

BACKGROUND

1. The City of Ocala is seeking bids from experienced Contractors to provide ground maintenance services for the Public Works Department located at 1805 NE 30th Avenue, Ocala, FL 34470. Contractor must provide all labor, equipment, tools, and materials necessary to provide professional landscaping services.
2. All work must be coordinated by the City's Project Manager, Dudley Bess, 352-351-6734 dbess@ocalafl.gov.
3. Contractor must provide a valid telephone number and address to the City Project Manager. The phone must be answered during normal working hours, or voicemail must be available to leave a message.
4. Services include maintaining City-owned right-of-way parcels and other designated areas as indicated in Exhibit C - Mowing Boundary Map.

EXPERIENCE AND LICENSING REQUIREMENTS

LICENSE REQUIREMENT: If using restricted herbicides Contractor must be licensed as a commercial applicator with the Florida Department of Agriculture and Consumer Services.

EXPERIENCE REQUIREMENT: Bidder must possess five (5) years of experience in providing mowing/ground maintenance services.

INSURANCE REQUIREMENTS

1. **Commercial General Liability:** with limits of \$1,000,000 per occurrence/\$2,000,000 aggregate.
2. **Commercial Automotive Liability:** a combined limit of not less than \$1,000,000.
3. **Workers' Compensation and Employer's Liability:** per Florida statutory requirements.

CONTRACT TERM

1. **Term:** The resulting contract will be for an initial term of two (2) years.
2. **Renewals:** Two (2) optional, one-year renewal terms.
3. **Escalation:** Any price increase for contract renewal will be subject to negotiation as approved by the City of Ocala. In no case will the increase exceed three percent (3%) annually unless there are mitigating market conditions. Price increases shall be based on the CPI-U, and the Contractor must submit their request for an increase with CPI justification at least 90 days before the end of the current term.

WORK AREAS

1. The specific work areas will be given to the Contractor at the pre-work meeting.
2. Exhibit C – Mowing Boundary Map

DEFINITIONS

1. **Trash** is defined as anything loose and useless (examples but not limited to) bottles, cans, paper, plastic bags, plastic bottles, plastic food wrappers, and Styrofoam cups and plates.
2. **Debris** is defined as objects lying on the ground in an area to be mowed that is mostly organic (examples but not limited to) tree limbs less than six (6) inches in diameter and smaller than six (6)

feet in length, tree branches, twigs, hedge clippings, and sapling trimmings. One (1) or two (2) broken concrete blocks would qualify as debris, but an abundance of blocks would be the City's responsibility to move. If the Contractor finds large items such as old tires, concrete blocks, old chairs or sofas, dead car batteries, etc., on a site to be mowed, the Contractor shall contact the City Project Manager to report the findings, and the City will remove and properly dispose of the debris. Otherwise, it is the Contractor's responsibility to remove and properly dispose of the debris before mowing.

CONTRACTOR EMPLOYEES AND EQUIPMENT

1. An employee roster must be provided to the City.
2. Contractor must utilize competent employees in performing work under this Agreement. Employees performing the work must be properly licensed or qualified as required by this Scope of Work.
3. Contractor shall provide an assigned Project Manager, who will be the primary point of contact. The Contractor must provide a valid telephone number and address at all times to the City Project Manager.
The telephone must be answered during normal working hours, or voicemail must be available to take a message.
4. At the request of the City, Contractor must replace any incompetent, unfaithful, abusive, or disorderly person in his or her employment. The City and Contractor must each be promptly notified by the other of any complaints received.
5. Contractors' employees must wear suitable work clothes and personal protective equipment as defined by OSHA. Employees shall be clean and in a good appearance as the job conditions permit.
6. Contractor will operate as an independent contractor and not as an agent, representative, partner, or employee of the City of Ocala, and shall control its operations at the work site, and be solely responsible for the acts or omissions of its employees.
7. Contractor must possess/obtain all required equipment to perform the work. A list of equipment shall be provided to the City upon request.

