection, technical review or similar committee, or recorded responsiveness, responsibility or negotiation meetings or sessions.

b. No person shall appear before any procurement committee or at any procurement responsiveness, responsibility or negotiation meeting or session on behalf of a principal unless he/she has been listed as part of the principal's team pursuant to this affidavit or has registered as a lobbyist. For purposes affidavit only, the listed members of the oral presentation or negotiation team shall not be required to separately register as lobbyists or pay any registration fees.

This affidavit will be provided by the city procurement staff to the city clerk after the proposal is submitted or prior to the oral presentation. Any changes after the original affidavit is submitted by the proposer and prior to the oral presentations, an updated copy shall be presented to the Procurement Division and the City Clerk at least twenty-four (24) hours prior scheduled time for the oral presentation session. Notwithstanding the foregoing, any person who engages in lobbying activities in addition to appearing before a procurement committee to make an oral presentation, or at a recorded procurement negotiation meeting or session, shall comply with all lobbyist registration requirements.

List of employees & technical experts:

NAME	TITLE	ROLE	COMPANY/FIRM
Christian Infante	Manager	Presenter	SFM Landscape Services, LLC.
Jose Infante	Founder & V.P.	Presenter	SFM Landscape Services, LLC.
Israel Rosado	COO	Presenter	SFM Landscape Services, LLC.
Barbara Findo	Director of Human Resources	Presenter	SFM Landscape Services, LLC.
Keith Harned	General Manager - Landscape	Presenter	SFM Landscape Services, LLC.
Kevin Bussiere	CCG Account Manager	Presenter	SFM Landscape Services, LLC.
Vanezza Rivera	Admin Assist	IT Support	SFM Landscape Services, LLC.





CITY OF CORAL GABLES  
FINANCE DEPARTMENT/PROCUREMENT DIVISION

LOBBYIST AFFIDAVIT

I do solemnly swear that all of the foregoing information is true and correct and I will fully comply with requirements of this affidavit and the associated City of Coral Gables Lobbyist Registration requirement pursuant to Ordinance 2021-24 Section.

Authorized Signature: [Signature]  
Printed Name: Christian Infante Title: Manager

Date: 11/11/2024  
Bidder/Proposer's Name: SFM Landscape Services, LLC.

NOTARY PUBLIC

STATE OF Florida  
COUNTY OF Miami-Dade  
On this 11th day of November, 2024, before me the undersigned Notary Public of the State of Florida, personally

appeared Christian Infante (Name(s) of individual(s) who appeared before Notary  
And whose name(s) is/are subscribes to within the instrument(s), and acknowledges it's execution.

NOTARY PUBLIC, STATE OF Florida

Vanezza D. Rivera (Name of notary Public, Print, Stamp or Type as Commissioned.



Personally know to me, or Produced

Identification: n/a

(Type of Identification Produced)

# MINIMUM QUALIFICATIONS REQUIREMENT A

## EXPERIENCE



The City of Coral Gables  
Procurement Division  
2800 S.W. 72ND AVENUE  
MIAMI, FLORIDA 33155

### CITY OF CORAL GABLES REFERENCE FORM RFP 2024-033 Citywide Landscaping Services

Complete the form as indicated below, to provide the required information as outlined in Section 3 of the solicitation. The City shall contact the companies listed below to verify the work performed on behalf of your company. All fields must be completed.

**Reference # 1 must cover the minimum five (5) year period from the issuance date of this solicitation.**

1. Project Name/Location ITB 2020-14 Right-of-Way Maintenance Services - City of Doral
- Owner Name City of Doral
- Contact Person Carlos Arroyo
- Contact Telephone No. 305.593.6740 Ext. 6000
- Email Address: carlos.arroyo@cityofdoral.com
- Yearly Budget/Cost Approx. \$530K p/yr
- Dates of Contract From: 2020 to present & To: 2012 to 2020
- Project Description SFM provides right-of-way maintenance throughout the city. The contract consists of but not limited to: lawn maintenance, litter control, fertilization, & tree trimming. Other services currently provided are street sweeping services and canal cleaning services.

**Additional References must cover similar engagements satisfactorily performed in the last five (5) years.**

2. Project Name/Location Event 220 Parking Landscape Maintenance and Pressure Wash Services
- Owner Name City of Fort Lauderdale
- Contact Person Bryan Greene
- Contact Telephone No. 954.218.0065
- Email Address: bgreene@fortlauderdale.gov
- Yearly Budget/Cost Approx. \$700K p/yr
- Dates of Contract From: 2024 To: present
- Project Description SFM provides litter and debris pickup, weed removal, weed control, vegetation mowing, hedge trimming, tree branch trimming from the ground, palm frond trimming from the ground, litter and vegetation disposal, and any other function that may be required to properly maintain the areas of responsibility.





The City of Coral Gables  
Procurement Division  
2800 S.W. 72ND AVENUE  
MIAMI, FLORIDA 33155

3. Project Name/Location RFP 2020-04 Landscape Maintenance Services - North Bay Village
- Owner Name City of North Bay Village
- Contact Person Ralph Rosado
- Contact Telephone No. 305.588.4364
- Email Address: Rrosado@nbvillage.com
- Yearly Budget/Cost Approx. \$150K p/yr
- Dates of Contract From: 2017 To: present
- Project Description SFM provides right-of-way maintenance throughout the city. The contract consists of but not limited to: litter, trash, and debris removal, mowing, edging, hedge trimming, selective tree trimming, planting, removal, raking, weed eating, herbicide applications, insect control, watering, fertilizing, mulching, staking, sod planting/replacement, landscape monument entrance sign installation/repairs (incl. Park signs) and irrigation system inspection and repair.
4. Project Name/Location ITB 2020-042-AY Grounds Maintenance, Right of Way, Parking Facilities, Lincoln Road Mall, Lot Clearance & Coastal Areas - City of Miami Beach
- Owner Name City of Miami Beach
- Contact Person P. Rodney Knowles
- Contact Telephone No. 305.673.7080
- Email Address: rodneynowles@miamibeachfl.gov
- Yearly Budget/Cost Approx. \$200K p/yr
- Dates of Contract From: 2020 to present & To: 2011-2020
- Project Description SFM provides landscape services at various City of Miami Beach streetscapes, municipal facilities and coastal areas which include but not limited to: mowing, edging, line trimming, irrigation system operation maintenance/repair, litter retrieval and waste disposal, pruning, mulching, weeding, landscape maintenance, pesticide and fertilizer applications, turf management, and replacement of plants as required.
5. Project Name/Location RFP 2024-1-1 Comprehensive Landscape Maintenance Services - City of Aventura
- Owner Name City of Aventura
- Contact Person Jake Ozyman
- Contact Telephone No. 305.466.8970
- Email Address: jozyman@cityofaventura.com







The City of Coral Gables  
Procurement Division  
2800 S.W. 72ND AVENUE  
MIAMI, FLORIDA 33155

Yearly Budget/Cost Approx. \$530K p/yr

Dates of Contract From: 2024 To: present

Project Description Maintenance of landscaping and irrigation, Turf mowing, edging, cleanup, shrubs, hedges, small trees and palms, Fertilization, disease and pest management, Application of herbicides, Debris clean-up, litter, dead animal, trash and recyclables collection, Removing graffiti, blowing sidewalks, Pressure cleaning sidewalks, and pavers at bus shelters and median separators, Receptacle maintenance throughout the city, Cleaning of all street furniture such as benches, trash, receptacles, light poles and bus shelters, As-needed painting of street furniture and structures (City will provide custom paint), Decorative street banner replacement and change-outs, Daily shopping cart removal.

6. Project Name/Location Grounds Maintenance, Litter Control, & Tree Trimming - Town of Miami Lakes

Owner Name Town of Miami Lakes

Contact Person Jeremy Bajdaun

Contact Telephone No. 305.364.6100

Email Address: Bajdaunj@miamilakes-fl.gov

Yearly Budget/Cost Approx. \$700K p/yr

Dates of Contract From: 2004 To: present

Project Description SFM provides litter control, tree trimming, maintenance and repair of grounds, landscaping, irrigation systems, tree water sprout removal up to 8 ft. high, shrub pruning, planting, fertilization, clean-up of litter and debris inclusive of leaves, landscaping operations, and other services as required to provide complete grounds maintenance.

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**BIDDER INFORMATION:**

Company Name: SFM Landscape Services, LLC.

Representative: Christian Infante

Address: 7500 NW 74 Avenue Medley, FL 33166

Telephone No.: 305.818.2424

Fax No.: 305.818.3510

Email Address: cinfante@sfmtservices.com



## MINIMUM QUALIFICATIONS REQUIREMENT B

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Please refer to section “[Executive Leadership & Key Personnel](#)”.



CERTIFICATE OF STATUS

# *State of Florida*

## *Department of State*

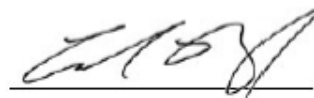
I certify from the records of this office that SFM LANDSCAPE SERVICES, LLC is a limited liability company organized under the laws of the State of Florida, filed on May 9, 2006.

The document number of this limited liability company is L06000047727.

I further certify that said limited liability company has paid all fees due this office through December 31, 2023, that its most recent annual report was filed on March 16, 2023, and that its status is active.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twenty-third day of October,  
2023*



  
*Secretary of State*

Tracking Number: 9169988327CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>





**2024 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT**

DOCUMENT# L06000047727

**Entity Name:** SFM LANDSCAPE SERVICES, LLC

**Current Principal Place of Business:**

7500 NW 74TH AVE  
MEDLEY, FL 33166

**Current Mailing Address:**

7500 NW 74TH AVE  
MEDLEY, FL 33166 US

**FEI Number:** 20-4908849

**Certificate of Status Desired:** No

**Name and Address of Current Registered Agent:**

TRIAY, CARLOS A  
2301 NW 87 AVENUE  
SUITE 501  
DORAL, FL 33172 US

*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.*

SIGNATURE: \_\_\_\_\_

Electronic Signature of Registered Agent

\_\_\_\_\_  
Date

**Authorized Person(s) Detail :**

Title MGR  
Name INFANTE, CHRISTIAN H  
Address 7500 NW 74TH AVENUE  
City-State-Zip: MEDLEY FL 33166

Title MGRM  
Name SFM SERVICES, INC  
Address 7500 NW 74TH AVENUE  
City-State-Zip: MEDLEY FL 33166

*I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath, that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.*

SIGNATURE: CHRISTIAN INFANTE

MANAGER

03/20/2024

\_\_\_\_\_  
Electronic Signature of Signing Authorized Person(s) Detail

\_\_\_\_\_  
Date



## MIAMI-DADE COUNTY OCCUPATIONAL LICENSE

000245

# Local Business Tax Receipt

Miami-Dade County, State of Florida  
-THIS IS NOT A BILL - DO NOT PAY

**LBT**

5770822

**BUSINESS NAME/LOCATION**  
SFM LANDSCAPE SERVICES LLC  
7500 NW 74TH AVE  
MEDLEY FL 33166

**RECEIPT NO.**  
RENEWAL  
1743963

**EXPIRES**  
**SEPTEMBER 30, 2025**  
Must be displayed at place of business  
Pursuant to County Code  
Chapter 8A - Art. 9 & 10

**OWNER**  
SFM LANDSCAPE SERVICES LLC  
C/O CHRISTIAN H INFANTE MGR

**SEC. TYPE OF BUSINESS**  
213 SERVICE BUSINESS  
CM26154

**PAYMENT RECEIVED  
BY TAX COLLECTOR**  
\$450.00 08/30/2024  
FPPU17-24-005075

Employee(s) 100

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit [www.miamidade.gov/taxcollector](http://www.miamidade.gov/taxcollector)



# Town of Medley

## LOCAL BUSINESS TAX RECEIPT

### BTAX25-2640

VALID OCT 1, 2024 - SEPT 30, 2025

SFM LANDSCAPE SERVICES LLC  
7500 NW 74 AVE  
Medley, FL 33166

SFM LANDSCAPE SERVICES LLC  
7500 NW 74 AVE  
Medley, FL 33166

Is hereby issued a Local Business Tax Receipt for the Town of Medley, valid through September 30th of the tax year listed above for the occupation of:

#### LANDSCAPE SERVICE

"Issuance of this Business Tax Receipt (BTR) is not a development or zoning approval. All activities and uses operated pursuant to this BTR shall comply with the Town of Medley Municipal Code, Miami-Dade County Regulations and State Laws."

**Folio No. 22-3011-002-0740**

#### RESTRICTIONS:

NO OUTSIDE STORAGE AND NO LIVING ON PREMISES

PER DERM: DRY USE ONLY.

TRACTOR/TRAILERS BACKED TO LOADING DOCK MUST NOT BLOCK RIGHT OF WAY.





# SAMPLE CERTIFICATE OF INSURANCE

SFMSER



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/1/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Commercial Lines - (305) 443-4886 USI Insurance Services LLC 201 Alhambra Circle, Suite 900 Coral Gables, FL 33134		<b>CONTACT</b> NAME: Dewin Molina PHONE (A/C, No, Ext): 786.785.1138 E-MAIL ADDRESS: dewin.molina@usi.com FAX (A/C, No):															
<b>INSURED</b> SFM Landscape Services, LLC. 7500 NW 74th Ave Medley, FL 33166		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Old Republic Insurance Company</td> <td>24147</td> </tr> <tr> <td>INSURER B: Ascot Specialty Insurance Company</td> <td>45055</td> </tr> <tr> <td>INSURER C: Westchester Surplus Lines Ins. Co.</td> <td>10172</td> </tr> <tr> <td>INSURER D: Hanover Insurance Company</td> <td>22292</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Old Republic Insurance Company	24147	INSURER B: Ascot Specialty Insurance Company	45055	INSURER C: Westchester Surplus Lines Ins. Co.	10172	INSURER D: Hanover Insurance Company	22292	INSURER E:		INSURER F:	
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**COVERAGES** CERTIFICATE NUMBER: 15830668 REVISION NUMBER: See below

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		MWZY31262224	03/01/2024	03/01/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> Comp/\$250/\$ <input checked="" type="checkbox"/> Coll/\$500/\$1.0		MWTB31519824	03/01/2024	03/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		ESXS231000012904	03/01/2024	03/01/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/REMBERS EXCLUDED? (Mandatory in NF) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	MWC31262324	03/01/2024	03/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Contractor's Pollution Liab.		G17663723002	12/21/2023	12/21/2024	General Aggregate: \$1,000,000 Each Occurrence \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

# SAMPLE COI

<b>CERTIFICATE HOLDER</b> SFM Landscape Services, LLC. 7500 NW 74th Ave. Medley, FL 33166	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

(This certificate replaces certificate# 15682904 issued on 3/3/2023)



Form **W-9**  
(Rev. March 2024)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
<b>SFM LANDSCAPE SERVICES LLC</b>	
2 Business name/disregarded entity name, if different from above.	
3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
<input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>S</b> <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
<b>7500 NW 74 AVENUE</b>	
6 City, state, and ZIP code	
<b>MEDLEY, FL 33166</b>	
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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-				-		
or									
Employer identification number									
5	9	-	4	9	0	8	8	4	9

### 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
		11.18.2024

### 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](http://www.irs.gov/FormW9).

### What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



## SECTION II

### QUALIFICATIONS & EXPERIENCE

**SFM Landscape** is South Florida's premier landscaping company with a remarkable track record of over 50 years delivering unparalleled results to our clients. SFM is a minority, family-owned and operated company locally headquartered in Miami-Dade County since 1972. Our HQ is in Medley.



Throughout the years, SFM has consistently delivered exceptional comprehensive landscape maintenance services to a wide range of clients, earning a reputation for excellence and customer satisfaction.

SFM is not your typical landscape company. Our company has the experience, talent, and practices of a national firm, but the service and area knowledge of a local company dedicated to its clients and client needs. We are the go-to "one-stop shop" for municipalities and commercial businesses to outsource the necessary services to maintain a clean and safe environment for its residents, tourists, and business community. SFM provides year-round landscape maintenance, and arbor care services to some of South Florida's most prominent medical facilities, educational facilities, and entire municipalities. Some of our most notable clients include:

- City of Doral
- Town of Miami Lakes
- City of Aventura
- North Bay Village
- Baptist Health South Florida
- Miami-Dade County School Board
- City of Coral Gables
- City of Margate
- City of Hialeah
- City of Miami Beach
- City of Fort Lauderdale
- Florida Department of Transportation

***We offer a unique blend of services including but not limited to:***

- Comprehensive Landscape Services
- Athletic Fields Maintenance
- Canal Maintenance Services
- Disaster Recovery Services
- Street Sweeping Services
- Tree Trimming, Installation, & Removal
- Landscape Design & Installation
- Irrigation Installation and Maintenance
- Stump Grinding
- Litter Control

Our HQ facility has approximately 20,000 square feet of office space, 15,000 square feet of warehouse space, and close to 3 acres of land. That, plus access to the latest equipment and a fleet of over 100 vehicles sets us apart from the rest. SFM has 3 full-time mechanics to service our entire fleet year-round.

### **The Right Choice**

SFM has proven through our capabilities and wherewithal to be a professional, reliable, and competent contracting partner. SFM has the experience, qualifications and most importantly, the commitment to service the City of Coral Gables. We enforce a drug free policy, and all employees are bonded and go through a criminal background check. **SFM is confident that we are the right choice for Coral Gables.**





## BENEFITS OF HIRING SFM SERVICES



### Miami-Dade County Hometown Experience:

**SFM is truly a Miami “Local” business.** Locally headquartered in Miami-Dade County since 1972, our team is rooted and has in depth knowledge of the local Tri-County area. Our local presence gives SFM an advantage over other firms. SFM Headquarters are approximately 9 miles away from the City of Coral Gables.



### Direct Ownership Support:

Unlike large, impersonal national firms, SFM is a local, minority-owned, family-operated company led by its founding officers, Jose and Christian Infante. The City of Coral Gables will have direct, round-the-clock access to SFM’s proprietors, 24 hours a day, 7 days a week.



