

**BACKGROUND**

1. The City of Ocala is seeking quotes from experienced Vendor will provide all materials, equipment, and labor to complete ground maintenance services at multiple fire station locations throughout the city.

Item #	Location
1	505 NW Martin Luther King Jr. Avenue
2	2701 SE 36 <sup>th</sup> Avenue
3	340 & 350 NE 8th Avenue
4	3300 SW 20 <sup>th</sup> Street
5	2340 NE 25 <sup>th</sup> Avenue
6	5220 SW 50 <sup>th</sup> Court
7	885 SE 31 <sup>st</sup> Street

2. If using restricted herbicides, Vendor must be licensed as a commercial applicator with the Florida Department of Agriculture and Consumer Services.

**EXPERIENCE REQUIREMENT AND LICENSING REQUIREMENTS**

1. Vendors must have a minimum of **three (3) years** of proven experience in providing ground maintenance services and must provide three jobs that references covering all three years.
2. Vendors must possess and maintain a Florida Department of Transportation Temporary Traffic Control (TCC) Certification and maintain the certification throughout the term of the contract. A copy of the license must be uploaded with bid documents.
3. Vendors must possess and maintain a valid Florida Department of Agriculture Pesticide Applicator License and include a copy of the license with their uploaded bid documents.

**INSURANCE REQUIREMENT**

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

**CONTRACT TERM**

- a. **Term:** The resulting contract will be for an initial term of **2 years**, From March 8, 2026, to March 8, 2028.
- b. **Renewals:** two (2) one-year (1-year) renewals.

- c. **Renewal Pricing Increases.** Pricing shall remain firm and fixed during the Initial Term of this Agreement. Any renewal price adjustment shall be subject to negotiation and must be approved by the City of Ocala. The Vendor shall submit a written request for price adjustment identifying the reason for the price increase, and attach suitable documentation in support of same, no less than **NINETY (90) DAYS** prior to the expiration of the then existing Contract Term. No retroactive price adjustments will be allowed. Pricing increases shall not exceed the lesser of (i) the amount of the percentage increase reflected in the Consumer Price Index for all Urban Consumers (CPI-U), not seasonally adjusted, based upon the most recent **TWELVE (12) MONTH** period; or (ii) **THREE PERCENT (3%) ANNUALLY** unless there are mitigating market conditions.

## DEFINITIONS

1. **Trash:** Trash is defined as anything loose and useless, including, but not limited to bottles, cans, paper, plastic bags, plastic bottles, plastic food wrappers and Styrofoam cups and plates.
2. **Debris:** Debris is defined as objects lying on the ground in an area to be mowed that are mostly organic, including, but not limited to: tree limbs less than six inches (6") in diameter and smaller than six feet (6') in length, tree branches, twigs, hedge clippings and sapling trimmings.
  - A. One or two broken concrete blocks would qualify as debris, but an abundance of blocks would be the City's responsibility to remove.
  - B. If the Vendor finds large items such as old tires, concrete blocks, old chairs or sofas, dead car batteries, etc., on a site to be mowed, Vendor 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 Vendor's responsibility to remove and properly dispose of debris before mowing.

## MOWING

1. Mow at a height of three inches (3") for Bahia grass, four inches (4") for St. Augustine grass, and three inches (3") for Zoysia grass.
2. **Mowing areas and Frequency:** Mow all grassed areas in accordance with the frequency indicated below. However, the City reserves the right to adjust these frequencies as needed. Specific mowing days and dates will be set by the City. Vendor must follow the City noise ordinance when planning mowing times.

Month	Cuts per Month
January	1
February	1
March	2
April	4
May	4
June	4
July	5
August	4
September	4

October	3
November	1
December	1
<b>Total cuts per year:</b>	<b>34</b>

\*The City anticipates mowing frequencies as outlined above; however, the City reserves the right to adjust these frequencies as needed.

