

**TOWN OF LADY LAKE  
REQUEST FOR BID  
BID # 2011-01**

**Project Title: The Rolling Acres Sports Complex Tree Planting Initiative**

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Department: Parks and Recreation  
Contact Person: Mike Burske, Parks and Recreation Director  
Address: 409 Fennell Boulevard, Lady Lake, FL. 32159  
Telephone: (352) 577-4433  
Fax: (352) 751-1510  
Submittal Date: Prior to 10:00a.m. February 3, 2011

**I. GENERAL INFORMATION**

The Town of Lady Lake is advertising this bid for interested parties that are qualified and experienced to provide all labor and materials to install the following trees at the Rolling Acres Sports Complex as directed by the awarded ARRA Urban and Community Forestry Grant.

This bid is for the purpose of selecting a firm(s) to be engaged on a contractual basis for the service stated above.

Interested Firms may secure a copy of the bid documents from Jayne York, Deputy Town Clerk, at 409 Fennell Blvd., Lady Lake, FL 32159, phone number 352-751-1501; Copies are available by Demand Star and also via e-mail by contacting Jayne York at [jyork@ladylake.org](mailto:jyork@ladylake.org)

**A non-mandatory pre bid/inspection of the site will be held on January 14, 2011 at 10:00 a.m. . The meeting will be held at the Rolling Acres Sports Complex Office located at 260 Rolling Acres Road.**

**II. REQUEST FOR QUALIFICATIONS**

All bids **MUST** be in a sealed envelope/box and clearly marked in the lower left corner: "Bid No. 2011-01: **"Rolling Acres Sports Complex Tree Planting Initiative"** and shall be sent to the following address, only:

**Kris Kollgaard, Town Manager/Town Clerk**  
**Town of Lady Lake**  
**409 Fennell Boulevard**  
**Lady Lake, FL 32159**

All bids must be received in the Office of the Town Clerk prior to 10:00a.m. (EST) on Thursday, February 3, 2011, and will be immediately opened thereafter. Bids will not be accepted after that date and time under **any** circumstances. One (1) Original and THREE (3) copies of the BID must be submitted. Bid openings are open to the public. All Bidders and their representatives are invited to be present. Any response received by the Purchasing Agent after the due date and time specified in this Bid will not be considered and will be available for pick-up unopened. Any Bid or copies that are sent to any other address may be refused and sent back to the Bidder unopened. Bids must be typed or printed in ink. Use of erasable ink is not permitted. All Bids must contain a manual signature of the authorized representative.

The Town of Lady Lake will not be liable for any cost incurred in the preparation of these bids. All Bids received from Bidders in response to this Bid will become property of the Town and will not be returned to the Bidder. In the event of a Contract Award, all documentation produced as a part of the contract shall become the exclusive property of the Town. Responses to this Bid upon receipt by the Town will become public record subject to provisions of Chapter 119F.S. Florida Public Records Law.