### Risk Management:

SFM has a robust Risk Management & Safety Program. SFM’s Risk Management Team handles all workers’ compensation, general liability, automobile liability, and property damage claims from soup to nuts. The safety and occupational health of employees are also managed by SFM’s Risk Management Team.



### Training:

Our Team prides itself in having one of the best industry leading training programs in South Florida. The quality of service we deliver through extensive training has permitted us to grow exponentially over the last decade. SFM staff receive continuous training in all areas of landscape protocols to ensure our clients get the most out of their SFM experience. Because SFM has its own in-house training program, our team is not limited to monthly or quarterly trainings; We train on an as needed basis to maintain quality services.



### Recruitment:

We believe that the best way to offer exceptional service to our clients is to recruit the most talented, dedicated people in the industry. SFM’s experienced recruitment team targets local residents for employment opportunities thus fostering community involvement and development. SFM is well known for its local employment opportunities. Currently SFM Services has nearly 1,000 active employees in Miami-Dade and Broward County.



### Technology:

SFM uses technology that offers the City of Coral Gables transparency and real-time information. Our web-based management software and scanning systems can immediately dispatch services as needed instead of routine schedules. This allows SFM staff to anticipate, prevent and respond more effectively.



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## FINANCIAL STABILITY

SFM Landscape Services, LLC., has the financial support and working capital needed to fuel our resources and assets essential to our operations. SFM has the enough bonding capacity to provide performance and payment bonds in an amount not less than one hundred percent (100%) of the contract amount from a surety firm rated A- (Excellent) by an AM Best. SFM has never defaulted on a contract or failed to perform through its entirety. **Audited Financial Statements are readily available upon request.**



November 21, 2024

Mr. Christian Infante  
SFM Services, Inc  
7500 NW 74 Ave.  
Medley, FL 33166

Ref: Bank Reference Letter

To Whom It May Concern:

This letter is to confirm the banking relationship City National Bank of Florida has with SFM Services Inc (SFM) since 2012. SFM has handled their depository accounts in a satisfactory manner, maintaining average depository balances in the high 7 figures. In addition, SFM maintains a line of credit which has been handled as agreed, with availability in the medium 7 figures.

We look forward to continuing working with SFM and assisting their growth throughout the coming years. Please do not hesitate to contact us with any questions at 305 982 3434.

This letter is provided on behalf of our client without liability to the bank and/or its staff.

Very truly yours,

A handwritten signature in dark ink, appearing to read 'Carlos Bermudez', written over a light blue horizontal line.

Carlos Bermudez  
Vice President  
City National Bank of Florida  
2855 LeJeune Road  
Coral Gables, FL 33134  
[carlos.bermudez@citynational.com](mailto:carlos.bermudez@citynational.com)



Company Name: SFM Landscape Services, LLC  
Dun & Bradstreet D-U-N-S® Number: 07-913-4542

Come back before  
June 30, 2021  
and save 20%<sup>1</sup>

## Overview of Your D&B® Business Credit Scores (as of 5/1/2021)<sup>2</sup>



One or more of your D&B business credit scores may have changed.  
Call **1-844-600-0566** now to speak with an Account Manager  
about reactivating your CreditBuilder™ account—and save 20%.  
To learn more about these scores, visit [DandB.com/mycredit](https://DandB.com/mycredit).

<sup>1</sup> Discount applies to current price of new CreditBuilder subscription. One offer per D&B D-U-N-S Number.

<sup>2</sup> Scores and ratings are based on findings as of 5/1/2021.

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## MINORITY BUSINESS ENTERPRISE

### MBE Certification

SFM Landscape Services, LLC. is the subsidiary of and 100% owned by SFM Services, Inc., a certified minority owned business. Jose M. Infante and Christian Infante stockholders of SFM Services, Inc. are Hispanic. SFM strongly encourages the recruitment, selection, and promotion of minorities and women in the firm. Several of SFM's vendors are minority owned as well.

At SFM, we understand the importance of promoting diversity and inclusive practices in our business. We are committed to making good faith efforts to utilize Minority Business Enterprise (MBE) companies when any subcontracting opportunities arise. This commitment aligns with our dedication to fostering equitable opportunities for all contractors and suppliers, regardless of their background or identity. For this contract, SFM intends on utilizing its own forces to carry out the scope of work outlined in the ITB.

Any question regarding MBE certification, please contact Beatrice Louissaint, President of the Florida State Minority Supplier Development Council. (305.762.6151)

THIS CERTIFIES THAT

**SFM Services, Inc.**

\* Nationally certified by the: **FLORIDA STATE MINORITY SUPPLIER DEVELOPMENT COUNCIL**

\*NAICS Code(s): **561730; 561720**

\* Description of their product/services as defined by the North American Industry Classification System (NAICS)

12/01/2023  
**Issued Date**

12/01/2024  
**Expiration Date**

FL02106  
**Certificate Number**

*Ying McGuire*  
**Ying McGuire**  
NMSDC CEO and President

*Beatrice Louissaint*  
**Beatrice Louissaint, President & CEO**

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

Certify, Develop, Connect, Advocate.

\* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

**NMSDC**  
National Minority Supplier  
Development Council



## MEMBERSHIPS

	<p>SFM is a member of the American Public Works Association (APWA). This membership gives us access to the best education and training programs in public works, as well as networking opportunities with more than 31,500 public works professionals</p>
	<p>SFM is a member of the International Society of Arboriculture (ISA). As a member of ISA, SFM has access to a wealth of resources, networking opportunities, and professional certifications. SFM's longstanding membership demonstrates our commitment to providing high-quality arboricultural services.</p>
	<p>SFM is a member of the Florida Nursery, Growers, and Landscape Association (FNGLA). This membership has provided numerous benefits and opportunities for our business including access to a vast network of professionals in the nursery and landscape industry. FNGLA offers its members access to a wide range of resources and support, including legal, technical, and legislative assistance.</p>
	<p>SFM is a member of the Tree Care Industry Association (TCIA). As a member, SFM has access to a wide range of resources, including industry best practices, educational programs, and networking opportunities. This membership enables SFM to stay up-to-date with the latest advancements in arboriculture and tree care techniques.</p>
	<p>SFM is a member of the Miami-Dade County League of Cities (MDCLC). Our membership provides us with access to a wide range of networking opportunities. The League organizes various events and conferences where city officials can meet, exchange ideas, and establish partnerships. This collaborative environment facilitates knowledge sharing, promotes professional development, and helps foster a sense of community among member cities.</p>
	<p>SFM is a member of the Building Owners and Managers Association (BOMA) of Miami-Dade. BOMA provides SFM with a vast source of information on building management and operations, development, leasing, building operating costs, energy consumption patterns, local and national building codes, legislation, occupancy statistics, technological developments, and other industry trends.</p>



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## COMMUNITY INVOLVEMENT

SFM strongly believes in giving back to the community Christian Infante, President of SFM is personally involved in several local nonprofits.

During the COVID-19 Pandemic, SFM made several donations throughout our community including the City of Coral Gables.

### ***Thank You for Your Service***

As a thank you to our 1st Responders, SFM sent trained disinfecting crews to clean and disinfect the interior of police fleets at no charge to several local police departments.



SFM donated 300 custom face buffs with the CGPD logo to the City of Coral Gables Police Department.



**CORAL GABLES  
COMMUNITY  
FOUNDATION**

SFM donates to the  
CGCF Christmas Event





## City of Miami Beach Clean Up

SFM helped collect 4,125 lbs. of trash along the Julia Tuttle Causeway



## Christian Infante serves as Board Director for Miami Lighthouse for the Blind





Every Wednesday for 6 months during the COVID pandemic was Pizza Day for the foster children and staff at His House Children's Home courtesy of SFM and their partners at Power Pizza.



We support "Red Nose Day". Funds raised benefit children in some of the poorest communities in the world.



SFM supports annual back to school drives for many clients.



SFM participates in the annual Susan G Komen #RaceForTheCure



La Liga Contra El Cancer Walk



Miami Dade Schools & Miami Dolphins Butterfly Garden



City of Doral Earth Day Tree Donation





**Jose M. Infante, Founder of SFM Services.** Jose M. Infante, Founder of SFM Services, possesses over 50 years of extensive experience in the public service and commercial landscape industries. Throughout his career, Mr. Infante has demonstrated exceptional expertise in areas such as landscape design, maintenance, and environmental stewardship. He has played a pivotal role in overseeing large-scale projects, ensuring compliance with industry standards, and delivering high-quality results for both private and municipal clients.

As a former chair of the American Public Works Association (APWA), Mr. Infante has been at the forefront of advancing industry practices and promoting sustainable landscaping solutions. His impressive portfolio of certifications includes ISA Certified Arborist, FNGLA Landscape Maintenance Technician, MOT, Pesticide Applicator, and Fertilizer Applicator licenses, which underscore his commitment to professional excellence. In addition to his technical skills, Mr. Infante excels in business management and development, leveraging his knowledge to grow SFM Services into a trusted leader in the industry.



**Christian Infante, President.** Christian Infante, President and CEO of SFM Services, Inc., has over 26 years of experience in the public service industry, specializing in commercial landscape services for both private and public sectors. He holds a bachelor's degree in business marketing and management from Florida International University and is an ISA Certified Arborist.

In his leadership role at SFM Services, Mr. Infante takes a hands-on approach to every aspect of the business. He is actively involved in contract negotiations, business development, and ensuring the seamless execution of services, while maintaining a rigorous focus on quality assurance. His strategic vision also drives the financial health and operational growth of the company, making SFM Services a trusted leader in the industry.

Additionally, Mr. Infante serves as the lead Project Manager for all emergency and disaster recovery operations. His ability to coordinate large-scale recovery efforts under challenging conditions highlights his expertise in crisis management and reinforces SFM Services' reputation for reliability and excellence.





## KEY PERSONNEL

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**Israel Rosado, COO.** Israel Rosado, Chief Operating Officer of SFM Services, is a highly experienced and accomplished executive with a proven track record of leading large-scale operations. His career is defined by his analytical approach to problem-solving, which, combined with his extensive expertise in project management, has consistently driven operational efficiency and created exceptional customer value.

Mr. Rosado holds a bachelor's degree in finance from Florida International University. His financial acumen, coupled with his ability to streamline processes and manage complex projects, has made him instrumental in optimizing SFM Services' operations and ensuring the successful execution of initiatives. As COO, he remains focused on enhancing organizational performance and delivering superior results for clients across all sectors.



**Keith Harned, General Manager -Landscape Division.** Keith Harned brings a robust professional background in landscape management, finance, and business development. He recently joined SFM after serving as Branch Manager at Yellowstone Landscape, where he excelled in optimizing operations and driving strategic growth. Keith combines technical expertise with financial acumen to deliver sustainable, results-oriented solutions. His strengths include crafting innovative business strategies, fostering strong stakeholder relationships, and aligning organizational objectives with long-term success. Dedicated to continuous improvement, Keith is passionate about advancing operational excellence and creating meaningful impact.



**Kevin Bussiere, Account Manager.** Kevin joined the SFM Team in 2022, bringing with him over 20 years of experience in landscape maintenance. Mr. Bussiere possesses extensive knowledge in all aspects of landscape maintenance and possesses a deep understanding of the various techniques and practices for maintaining both landscapes and athletic fields. Over the past two years he has successfully demonstrated his ability to oversee operations involving up to 20 landscapers and 200+ sites simultaneously. In his current role as the City of Coral Gables' Account Manager, Mr. Bussiere has further solidified his expertise.





**Yasmara Llanes, Lead Irrigation Technician.** Yasmara Llanes is an FNGLA-certified irrigation technician specializing in efficient water management and sustainable landscape practices. With expertise in overseeing citywide irrigation maintenance programs, she ensures the smooth operation and optimization of irrigation systems for municipal landscapes. Dedicated to excellence, Yasmara combines technical precision with a passion for environmental stewardship to maintain vibrant, healthy landscapes that meet the city's needs.



**Ander Alvarez, Arbor Care Manager.** Mr. Alvarez recently joined SFM in 2024 as the Arbor Care Manager. He is a certified ISA Arborist with a Certificate in Tree Risk Assessment Qualification. He brings over 28 years of experience in the public sector as well as athletic fields and golf turf maintenance. Ander was previously employed as the Urban Forester of the City of Miami Beach, where he oversaw the city's urban tree canopy. Ander's qualifications and experience make him a valuable asset to SFM. His expertise in the field of arboriculture, coupled with his extensive public sector experience, makes him well-suited for the role of Arbor Care Manager.



**Jenny Alvarado, Landscape Administrative Assistant.** Jenny joined SFM in 2023 and has brought with her a wealth of experience and expertise in the field of Hospitality, Customer Service, and Human Resources. With more than 20 years of hands-on experience, Jenny has demonstrated exceptional skills in verbal and written communication, possesses a keen understanding of the latest technology, as well as strong organizational abilities. Additionally, Jenny is responsible for managing the daily payroll operations for over 200 landscape employees and plays a vital role in generating master shift schedules, work orders, and project punch lists.



**Alberto Salones, Fleet Manager.** Mr. Salones plans, directs, and coordinates the operation of SFM's fleet of vehicles and equipment. Some of his duties include purchasing, cost reduction strategies, preventive maintenance to equipment and vehicles, fuel management, and GPS tracking management. Mr. Salones also coordinates our facility's maintenance and oversees our three in-house mechanics.





**Terry Alfonso, Corporate Controller.** Ms. Alfonso joins the SFM team with 30 years of corporate accounting experience and a wealth of knowledge in Tax laws. She earned her bachelor's and a master's degree in accounting from Florida International University and is currently a professor at Miami Dade College where she teaches Accounting and Tax. Ms. Alfonso is directly responsible for all accounting and finance functions inclusive of revenue cycle management, cost accounting, treasury, and financial reporting at SFM.



**Barbara Findo, Director of Human Resources and Safety.** As Director of Human Resources & Safety, Barbie serves as a strategic business partner focused on planning, leading, directing, developing, and coordinating the policies, activities, and staff of the Human Resource (HR) and Safety departments, while ensuring legal compliance and implementation of the organizations mission and talent strategy. With over 25 years of professional human resources experience, Barbie provides counsel and support to the organization to help achieve strategic and operational goals, while mitigating risk.



**Luis Sanchez, Risk and Safety Manager.** Mr. Sanchez is an accomplished Environmental Health and Safety professional with a distinguished record of leading teams, optimizing processes, and enhancing systems to drive bottom-line performances. With a data-driven approach, Luis excels in designing programs that harmonize corporate objectives with regulatory mandates, equipping companies with the necessary resources to unlock potential and achieve operational excellence. Luis brings over 20 years of military experience to his role, complementing his position as a senior bilingual instructor.







**Daineth De Abreu, Benefits and Retention Manager** Ms. De Abreu holds dual roles at SFM – serving as the Benefits and Retention Manager as well as the Accounting Manager. Her dynamic position at the company requires her to bring fusion and balance between these two areas, ensuring both the financial compliance and audits are up to date while also evaluating and implementing strategies for managing the benefits and retention of almost 1,000 employees. In her role, Ms. De Abreu plays a crucial role in ensuring that SFM remains competitive in the labor market. By effectively managing benefits and retention, she helps our company attract and retain top talent, ensuring that we have a strong and diverse workforce.



**Sophie Casas, Talent Acquisition Manager.** Ms. Casas holds the position of Lead Recruiter within our organization. With a background in Psychology, Sophia oversees a comprehensive talent selection process across our company. Her guiding principle is rooted in the belief that we hire based on character and subsequently refine skills through training. As the Lead Recruiter, Sophia is responsible for overseeing the entire talent acquisition process. This includes Job Posting and Sourcing, Candidate Screening, Candidate Evaluation & Interviewing, job offers and facilitates the hiring process.



**Vanezza Rivera, Executive Administrative Assistant.** Ms. Rivera serves as a corporate assistant at SFM. Her primary role is to provide support to Senior Officers and ensure that all government contracting opportunities are effectively managed. She develops formal bid qualifying proposals and submittal materials for purchasing committees. Additionally, she is responsible for administering and managing contracts, vendor registrations, certificates of insurance, and liability claims. Ms. Rivera is responsible for researching, identifying, and contacting potential resources for disaster recovery services. In 2017 post Hurricane Irma, Ms. Rivera coordinated up to thirty-five individual subcontractors and had over 250 debris hauling trucks in circulation daily throughout Miami-Dade County. Ms. Rivera is a bonded & insured Notary Public for the State of Florida.



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## KEY PERSONNEL RESUMES

**Jose M. Infante**  
**Founder**

[jinfante@sfmtservices.com](mailto:jinfante@sfmtservices.com)



### Experience

1987 to Present

SFM Services, Inc.  
Founder & Stockholder  
Oversee all aspects of Safety Program  
Oversee all financial aspects of company

1972 to 1986

Property Management & Maintenance  
Vice President & Stockholder  
In charge of all landscape operations  
Recruitment of personnel

### Education

1963 to 1967

Christopher Columbus High school

1969 to 1970

University of Miami

1970 to 1973

Miami Dade Community College  
Associates Degree

### Additional Skills

Fluent in English and Spanish  
Computer literate: Microsoft Word, Excel, PowerPoint,  
Effective Communication and Leadership skills  
ISA Florida Certified Arborist

### Volunteer Activities

Director of Cuban Democracy PAC  
Member of American Public Works Association



**Christian Infante**  
**President**  
[cinfante@sfmtservices.com](mailto:cinfante@sfmtservices.com)



**Experience**

1998 to Present

SFM Services, Inc.  
Certified ISA Arborist  
Oversee all aspects of landscape operations  
New account startups  
Directly involved in all phases of disaster recovery projects  
Maintain business relations with clients  
Oversee all financial aspects of company  
Business Development & New contract negotiations

**Education**

1992 to 1996

Christopher Columbus High school

1997 to 2002

Florida International University

Bachelor's degree in Business Marketing and Management

2006

University of Florida

Certificate Course in Horticulture

2008

ISA Certified Arborist (License. # FL-5916A)

**Additional Certifications**

ISA Certified Arborist

Fluent in English and Spanish

Computer literate: Microsoft Word, Excel, PowerPoint,  
Effective Management, Communication, and  
Leadership skills, C.P.R. Certified

**Volunteer Activities**

Miami Lighthouse for the Blind Board of Directors

League Against Cancer

His House

Susan G Komen's Race for the Cure

Back to School Drives

A.P.W.A.