3. **Trash and Debris:** Vendor **must** pick up and remove trash and debris in and around the area to be mowed (to include fence lines) before mowing and properly dispose of it so it is not chopped up by the mower. The Vendor is responsible for a clean area (free of trash and debris) with neat appearance, even cut and no clumps of grass to remain in the mowed areas. If the cuttings leave a thick blanket like cover over the existing cut area the operator must repeat the cycle to scatter the grass cuttings. An air blower shall be used to remove debris from the parking lot at Fire Administration building during each mow cycle.
4. **Damages:** Vendor shall be responsible for any and all damage caused while performing grounds maintenance/mowing services including, but not limited to, damage to any water sprinkler systems, shrubs, trees, fence, gates, valve boxes, etc.
  - A. All damages are to be reported to the City Project Manager where final disposition will be made as to replace and/or repair.
  - B. All replacement and/or repairs will be performed by Vendor at no additional cost to the City.
  - C. Any damaged ground sprinklers **must be repaired immediately** to ensure compliance with water conservation regulations.
  - D. Leaning signs and bollards leaning due to contact with equipment shall be straightened.
5. **Backflows:** Backflow assemblies are located in various areas throughout the City. In the event a backflow assembly unit is damaged or destroyed by the Vendor, the Vendor shall be liable for all damages and shall be responsible for any costs associated with the repair or replacement of the unit(s). Vendor's employees shall at all times have a wrench in their possession to shut off the water should damage occur. Report any damage to the City Project Manager.

## TRIMMING AND WEED CONTROL

1. **Trimming:** Trimming shall be done in areas inaccessible by mowers (fence lines, trees, signs, etc.).
  - A. Trimming may need to be performed due to slope of ground and around any trees, fences, utilities (fire hydrants, meter boxes, transformers, etc.) within the mowing areas.
  - B. Vendor shall trim tops, sides, and bottoms of all hedges to maintain a manicured appearance.
  - C. Vendor will remove all organic debris from the site, including clippings, dead leaves, broken branches, and twigs. Vendor shall properly dispose of these items.
  - D. Trimming shall be done once every month.

**2. Chemical Use (if properly licensed):**

- A. Near Private Property: When using chemicals in place of weed eating to treat fence lines, special care shall be used to ensure that chemicals are NOT sprayed onto adjacent private property.
  - B. Around Park Amenities and Support Facilities: When using chemicals in place of weed, eating around park amenities and support facilities are NOT permitted.
  - C. Roundup and similar chemicals are only permitted to be used to spray fence lines and cracks in sidewalks and other paved surfaces or to kill or retard the growth directly under trees as specified herein and shall not be used for any other purpose unless written consent is provided by the City.
  - D. Care should be taken to not over spray onto adjacent turf. Over spraying resulting in damage of grass will require exact replacement of sod at Vendor's expense.
  - E. Fence Spraying: A three-inch (3") swath shall be sprayed on either side of the fence to maintain grass and weed control, providing the adjacent side of the fence is not private property.
    - i. If the adjacent side is private property, a three-inch (3") swath shall only be sprayed on the City property.
    - ii. Once the vegetation has been trimmed down to ground level with a weed - eater or similar device and the remaining vegetation removed from the fence, the area should be treated with chemicals. Trimming and chemical treating of said vegetation shall be done on the same day the mowing is completed.
  - F. Tree Spraying: A one foot (1') diameter area from the base of trees shall be maintained when trimming around trees.
    - i. Vendor shall chemically kill or retard the growth directly under trees using Roundup or other suitable and equally effective herbicide.
    - ii. When chemically trimming around trees, special care is to be given as not to spray the suckers growing from the ground around the tree; this may damage or kill the tree.
    - iii. Removal of the bark greater than 25% of the diameter of the tree will require the tree to be replaced at no additional cost to the City. This is common around Crepe Myrtles and not normally found around Oaks and other common hard wood trees.
3. **Crape Myrtles**: Prune crape myrtle bushes once a year in February. Vendor shall prune away last season's growth when the bush is dormant. Prune away long, dormant libs and remove seed pods. Remove sucker growth from trunk bottoms.
4. **Grass Debris**: When mowing or using an air blower, grass shall be directed away from roads, sidewalks, retention areas, fences, landscape beds, and fence lines.
5. **Sidewalks & Curb Edging**: Sidewalks shall be edged, and where there are cracks in the sidewalks or curbing with grass and weeds growing through the cracks, the vegetation shall be sprayed with an approved herbicide. After the vegetation is dead, it is to be removed with a weed-eater or similar string device.
6. **Weed Control**: Bed, weed control shall be maintained in shrubbery beds, mulched areas, and tree rings.

