

BACKGROUND

1. The City of Ocala requires the services of an experienced vendor to provide grounds maintenance services 600 N Magnolia Avenue to 923 N Magnolia Avenue, Ocala, FL 34475 and Mary Sue Rich Community Center at Reed Place 1821 NW 21st Avenue Ocala, FL 34475 services supporting the Recreation and Parks department.
2. **MANDATORY PRE-BID MEETING/SITE VISIT:** A mandatory pre-bid meeting and site visit will be held on **Thursday, July 31, 2025**, at **11:00am** located at 600 N Magnolia Avenue to 923 N Magnolia Avenue, Ocala, FL 34475 and immediately afterwards a site visit will be held at Mary Sue Rich Community Center at Reed Place 1821 NW 21st Avenue Ocala, FL 34475.

PLEASE NOTE THAT SITE VISITS FOR BOTH LOCATIONS ARE MANDATORY. FAILURE TO ATTEND BOTH WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS.

LICENSING AND EXPERIENCE REQUIREMENTS

1. **LICENSE REQUIREMENT:** If using restricted herbicides Bidder must be licensed as a commercial applicator with the Florida Department of Agriculture and Consumer Services.
2. **LICENSE REQUIREMENT:** Contractors must possess and maintain a Florida Department of Transportation Temporary Traffic Control (TCC) Certification.
3. **Experience Requirement:** Bidder must possess 3 years' experience in providing Grounds Maintenance (mowing, trimming, landscaping).

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/DELIVERY TIMELINE

1. **Term:** The resulting contract will be for an initial term of 2 years.
2. **Renewals:** One (1) optional, two-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 Vendor must submit their request for an increase with CPI justification at least 90 days prior to the end of the current term.

DELIVERY

1. Supplies will be delivered or shipped to Parks Operation Center, 1307 NW Fourth Ave, Ocala, FL 34475.
2. Scheduling of all deliveries and projects shall be coordinated with the City Project Manager.

PROJECT SUMMARY

The Vendor will be required to perform the following services twice a month for the City of Ocala:

1. Removal of weeds in all beds. Mechanical means is the preferred method, the vendor may use chemical means/herbicides** when needed.
2. Trimming of all hedges and flower beds as needed to maintain aesthetic quality and horticultural health required per species of plants on the property.
3. The landscape should be trimmed in a manner that keeps the sidewalks clear of vegetation for pedestrian travel.
4. The shrubs should be trimmed to maintain uniform size and shape among each landscape bed. Dead or broken limbs of shrubs should be removed from shrubs.
5. Trees within the landscape should be pruned so there are no visual impairments to vehicles attempting to pull onto the roadway. **Tree suckers (new growth that comes up at either the base of the trees or sometimes somewhere on the trunk) should be cut.**
6. Debris trimmed or fallen within the landscape bed should be removed from the landscape bed.
7. From time to time, the vendor will be requested to install landscape plants. This will be completed through a separate scope of work.
8. Grass shall never be blown into roadways or retention ponds. The Vendor shall ensure all grass cuttings are kept off the streets and sidewalks.
9. All curbing that borders the areas shall be edged. Sidewalks shall be edged.
10. In areas where there are cracks in the sidewalks or curbing with grass and weeds growing through, the vegetation shall be sprayed with an herbicide**.
11. After the vegetation is dead, it shall be removed with a weed-eater or similar string device.

*** If using restricted herbicides Vendor must be licensed as a commercial applicator with the Florida Department of Agriculture and Consumer Services. If Vendor is not licensed and able to use herbicides, remove weeds with manual or mechanical means.*

DELIVERABLES AND WORKING HOURS

1. **Deliverables:** The Vendor shall provide monthly reports of all work in progress. Deliverables must be provided to the City of Ocala Project Manager before payment for such work.
2. **Working Hours:** The normal/standard working hours for this project are 7:00 AM – 5:00 PM Monday through Friday, excluding City observed holidays (refer to the Holiday Schedule section). Vendor shall provide 48-hour advance notice to City Project Manager for work outside normal shift hours. The city may decline the request.

WRITTEN QUOTES

1. The Vendor shall submit a detailed written estimate of the proposed services prior to any work being performed by the Vendor. Written quotes shall be submitted within three (3) days of the initial request by the City. The Vendor shall submit an itemized not-to-exceed price, giving a full description of the project for each project covered by this contract.

2. Written quotes shall list the location name and address. The project estimate shall list each and every item per bid specifications, i.e., items and quantity, and all hardware items used. Each quote shall be submitted to the City Project Manager by email with a clear sketch or drawing (if applicable).