HOLIDAY SCHEDULE

1. Contractor shall not perform ground maintenance services on City-observed holidays.
2. The City of Ocala recognizes the following holidays:
3. January 1st, Dr. Martin Luther King Jr. 3rd Monday in January, Memorial Day, Last Monday in May, Juneteenth 19th, Independence Day, July 4th, Labor Day, 1st Monday in September, Veterans' Day, November 11, Thanksgiving Day, 4th Thursday in November, Thanksgiving Day (day after) 4th Friday in November, Christmas Eve, December 24th, and Christmas Day, December 25th.
4. If the holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. If the holiday falls on a Sunday, the holiday shall be observed on the following Monday or as designated by the City Manager.

CONTRACTOR RESPONSIBILITIES

The following maintenance duties are required for each mowing cycle at all properties:

1. Contractor is responsible for any damages, including but not limited to buildings, curbing, pavement, landscaping, or irrigation systems caused by their activity. Should any public or private property be damaged or destroyed, the contractor, at their expense, shall repair or make restoration acceptable to the City of Ocala. If property is damaged or destroyed, the contractor, at their expense, shall repair or make restoration acceptable to the City of Ocala of destroyed or damaged property, no later than one (1) month from the date

Damage occurred.

2. Contractor shall complete all work performed under this solicitation following the policies and procedures of the City of Ocala and all applicable State and Federal laws, policies, procedures, and guidelines.
3. Contractor shall obtain and pay for any licenses, additional equipment, dumping and/or disposal fees, etc., required to fulfill this contract.
4. At least one crew member must communicate fluently in English.
5. Contractor's employees shall wear shirts or have a badge that identifies the company, and all trucks belonging to the Contractor must display the **company's name**.
6. When working near roadways, the employee shall wear an FDOT (Florida Department of Transportation) approved vest and place FDOT-approved safety cones and FDOT-approved "Men Working Signs in front of and behind company vehicles.
7. Sinkholes: Contractor shall report any sinkholes found to the Public Works Department: 352-351-6733.
8. Properties having gates: Contractor shall report any gates needing repair for failure to close, open, or lock to the City Project Manager, Charlie Varney, e-mail: cvarney@ocalafl.gov. All gates must be closed and locked when finished mowing at the City Complex.
9. Locations: Contractor shall submit a list of all locations that have been mowed at the end of each working day.
10. After completion of each location, Contractor shall take a cellphone photo using the Solocator app of the property and email it to the City-designated e-mail address. Please visit www.solocator.com or www.timestamp.com for details.

MOWING

1. Mow at a height of two (2) inches for Bahia grass and three (3) inches for St. Augustine grass.
All mowing will be performed ON WEEKENDS ONLY. Any change to days and/or times must be approved by the City Project Manager.
2. Proper equipment must be used to mow city sites to prevent scalping, rutting, or cutting off tops of slopes with mowing equipment, causing soil erosion.
3. All equipment must be properly maintained with sharp blades, so the grass is cut and not torn, to prevent damage to the grass plants.
4. **Mow all grassed areas by the frequencies indicated below.**

Month	Cuts Per Month City Complex & ROW	Cuts Per Month Sun Tran Field
January	1	0
February	1	0
March	2	0
April	4	1

May	4	1
June	4	1
July	5	2
August	4	2
September	4	2
October	4	1
November	2	1
December	1	0
Total:	36	11

5. The SunTran field outlined in Exhibit B shall be mowed with a tractor bush hog mower with deck, weed control around any poles, concrete structures, and trees.
6. The City does not include an allowance for delays caused by the effects of inclement weather; however, the City will grant time extensions, on a day-to-day basis, for delays caused by the impact of rain or other inclement weather conditions. No additional compensation will be made for delays caused by inclement weather. The Contractor shall submit a written request to the City Project Manager (e-mail is the preferred method) for additional days for which work is suspended or delayed by weather.
7. The contractor must pick up trash and debris in and around the area to be mowed (including fence lines) before mowing and properly dispose of it so that it is not shredded by the mower. The Contractor is responsible for a clean area (free of trash and debris) with a neat appearance, even cut, and no clumps of grass to remain in the mowed areas.
8. Contractor shall be responsible for all damage incurred to any water sprinkler systems, shrubs, trees, etc., while performing grounds maintenance services. All damages shall be immediately reported to the City Project Manager, who will determine the need for replacement and/or repairs. All replacement and/or repairs for damage done by the Contractor shall be performed at no cost to the City. Any damaged ground sprinklers shall be repaired immediately to comply with water conservation regulations.
9. Backflow assemblies are located in various areas throughout the City. In the event a backflow assembly unit is damaged or destroyed by the Contractor, the Contractor shall be liable for all damages and shall be responsible for any costs associated with the repair or replacement of the unit(s). The Contractor's employees shall always have a wrench in their possession to shut off the water, should damage occur to a backflow assembly.
10. Water meter damage should be reported to the Water Resources Department (352) 351-6772. Repairs must be made within 48 hours of damage occurrence, except for utility-related repairs, which must be completed as soon as possible.
11. The slopes and bottoms of the retention ponds will not be cut by the Contractor within city complex.

