

**BACKGROUND**

1. The City of Ocala owns the Ocala Wetlands Groundwater Recharge Park located at 2105 NW 21<sup>st</sup> Street, Ocala FL 34475. These sixty (60) acres property contains approximately thirty (30) acres of grassy areas that need to be mowed and trimmed annually on a scheduled basis.
2. Contractor shall provide all materials, labor, supervision, tools, accessories, equipment, and all other things necessary for Contractor to provide mowing services for this property.
3. All work must be coordinated with City Project Manager, Matthew Stanley, Conservation Supervisor of Water Resources, Telephone 352-351-6772, E-mail: [Mstanley@ocalafl.gov](mailto:Mstanley@ocalafl.gov).
4. 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.
5. To be eligible to submit a bid for this project, contractors are required to attend the mandatory pre-bid meeting.

**6. MANDATORY PRE-BID MEETING –Friday, May 15, 2026, at 8:30AM**

Ocala Wetland Recharge Park – Meet under pavilion

2105 NW 21<sup>st</sup> Street

Ocala, FL 34475

**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.

**EXPERIENCE AND LICENSE REQUIREMENTS**

1. Contractor must have a minimum of **five (5) years** of experience in providing ground maintenance services and submit verifiable references.
2. Contractor is required to perform 80% of the work with their own workforce.
3. Contractor must hold a valid Florida Department of Agriculture Pesticide Applicator License at the time of bid submission and include a copy of the license with their uploaded bid documents.

**CONTRACT TERM**

1. **Term:** The resulting contract will be for an initial term of three (3) years.
2. **Renewals:** Two (2) optional, one-year renewal term.
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. Prices increases shall be based on the CPI-U and

Contractor must submit their request for an increase with CPI justification at least 90 days prior to the end of the current term.

### SUMMARY OF WORK

1. Mow approximately 30 acres of the Ocala Wetland Recharge Park inside fence line.
2. Mow easement on NW 21st Street outside of south fence line.
3. Mow and trim the bank area down to the water's edge. Due to wet conditions and the steep slope, a star-blade trimmer attachment is the required method for this work. Any alternative equipment or method must receive prior written approval from the City Project Manager. During wildlife nesting season, March 1 through June 30, the Contractor shall maintain a 1 to 2 foot unmowed buffer at the water's edge of all retention cells containing water. Buffer follows the current waterline at the time of each visit. The buffer period ends on June 30 unless the City Project Manager provides written notification of an extension.
4. Below is a photo example of how the water's edge must look throughout the park.



5. Mow and trim around the three overlooks.
6. Mow and string trim entire parking lot area. Use blower to clear area after work.
7. Edge both sides of the 2.5 miles of paved trail. Use blower to clear area after work.
8. String trim around sign poles, exhibits, buildings, and around trees.

9. String trim along railings.
10. String trim along inside of fence lines and outside of south and west fence lines.
11. Mow open area of Cell 2 north and south of boardwalk, except during wildlife nesting season (March 1 through June 30), the open grassed areas of Cell 2 shall be allowed to grow naturally. Contractor shall return Cell 2 to regularly maintained condition upon end of nesting season, or written notification from City Project Manager.
12. An 8-foot maintained buffer shall be kept around all boardwalk edges at all times, regardless of season to prevent vegetation from growing under, into, or onto the boardwalk structure.
13. Sidewalks and curbs must be **properly edged** (provide edge line with power equipment).
14. Litter such as any trash and debris must be picked up and disposed of properly.
15. Clean/mow around each tree.
16. 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 to the City-designated e-mail address. Contractor shall submit daily as each location is completed. Photo locations are predetermined and defined by the City Project Manager, Matthew Stanley (Mstanley@ocalafl.gov), on the reference map provided at contract initiation. All Photo locations must be properly documented at every visit, without exception.

All mowing locations must have the line-item number attached to each photo using the Solocator or Timestamp apps. Please visit:

[www.solocator.com](http://www.solocator.com) or [www.timestampcamera.com](http://www.timestampcamera.com) for details.

17. Five (5) optional supplemental mows may be authorized by the City Project Manager at the unit bid price, in addition to the regular scheduled mowing cycle. These are not tied to any specific month and are available for use at the City's discretion.
18. Use all appropriate safety gear and personal protective equipment to ensure worker safety. Work in pairs ("buddy system") when mowing near the water's edge for safety.
19. **No equipment shall be driven on the boardwalks.**
20. Contractor shall mow and edge around all entry way landscaping and trail landscaping at every scheduled visit. Contractor shall not disturb existing mulch or plantings.
21. Be kind and courteous to park users.