**Israel Rosado**  
**COO**  
[irosado@sfmtservices.com](mailto:irosado@sfmtservices.com)

**Education**

Florida International University  
*Bachelor's Degree in Business Administration - Finance*  
Harvard Business School  
*Launching Breakthrough Technologies*  
Florida International University  
*Executive Strategy Management*

**Experience**

2024 to Present	SFM Services, Inc. Oversee all day to day operations for the 3 entities. Fleet department operations.
2019 to 2023	Novus Health Insurance (Formerly PA Group) Chief Operating Officer   Managing Director Led an operational transformation and portfolio spinoff.
2012 – 2019	Best Doctors Insurance Vice President of Strategy and Analytics Led a scalable build out of a global operation via multiple sites.
2009 – 2012	BUPA Director of Program and Change Management Led merger and operational integration of acquisitions.
2007-2009	Transcon Labour Group Vice President of Sales and Marketing
1995-2006	Delta Airlines Various Managerial Positions

**Additional Skills**

Strategic Planning and Implementation  
Global Business Operations Management  
Business Process Reengineering  
Program & Project Management  
Resource Allocation / Optimization  
Computer literate: Microsoft Word, Excel, PowerPoint  
Executive Management



**Keith Harned**  
**General Manager – Landscape Division**  
[kharned@sfmtservices.com](mailto:kharned@sfmtservices.com)

**Experience**

2024 to Present	SFM Services, General Manager – Landscape Division Manages the entire landscape division New contract negotiations and account startups
2021 to 2024	Yellowstone Landscape, Branch Manager Responsible for overseeing several accounts within the branch.
2017 to 2021	Southern Blossoms, Inc., Project Management & Director of Operations Responsible for all aspects of operations to include daily oversight, materials and inventory management, and the supervision of managers and team members to maximize employee engagement and productivity, with full accountability for output.

**Landscape Project Experience**

Park Grove – Phase II, Coconut Grove, Florida: Landscape & Irrigation Scope  
The Henry, Coral Gables, Florida: Landscape & Irrigation Scope  
1212 Lincoln Rd, Miami Beach, Florida: Landscape and Irrigation Scope  
Southeast Financial, Miami, Florida: Plaza Landscape & Irrigation Renovation Scope

**Education**

Georgia College and State University  
Vance-Granville Community College  
Major: Business Administration

**Certifications and Memberships**

DEP Florida Green Industries Best Management Practices Training and Certification Florida-Friendly Landscaping™ Legislation, Codes, and Your Community Project Management Essentials Course National Association of Landscape Professionals.



**Ander Alvarez**  
**Arbor Care Manager**  
[alvarez@sfmtservices.com](mailto:alvarez@sfmtservices.com)



## Experience

2024 to Present	SFM Landscape Services <b>Arbor Care Manager</b> Oversees the entire Arbor Care Division New contract negotiations and account startups
2022 to 2024	City of Miami Beach, Dept. of Environment & Sustainability <b>Urban Forester</b> Oversaw the Urban Forestry Division to promote the growth and maintenance of the City's urban canopy. Responsibilities included development and management of program initiatives, and creation and administration of policy and regulations concerning the preservation and protection of the city's urban tree canopy.
2022 to 2022	City of Coral Gables, Public Works Department <b>Greenspace Management Coordinator</b> Responsible for overseeing the City's urban forest, which includes the planting of new trees and ongoing pruning and maintenance of approx. 40,000 existing trees.
2018 to 2021	City of New Orleans, Department of Parks and Parkways <b>Arborist Supervisor IV, Forestry Division</b>
2014 to 2018	Bartlett Tree Experts <b>Plant Healthcare Specialist/ Arborist/ Foreman</b>
1996 to 2003	Muirfield Golf Group <b>Golf Course Superintendent</b>

## Education

2022 to Present	International Society of Arboriculture Certified Arborist
2022 to Present	Certified Tree Risk Assessment Qualification (TRAQ)
2021 to Present	Commercial Driver's License, Class A,
2018 to 2022	Certified Louisiana Arborist
2014 to 2020	Louisiana Certified Pesticide Applicator

## Additional Skills

Budgeting, Project Management  
Account Management, Maintenance  
Sales, Training, Strategic Planning





**John Munro**  
**ISA Certified Utility Arborist**



**Relevant work experience:**

Utility Arborist SFM Landscape Services, LLC.

*January 2024-present*

- ❖ Lead utility arborist and project manager.

Utility Arborist 1- Atlas Field Services; Consulting Arborist for FPL

*June 2024-2024*

- ❖ Lead arborist on Broward county feeder and lateral hardening programs
- ❖ Design scope of vegetation work to facilitate feeder hardening and other capital improvement projects
- ❖ Coordinate with engineering teams to determine feasibility of feeder hardening construction designs
- ❖ Design scope of vegetation work for planned mid-cycle maintenance
- ❖ Quality audits of planned maintenance and capital trimming
- ❖ Meet with customers and evaluate field conditions for reactive maintenance including customer trim requests, trouble tickets
- ❖ Conduct feeder outage investigations to identify and resolve vegetation conflicts with overhead power lines
- ❖ Resolve elevated customer and FPSC complaints
- ❖ Public outreach at city tree giveaways to educate on the importance of right tree right place to avoid vegetation conflicts with utilities
- ❖ Conduct safety inspections of work in progress to ensure all industry standard safety practices are followed
- ❖ Provide support for reactive work during large scale restoration efforts from major storm events, vegetation site lead during multiple storm events
- ❖ Working with subcontractors to ensure customer satisfaction and the safe completion of work

UVM Senior Specialist- Davey Resource Group; Consulting Arborist for FPL

*July 2019- March 2023*

- ❖ Lead arborist on Broward county feeder and lateral hardening programs
- ❖ Design scope of vegetation work to facilitate feeder hardening and other capital improvement projects
- ❖ Coordinate with engineering teams to determine feasibility of feeder hardening construction designs
- ❖ Design scope of vegetation work for planned mid-cycle maintenance
- ❖ Quality audits of planned maintenance and capital trimming
- ❖ Meet with customers and evaluate field conditions for reactive maintenance including customer trim requests, trouble tickets
- ❖ Conduct feeder outage investigations to identify and resolve vegetation conflicts with



- overhead power lines
- ❖ Resolve elevated customer and FPSC complaints
- ❖ Public outreach at city tree giveaways to educate on the importance of right tree right place to avoid vegetation conflicts with utilities
- ❖ Conduct safety inspections of work in progress to ensure all industry standard safety practices are followed
- ❖ Provide support for reactive work during large scale restoration efforts from major storm events, vegetation site lead during multiple storm events
- ❖ Working with subcontractors to ensure customer satisfaction and the safe completion of work

#### Arborist/Foreman- Landmark Landscape and Maintenance

*August 2016-July 2019*

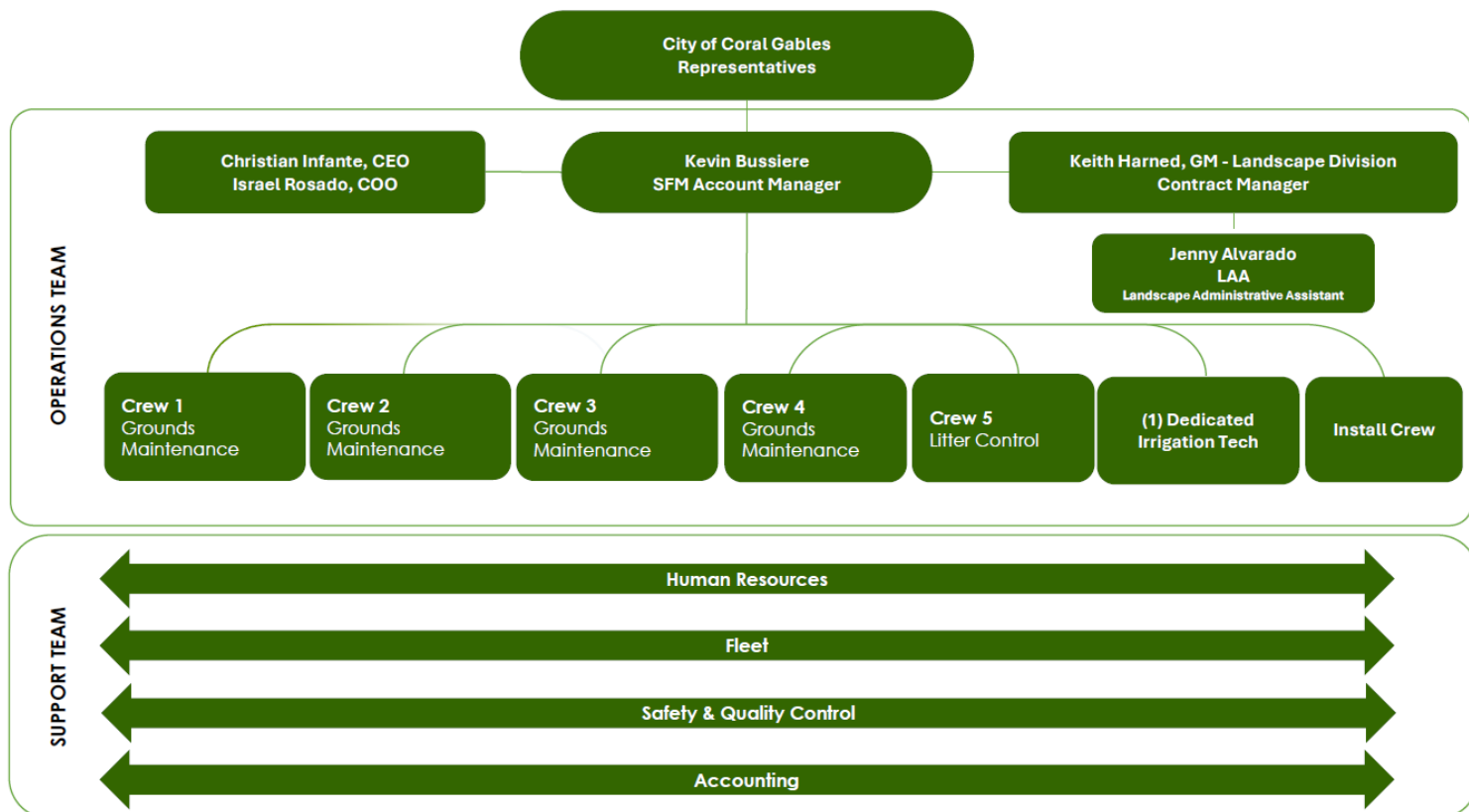
- ❖ Supervision of multiple tree and landscape crews working different sites concurrently
- ❖ Ensuring all work is performed to established industry standards
- ❖ Addressing customer concerns and finding solutions
- ❖ Training employees and overseeing the implementation of safe work practices
- ❖ Coordinating crews with 3rd party contractors to ensure jobs completed safely and efficiently

#### Certifications:

- ❖ ISA Certified Arborist Utility Specialist #FL-9390UA
- ❖ Commercial Pesticide Applicator License #CM27198
- ❖ Network Support Services- McFatter Technical School



## PROPOSED OPERATIONAL ORGANIZATIONAL CHART



### Notes

- Crew size vary from 3 to 6 persons per crew.
- There are currently 7 crew members who have been working for the city of Coral Gables contract for over 5 years.
- SFM is also equipped to provide the City with “Disaster Recovery” services.





## KEY PERSONNEL



Keith Harned, General Manager- Landscape Division (Contract Manager & Transition Lead)  
Phone: 786.256.0987  
Email: [kharned@sfmtservices.com](mailto:kharned@sfmtservices.com)

Transition Role: Complete Contract Management, Client Expectations & Satisfaction, Program Implementation, Operations Management, Fleet & Equipment Maintenance, Service Delivery



Kevin Bussiere, Account Manager  
Phone: 305.927.8088  
Email: [kbussiere@sfmtservices.com](mailto:kbussiere@sfmtservices.com)

Transition Role: On-Site Operations, Schedule Management, Employee Orientation, Service Delivery



Yasmara, Llanes  
Phone: 786.927.7437  
Email: [irrigation@sfmtservices.com](mailto:irrigation@sfmtservices.com)

Transition Role: Irrigation Maintenance



Israel Rosado, COO  
Phone: 786.914.1143  
Email: [irosado@sfmtservices.com](mailto:irosado@sfmtservices.com)

Transition Role: operational management & support, client expectations meeting, customer satisfaction.



Barbara Findo, Director of Human Resources and Safety  
Phone: 786.246.0102  
Email: [bfindo@sfmtservices.com](mailto:bfindo@sfmtservices.com)

Transition Role: Recruitment, Employee Background Checks, Drug Testing, New Hire Onboarding & Training



Luis Sanchez, Risk and Safety Manager.  
Phone: 917.499.6410  
Email: [lsanchez@sfmtservices.com](mailto:lsanchez@sfmtservices.com)

Transition Role: Risk Management, Employee Safety & Training



Christian Infante, President & Corporate Support  
Phone: 305.525.9442  
Email: [cinfante@sfmtservices.com](mailto:cinfante@sfmtservices.com)

Transition Role: Corporate Support, Quality Control



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## SUBCONTRACTOR UTILIZATION

Our in-house SFM staff will perform all routine services outlined in the scope of work however at times, SFM may outsource auxiliary services to our preferred subcontractors. *All subcontractors are licensed and insured.*

- JP Landscaping & Designs, Inc.
- Lemus Irrigation, Inc.



ISA ARBORIST CERTIFICATES



**The International Society of Arboriculture**

Hereby Announces That

*Christian H. Infante*

Has Earned the Credential

**ISA Certified Arborist®**

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

*Caitlyn Polihron*  
Caitlyn Polihron  
CEO & Executive Director

9 June 2008	30 June 2026	FL-5916A
Issue Date	Expiration Date	Certification Number



ISA Certified Arborist



**The International Society of Arboriculture**

Hereby Announces That

*Ander Alvarez*

Has Earned the Credential

**ISA Certified Arborist®**

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

*Caitlyn Polihron*  
Caitlyn Polihron  
CEO & Executive Director

06 May 2022	30 June 2025	FL-9850A
Issue Date	Expiration Date	Certification Number



ISA Certified Arborist



**The International Society of Arboriculture**

Hereby Announces That

*John Munro*

Has Earned the Credential

**ISA Certified Arborist Utility Specialist®**

By successfully meeting ISA Certified Arborist Utility Specialist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

*Caitlyn Polihron*  
Caitlyn Polihron  
CEO & Executive Director

28 October 2020	31 December 2024	FL-9390AU
Issue Date	Expiration Date	Certification Number



ISA Certified Arborist







THIS IS TO CERTIFY THAT

**Christian Infante**

SATISFIED THE REQUIREMENTS FOR COMPLETION OF  
Principles of Pruning - Introduction to Arboriculture

AWARDED ON  
8/25/2023



THIS IS TO CERTIFY THAT

**Christian Infante**

SATISFIED THE REQUIREMENTS FOR COMPLETION OF  
Tree Risk Assessment - Introduction to Arboriculture

AWARDED ON  
8/25/2023



THIS IS TO CERTIFY THAT

**Christian Infante**

SATISFIED THE REQUIREMENTS FOR COMPLETION OF  
Safety - Introduction to Arboriculture

AWARDED ON  
8/26/2023

## Certificate of Attendance

The Florida Chapter of the International Society of Arboriculture as Sponsors of  
**Electrical Hazard Awareness Training**  
With Dr. John Ball

certifies to all that

**Christian Infante**

has completed 6 hours of continuing education by attending electrical hazard recognition, line clearance pruning practices, and emergency response workshop held in Pompano Beach, Florida, February 28, 2020, in partial fulfillment of the OSHA/ANSI training requirements for the Incident and line-clearance arborist.

February 28, 2020  
Date

*Norman B. Ensey*  
Chief Executive Officer



## CERTIFICATE OF COMPLETION

This Certifies that

*Christian Infante*

Has completed the five-hour Electrical Hazards Awareness training conducted by:

STREAMSIDE GREEN

VICTORIAN GARDENS  
A FULL SPECTRUM TREE & SHED CARE COMPANY

February 26, 2021  
DATE

*Jeff Thierbach, BCMA*  
INSTRUCTOR

## CERTIFICATE OF COMPLETION

This Certifies that

*Christian Infante*

Has completed the four-hour Chipper Safety webinar conducted by:

STREAMSIDE GREEN

VICTORIAN GARDENS  
A FULL SPECTRUM TREE & SHED CARE COMPANY

April 16, 2021  
DATE

*Jeff Thierbach, BCMA*  
INSTRUCTOR

## CERTIFICATE OF COMPLETION

This Certifies that

*Christian Infante*

Has completed the four-hour Aerial Lift training conducted by:

STREAMSIDE GREEN

VICTORIAN GARDENS  
A FULL SPECTRUM TREE & SHED CARE COMPANY

November 6, 2020  
DATE

*Jeff Thierbach, BCMA*  
INSTRUCTOR

## CERTIFICATE OF COMPLETION

**Christian Infante**

has completed the UF/IFAS Extension course  
**Landscape Palm Management**

provided by  
University of Florida - IFAS  
Fort Lauderdale Research and Education Center  
on this date

March 7-8, 2017

UF IFAS Extension

*Monica L. Elliott*  
Professor of Plant Pathology



*Timothy K. Broschat*  
Professor of Tropical Horticulture



## BROWARD COUNTY TREE TRIMMER LICENSE/ CERTIFICATES OF COMPLETION

August 26, 2024

### BROWARD COUNTY TREE TRIMMER LICENSE

#### STANDARDS FOR MAINTAINING YOUR BROWARD COUNTY TREE TRIMMER LICENSE

1. The following shall be available for inspection at every work site where tree trimming is being carried out:
  - A copy of the company's Broward County Tree Trimmer license.
  - Proof of the company's current insurance coverage.
  - At least one person should possess a current Tree Trimmer training card.
  - Current training cards reflect that training was completed within the past two (2) years.
  - Picture identification issued by a government entity or agency.
2. At least one trained person must be available at every work site where tree trimming is being carried out.
3. The company's Tree Trimmer license number shall be prominently displayed on both sides of vehicles used in tree trimming.
4. Tree trimmer license number must appear in ads offering tree trimming and/or removal services. Advertisements include business cards, telephone directory advertisements, quotes for tree services, flyers and vehicles advertising tree services.
5. License holders shall ensure that all employees engaged in tree trimming are adequately trained regarding safety procedures in accordance with applicable federal and state law including the federal Occupational Safety and Health Act of 1970 (OSHA).
6. Retraining is required before licenses can be renewed. Tree trimmer licenses are renewable every two years.
7. Each license holder shall notify the County, in writing, if there is a change in any of the standards required for licensure.