WEED TRIMMING

1. Trimming shall be done in areas inaccessible by mowers (fence lines, trees, signs, etc).
2. When using chemicals to treat fence lines, special care shall be used to ensure chemicals are not sprayed onto adjacent private property.
3. A three-inch (3") swath shall be sprayed on either side of the fence to maintain the grass and weed control, provided that the adjacent side of the fence is not private property. If the adjacent side is private property, only a three-inch (3") swath shall be sprayed on the City property. Once the vegetation has been treated with chemicals, the dead grass, weeds, and vines shall be removed with a weed-eater or similar device down to ground level, and the remaining dead vegetation removed from the fence.
4. A three-inch (3") diameter area from the base of trees shall be maintained when trimming around trees. The Contractor shall chemically kill or retard the growth directly under trees using suitable and equally effective herbicide. When chemically trimming around trees, special care shall be given so as not to spray the suckers growing from the ground around the tree as this may damage or kill the tree. Removal of the bark greater than 25% of the diameter of the tree shall require the tree to be replaced. This is common around Crape Myrtles and not normally found around oaks and other common hardwood trees.
5. Grass debris shall never be blown into roadways. Grass clippings shall be blown away from roadways, but not into retention ponds. The Contractor shall ensure all cuttings are kept off the streets and sidewalks.
6. **Sidewalks shall be edged. The Contractor shall provide proper edging techniques and equipment to edge all curbs and sidewalks. Gas-powered edging tools are required.**
7. In areas where there are cracks in the sidewalks with grass and weeds growing through the cracks, the vegetation shall be sprayed with an approved herbicide. After the vegetation is dead, it shall be removed with a weed-eater or similar string device.
8. The Contractor shall provide a manicured, professionally mowed project at each location.

MISCELLANEOUS

1. Contractor must immediately report sinkholes to the Public Works Department (352-351-6733).
2. Contractor must have at least one crew member who communicates fluently in English.
3. Properties having gates: The Contractor shall report to the City Project Manager any gates needing repair for failure to close, open, or lock.
4. Contractor's employees shall always wear shirts or have a badge that identifies the company, and all trucks belonging to the Contractor must bear the company's name.
5. When working near roadways, the employee shall wear an FDOT (Florida Department of Transportation) approved vest and place FDOT-approved safety cones and FDOT-approved "**Men Working Signs**" in front of and behind company vehicles.
6. At the end of each working day, the Contractor shall submit a list of all mowing locations that have been mowed to the City Project Manager.

7. All walking trails and/or sidewalks in or around the right-of-ways shall be free of grass clippings and weeds. Edging required.
8. ***Add the bag litter picked up an amount*** to each invoice submitted. At the top of the invoice.
9. After completion of each location, take a cellphone photo using the Solocator app of the property, and email it to the City's designated email address. Please visit www.solocator.com for details.

SAFETY

1. Contractor shall be fully responsible for meeting all OSHA, local, state, and national codes concerning safety provisions for their employees, sub-contractors, staff, public, etc.
2. In no event shall the City be responsible for any damages to any of the Contractor's lost, damaged, destroyed or stolen equipment or clothing.

INVOICING

1. All original invoices will be sent to Dudley Bess, City's Project Manager, City of Ocala Public Works Department, dbess@ocalafl.gov.
2. Contractor will invoice at least once a month or as draws.

PRICING AND AWARD

1. Bidder must upload a completed **Exhibit B – Price Proposal** with their response.
2. Pricing will be provided on a unit price basis and must include all costs to complete grounds maintenance services as outlined in this scope of work. The City will pay the Contractor only for the actual units that the Contractor provides.
3. Award will be made to the lowest bidder determined by the total on the Price Proposal meeting all requirements.