#### INITIAL SERVICE LINE ITEM

1. Phase 1 – Initial Site Preparation. Contractor will provide an initial service bringing the property to a maintainable state, prior to beginning Phase 2. This work shall include:
  - a) Removing vines, moss, and other growth from fence.
  - b) Clean up the North side of the property along the fence.
  - c) Clean up overgrowth around park entry way landscaping and along trail landscaping areas.

2. Phase 2 – Shall be completed at the first scheduled visit on or after July 1, but not earlier. City Project Manager must approve Phase 2 completion before water's edge work transitions to the regular maintenance schedule. The work shall include:
  - a) Clean-up around water's edge of all retention cells / clean up scrub and underbrush, leaving 1-inch diameter trees and large growth near water's edge.

### ACCESS & PARKING

1. Contractor must enter through the rolling gate located at the NW corner of the park.
2. A City of Ocala Master Lock key will be provided to the awarded Contractor for access.
3. Contractor must stage, park, and keep their equipment on the center dirt path in the center of the park referred to as "Broadway".

### 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 Contractor finds large items such as old tires, concrete blocks, old chairs or sofas, dead car batteries, etc., on a site to be mowed, 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.

### MINIMUM REQUIRED EQUIPMENT/EXPERIENCE

1. Three mowers – Zero Turn (equipment typically used is 50" zero turn mowers)
2. Two weed or string trimmers - is the minimum. Contractor shall provide additional trimmers as needed to meet the completion window.
3. One edger - is the minimum. Contractor shall provide additional edging equipment as needed to meet the completion window.
4. One blower
5. One star blade trimmer is required on site at every visit. Use is condition-dependent, but equipment must be present at all times.
6. Contractor shall provide sufficient equipment and staffing to complete all line items within the required 2 to 3 consecutive working day completion window. Contractor shall scale their own equipment and crew size as necessary at no additional cost to the City.
7. Contractor must have a minimum of three (3) years of experience in mowing and landscaping and shall perform at least 80% of the work with their own forces.

### CONTRACTOR RESPONSIBILITIES

1. Contractor shall obtain and pay for any and licenses, additional equipment, dumping and/or disposal fees, etc., required to fulfill this contract.
2. 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 Contractor shall be performed at no cost to the City. Any damaged ground sprinklers shall be repaired immediately to comply with water conservation regulations.
3. Contractor is responsible for all 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, Contractor at their expense, shall repair or make restoration as acceptable to the City of destroyed or damaged property no later than one (1) month from the date damage occurred.
4. If Contractor is advised to leave a property by the property owner or their representative, Contractor shall leave at once without altercation. Contractor shall then contact the City Project Manager within 24 hours and advise of the reason for not completing the assigned project.
5. **Cleanup:** Contractor shall always keep the premises free from accumulation of waste materials and rubbish caused by operations and employees.
6. Periodic cleanup to avoid hazards or interference with operations at the site, and to leave the site in a reasonable neat condition. Work site will be completely cleaned after each day of work.
7. Contractor shall dispose of debris in a legal manner.
8. **Safety:** Contractor shall be fully responsible for the provision of adequate and proper safety precautions meeting all OSHA, local, state, and national codes concerning safety provisions for their employees, sub-contractors, all building and site occupants, staff, public, and all persons in or around the work area.
9. In no event shall the City be responsible for any damages to any of Contractor's equipment, materials, property, or clothing lost, damaged, destroyed or stolen.
10. Storage and adequate protection of all material and equipment will be Contractor's responsibility.
11. Contractor shall notify City Project Manager by phone or email on the same day work is suspended due to inclement weather. Written request for weather extension shall be submitted within 24 hours of suspension. Failure to notify does not constitute an approved weather delay. Inclement weather does not relieve Contractor of the obligation to fully complete each visit before the next scheduled visit begins.
12. 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. 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.
13. Upon completion of mowing at each area, Contractor shall blow all clippings, debris, and cuttings from all hard surfaces including but not limited to the parking lot, paved trail, sidewalks, and

boardwalk areas before leaving that area. Blowing is a required completion step, and no area shall be considered complete until it has been performed.

14. Backflow assemblies are located in various areas throughout the City. In the event a backflow assembly unit is damaged or destroyed by 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). Contractor's employees shall always have a wrench in their possession to shut off the water, should damage occur to a backflow assembly.
15. Each scheduled mowing visit shall be considered complete only when all line items in the Summary of Work have been fully performed. Partial completion does not constitute fulfillment of that visit's requirements. Contractor shall complete each full visit within two to three consecutive working days under normal conditions. Inclement weather does not relieve Contractor of the obligation to fully complete the visit before the next scheduled visit begins.
16. 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.