SFM Services, Inc.  
5612 NW 8 ST.  
MARGATE, FL 33063



204-4A (Rev. 10/12) PC201249985

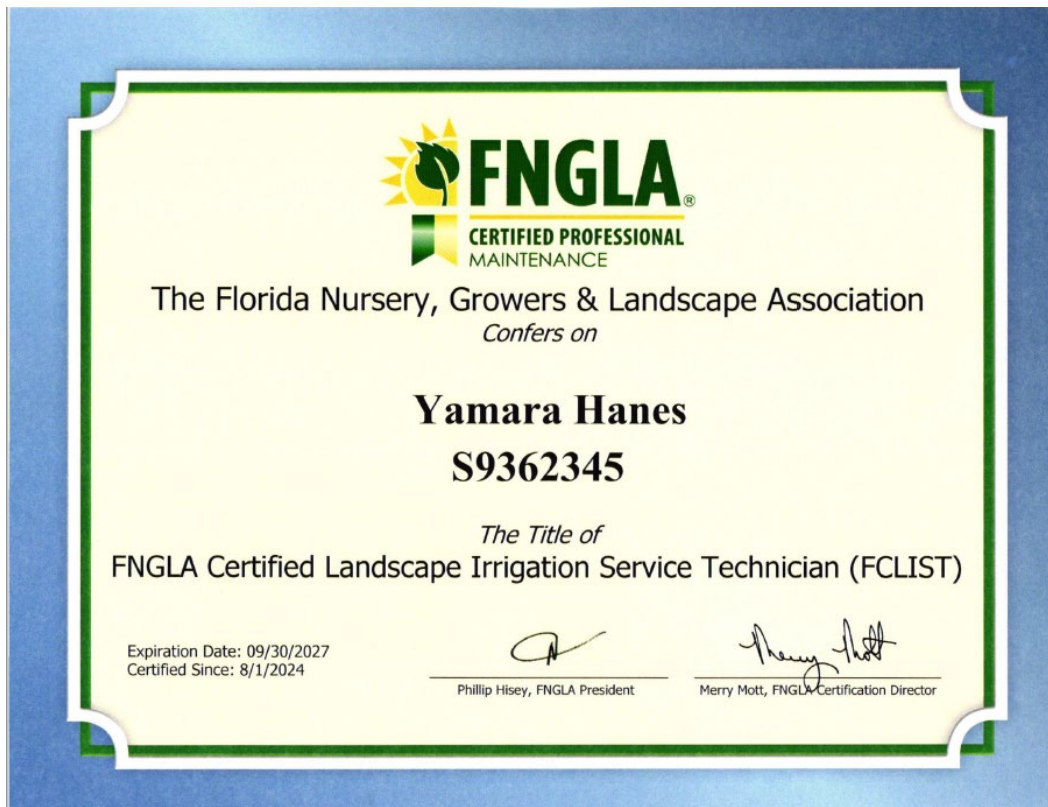




## FNGLA CERTIFICATIONS



## FNGLA CERTIFIED LANDSCAPE IRRIGATION SERVICE TECHNICIAN





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## TCIA MEMBERSHIP



SFM Landscape Services, LLC  
7500 NW 74th Avenue  
Medley, FL 33166

November 7, 2024

To Whom it may concern:

This letter is to confirm that the following company's membership in Tree Care Industry Association, *the national trade association for tree care companies*, is current and in good standing:

**SFM Landscape Services, LLC**

**Medley, FL**

**Member ID: 146822**

**Join Date: 6/25/2019**

**Good Through: 6/30/2025**

If you need additional information, please feel free to contact TCIA's membership department at 800-733-2622.

Sincerely,  
Tree Care Industry Association



Tree Care Industry Association  
670 N. Commercial St., Suite 201, Manchester, NH 03101





*Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

May 01, 2024

SFM LANDSCAPE SERVICES, LLC  
7500 NW 74 AVENUE  
MEDLEY, FLORIDA 33166

**RE: CERTIFICATE OF QUALIFICATION**

The Department of Transportation has qualified your company for the type of work indicated below.

**FDOT APPROVED WORK CLASSES:**  
DEBRIS REMOVAL (EMERGENCY), LANDSCAPING

Unless notified otherwise, this Certificate of Qualification will expire 6/30/2025.

In accordance with Section 337.14(4), Florida Statutes, changes to Ability Factor or Maximum Capacity Rating will not take effect until after the expiration of the current certificate of prequalification (if applicable).

In accordance with Section 337.14(1), Florida Statutes, an application for qualification must be filed within (4) months of the ending date of the applicant's audited annual financial statements.

If the company's maximum capacity has been revised, it may be accessed by logging into the Contractor Prequalification Application System via the following link:  
[HTTPS://fdotwp1.dot.state.fl.us/ContractorPreQualification](https://fdotwp1.dot.state.fl.us/ContractorPreQualification)

Once logged in, select "View" for the most recently approved application, and then click the "Manage" and "Application Summary" tabs.

The company may apply for a Revised Certificate of Qualification at any time prior to the expiration date of this certificate according to Section 14-22.0041(3), Florida Administrative Code (F.A.C.), by accessing the most recently approved application as shown above and choosing "Update" instead of "View." If certification in additional classes of work is desired, documentation is needed to show that the company has performed such work.

All prequalified contractors are required by Section 14-22.006(3), F.A.C., to certify their work underway monthly in order to adjust maximum bidding capacity to available bidding capacity. You can find the link to this report at the website shown above.

Sincerely,

A handwritten signature in black ink that reads "James E. Taylor II".

James E. Taylor II, Prequalification Supervisor  
Contracts Administration Office

JTII

*Improve Safety, Enhance Mobility, Inspire Innovation*  
[www.fdot.gov](http://www.fdot.gov)



# Certificate of Completion

**CHRISTIAN INFANTE**

**Has Completed a Florida Department of  
Transportation Approved Temporary Traffic  
Control (TTC) Advanced (Refresher) Course.**

**08/30/2025**

Date Expires

**37**

FDOT Provider #

**Juan Morales**

Instructor

**76913**

Certificate #



ATSSA  
15 Riverside Parkway Ste.100  
Fredericksburg, VA,  
[www.atssa.com](http://www.atssa.com)  
[jessica.scheyder@atssa.com](mailto:jessica.scheyder@atssa.com)







For more information about Temporary Traffic  
Control (TTC) or to verify this certificate  
[www.motadmin.com](http://www.motadmin.com)





# GENERAL CONTRACTORS LICENSE

	Ron DeSantis, Governor	Melanie S. Griffin, Secretary	
<b>STATE OF FLORIDA</b> <b>DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION</b>			
<b>CONSTRUCTION INDUSTRY LICENSING BOARD</b>			
THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE PROVISIONS OF CHAPTER 489, FLORIDA STATUTES			
 <b>LIGNAROLO, FRANCESCO</b> SFM SERVICES INC 7500 NW 74TH AVE MEDLEY FL 33166			
<b>LICENSE NUMBER: CGC1514564</b>			
<b>EXPIRATION DATE: AUGUST 31, 2026</b>			
Always verify licenses online at <a href="http://MyFloridaLicense.com">MyFloridaLicense.com</a>			
ISSUED: 05/13/2024			
Do not alter this document in any form.			
This is your license. It is unlawful for anyone other than the licensee to use this document.			





## FERTILIZER LICENSES

STATE OF FLORIDA  
Department of Agriculture and Consumer Services  
BUREAU OF LICENSING AND ENFORCEMENT

**DANIEL ECHEVERRIA**  
**LTD COMMERCIAL FERTILIZER APPLICATOR HOLDER**

**LF318708**

HAS PAID THE FEE REQUIRED BY CHAPTER 482 FOR THE PERIOD  
EXPIRING **November 18, 2025**

*Nicole Fried* Signature  
COMMISSIONER

STATE OF FLORIDA  
Department of Agriculture and Consumer Services  
BUREAU OF LICENSING AND ENFORCEMENT

Date: **November 19, 2021** File No.: **LF318757** Expires: **November 19, 2025**

THE LTD COMMERCIAL FERTILIZER APPLICATOR HOLDER  
NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF  
CHAPTER 482 FOR THE PERIOD EXPIRING: **November 19, 2025**

ORLANDO J LEME  
9815 MONTEGO BAY DR  
CUTLER BAY, FL 33189

*Nicole Fried*  
NICOLE "NIKKI" FRIED, COMMISSIONER

STATE OF FLORIDA  
Department of Agriculture and Consumer Services  
BUREAU OF LICENSING AND ENFORCEMENT

Date: **April 5, 2023** File No.: **LF283165** Expires: **March 21, 2027**

THE LTD COMMERCIAL FERTILIZER APPLICATOR HOLDER  
NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF  
CHAPTER 482 FOR THE PERIOD EXPIRING: **March 21, 2027**

CARLOS OSINAGA  
9700 NW 79TH AVE  
HIALEAH GARDENS, FL 33016

*Wilton Simpson*  
WILTON SIMPSON, COMMISSIONER

STATE OF FLORIDA  
Department of Agriculture and Consumer Services  
BUREAU OF LICENSING AND ENFORCEMENT

Date: **October 26, 2023** File No.: **LF283959** Expires: **April 10, 2027**

THE LTD COMMERCIAL FERTILIZER APPLICATOR HOLDER  
NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF  
CHAPTER 482 FOR THE PERIOD EXPIRING: **April 10, 2027**

ALAIN BARREIRO  
9700 NW 79TH AVE  
HIALEAH GARDENS, FL 33016

*Wilton Simpson*  
WILTON SIMPSON, COMMISSIONER

## AGRICULTURE DEALERS LICENSE



State of Florida  
Department of Agriculture and Consumer Services  
Division of Consumer Services  
2005 Apalachee Pkwy  
Tallahassee, Florida 32399-6500

Registration No.: **AD1575**  
Issue Date: **January 18, 2024**  
Expiration Date: **January 28, 2025**

POST CERTIFICATE  
CONSPICUOUSLY

### License as Dealer in Agriculture Products

Section 604.15-604.30, Florida Statutes

SFM LANDSCAPE SERVICES, LLC  
7500 NW 74TH AVE  
MEDLEY, FL 33166-2400

*Wilton Simpson*  
WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**CHRISTIAN INFANTE**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the Independent Study course:

**IS-100.C:**

**INTRODUCTION TO INCIDENT COMMAND SYSTEM, ICS-100**

*Issued this 06th Day of September, 2023*

Jeffrey D. Stern, Ph.D.  
Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency



0.20 IACET CEU

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**CHRISTIAN INFANTE**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the Independent Study course:

**IS-700.B:**

**AN INTRODUCTION TO THE NATIONAL INCIDENT MANAGEMENT SYSTEM**

*Issued this 06th Day of September, 2023*

Jeffrey D. Stern, Ph.D.  
Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency



0.40 IACET CEU





## DISTINCTIVE SERVICES OFFERED

SFM provides additional year-round services including but not limited to parking lot and street sweeping services, pressure cleaning services, and litter control services.

### Street Sweeping Available



SFM has a fleet of (7) street sweepers used to clean municipal streets, highways, and parking lots.

### Pressure Washing Available



Trailer mounted pressure washing rigs equipped with water holding tank & steam pressure capability.

### Debris Removal Available



Self-loader grapple dump trucks (up to 100 CY)  
Echo-friendly vehicles for litter control.

### Event Cleaning Available



SFM is equipped to clean up large scale public events.  
2017 Ultra Music Fest pictured above – 165,000 in attendance.





## DISASTER RECOVERY SERVICES

### SFM MANAGED ALL DISASTER RECOVERY EFFORTS FOR THE CITY OF CORAL GABLES POST HURRICANE IRMA

SFM Services is one of South Florida's top disaster recovery service provider. Post Hurricane Irma, SFM removed over one (1) million cubic yards of debris throughout Miami-Dade County.

SFM has the necessary equipment and experience to provide complete Disaster Recovery Services. Therefore, for any emergency, SFM is prepared to deploy and facilitate quickly and efficiently.



SFM has provided disaster recovery service to several municipalities after the following storms:

- ☙ 1992 Hurricane Andrew
- ☙ 2004 Hurricane Francis
- ☙ 2004 Hurricane Charley
- ☙ 2005 Hurricane Katrina (Mississippi & Florida)
- ☙ 2005 Hurricane Wilma (Mississippi & Florida)
- ☙ 2005 Hurricane Dennis
- ☙ 2008 Hurricane Ike (Texas)
- ☙ 2017 Hurricane Irma

Some of our clients in disaster recovery services include:

- City of Coral Gables
- University of Miami
- Miami-Dade County
- Miami-Dade County School Board
- Miami-Dade College
- Florida Dept. of Transportation
- City of Doral
- Town of Miami Lakes
- Village of Pinecrest
- City of North Miami Beach
- City of West Park
- Baptist Health South Florida



**City of Coral Gables is SFM's priority client.**

**Pre-position of front-end loaders at Merrick Park In preparation for Hurricane Dorian in August 2019.**



**Pre-position of front-end loaders in preparation for Hurricane Milton in October 2024.**







Mark Spanioli, P.E.  
Public Works Director  
publicworks@pinecrest-fl.gov

VILLAGE OF PINECREST  
Department of Public Works

March 26, 2018

Christian Infante  
SFM Services, Inc.  
9700 NW 79<sup>th</sup> Ave.  
Hialeah Gardens, FL 33016

Dear Christian:

I am writing this letter to thank you and your staff for playing such an important role in the clean-up efforts following Hurricane Irma. Your crews worked diligently performing debris removal, cutting hazardous tree limbs, clearing streets of downed trees, and even removing the enormous downed trees at Pinecrest Gardens with the use of a large crane.

The Village of Pinecrest is pleased to have a local partner in our Disaster Response Team like SFM Services, Inc. Hopefully we won't have any hurricanes this year but, if we do, count on getting a call from me. Please feel free to list me as a reference.

Should you have any questions, please feel free to contact our office.

Thank you,

Mark Spanioli, P.E.  
Public Works Director

10800 Red Road, Pinecrest, Florida 33156  
T: 305.669.6916 | F: 305.669.6919  
www.pinecrest-fl.gov





**Solid Waste Management**  
2525 NW 62nd Street • Suite 5100  
Miami, Florida 33147  
T 305-514-6666

111 NW 1st Street • Suite 1610  
Miami, Florida 33128  
T 305-514-6666  
[miamidade.gov](http://miamidade.gov)

Thursday, January 3, 2019

Christian Infante  
SFM Services, Inc.  
9700 NW 79th Ave.  
Hialeah Gardens, FL. 33016

Dear Christian:

On behalf of the Miami-Dade County Department of Solid Waste Management, I would like to thank SFM Services for your participation in the Hurricane Irma debris removal effort as one of six prime contractors. The quality and quantity of work performed by SFM Services during this emergency response has met our expectations. Further, your firm's responsiveness and focus on customer service have been very helpful to the Department.

Again, thank you for your service to Miami-Dade County.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Fernandez", with a long horizontal flourish extending to the right.

Mike Fernandez  
Deputy Director for Operations  
Miami-Dade County  
Department of Solid Waste Management







Monday, March 18, 2019

Christian Infante  
SFM Services, Inc.  
9700 N.W. 79th Avenue.  
Hialeah Gardens, FL 33016

Dear Christian:

This letter serves as confirmation and as a reference for SFM Services, Inc. who was a subcontractor under AshBritt Environmental Services for Disaster Recovery services provided to the Town of Miami Lakes post Hurricane Irma. Between SFM and its subcontractors approximately 64,000 cubic yards of debris were hauled from the Town's right of ways to our temporary debris management site where you grinded and hauled it away. SFM's responsiveness and ability to respond to the Town's needs were commendable as the Town was one of the fastest municipalities to recover after the storm. SFM will be a company we will look to work with if any future disaster recovery needs arise.

Sincerely,

Tony Lopez  
Deputy Town Manager

6601 Main Street, Suite 208 • Miami Lakes, Florida 33014  
Office: (305) 364-6100 • Fax: (305) 558-8511  
[www.miamilakes-fl.gov](http://www.miamilakes-fl.gov)





November 1, 2018

To whom it may concern:

This letter is to document the disaster recovery work performed by SFM Services, Inc. It was completed in accordance with the terms and conditions of the Contract. SFM was contracted to grind collected vegetation debris, manage the temporary debris management site and to haul away and dispose the grinded vegetation. There were approximately 123,444 cubic yards of vegetation.

Additionally, SFM performed stump removal services throughout the Village streets.

If you have any questions I can be reached at 305.795.2210 or [daviss@miamishoresvillage.com](mailto:daviss@miamishoresvillage.com)

Sincerely,

A handwritten signature in black ink, appearing to read "Scott W. Davis", with a long horizontal flourish extending to the right.