VENDOR EMPLOYEES AND EQUIPMENT

1. Vendor must utilize competent employees in performing the work. Employees performing the work must be properly licensed or qualified as required by the scope/project.
2. 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.
3. At the request of the City, the Vendor must replace any incompetent, unfaithful, abusive, or disorderly person in their employment. The City and the Vendor must each be promptly notified by the other of any complaints received.
4. 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.
5. Vendor will operate as an independent contractor 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 their employees.
6. No smoking is allowed on City property or projects.
7. Vendor must possess/obtain all required equipment to perform the work. A list of equipment shall be provided to the City upon request.
8. All company trucks must have a visible company name/logo on the outside of the vehicle.

CITY OF OCALA RESPONSIBILITIES

1. The City of Ocala will furnish the following services/data to the Vendor for the performance of services:
 - A. Access to City buildings and facilities to perform the work.
 - B. Provide access to drawings, specifications, schedules, reports, and other information prepared by/for the City of Ocala pertinent to the Vendor's responsibilities.
 - C. Provide office facilities for the Vendor, if needed.

The City reserves the right to purchase any materials for the Vendor to use. The Vendor shall not charge a mark-up fee for material furnished by the City.

VENDOR RESPONSIBILITIES

1. The Vendor shall complete all work performed under this solicitation in accordance with policies and procedures of the City of Ocala and all applicable State and Federal laws, policies, procedures, and guidelines.
2. The Vendor shall obtain and pay for any and licenses, additional equipment, dumping and/or disposal fees, etc., required to fulfill this contract.
3. Installation shall be in compliance with all requirements and instructions of applicable manufacturers.

4. Vendor is responsible for any and 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, the Vendor 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.
5. If the Vendor is advised to leave a property by the property owner or their representative, the Vendor shall leave at once without altercation. Vendor shall then contact the City Project Manager within 24 hours and advise of the reason for not completing the assigned project.
6. Data collected by the Vendor shall be in a format compatible with, or easily converted to City's databases. A sequential naming convention should be applied to the files and documentation provided to the City.
7. The Vendor shall ensure that all documents prepared under this contract have been prepared on a Windows-based operating system computer using the most current version of Microsoft Office, which includes Word, Excel, Power Point, Access or any other software as specified and approved by City staff.
8. 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.

SUB-CONTRACTORS

1. Vendor must perform a minimum of 30% of the work with their own forces.
2. Services assigned to sub-contractors must be approved in advance by the City Project Manager.

SITE HOUSEKEEPING AND CLEANUP

1. **Cleanup:** The Vendor shall keep the premises free at all times from accumulation of waste materials and rubbish caused by operations and employees. Such responsibilities shall include but not limited to:
 - A. Periodic cleanup to avoid hazards or interference with operations at the site, and to leave the site in a reasonable neat condition.
 - B. Work site will be completely cleaned after each day of work.
 - C. Vendor shall dispose of debris in a legal manner.
2. **Final Cleaning:** Upon completion of work, clean entire work area as applicable.
 - A. All furnishings and equipment shall be placed back in the original locations.
 - B. All work areas must be returned to original condition.
 - C. The Vendor shall clean and remove from the premises, all surplus and discarded materials, rubbish, and temporary structures, and shall restore in an acceptable manner all property, both public and private, which has been damaged during the prosecution of the work and shall have the work in a neat and presentable condition.

Note: Any and all debris shall be removed from the premises. New construction debris, trash, etc., shall not be left or buried on site.

SAFETY

1. The Vendor 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.

2. In no event shall the City be responsible for any damages to any of the Vendor's equipment, materials, property, or clothing lost, damaged, destroyed or stolen.
3. Prior to completion, storage and adequate protection of all material and equipment will be the Vendor's responsibility.

HOLIDAY SCHEDULE

1. The City of Ocala recognizes the following holidays:

New Year's Day	January 1 st
Dr. Martin Luther King, Jr.	3 rd Monday in January
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veterans' Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Thanksgiving Day (day after)	4 th Friday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th

2. 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. Please ensure invoices for services reflects services are not completed on observed holidays.

INVOICING

1. All original invoices will be sent to: Edward Johnson, Project Manager, Recreation and Parks Department, 1307 NW Fourth Avenue, Ocala, FL 34475, email: ejohnson@ocalafl.gov and cc: gvandeventer@ocalafl.gov.
2. Vendor will invoice at least once a month.
3. Vendor will be given a coversheet for their invoice. This coversheet must be filled out correctly and submitted with each invoice.

PRICING 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. Bids will be received on a unit price basis. The City will pay the Vendor only for the actual units that the Vendor provides.
4. Award will be made to the lowest bidder meeting all requirements outlined herein.
5. **Responsiveness and Responsibility:** In order to be deemed responsible, Bidders must meet all requirements outlined in this Scope of Work. In order to be deemed responsive, Bidders must upload a complete Exhibit B- Price Proposal document in Excel Format. Price Proposals submitted in any other format (i.e. .pdf, .docx, or handwritten) are not acceptable and will result in bid rejection. Bidders experiencing difficulty accessing or otherwise utilizing Exhibit B-Price Proposal must contact the Buyer identified in the ProRFx listing for this Solicitation prior to the bid submission deadline for assistance.