**VENDOR RESPONSIBILITIES**

1. **Coordination:** Work shall be coordinated with the City Project Manager, Beth Antis, Telephone: 352-629-8353, e-mail: [bantis@ocalafl.gov](mailto:bantis@ocalafl.gov).
2. **Delays:** 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 case-by-case basis, for delays caused by the effects of rain or other inclement weather conditions.
  - A. No additional compensation will be made for delays caused by the inclement weather.
  - B. The Vendor 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.
3. The Vendor shall complete all work performed under this solicitation in accordance with the policies and procedures of the City of Ocala and all applicable State and Federal laws, policies, procedures, and guidelines.
4. The Vendor shall obtain and pay for any and licenses, additional equipment, dumping and/or disposal fees, etc., required to fulfill this contract.
5. Vendor's employees shall wear shirts or have a badge which identifies the company, and all trucks belonging to the Vendor must display the company's name. Shirts must be worn at all times while working on City property.
6. When working near roadways or within roadway medians, the Vendor shall wear a Florida Department of Transportation (FDOT) approved vest. FDOT approved safety cones and FDOT approved "Men Working Signs" shall be placed appropriately in front of and behind Vendor's vehicles.
7. **Sinkholes:** Vendor shall report any sinkholes found to the Project Manager, Beth Antis [bantis@ocalafl.gov](mailto:bantis@ocalafl.gov).
8. **Properties with Gates:** Vendor shall report any gates needing repair for failure to close, open, or lock to the City Project Manager. All gates **must** be closed and locked when finished mowing.
9. **Work Completion:** Vendor **must** verify all work has been completed according to the scope. It is not the City's responsibility to supervise or monitor the work of crews performing the work. If the City has to frequently contact the vendor about issues, it is indicative of improper supervision by the vendor and the City may terminate the contract for cause.
10. **Photo Submission:** After completion of each location, Contractor shall take a cellphone photo of the property using the Solocator or Timestamp cell phone app and e-mail the photo to the City Project manager: Beth Antis, e-mail: [bantis@ocalafl.gov](mailto:bantis@ocalafl.gov).

Contractor can visit the following links for additional details regarding the Solocator or Timestamp apps: [www.solocator.com](http://www.solocator.com) or [www.timestampcamera.com](http://www.timestampcamera.com).

**VENDOR EMPLOYEES AND EQUIPMENT**

1. Vendors must utilize competent employees in performing the work. Employees performing the work must be properly licensed or qualified as required by the scope.
2. At least one crew member must communicate fluently in English.

3. Vendors must have sufficient personnel to always perform work. If Vendor intends to subcontract out any portion of the work under this Agreement, Vendor must provide the name of all subcontractors along with necessary documentation to ensure each subcontractor meets all license, personnel, and equipment requirements of this contract. Addition of subcontractor(s) or change in subcontractor(s) during the term of this Agreement must be approved in writing by the City Project Manager.
4. The Vendor shall provide an assigned Project Manager, who will be the primary point of contact. Vendor 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.
5. At the request of the City, the Vendor must replace any incompetent, unfaithful, abusive, or disorderly person in his or her employment. The City and the Vendor must each be promptly notified by the other of any complaints received.
6. The employees of the Vendor must wear suitable work clothes and personal protective equipment as defined by OSHA. Employees shall be clean and in as good appearance as the job conditions permit.
7. Vendor will operate as an independent Vendor and not as an agent, representative, partner or employee of the City of Ocala, and shall control their operations at the work site, and be solely responsible for the acts or omissions of his employees.
8. No smoking is allowed on city property or projects.
9. **Equipment:** Vendor must possess/obtain all required equipment to perform the work.
  - A. Proper equipment must be used to mow to prevent soil erosion including scalping, rutting, or cutting off tops of slopes with mowing equipment.
  - B. All equipment must be properly maintained mechanically. The blades must be sharpened, so the grass is cut and not torn, causing damage to the grass plants. Tires must be equally inflated to avoid uneven cuts, etc.
  - C. The Vendor is responsible for operating equipment at speeds that result in proper cuts.
  - D. A list of equipment shall be provided to the City upon request.

## SAFETY

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

## INVOICING

1. All original invoices will be sent to Beth Antis, Project Manager, Ocala Fire Rescue, 505 NW Martin Luther King Jr. Avenue, Ocala, FL 34475, e-mail: [bantis@ocalafl.gov](mailto:bantis@ocalafl.gov)
2. Vendor will invoice at least once a month.

**PRICE AND AWARD**

1. Bidder must upload a completed Price Proposal with their response.
2. Bidder must bid on all line items, with the exception of optional items.
3. The quantities in Price Proposal are estimated based upon past annual usage and should not be construed as guaranteed minimums.
4. Bids will be received on a unit price basis. The City will pay the Vendor only for the actual units that the Vendor mows.
5. Award will be made to the lowest bidder meeting all requirements outlined herein.