Scott W. Davis  
Director, Public Works Department  
Miami Shores Village



## EVENT CLEANING

SFM can be a valuable asset for large outdoor events. With extensive experience in event venue maintenance, SFM has been a trusted partner for many large-scale events. One notable example is at the Orange Bowl Stadium, where SFM provided event cleaning from 1972 to 2007. SFM's expertise in handling large events and commitment to cleanliness and professionalism makes us the ideal partner for any outdoor event organizer. Other event venues currently serviced are:

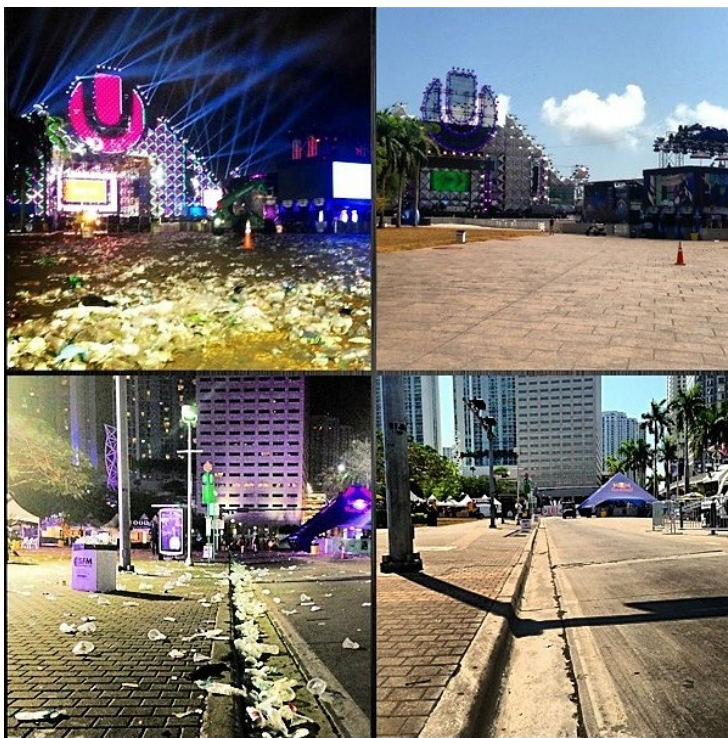
- Dade County Fair & Expo. Center
- Ultra-Music Festival
- Bayfront Park & Amphitheater
- 2010 Super Bowl & Pro Bowl
- Mercedes Corporate Run



Years Served: **1972 to 2007**



Years Served: **1978 to Present**



Years Served: **1998 to Present**

**Ultra-Music Festival**  
165,000 Attendance in  
3-days





## HIGH DISINFECTION SERVICES

SFM can help mitigate the spread of infection including COVID-19 by providing High Disinfection Cleaning and Electrostatic Disinfection Services. SFM only uses hospital grade and EPA registered products that kill 99.9% of bacteria and viruses including COVID-19. A key advantage to the highly affective electrostatic technology is its ability to cover 100% disinfectant solution to the applied surfaces. SFM is one of few local companies providing “Electrostatic Disinfecting” while most companies are using a less effective method called fogging.



SFM currently offers two different methods of disinfection services:

1. Electrostatic Disinfection. Using only EPA registered disinfectants, Electrostatic Disinfection provides 100% coverage.
2. Manual Disinfecting. Complete High-Disinfection wipe down of all high-touch, vertical and horizontal surfaces. (Tables, desktop equipment, light switches, doors, doorknobs etc.)



One of the first COVID-19 cases in Miami-Dade County was in the Town of Bay Harbor Islands. SFM was contracted to provide high disinfection cleaning. Other clients we have helped with COVID-19 cases include:

- Miami-Dade County Parks -Daily disinfection of 75 parks.
- Miami-Dade County Emergency COVID-19 Clean-Up, Restoration and Decontamination Services to Red Roof & Hampton Inn hotels.
- Miami-Dade County Public Schools (The 1<sup>st</sup> school disinfected in the County).
- City of Coral Gables Police Department.
- City of Hialeah City Hall & Fire Stations.
- City of Miami Beach City Hall, City fleet, & facilities.
- Town of Bay Harbor Islands and many more.

After our disinfection services, we provide you with a  
Certificate of Disinfection.

**This Promotes a safe & clean environment.**



## SECTION III

### PROJECT UNDERSTANDING, PROPOSED APPROACH & METHODOLOGY

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SFM's overall approach to account management for the City of Coral Gables Citywide Landscaping Services is marked by a comprehensive and systematic strategy focused on delivering exceptional service. Our proactive approach, effective communication, meticulous planning, and commitment to excellence make us more than qualified to meet the requirements of the contract. With over two decades of experience as the City's incumbent, SFM is well-positioned to continue providing exemplary landscape maintenance services to the City.

### SERVICE PERFORMANCE GUARANTEES

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In order to ensure a high level of service quality and customer satisfaction, we are pleased to offer the following service performance guarantees to the City of Coral Gables:

- **Response Time Guarantee:** We guarantee a timely response to all inquiries and support requests from the City of Coral Gables. Our team is committed to acknowledging and addressing any issues within a specified time frame, ensuring that the City of Coral Gables receives prompt assistance when needed.
- **Service Availability Guarantee:** We guarantee the availability of our services to the City of Coral Gables. Our infrastructure is designed to provide consistent and uninterrupted access to the services we offer. In the event of any scheduled maintenance or unforeseen downtime, we will provide advance notice and minimize any potential impact on the City's operations.
- **Service Scalability Guarantee:** As the City's needs evolve, we guarantee the scalability of our services to accommodate increased demand. Our infrastructure is designed to handle varying workloads and can be easily scaled up or down to meet changing requirements, ensuring that the City of Coral Gables can adapt to growth without any disruption in service.
- **Continuous Improvement:** We are committed to continuously improving our services to meet and exceed the City's expectations. We actively seek feedback from our clients to identify areas for improvement and implement necessary changes to enhance service performance and user experience.

By offering these service performance guarantees, we aim to maintain our strong partnership with the City of Coral Gables and provide the city with the assurance that their service needs will be met with utmost professionalism and reliability.



## TRANSITION PLAN

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As the incumbent contractor, this plan outlines minimum transition activities to ensure continuity of services and operations without interruptions, while aligning with any updated contractual or operational requirements.

### **Objectives:**

- Maintain seamless operations throughout the transition period.
- Address any contractual updates or changes in scope.
- Provide consistent support to stakeholders.
- Minimize administrative and logistical adjustments.

### **3. Key Components:**

#### **• Continuity of Operations:**

As the incumbent, operational processes, resources, and personnel are already in place, requiring minimal adjustments to sustain uninterrupted service delivery.

#### **• Stakeholder Collaboration:**

Engage with stakeholders to confirm mutual understanding of any changes in expectations or deliverables and address questions promptly.

#### **• Knowledge and Resource Validation:**

Confirm that all systems, processes, and resources currently in use meet updated contract requirements. If minor updates are needed, ensure these are implemented efficiently.

#### **• Compliance and Documentation Updates:**

Provide any necessary updates to documentation, such as compliance certifications, revised reporting formats, or procedural modifications, as required by the new contract terms.

### **4. Timeline and Milestones:**

Since the transition is minimal, the timeline focuses on verifying operational readiness, addressing updates, and conducting a final review meeting:

#### **Week 1: Contract confirmation and stakeholder meeting.**

##### **• Day 1-2: Kickoff Meeting with Stakeholders**

- Review contract updates, deliverables, and timelines.
- Confirm points of contact for all parties.
- Discuss any operational or administrative changes, however minor.

##### **• Day 3-5: Operational Assessment**

- Validate that all ongoing processes, resources, and systems align with the updated contract.
- Identify any gaps or updates required, such as new reporting formats or compliance requirements.





## **Week 2: Validation of current processes and resources.**

- **Day 6-8: Documentation Review and Submission**
- Ensure all operational documents, certifications, and reports are up to date.
- Submit revised deliverables or formats to stakeholders for approval.
- **Day 9-10: Staff Communication and Training (if necessary)**
- Brief existing personnel on any minor changes to processes, reporting, or expectations.
- Confirm readiness to adapt to updates, if applicable.

## **Week 3: Finalize any updates and confirm readiness.**

- **Day 11-13: Stakeholder Approval**
- Share updated documentation, processes, or compliance materials for stakeholder review.
- Host a checkpoint meeting to address final questions or concerns.
- **Day 14-15: Transition Sign-Off**
- Confirm mutual agreement that the transition is complete and no further action is required.
- Provide a clear line of contact for ongoing communication during service delivery.

### **5. Risk Management:**

- Identify and address any minor risks associated with changes in contract terms or deliverables (e.g., additional reporting requirements or new KPIs).
- Develop a contingency plan for rare scenarios such as resource reallocation, personnel changes, and emergency services.

### **6. Post-Transition Support:**

Continue providing consistent support during and beyond the transition period to ensure stakeholder satisfaction and operational excellence.



## PRELIMINARY MAINTENANCE PLAN



City of Coral Gables	Freq.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mowing	24	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x
Edging	24	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x
Plant Bed Maintenance	24	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x
Weed Control	24	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x
Irrigation Wetcheck	24	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	2 x	1 x
Palm Trimming (as needed)	2												
Fertilization	3		1 x			1 x						1 x	
Quality Control Inspection	12	1 x	1 x	1 x	1 x	1 x	1 x	1 x	1 x	1 x	1 x	1 x	1 x

### 1<sup>ST</sup> MONTH OF SERVICE:

- Perform a site assessment of all City areas to be maintained. Assessment will grade area conditions, improvement recommendations, irrigation system check, etc.
- Create route plans and assist crew leaders with familiarization of areas of service.
- Routine site visits with City staff.
- Adjust maintenance schedules as necessary.
- Insert all City sites into SFM's Quality Control software.

### 2<sup>ND</sup> MONTH OF SERVICE:

- SFM Quality Control Officer will perform an inspection after all areas have been cut.
- Review QC inspection results with crews and address any deficiencies reported.
- Monitor crews and fine tune route plans.
- Meet with City staff to receive feedback on service.



## PROPOSED STAFFING

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Below is a summary of the proposed staff for this contract.

Position	Duties
Contract Manager	Point of contact between SFM & City.
Account Manager	Onsite contact and Manager of daily operations..
Crew Leader	Directs maintenance crews during routine site visits.
Landscapers	Provides general landscape maintenance.
Arbor Crew	Responsible for palm trimming.
Irrigation Crew	Responsible for irrigation repair and maintenance.

---

### CREW STRUCTURE:

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#### 4-FULL-SERVICE CREWS (MOWING, EDGING, WEED CONTROL)

- NPR Dump truck & Closed Trailer
- Reel Mowers
- Ride-on Mowers
- Stand-on Mowers
- Edgers
- Line Trimmers
- Pole Saws
- Blowers
- Backpack Sprayer and misc. hand tools
- Hedge Trimmers



---

#### 1-SPRAY CREW (PESTICIDES, INSECTICIDE, FERTILIZATION)

- Scheduled per application frequencies
- Spray Truck
- Open Trailer
- Ride-on Spreader / Sprayer
- Push Spreader
- Blower
- Backpack Sprayer and misc. hand tools





## 1-INSTALL CREW

- Foreman and Installers
- Skidsteer and handheld auger
- Pick-up truck with arrow board

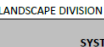


### 1-IRRIGATION CREW (MONTHLY SYSTEM WET CHECKS)

- Scheduled for 2 Wetchcheck per month
- Irrigation Van
- Electronic Location Device
- Shovels and misc. Hand Tools
- Stock of Irrigation Parts & Supplies



## SAMPLE IRRIGATION SYSTEM INSPECTION FORM



LOCATION:

DATE:

JOB #:

TECH:

LANDSCAPE DIVISION

TIME:

INITIAL CHECKLIST

POWER TO PUMP

PUMP SIZE:

FRAME #

CITY WATER

WELL

LAKE/CANAL

RECLAIM

YES

NO

START TIME

PROGRAM

DAYS WATERING

SUN

MON

TUES

WED

THU

FRI

SAT

SYSTEM INFORMATION

POWER TO CONTROLLER

CONTROLLER SET AUTO

PUMP PRIMED

RUST CONTROL SYS

RUST TANK FILLED

RAIN SENS ACTIVE

SETTINGS

START TIME

PROGRAM

DAYS WATERING

SUN

MON

TUES

WED

THU

FRI

SAT

ZONE

#1

#2

#3

#4

#5

#6

#7

#8

#9

#10

RUN TIME

ROTOR

SPRAY

REPAIRS

COMMENTS

#34

#35

#36

ADDITIONAL COMMENTS:

PARTS LIST:

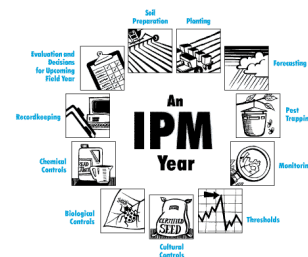
COMPLETED BY:

DATE:

## IPM PLAN



SFM follows “Florida Friendly” landscaping principles in its application of fertilizers. These practices help prevent pollution and promote plant health. Before applying any fertilizers, we will determine what is really needed. Inspections will be performed to identify any visual signs of deficiencies. Soil testing will be performed to ensure the appropriate nutrients are being provided by the chosen fertilizers.



- Caution will be taken to avoid any spillage of fertilizers.
- No applications within 10 feet of a body of water.
- No fertilizations prior to expected heavy rains.
- Turf fertilizers applied during the growing season.

The scheduling of all fertilizations, for turf, shrubs, and palms will be coordinated directly with Cutler Bay staff. Product labels of proposed products will be provided in advance for review and approval.

## PEST IDENTIFICATION

SFM understands that properly identifying pests is the most important step in integrated pest management. Integrated pest management relies heavily on correct gardening practices, careful monitoring of the landscape to be able to identify pests correctly.

SFM often collects soil samples and leaf samples to have them analyzed for pests and/or mineral deficiencies. Looking to see, for example, if there are bite marks or piercing marks helps to narrow the type of pest you are dealing with. Once pests have been identified, SFM chooses the proper pesticide and proper application amounts.

SFM employees follow all safety precautions on the label and keep others out of the area until sprays have dried. SFM applies insecticides late in the afternoon or in the early evening when bees and other pollinators are less active. While pesticides remain part of an integrated pest management program, precautionary measures are taken to select the safest chemicals and apply them only to the affected plants.

## Insect Control Recommendations

Always referring to the "active ingredient" on product labels to determine which pesticide(s) the product contains.								
Pest	Neem	Spinosad	B.t.*	Carbaryl	Malathion	Pyrethroids**	Soap***	Oil***
Aphids	X				X	X	X	X
Armyworm		X	X	X		X		
Flea beetle				X	X	X		
Hornworm, pinworm		X	X	X		X		
Leafminers						X		
Leafhoppers				X	X	X		
Spider mites					X			X
Thrips		X			X		X	X
Whiteflies	X					X	X	X
* Bacillus thuringiensis (several brands).								
** Includes bifenthrin, lambda-cyhalothrin, esfenvalerate, and pyrethrins + PBO.								

## EQUIPMENT

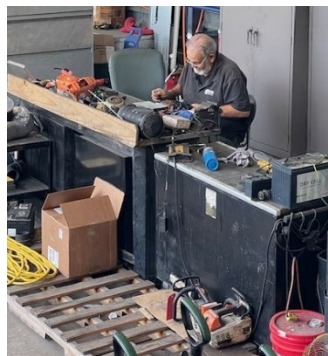


SFM has a comprehensive maintenance program in place to ensure that its fleet and equipment are well-maintained and functioning optimally. To achieve this, Fleet Manager Alberto Salones along with a team of three full-time mechanics who are dedicated to overseeing the maintenance and upkeep of the fleet and equipment. Their primary responsibility is to ensure that all equipment is in top condition, minimizing downtime and maximizing operational effectiveness.

SFM utilizes Whip Around, a web-based fleet maintenance software that allows us to track, document, and report vital data we need to optimize the performance of our fleet and heavy equipment. Every driver completes a pre-trip inspection daily as a preventative maintenance measure. Whip Around also tracks fuel usage and integrates with our vehicle tracking software, GEOTAB.



In order to ensure that equipment and machinery are replaced in a timely manner, SFM has implemented a policy under which equipment is replaced once it has expired its life expectancy. This ensures that SFM's operations are not hindered by outdated or malfunctioning equipment. By implementing this policy, SFM is able to maximize the lifespan and performance of its equipment, leading to increased efficiency and productivity.





SFM currently possesses the equipment and personnel required to deliver the requested services. For this contract, we will be acquiring brand-new equipment, including maintenance crew trucks and trailers with updated branding, mowers, and a complete set of small 2-cycle tools.

Below you have a summary of vehicles and equipment owned by SFM as well as a few pictures.

