

**BACKGROUND**

1. The City of Ocala is seeking bids from experienced Contractors to provide ground maintenance services for the City of Ocala Police Department Headquarters located at 402 S. Pine Avenue, Ocala, FL 34471. 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 Steve Chojnacki [schojnacki@ocalapd.gov](mailto:schojnacki@ocalapd.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.

**EXPERIENCE AND LICENSING REQUIREMENTS**

**LICENSE REQUIREMENT:** Bidders must **possess a Florida Right-of-Way Pesticide License to purchase and use restricted-strength herbicides such as Full-Strength Roundup for fence lines and around some structures.**

**Bidders who do not plan to use restricted herbicides may submit a bid without this license. Follow the link below for more information on how to obtain this license:** <http://edis.ifas.ufl.edu/pi185>

**\*Bidders who are in the process of obtaining the above license(s) may provide proof of application in lieu of the actual license**

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

**CONTRACT TERM**

1. **Term:** The resulting contract will be for an initial term of **2 years**.
2. **Renewals:** two (2) one-year (1-Year) renewals.
3. **Escalation:** Requests for price increases must be submitted no less than ninety (90) days before the end of the initial or renewal term along with justification and/or supporting documentation. Any approved price increase shall be based on the CPI-U and subject to a maximum negotiated increase of no more than three percent (3%) annually unless there are mitigating market conditions.

**WORK AREAS**

1. The specific work areas will be given to the Contractor at the pre-work meeting.
2. Exhibit B – Site Layout

**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 RESPONSIBILITIES

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

1. Mow and weed eat each property, including the city right-of-way. Survey markers, fire hydrants, electric poles, and water meters usually determine the roadway/right-of-way limits.
2. Sidewalks and curbs must be properly edged (provide edge line with power equipment).
3. Litter such as any trash and debris must be picked up and disposed of properly.
4. Areas must be sprayed for weed control as needed. Weeds in sidewalks/driveways within the city right of way sprayed for weed control.
5. Clean/mow around each tree.
6. After completion of each location, Contractor shall take a cellphone photo using the Solocator or Timestamp cell phone app of the property and e-mail it to the City-designated e-mail address. Contractor shall submit daily as each location is completed. Contractor shall also copy each manager in the Streets Division.
7. Additional mowing cycles in the heavier summer months (Contractor shall comply with the schedule).
8. Contractor is responsible for the supervision of each mowing sub-Contractor or mowing crew.

## MOWING

1. Mow at a height of two (2) inches for Bahia grass and three (3) inches for St. Augustine grass.
2. All mowing shall be performed between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday. Any change to days and/or times must be approved by the City Project Manager. There will be no mowing on City-observed holidays. The City Project Manager will provide the Contractor with a list of City-observed holidays. Weekend work may be done at the Contractor's discretion, but the City reserves the right to prohibit weekend work. The Contractor shall immediately notify the City Project Manager of any emergencies that arise during the performance of work.
3. 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.

4. All equipment must be properly maintained with sharp blades, so the grass is cut and not torn, to prevent damage to the grass plants.
5. **Mow all grassed areas by the frequencies indicated below.**

Month	Cuts Per Month*
January	1
February	1
March	2
April	4
May	4
June	4
July	5
August	4
September	4
October	4
November	2
December	1
<b>Total:</b>	<b>36</b>

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 effects of rains 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. 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 it is not chopped up 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, with the exception of utility-related repairs, which must be completed as soon as possible.

### 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, providing the adjacent side of the fence is not private property. If the adjacent side is a 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 which 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 bag litter picked up an amount** to each invoice submitted. At the top of the invoice.*

#### INVOICING

1. All original invoices will be sent to Steve Chojnacki, City's Project Manager, City of Ocala Police Department, [schojnacki@ocalapd.gov](mailto:schojnacki@ocalapd.gov).
2. Contractor will invoice at least once a month or as draws require.

#### PRICING AND AWARD

1. 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.
2. Award will be made to the lowest bidder determined by the grand total on Price Proposal meeting all requirements.