## **MOWING**

1. Mow at a height of three (3) to four (4) inches for Bahia grass and three and a half (3.5) to four (4) inches for St. Augustine grass. Mowing below these height requirements constitutes scalping and is prohibited. Mowing shall not be performed on saturated or wet ground to prevent rutting and uneven cuts.
2. All mowing shall be performed between the hours of 8:00 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 as City staff will not be present to supervise. The City Project Manager will provide the Contractor with a list of City-observed holidays. No weekend work is permitted. 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. Five (5) optional supplemental mows may be authorized by the City Project Manager at the unit bid price, in addition to the regular scheduled mowing cycle. These are not tied to any specific month and are available for use at the City's discretion.

**Mow all grassed areas by the frequencies indicated below.**

Month	Cuts Per Month
January	2
February	2
March	2
April	4
May	4
June	4
July	4
August	4
September	4
October	4
November	4
December	2
<b>TOTAL</b>	<b>40</b>
<i>Supplemental (Optional — not month specific)</i>	<i>Up to 5 at bid unit price</i>

**Per month schedule:**

- 40 Cuts per year
- December, January, February, and March: mow and trim entire park twice per month. Two (2) mowings per month shall be scheduled at any time during the indicated months.
- April, May, June, July, August, September, October, and November: mow and trim entire park once per week. One (1) mowing per week shall be scheduled anytime during the indicated months.
- Five (5) optional supplemental mows may be authorized by the City Project Manager at the unit bid price, in addition to the regular scheduled mowing cycle. These are not tied to any specific month and are available for use at the City's discretion.
- **The City of Ocala reserves the right to change the schedule as needed.**

**MISCELLANEOUS**

1. Weed trimming shall be done in areas inaccessible by mowers (fence lines, trees, signs, etc).
2. Grass debris shall never be blown, deposited, or left in a manner that allows them to enter any retention cell, water body, or drainage area within the park. This is an environmental requirement specific to the Ocala Wetlands Groundwater Recharge Park and will be strictly enforced. Grass clippings shall be blown away from roadways. Contractor shall ensure all cuttings are kept off the streets and sidewalks.
3. Sidewalks shall be edged. Contractor shall provide proper edging techniques and equipment to edge all curbs and sidewalks; gas-powered edging tools are required.
4. Contractor shall deliver a complete, consistently maintained property at the conclusion of every visit. All mowed areas shall have an even cut with no missed strips, uneven passes, clumps, or visible lines. All trimmed, edged, and blown areas shall be free of debris and present a clean finished appearance.
5. Contractor must immediately report sinkholes to the Water Resources Department (352- 351- 6772).

6. Contractor must have at least one crew member who communicates fluently in English.
7. Properties having gates: Contractor shall report to the City Project Manager any gates needing repair for failure to close, open, or lock.
8. Contractor's employees shall always wear shirts or have a badge that identifies the company, and all trucks belonging to Contractor must bear the company's name.
9. 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.
10. All walking trails and/or sidewalks in or around the right of ways shall be free of grass clippings and weeds. Edging required.
11. ***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: Water Resource, 1805 NE 30<sup>th</sup> Ave. Bldg. 600 Ocala, FL 34470, [Mstanley@ocalafl.gov](mailto:Mstanley@ocalafl.gov) : Attn: Matthew Stanley
2. Contractor will invoice at least once a month.
3. Contractor will be given a coversheet for their invoice. This cover sheet must be filled out correctly and submitted with each invoice.

## PRICING AND AWARD

1. Contractor must upload a completed Exhibit B - Price Proposal with their response. Contractor must bid on all line items, including optional items.
2. The quantities in Price Proposal are estimated based upon estimated annual usage and should not be construed as guaranteed minimums.
3. Bids will be received on a unit price basis. The City will pay Contractor only for the actual units that Contractor provides, installs, or constructs.
4. Award will be made to the lowest, most responsive and responsible bidder meeting all the requirements outlined herein.
5. Awarded Contractors shall comply with all applicable provisions of Section 787.06, Florida Statutes. Specifically, all non-governmental Contractors shall provide the City of Ocala with an affidavit signed by an officer or a representative under penalty of perjury attesting that the non-governmental entity does not use coercion for labor or services as defined in Section 786.06(2).
6. DUE TO THE CITY. Vendor must be current and remain current in all obligations due to the City during the performance of services under the Agreement. Payments to Contractor/Vendor may be offset by any delinquent amounts due to the City or fees and/or charges owed to the City.