- **Bucket Truck (Altec) (Ford chassis)**
- **Bandit & Vermeer Chippers.**
- **Vermeer Stump grinders.**
- **Water Trucks**
- **MACK Self-loader grapple trucks. (40CY)**
- **Pickup trucks. Chevy & Nissan**
- **Trailer mounted pressure washing rigs equipped with**
- **Water holding tank & steam pressure capability.**



**All smaller equipment used will be ECHO brand.**

- **Power trim edgers**
- **Backpack blowers**
- **String trimmers**
- **Assorted hand tools**
- **Exmark LAZSER Z Mowers**





## Additional Equipment used for Tree Trimming/Pruning & Removal



## SFM FLEET LIST

UNIT	YEAR	MAKE	MODEL	V.I. N
23	2000	Mack	CH613 Self loader Dump Trucks	1M1AA13Y9YW115875
25	2000	Mack	CH613 Self loader Dump Trucks	1M1AA13Y7YW115874
26	2012	Freightliner	Self-Loader Dump Truck	1FVHCYBS5CHBS0056
109	1990	HONDA	Litter Control	HA31012340
110	2004	SUZUKI	KeK	DA63T271541
140	2005	CHEVROLET	Silverado 1500	2GCEC19V851232133
184	2011	FORD	Ranger	1FTKR1AD3BPA19044
191	2011	FORD	F750 Bucket Truck Altec LR758	3FRNF7FC2BV133774
197	2011	FORD	F750 Bucket Truck Altec LR758	3FRXF7FC5BV620301
202	2015	Nissan	FRONTIER	1N6BD0CT5FN718378
203	2015	FORD	F250	1FT7W2AT2FEC21371
204	2015	FORD	F250-GAS	1FT7W2A64FEB67145
205	2015	Dodge	Promaster	3C6TRVAG0EE114369
210	2008	International	4300 SBA 4X2 WATER TRUCK	1HTMMAAN78H676113
211	2008	International	4300 (WATER TRUCK)	1HTMMAAN58H676112
212	2016	FORD	F250- diesel	1FT7W2AT9GEA52533
213	2016	FORD	F250- diesel	1FT7W2AT8GEA30815
237	2024	Nissan	Frontier 4X2 King Cab	1N6ED1CL5RN654902
238	2017	CHEVROLET	Silverado 1500	1GCRCPEC9HZ299084
239	2017	CHEVROLET	Silverado 1500	1GCRCPEC3HZ335089
240	2017	CHEVROLET	Silverado 1500	1GCRCPEC7HZ355801
244	2017	ISUZU	NPR Crew Cab	54DB4J1B0HS806175
245	2018	Freightliner	M2106 / Altec LR758	3ALACXFC8JDJN4216
253	2018	Nissan	Frontier	1N6BD0CT6JN751740
254	2018	Nissan	Frontier	1N6BD0CT9JN752462
257	2018	Nissan	TITAN	1N6AA1F13JN500775
258	2018	Nissan	TITAN	1N6AA1F19JN524790
259	2018	Nissan	TITAN	1N6AA1F1XJN525446
260	2018	Ford	F450 DUMP Super Duty	1FD0W4GY6JEC87460
263	2019	Freightliner	M2106 / Altec LR758	3ALACXFC6KDKT4941
268	2020	Nissan	TITAN	1N6AA1FA9LN504848
269	2020	Nissan	TITAN	1N6AA1FA7LN504394
270	2019	ISUZU	NPR HD Dup truck	54DB4J1B5KS800511
271	2020	Chevrolet	Silverado	3GCPWBEF4LG259337
272	2019	ISUZU	NPR Crew Cab	54DC4J1B9KS812553
273	2019	ISUZU	NPR Single Cab	54DC4W1B3KS811475
274	2020	Nissan	Titan	1N6AA1FA7LN506758
275	2020	Nissan	Titan 4x4	1N6AA1FA9MN503071
276	2020	Nissan	Titan 4x4	1N6AA1FA4MN502880
278	2021	Nissan	NV200 S	3N6CM0KNXMK691026
283	2000	FORD	F-550	1FDAF56F6YEB08290
284	2022	Nissan	Titan	1N6AA1FA7NN104757
285	2021	Nissan	Titan	1N6AA1EC4MN533212
286	2023	Dodge	Ram	1C6RRENT0PN551756
287	2023	Dodge	Ram	1C6RRENT6PN607392
288	1997	DAIHATSU	Litter Control	S100P095673
289	2023	Dodge	Ram	1C6RRENT8PN607393
291	2023	Ford	Maverick	3FTTW8E92PRA82230
292	2023	Ford	Maverick	3FTTW8E90PRA82212
299	1997	DAIHATSU	Litter Control	S110P141162
380	2007	HOOP	TL	4T0FB162371002476



806	2009	Scag Tiger 52"	STT52V-27CH	D7400292
809	2005	Scag Tiger 61"	STT61A-27CV	A6001677
824	2005	CAT	420 D (Backhoe)	BLD12890
825	2007	CAT	242 B (Skid Steer)	BXM02084
826	2000	CAT Thomas	173 (Front Loader)	921117 3 HL
831	2007	Scag Wid Cat 52"	STWC52V-25KA	C6500286
832	2006	SCAG	STTII-72V-37BV-EFI	R1400485
836	2006	Scag Tiger 61"	STT61V-29DFI-SS	B6800162
838	2006	Scag Tiger 61"	STT61V-29DF1-SS	B6800163
840	2007	Scag Tiger 52"	STT52V-27CH	C7300292
844	2007	Scag Tiger 72"	STT72V-27CH	C8100404
848	2008	Scag Tiger 52"	STT52V-27H	D7400657
860	2000	HMDE	TRAILER	NOVIN0200131926
861	2003	HAULMARK	7 X14	4XSPB14283G048712
864	2011	SUCCO	Enclosed Trailer 2501	1S9E01217B1303637
865	2008	Scag Tiger 52"	STT52V-27H	D7400681
874	2011	Scag Tiger 61"	STWC61A-27CV	9661748
876	2011	YAMAHA	YTF2XP	JW7-F4236-41
877	2019	YAMAHA	YUM2A20	JOG-F423610
878	2019	YAMAHA	YUM2A20	JOG-100180
880	2004	Farm Trac	FMTRAC45	T2013877
884	2015	Scag Tiger 52"	STT52V-27CH-LP	H8700014
887	2015	Scag Tiger 52"	STT52V-26CHEFI	K1400212
901	2002	IRON DOG	ULTRA TRAILER	5FEUS1627C006340
902	2020	TORO	SAND PRO 2020	08884-310000326
903	2011	RPM-CO	Open Trailer for Roto Mower	1R9814SA7B0677378
905	2014	JACOBSEN	D1803-CREF01 ROTO MOWER	
906	2017	JACOBSEN	HR600	MR100372
908	2024	Vermeer	SC-382	1VRU112BHR1001987
909	2015	Vermeer	BC1500	1VR2161V4F1006518
910	2015	Vermeer	BC1500	1VR2161V2F1006288
911	2017	CAT	289D	CAT0289DPTAW06619
913	2010	TORO	SAND PRO 2020	31000326
914	2018	TORO	Z MASTER PRO 74904	316000151
915	2018	TORO	74906	403247495
916	2018	POLE CAT LIFT	LIFT POLE CAT	1D955202XJA669003
917	2008	PMCO	UTILITY TRAILER	PEM5X10GSM15
920	2015	John Deere	HPX 4X4	1M0HPXGSCSEM120943
921		Work Horse - Green	Golf Car	1539921
922	2018	SCAG	SVR36A-15FS	J7500317
925	2019	Vermeer	BC1500	1VR2181VXK1009607
927	2024	LANDMASTER	ATV	A4PUTVJC0RB200074
931	2020	SCAG	Turf Tiger II 52"	N0300200
932	2020	SCAG	Turf Tiger II 52"	P1400186
933	2020	SCAG	Turf Tiger II 52"	P1400191
934	2020	SCAG	V-Ride II	P8200101
936	2020	Kubota	RTV500	A5KA1CGATLG061141
938	2020	Exmark	V Ride 36 (STR600CKA363H1)	407034076
939	2020	Exmark	V ride 52 (STS730GKA52400)	407087847
940	2020	Exmark	Z Spray (ZSL3620)	406781814
941	2017	Hustler	943225	22105345
942	2020	SCAG	Turf Tiger STTII52V-31BV	R2400143
943	2020	SCAG	TURF TIGER 52V- 31BV	R2400144





945	2020	SCAG	Turf Tiger STTII61V-31BV	R2500237
946	2020	SCAG	Turf Tiger STTII61V-31BV	R2500254
947	2020	SCAG	Turf Tiger STTII61V-31BV	R2500503
948	2020	SCAG	Turf Tiger STTII61V-31BV	R2500575
949	2020	SCAG	Turf Tiger STTII52V-31BV	R2400244
950	2020	SCAG	Turf Tiger STTII52V-31BV	R2400237
970	2022	Exmark LAZSER Z	LZE801CKA604A1	412284189
971	2022	Exmark LAZSER Z	LZE801CKA604A1	414084412
972	2023	Exmark LAZSER Z	LZE751CKA524A2	410173239
973	2023	Exmark LAZSER Z	LZE751CKA524A2	415248908
974	2023	Exmark LAZSER Z	LZE751CKA524A2	415248909
AB-2	2020	HASI	Arrow board	7L31E7214LF051070
AB-1	2020	HASI	Arrow board	7L31E7214LF051069
ET-14	2004	KENDALL	KT	1K986X2094D201697
ET-16	2008	Southwest		1S907X1248M982311
ET-2	2005	SUCCO	TRAILER	1S9E0122X5T303813
ET-20	1997	PANTHER	CHEMTEX	NOV1N000083716724
ET-22	2004	ANDERSON	20K lbs	4YNBN25284C021238
ET-35	2021	TLTI	Open Trailer TL	4T9BU131XMX374001
ET-36	2006	Sun Coast Trailer	Trailer 7X12	1S9E0121061303307
ET37	2007	Backhoe Pro Plus	12 Ton Lowboy	
ET-39	2006	Econoline	Trailer 12 Ton Lowboy	42EDPKE4961000528
ET-45	2008	Southwest	TRAILER 7X12	1S907X1658M982269
ET-55	1997	Arrowmaster	W11W-15/25SB	01971U6380461740
ET-57	2015	Sun Coast Trailer	Trailer 8x18	1S9E01824F1303617
ET-58	2015	SUNCOAST	Trailer 8x16	1S9E01622F1303621
ET-59	2017	Sun Coast Trailer	TRAILER 8X14	1S9E01211H1303335
ET-60	2017	Sun Coast Trailer	TRAILER 8X14	1S9E0142XH1303453
ET-61	2018	Sun Coast Trailer	Trailer 8x16	1S9E01635J1303511
ET-62	2018	LOOK	TRAILER 8X14	53BLTEA26JU029502
ET-63	2019	Sun Coast Trailer	Trailer 8 X 16	1S9E01627K1303706
ET-64	2020	Sun Coast Trailer	Trailer 8 X 16	1S9E01625L1303978
ET-65	2020	Sun Coast Trailer	Trailer 8 X 16	1S9E01623L1303977
ET-66	2020	Sun Coast Trailer	Trailer 8 X 16	1S9E01626L1303066
ET-67	2020	Sun Coast Trailer	Trailer 8 X 16	1S9E01629L1303112
ET-7	2000	CUSTOM	ULTRA	NOV1N0200103368
ET-9	1993	CUSTOM	HOOP	1H9FB162010472417
L700	2005	TORO	WORK MAN 7277	23000038
OT-2	2020	Sun Coast Trailer	Trailer 8 X 16	1S9001627L1303975
OT-3	2020	Sun Coast Trailer	Trailer 8 X 16	1S9001629L1303976
OT-4	2018	Triple Crown Trailers	Traier 8 X 18 Deck Over	1XNE1814XJ1082194
OT-5	2022	Torino L TRAILER	LT6X12	121LP1210NM019310
OT-6	2020	HOMEMADE	Trailer 4' X 15'	NOVIN0201301446





### HIRING FORMAT

Described below is a detailed plan for hiring, retaining, and training that identifies the methods for ensuring SFM's staff, including management personnel, are maintaining industry standards in training and best practices.

SFM Services performs LEVEL 1 & LEVEL 2 investigative background checks for all employees staffing our client's facilities. Our investigative background checks include the following:



- ✓ Social Security Number Verification
- ✓ Criminal History Search (7 years)
- ✓ Terrorist Watch List
- ✓ Employment Verification
- ✓ Violent Sexual Offender Registry Search
- ✓ DMV Records (7 years)
- ✓ Florida HRS Abuse Registry

SFM employee files contain health checks and required testing as well as all documented training and development compliant with OSHA.



All drivers for SFM are registered with SambaSafety. SambaSafety gives us the security of knowing that our drivers are continuously being monitored while on and off the job. Their system always encourages our employees to drive safely.



### METHODOLOGY

**Step 1:** Utilize SFM's network of 1,000+ employees in local market, coordinate interviews with incumbent employees, utilize online digital platforms such as Zip Recruiter and Social Media. SFM also places advertisements in the local paper if necessary.

**Step 2:** Identify project supervisor candidates and perform 2 Panel Interview Process.

**Step 3:** Hire supervision.

**Step 4:** Employee application review and job orientation.

**Step 5:** Criminal background check and Drug screening.

**Step 6:** Make offer of employment to all new hires and I-9 verification.

**Step 7:** Keith Harned, General Manager. Provide New Hire Training.

### Assurance Personnel Availability

Some positions in this contract will be part time. This will allow us to have pool of back up staff on call that will already possess the necessary qualifications, training, and experience to carry out their work.



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## SHANNON MELENDI ACT/ BACKGROUND CHECKS

As a standard practice, our Team will run level 1 & 2 federal background checks (nationwide check involving all states) on all its new hires as required. Employees requiring access to federally regulated secure areas will undergo individual background screening. We have utilized the same FCRA (Fair Credit Reporting Act) compliant provider for over 5 years and have had no incidents of incorrect or false information. For this contract SFM will not hire any employee who:

- Has been convicted of a violent felony or conspiracy to commit a violent felony within the past (5) yrs.; or
- Has been convicted of a felony involving the trafficking of a controlled substance within the past (5) yrs.; or
- Has two (2) or more convictions for a violent felony, for conspiracy to commit a violent felony, or involving the trafficking of a controlled substance; or
- Is a sexual offender or a sexual predator; or
- Has failed to provide proof of United States citizenship or legal immigration status in the United States.

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## E-VERIFY AFFIDAVIT

The screenshot shows the E-Verify 'Review & Submit' page for a client named SFM Landscape Services, LLC. The page is divided into several sections for review:

- Company Information:** Includes Company Name (SFM Landscape Services, LLC), Company ID (1221865), Doing Business As, Physical Address (9700 NW 79th Avenue, Hialeah Gardens, FL 33016), County (Miami Dade), Employee Identification Number (20-4008849), NAICS Code (861), Sector (Administrative And Support And Waste Management And Remediation Services (86)), and Subsector (Administrative And Support Services (861)).
- Company Category:** Shows Employer Category as 'Other'.
- Hiring Sites:** Shows Total Hiring Sites as 1.
- Contacts:** Shows Total Contacts as 1.
- Memorandum of Understanding:** Includes links to 'View Current MOU Signature Page', 'View Current MOU', and 'View Historic MOU'. A 'MANAGE CLIENTS' button is at the bottom.

The left sidebar shows the navigation menu with 'REVIEW & SUBMIT' selected. The top navigation bar includes links for Home, Cases, Clients, Reports, Web Services, and Resources. The user 'severnash.schrick' is logged in. The footer shows the E-Verify logo, a status bar with 'Waiting for everfy.uscis.gov...', and links for Privacy, Accessibility, Download Viewers, and Provide Website Feedback.



## UNIFORM & ID'S

We realize the importance that a properly identified employee can have working in the City of Coral Gables. For this reason, SFM provides uniforms that are easily identifiable and professional. Shirts are made of a polyester-cotton blend that makes it easy for our landscapers to keep them clean. We issue five sets to each landscaper and mend or replace them as needed.

Should the City wish a different type of uniform, we can provide shirts, slacks, windbreakers, and parkas, all labeled with the SFM logo. By request, we can provide uniforms tailored to represent you, matching colors, and logos.

The identification card is just as important as a clear identifiable uniform. Every SFM employee is provided an employee ID and required to carry it with them during work hours.

SFM understands and enforces the need to have all personnel clearly identified. We want to make sure your patrons feel safe and that they always know who is working around them.



**SFM Full-Service Crew**



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## EMPLOYEE SATISFACTION AND RECOGNITION PROGRAM

SFM values the hard work, energy, and commitment of our staff. We recognize employees in multiple ways:

- ✦ Spot bonuses for positive client feedback
- ✦ Spot bonuses for achieving Excellent Quality Control results
- ✦ Employee of the Month
- ✦ Safety BBQ's/Picnics if Safety Goals are achieved
- ✦ End of Year bonus for select staff

### **SFM employees are offered the following benefits:**

#### **Immediately**

- ✦ Overtime pay rate if certain holidays are worked.
- ✦ Safety rewards and bonuses.
- ✦ Free uniforms.
- ✦ Direct deposit.

BENEFITS



#### **After 90-Day probation period.**

- ✦ Health Insurance.
- ✦ Free Life Insurance
- ✦ Lifeworks Employee Assistance Program
- ✦ Safety rewards & bonuses.
- ✦ Continued education.
- ✦ Career advancement opportunities.

#### **After 1-Year of employment.**

- ✦ Enrollment into 401K program for supervisors and managers.
- ✦ Paid time off for supervisors and managers.





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## DRUG FREE WORKPLACE PROGRAM

### **SFM IS PROUD TO PARTICIPATE IN THE NATIONAL DRUG FREE WORKPLACE PROGRAM.**

It is our desire to provide a drug free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. While on our account premises and while conducting business-related activities off premises, no employee may use, possess, distribute, transfer, sell, or be under the influence of alcohol or illegal drugs to help ensure a safe and healthy working environment.



Much like seat belts with automobiles, Insurance companies have stringent requirements in the coverage they provide. Job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol at any time during their employment if there is justifiable cause to do so.

All employees are subject to post accident drug testing. An employee involved in a work-related injury is required to take a drug/alcohol test with their post-accident visit at any care provider.

**SFM's Drug-Free Workplace Policy sends a clear message that alcohol and drug use in the workplace is prohibited.**

#### **Objectives/ Goals**

- To reduce drug use in the workplace
- To increase productivity
- To improve efficiency
- To reduce accidents in the workplace
- To deliver better customer service
- To demonstrate a more professional attitude and standard of conduct
- Encourage employees who have alcohol and or substance abuse problems to voluntarily seek help



#### **To achieve these goals, SFM Services conducts:**

- Initial and periodic safety training sessions
- Drug Abuse Awareness pamphlets
- Random Drug Screening of existing employees
- Alcohol and Drug screening in the event of work-related accidents
- Complete drug Screening of all job candidates prior to start of assignments
- Formal and informal counseling by trained supervisors



## QUALITY CONTROL

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Every business *promise* quality service. How do you know who actually delivers? We use OrangeQC quality control technology to track and report on our performance for incredible data-backed insight and transparency.

### **We Inspect Regularly**

We continually inspect your property and measure our own performance in quantifiable ways. Photos, timestamps, and GPS ensure each inspection accurately reflects how well everything was serviced.

You can always check our performance via the OrangeQC web portal. As soon as you log in, you'll see a dashboard with all our quality control data at a glance: our average inspection scores over time, how many inspections we've performed, our average response time for any issues, and more.

OrangeQC also compiles regular reports that give you greater insight into our performance. We've found this is a great way to communicate with our clients about our quality, what we're doing to improve, and our process.

### **We Use Data for Smarter Service**

We regularly review the analytics of our performance at your site. This helps us ensure you're receiving the same high level of service you signed up for—and lets us nip problems in the bud.

The technology we use helps us track our performance at every level, from the entire site to individual line items in each site. That's how we get the details right while delivering an excellent overall maintenance.

### **We Make Communication Easy**

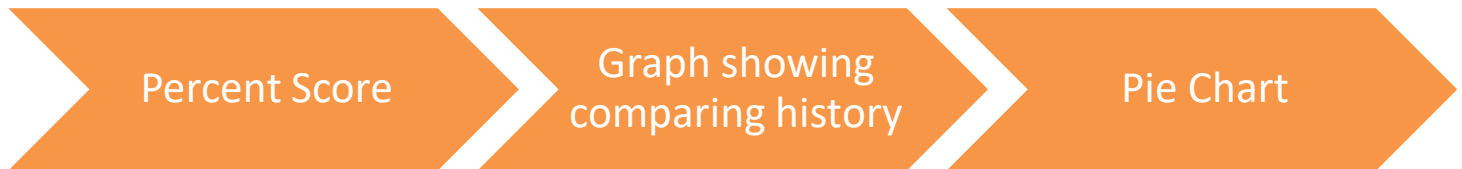
We also use OrangeQC as a communication hub. It's fast and easy, and you'll always know your requests are going to the right place. The best part: you'll never have to install complicated software programs. All you have to do is send an email, log into a website, or (optionally) download a simple app.

Here's how it works:

- Whenever you need to put in a work order request or report a problem, you send an email to our dedicated address (or fill out a quick form on your computer or phone, whichever you prefer).
- OrangeQC automatically creates a ticket for each request.
- Our team gets the request immediately, assigns it to the right person, and makes sure it's taken care of fast.
- You can check on the status of an issue at any time, just by logging into your account.
- We track how fast it takes us to respond to every issue. This helps us know we are responding to your concerns and requests quickly.



Below is report provided to client that will show the evaluation of progress in 3 forms which include:



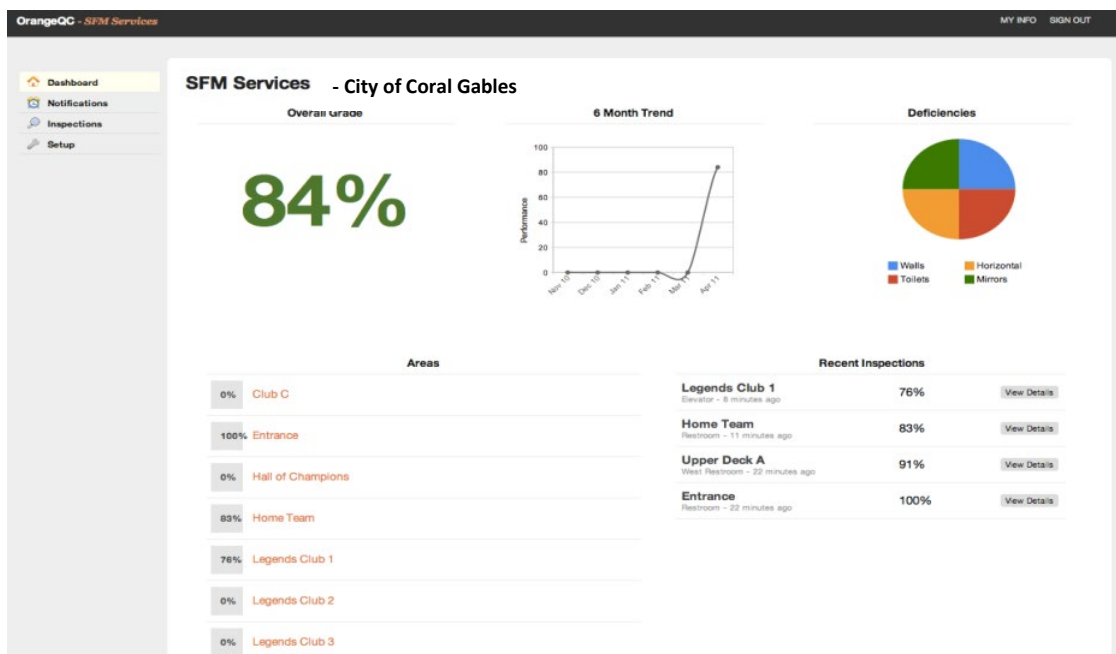
These reports can be emailed to property managers in a pdf format.

Email notifications are configured to notify SFM managers about the QC performance. The QC officer's iPad automatically synchronizes via a wireless network connection so that QC inspections can be tracked in real-time. Corrective action requests are immediately communicated to the relevant person.

All quality control inspections have precise timestamps to ensure frequency of monitoring and a clear indication of the date, time, area, and results of the monitoring process

Management reports contain the following:

- Labor budget
- Supplies budget
- Equipment budget
- Sales



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## LANDSCAPE QUALITY CONTROL OFFICER

Paulino Hernandez is SFM Landscape's designated Quality Control Officer. With an impressive career spanning over 40 years in the field of landscape maintenance, Paulino brings a wealth of knowledge and experience to this role.

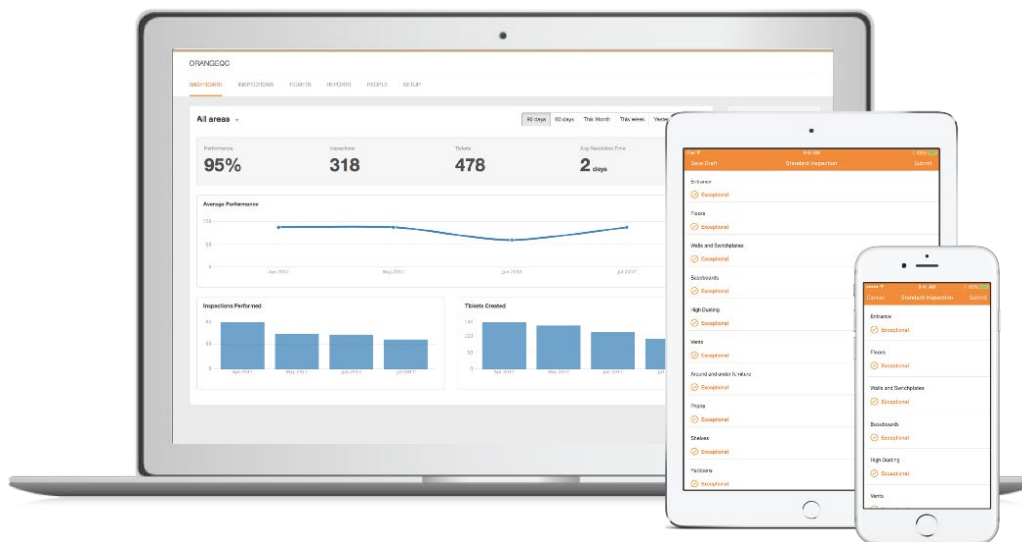
Throughout his career, Paulino has gained a deep understanding of what it takes to deliver exceptional landscape maintenance services. His expertise encompasses various aspects of landscape management, including landscape design, plant care, turf management, irrigation, and soil health.



Paulino's meticulous attention to detail and commitment to quality set him apart in the industry. He ensures that every project undertaken by SFM Landscape meets the highest standards of professionalism and customer satisfaction. By conducting regular inspections and audits, Paulino ensures that all deliverables are up to snuff and align with the company's commitment to excellence.

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## MEASUREMENT TOOLS

















**Below is an actual Inspection Report created by SFM's Quality Control Officer.**

#7684382

SFM Services

**Landscape Inspections**




















Location: City of Coral Gables ( Biltmore Tennis Center )  
 Completed: 2022-03-15 3:19pm  
 Inspector: Danny Sandoval  
 Score: 82%

Line Item	Rating	Score
Mowing :	Above Average	95%
<p><b>MOWING :</b></p> <p>1. The grass was cut correctly.                      2. Some small areas weeds were found ( Herbicide can be applied )</p> <p>Photos attached.</p>		
<div>       </div> <div>       </div>		
Hedges & Plants	Average	50%




























Line Item	Rating	Score
<p>☞ <i>HEDGES AND PLANTS :</i></p> <p><i>HEDGES :</i></p> <p><i>PODOCARPUS HEDGES :</i>  <i>They are well maintained.</i></p> <p><i>GREEN ISLAND :</i>  <i>Will need more attention and detailed work. ( some areas overgrown )</i></p> <p><i>PLANTS :</i></p> <p><i>FAKAHATCHEE :</i>  <i>Overgrown, will need to be trimmed.</i></p> <p><i>RED ACALYPHA :</i>  <i>Need attention, to tall ( Main Entrance and behind the tennis courts )</i></p> <p><i>CYCAS :</i>  <i>One found dead must be removed ( by practice tennis courts )</i></p> <p><i>GINGER PLANTS :</i>  <i>Will need to be cleaned ( side entrance )</i></p> <p><i>Photos attached.</i></p>		



Line Item	Rating					Score
						
13	14	15	16	17	18	
						
19	20	21	22	23	24	
						
25	26	27	28	29	30	
						
31						
Trees & Palms	Above Average					95%
<p>🗨️ TREES AND PALMS :</p> <p>TREES :</p> <p>They are well maintained.</p> <p>PALMS :</p> <p>1. Areca palms need cleaning ( has volunteers, will need to be removed )</p> <p>2. Robellini palms ( look good )</p> <p>3. Small palms need to be cleaned ( inside the planters by tennis courts )</p> <p>NOTE :</p> <p>The client can be suggested to apply fertilizer to the palms.</p> <p>Photos attached.</p>						












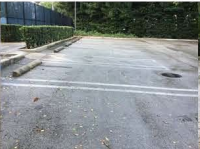














Line Item	Rating	Score
     		
323334353637		
     		
383940414243		
   		
44454647		
Edging	Above Average	95%
<p>  <b>EDGING :</b>  <i>The edges were done correctly in some areas will need to be made more detailed.  ( along Podocarpus hedges )</i>  <i>Photos attached.</i> </p>		
     		
484950515253		
 		
5455		
Weeds	Average	50%









Line Item	Rating	Score
<p><b>WEEDS:</b></p> <p>All areas were inspected, and some areas weeds were found ( can be removed at the next maintenance ) In the following areas :</p> <p>1. Inside Areca palms. 2. Main entrance ( inside green island hedges by lights fixtures ) 3. Between tennis courts and main office.</p> <p>Photos attached.</p>		
     		
  		
Litter control	Above Average	95%
<p><b>LITTER CONTROL :</b></p> <p>No litter or debris was found in this site, all areas are clean.</p> <p>Photos attached.</p>		
     		
     		
		

Line Item	Rating	Score
Parking Lot	Above Average	95%
<p><b>PARKING LOT :</b></p> <p><i>Look good and properly maintained.</i></p> <p><i>Photos attached.</i></p>		
     		
<p>78</p> <p>79</p> <p>80</p> <p>81</p> <p>82</p> <p>83</p>		
 		
<p>84</p> <p>85</p>		
Irrigation System		
<p><b>IRRIGATION SYSTEM :</b></p> <p><i>N/A</i></p> <p><i>Broken sprinklers head was found ( was reported last month )</i></p> <p><i>Photos attached.</i></p>		
     		
<p>86</p> <p>87</p> <p>88</p> <p>89</p> <p>90</p> <p>91</p>		
		
<p>92</p>		
Pests		
<p><b>PESTS :</b></p> <p><i>N/A</i></p>		
Overall Condition of Site		

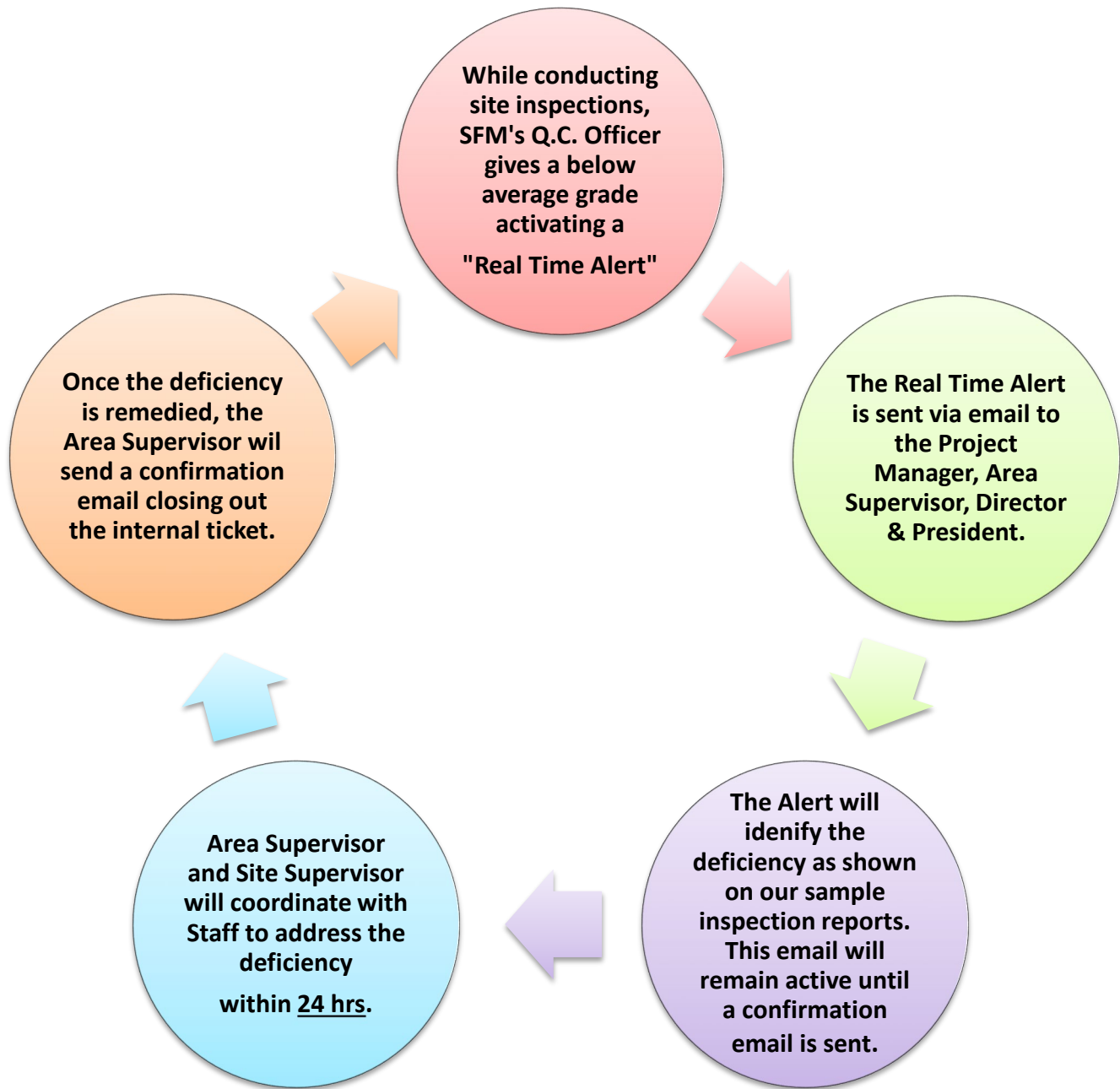


Line Item	Rating	Score
<p>OVERALL CONDITION OF SITE :</p> <p>Site looks good, can be better.</p> <p>Photos attached.</p>		
<div>     </div> <div> <p>93</p> <p>94</p> <p>95</p> <p>96</p> </div>		
Note		
<p>COMMENTS :</p> <p>Crew leader must check all the areas before leaving the site. ( in case need details to be done )</p>		



## SFM'S INTERNAL COMMUNICATION SYSTEM

In order to maintain high quality standards, SFM relies on effective internal communication to quickly remedy any account deficiency. Below is a representation of SFM's internal communication process when an area is found deficient by a quality control officer.





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## CLIENT TICKET SYSTEM

Through our Quality Control software, we ask our clients to use the “Ticket System”. This feature helps us document and keep track of the quality of our services.

### ***Here's how it works:***

All you have to do is send an email to our Quality Control System at [ticket@sfmtservices.com](mailto:ticket@sfmtservices.com) so we can address it. It's that simple!

This email will trigger a ticket alert from the client to the SFM administration, which consists of:

1. Contract Manager
2. Contract Supervisors
3. SFM's C.O.O.
4. SFM's President

This ticket will remain open sending continuous alerts until addressed by the Area Supervisor and our SFM Operations Manager, who will then respond. Their response will then trigger a “pending” designation. Once the ticket's content is addressed, it will be shown as completed and filed within your folder in our QC program. This will enable us to sporadically open the folder and see if there are any re-occurring trends that will allow us to proactively service your property.

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## EMPLOYEE TRACKING



All supervisors and crew leaders driving SFM vehicles will have a GPS tracking system. This will assure they are servicing all locations and will tell us how much time is spent at each location.

SFM will track and document any incidents or repairs needed with the help of the tracking software. Software is web based and provides all reports in “real time”. Other capabilities are:

- ✓ Daily Activity Reports (accessible via internet)
- ✓ Incident Reports (real time)
- ✓ Monitors idling and harsh breaking
- ✓ Set Geo-fencing



## SAFETY & TRAINING PROGRAM

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At SFM, safety is our top priority. We believe that a safe and secure working environment is essential not only for the well-being of our employees but also for the successful completion of our projects. To uphold this commitment, we have developed a comprehensive Landscape Safety and Training Program. This program ensures that all employees involved in the landscape industry are aware of the potential risks and are equipped with the necessary knowledge and skills to work safely.



The main objectives of the Landscape Safety and Training Program are as follows:

1. **Prevention:** The program aims to prevent accidents, injuries, and fatalities by raising awareness and promoting safe practices.
2. **Education:** It provides employees with the necessary training to understand and comply with safety rules and regulations.
3. **Communication:** It fosters open lines of communication between employees and management regarding safety concerns and issues.
4. **Reinforcement:** The program reinforces the importance of safety by sharing success stories and recognizing employees who demonstrate exceptional safety practices.
5. **Continuous Improvement:** It encourages employees to continuously evaluate and improve their safety practices.

### **The Landscape Safety and Training Program consists of various components:**

1. **Safety Training:** All employees receive comprehensive safety training, including general safety awareness, hazard identification, and emergency procedures.
2. **Risk Assessment:** Regular risk assessments are carried out to identify potential risks and develop appropriate control measures.
3. **Safety Policies and Procedures:** Employees are familiarized with and trained on the company's safety policies and procedures, including reporting procedures, fall protection, respiratory protection, and confined space entry.
4. **Safety Equipment:** Proper safety equipment is provided to employees, including personal protective equipment (PPE) such as hard hats, gloves, and safety glasses.

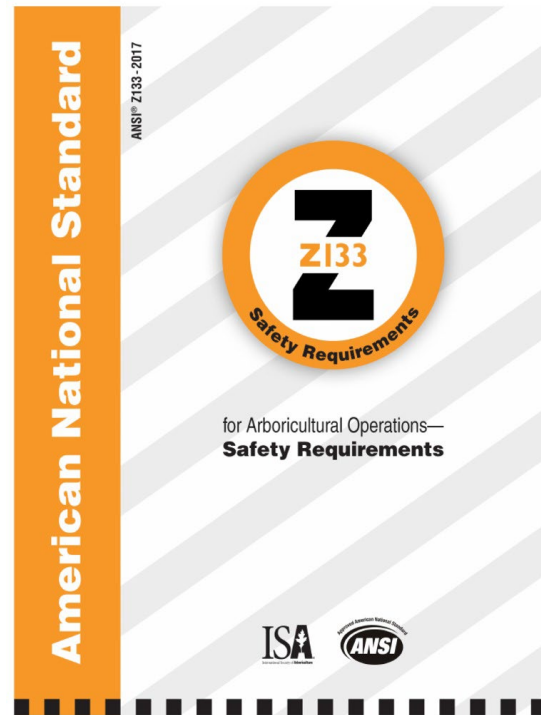


5. **Safety Meetings:** Regular safety meetings are held to discuss relevant safety topics, share safety updates, and address any concerns or questions.
6. **Safety Toolbox Talks:** Daily safety toolbox talks are conducted to ensure that employees maintain a high level of safety awareness and address specific hazards.
7. **Safety Incentives:** Safety incentives are established to reward employees for outstanding safety performance.
8. **Safety Inspections:** Regular safety inspections are conducted by safety officers to identify potential hazards and to ensure compliance with safety protocols.
9. **Safety Reporting:** Employees are encouraged to promptly report any safety incidents, near misses, or hazards through the established reporting channels.
10. **Safety Feedback:** Employees receive regular feedback on their performance and safety practices, enabling them to continuously improve.



## SFM'S IN-HOUSE TRAINING OVERVIEW

SFM has a thorough training program specific for Arbor Care. Our Arbor Care crews are trained in accordance with ANSI A300 Tree Care Standards and ANSI Z133 for Arboricultural Safety Standards. Training is conducted by SFM's In-house Risk and Safety Manager, Luis Sanchez. Mr. Sanchez is a certified instructor with the State of Florida. This is a competitive advantage SFM has over other companies. It gives SFM the ability to train and retrain employees as necessary throughout the year.



## Tree Maintenance Training Overview

SFM's Tree Maintenance Training Overview is a comprehensive training program designed to provide our employees with the skills and knowledge necessary to perform tree maintenance services effectively. This training will cover various topics related to tree care, including tree identification, pruning techniques, disease identification, safety protocols, and emergency procedures.

### Methodology:

1. Classroom teaching based on research and personal experiences.
2. Professional participation by experts in the field of the subject.
3. Practical exercises discussed and acted in role plays in class.
4. Situational Exercises where specific issues are presented and resolved in class by the student and further discussed in a group setting.
5. Testing and Quizzes of materials shared in class.
6. Providing training materials when necessary for further evaluation and study.





## **Objectives:**

1. Identifying Trees: Employees are trained in how to identify common tree species and their general characteristics.
2. Pruning Techniques: The training will cover various pruning techniques suitable for different tree species.
3. Disease Identification: Understanding the signs of common tree diseases is essential for proper tree care.
4. Safety Protocols: Employees are trained on safety protocols and guidelines to avoid accidents and injuries.
5. Emergency Procedures: In case of emergencies, such as fallen trees or storm damage, employees are trained on procedures to minimize damage and ensure the safety of personnel and property.

# Tree Maintenance Training



## Additional Training Subjects Include but are not limited to:

- ✓ Pruning
- ✓ Soil Management
- ✓ Supplemental Support Systems
- ✓ Lightning Protection System
- ✓ Management During Site Development and Construction
- ✓ Planting and Transplanting
- ✓ Integrated Vegetation Management (IVM)
- ✓ Root Management
- ✓ Tree Risk Assessment
- ✓ Integrated Pest Management (IPM)
- ✓ General safety
- ✓ Electrical hazard
- ✓ Use of vehicles and mobile equipment
- ✓ Portable power hand tools
- ✓ Hand tools and ladders
- ✓ Climbing
- ✓ Work procedures
- ✓ Personal Protective Equipment
- ✓ Effective Supervision I
- ✓ Fire Extinguisher & Fire Prevention Training
- ✓ Work Safety Practices & Procedures
- ✓ PPE (Personal Protection Equipment)
- ✓ Sexual Harassment & hostile Work Environment
- ✓ EEO
- ✓ DFWP
- ✓ Accident Investigation for Supervisors
- ✓ Trash Hauling Procedures
- ✓ Customer Service
- ✓ OSHA Training
- ✓ Proper use of chemicals & equipment
- ✓ Effective Supervision II
- ✓ Hazardous Material Handling
- ✓ MSDS (Material safety Data Sheets)
- ✓ Conflict Resolution
- ✓ Ethics in the Workplace
- ✓ Report writing (Incident v Accident reports)
- ✓ Dealing with Difficult Employees and Customers
- ✓ Accident Reporting
- ✓ CPR & First Aid (2 hrs.)
- ✓ Supervisor training & Vehicle Safety
- ✓ Hazard communication
- ✓ Use of cell phone while on duty



THE UNIVERSITY OF  
**ALABAMA**

OSHA TRAINING INSTITUTE EDUCATION CENTER

*Certifies that*

***Luis G. Sanchez***

Has attended and successfully completed the

***OSHA 501 Trainer Course in General Industry***

Held ***11/28/2022 - 12/1/2022*** in ***Mobile, AL***

UNDER THE SPONSORSHIP OF THE OSHA TRAINING INSTITUTE, TO OBTAIN THIS  
***CERTIFICATE OF COMPLETION # 2211-SH0501-09-11***

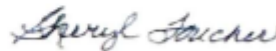
28 Contact Hours

2.8 Continuing Education Units (CEUs) earned

**Your Trainer Status Expires: 12/1/2026**



*Robert Murphy, Director  
Office of Training & Education  
OSHA*



*Sheryl Foucher, Director  
OSHA Training Institute Education Center  
The University of Alabama*

UA OSHA Training Institute Education Center UA SafeState - College of Continuing Studies - Training and Conference Activities  
Box #70310 Tuscaloosa, AL 35487-0310  
<http://uaosha.ccs.ua.edu>





## EMPLOYEE SAFETY BBQ



Committed  
to  
**Safety**  
Excellence



Winners of Employee Safety BBQ



Safety Training being conducted by  
Joe Pinon



She won a car!!!  
Vehicle Giveaway





## SECTION IV

### REFERENCES



The City of Coral Gables  
Procurement Division  
2800 S.W. 72ND AVENUE  
MIAMI, FLORIDA 33155

#### CITY OF CORAL GABLES REFERENCE FORM RFP 2024-033 Citywide Landscaping Services

Complete the form as indicated below, to provide the required information as outlined in Section 3 of the solicitation. The City shall contact the companies listed below to verify the work performed on behalf of your company. All fields must be completed.

**Reference # 1 must cover the minimum five (5) year period from the issuance date of this solicitation.**

1. Project Name/Location ITB 2020-14 Right-of-Way Maintenance Services - City of Doral
- Owner Name City of Doral
- Contact Person Carlos Arroyo
- Contact Telephone No. 305.593.6740 Ext. 6000
- Email Address: carlos.arroyo@cityofdoral.com
- Yearly Budget/Cost Approx. \$530K p/yr
- Dates of Contract From: 2020 to present & To: 2012 to 2020
- Project Description SFM provides right-of-way maintenance throughout the city. The contract consists of but not limited to: lawn maintenance, litter control, fertilization, & tree trimming. Other services currently provided are street sweeping services and canal cleaning services.

**Additional References must cover similar engagements satisfactorily performed in the last five (5) years.**

2. Project Name/Location Event 220 Parking Landscape Maintenance and Pressure Wash Services
- Owner Name City of Fort Lauderdale
- Contact Person Bryan Greene
- Contact Telephone No. 954.218.0065
- Email Address: bgreene@fortlauderdale.gov
- Yearly Budget/Cost Approx. \$700K p/yr
- Dates of Contract From: 2024 To: present
- Project Description SFM provides litter and debris pickup, weed removal, weed control, vegetation mowing, hedge trimming, tree branch trimming from the ground, palm frond trimming from the ground, litter and vegetation disposal, and any other function that may be required to properly maintain the areas of responsibility.





The City of Coral Gables  
Procurement Division  
2800 S.W. 72ND AVENUE  
MIAMI, FLORIDA 33155

3. Project Name/Location RFP 2020-04 Landscape Maintenance Services - North Bay Village
- Owner Name City of North Bay Village
- Contact Person Ralph Rosado
- Contact Telephone No. 305.588.4364
- Email Address: Rrosado@nbvillage.com
- Yearly Budget/Cost Approx. \$150K p/yr
- Dates of Contract From: 2017 To: present
- Project Description SFM provides right-of-way maintenance throughout the city. The contract consists of but not limited to: litter, trash, and debris removal, mowing, edging, hedge trimming, selective tree trimming, planting, removal, raking, weed eating, herbicide applications, insect control, watering, fertilizing, mulching, staking, sod planting/replacement, landscape monument entrance sign installation/repairs (incl. Park signs) and irrigation system inspection and repair.
4. Project Name/Location ITB 2020-042-AY Grounds Maintenance, Right of Way, Parking Facilities, Lincoln Road Mall, Lot Clearance & Coastal Areas - City of Miami Beach
- Owner Name City of Miami Beach
- Contact Person P. Rodney Knowles
- Contact Telephone No. 305.673.7080
- Email Address: rodneynowles@miamibeachfl.gov
- Yearly Budget/Cost Approx. \$200K p/yr
- Dates of Contract From: 2020 to present & To: 2011-2020
- Project Description SFM provides landscape services at various City of Miami Beach streetscapes, municipal facilities and coastal areas which include but not limited to: mowing, edging, line trimming, irrigation system operation maintenance/repair, litter retrieval and waste disposal, pruning, mulching, weeding, landscape maintenance, pesticide and fertilizer applications, turf management, and replacement of plants as required.
5. Project Name/Location RFP 2024-1-1 Comprehensive Landscape Maintenance Services - City of Aventura
- Owner Name City of Aventura
- Contact Person Jake Ozyman
- Contact Telephone No. 305.466.8970
- Email Address: jozyman@cityofaventura.com





The City of Coral Gables  
Procurement Division  
2800 S.W. 72ND AVENUE  
MIAMI, FLORIDA 33155

Yearly Budget/Cost Approx. \$530K p/yr

Dates of Contract From: 2024 To: present

Project Description Maintenance of landscaping and irrigation, Turf mowing, edging, cleanup, shrubs, hedges, small trees and palms, Fertilization, disease and pest management, Application of herbicides, Debris clean-up, litter, dead animal, trash and recyclables collection, Removing graffiti, blowing sidewalks, Pressure cleaning sidewalks, and pavers at bus shelters and median separators, Receptacle maintenance throughout the city, Cleaning of all street furniture such as benches, trash, receptacles, light poles and bus shelters, As-needed painting of street furniture and structures (City will provide custom paint), Decorative street banner replacement and change-outs, Daily shopping cart removal.

6. Project Name/Location Grounds Maintenance, Litter Control, & Tree Trimming - Town of Miami Lakes

Owner Name Town of Miami Lakes

Contact Person Jeremy Bajdaun

Contact Telephone No. 305.364.6100

Email Address: Bajdaunj@miamilakes-fl.gov

Yearly Budget/Cost Approx. \$700K p/yr

Dates of Contract From: 2004 To: present

Project Description SFM provides litter control, tree trimming, maintenance and repair of grounds, landscaping, irrigation systems, tree water sprout removal up to 8 ft. high, shrub pruning, planting, fertilization, clean-up of litter and debris inclusive of leaves, landscaping operations, and other services as required to provide complete grounds maintenance.

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**BIDDER INFORMATION:**

Company Name: SFM Landscape Services, LLC.

Representative: Christian Infante

Address: 7500 NW 74 Avenue Medley, FL 33166

Telephone No.: 305.818.2424

Fax No.: 305.818.3510

Email Address: cinfante@sfmtservices.com



## REFERENCE LETTERS

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# MIAMI BEACH

**City of Miami Beach**, 1700 Convention Center Drive, Miami Beach, Florida 33139, [www.miamibeachfl.gov](http://www.miamibeachfl.gov)  
PUBLIC WORKS DEPARTMENT  
Greenspace Management Division

Friday, May 22, 2020

Christian Infante  
SFM Services, Inc.  
7500 NW 74<sup>th</sup> Street  
Medley, FL. 33166

Dear Christian,

I want to send you a quick note to thank you and your team for all of your hard work within the City of Miami Beach. SFM Services, Inc. has been successfully providing landscape maintenance services to our City for over 10 years. Your contract, ITB 2014-275-LR includes lawn maintenance, tree/palm trimming, irrigation maintenance, and litter control for our entire South Right-of-Way, including the Julia Tuttle and MacArthur Causeways, which are major gateways into our City. We appreciate your responsiveness, professionalism, and all-around wonderful customer service any time an issue has been brought to your attention.

Please feel free to list me as a reference.

Sincerely,



P. Rodney Knowles  
Greenspace Division Director







Tuesday, May 26, 2020

Mario Cantero  
SFM Services, Inc.  
7500 NW 74<sup>th</sup> Street  
Medley, FL 33166

Dear Mario:

This letter is to confirm SFM Services, Inc. has been the City's landscape maintenance contractor since 2005. Over the years SFM has become an essential part of our City's Public Works Department. SFM has also provided street sweeping, canal maintenance, and disaster recovery services. We appreciate SFM also contributing to our City's Earth Day events in the past.

Please feel free to list me as a reference.

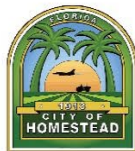
Sincerely,

Henry Martinez,  
Superintendent of Streets  
Public Works Department  
[henry.martinez@cityofdoral.com](mailto:henry.martinez@cityofdoral.com)





is proud to work with:





## SFM LANDSCAPE PROJECTS



FDOT Landscape Installation  
Coral Way Exits of SR 826



City of Coconut Creek



Old Spanish Villa

Granada Golf Course



**City of Coral Gables – Landscape Maintenance**

Date of Service: 2002 to Present

Description of Service: SFM maintains the medians and right of ways for the City of Coral Gables. The contract consists of lawn maintenance, litter control, fertilization, & tree trimming.

Contract Value Approx. \$850K

**City of Coral Gables – Tree Succession**

Date of Service: 2015 to 2017

Description of Service: SFM was the prime contractor for the tree succession project.

Contract Value Approx. \$2.8M

**City of Coral Gables – Janitorial Services**

Date of Service: 2016 to present & 1991 to 2006

Description of Service: Day & night cleaning services to all city owned facilities. SFM is the prime contractor.

Contract Value Approx. \$1M





## Significant Achievement



### Office of the Mayor The City of Coral Gables

## Proclamation

*WHEREAS, SFM Services, Inc., is the "one stop source" for all janitorial, landscape and security guard service needs, where company business owners, property owners, property managers and municipal governments turn to secure, clean and make their properties look beautiful on the inside and out, with a network of services extending throughout Miami-Dade, Broward and Monroe counties; and*

*WHEREAS, SFM Services, Inc., is an industry leader in South Florida and across the United States, and has been for over forty years, procuring its first client in 1972, namely, the City of Miami's Orange Bowl Stadium, and expanding to those current clients such as Baptist Health System, like our very own Doctor's Hospital; and*

*WHEREAS, besides proving superior service in either janitorial, landscaping or security needs, SFM Services, Inc. also takes pride in working with and lending a helping hand throughout the South Florida community; and*

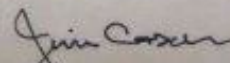
*WHEREAS, it is altogether fitting and proper that we present SFM Services, Inc., with this proclamation, in grateful recognition of their support with this year's City Beautiful community service project at the William A. Cooper Park, located on Washington Drive;*

*NOW, THEREFORE, I, JIM CASON, as Mayor of Coral Gables, along with the members of our City Commission, do hereby proclaim November 18, 2014 as:*

### **"SFM SERVICES, INC. DAY IN CORAL GABLES"**

*IN OBSERVANCE THEREOF, I urge the citizens of Coral Gables to commend SFM Services, Inc., from its management staff on down, all those dedicated personnel who "stepped up to the plate" in the spirit of caring for our community, giving unselfishly of their time, to such a great cause, here in the City of Coral Gables.*

*IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the City of Coral Gables to be affixed on this eighteenth day of November, A. D., 2014.*

  
Jim Cason  
Mayor



## LITIGATION

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SFM Landscape Services, LLC., and its related entities may be included from time to time in litigation brought against its clients due to the nature of its business; there is no prior or pending litigation that would have a material adverse effect on SFM's ability to deliver services under any award of the RFP. There is no pending or prior litigation in which the Team has been averse to any of its clients or governmental entities.



## SECTION V

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### AGREEMENT COMMENTS/ EXCEPTIONS

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N/A



## SECTION VI

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### PRICE PROPOSAL

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Pricing shall be submitted via INFOR.

