

**BACKGROUND**

1. The City of Ocala requires the services of an experienced Vendor to provide Airport Terminal ground maintenance and landscaping services supporting the Ocala International Airport.
2. **MANDATORY PRE-BID MEETING: Refer to the listing for the pre-bid meeting date, time, and location. Attendance at the pre-bid meeting is required in order to participate in this solicitation.**

**EXPERIENCE LICENSING, AND OTHER REQUIREMENTS**

1. **Experience Requirement:** Bidder must possess three (3) years of experience in providing professional landscaping services.
2. **License Requirement:** Bidders must possess a current Florida Right-of-Way Pesticide License authorizing the purchase and application of restricted-strength herbicides, such as full-strength Roundup, for fence lines and around certain structures. A copy of the valid license must be uploaded and submitted with the bid documents at the time of bid submission.
3. **Awarded Vendors shall comply with all applicable provisions of Section 787.06, Florida Statutes.** Specifically, all non-governmental Vendors 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), Florida Statutes).

**If not previously provided, the affidavit may be downloaded from <https://www.ocalaf1.gov/home/showpublisheddocument/29503> and must be notarized.**

**INSURANCE REQUIREMENTS**

*NOTE: STANDARD INSURANCE REQUIREMENTS include General & Auto Liability and Workers Comp.*

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.

**Note:** The Contractor shall provide a Certificate of insurance, issued by an agency authorized to do business in the State of Florida and with an A.M. Best rating\* of at least an A, showing the "City of Ocala" as an Additional Insured.

**CONTRACT TERM/DELIVERY TIMELINE**

1. **Term:** The resulting Contract will be for an initial term of two (2) years with up to two (2) additional one-year (1-year) renewals.
2. **Renewals:** Two (2) optional, one-year renewal term periods by written consent between City and Vendor.
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 Vendor must submit their request for an increase with CPI justification at least 90 days prior to the end of the current term.

**SUB-CONTRACTORS**

1. The prime Contractor must perform a minimum of 100% of the work with their own forces.

**PROJECT SUMMARY, DELIVERABLES, AND HOURS**

**Project Summary:** The Vendor will be required to perform the following services for the City of Ocala:

Vendor will provide mowing and landscaping services for the Ocala International Airport, located at 1770 SW 60<sup>th</sup> Avenue, Suite 600, Ocala, Florida 34474. These services will cover the airport terminal grounds as identified in the airport terminal mowing and landscape area diagram, as shown in **Exhibit C**. All work shall be coordinated with City Project Manager Erik Park, 352-857-6505, e-mail: [epark@ocalafl.gov](mailto:epark@ocalafl.gov).

**Deliverables:** N/A

**Working Hours:** Airport Terminal Landscaping services shall be performed between the hours of 7:00 a.m. and 5:00 p.m. Vendor shall perform services in compliance with the Service Hours and mowing Frequency in

**Exhibit A – Scope of Work.** Vendor shall provide a 48-hour advance notice to the City Project Manager for work outside normal shift hours. The City may decline the request.

**VENDOR EMPLOYEES AND EQUIPMENT**

1. Vendor shall determine staffing levels for the services outlined in this Agreement. The number of staff assigned should be based on the number of hours recommended by the industry standard for the services outlined herein.
2. 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.
3. Vendor shall ensure that satisfactory standards are maintained with regards to employees' competency, conduct, appearance, and integrity, at the discretion of the City.
4. Vendor shall provide all management, tools, equipment, supplies, and labor necessary to ensure landscaping services are performed in a manner that will maintain a satisfactory facility condition and present a clean, neat and professional appearance.
5. Vendor must provide at least one member of staff that is able to communicate effectively in English, both verbally and in writing.
6. 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.
7. 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.
8. 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.

9. 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.
10. No smoking is allowed on City property or projects.
11. Vendor must possess/obtain all required equipment and supplies to perform the work. A list of equipment shall be provided to the City upon request.
12. 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.
13. Under no circumstances, or for any reason, shall Vendor, its employees, agents, or representatives ever dispose of any flammable, toxic, or caustic materials into any City-provided container, or in, or upon, City property. Should Vendor knowingly violate the terms of this provision, Vendor shall be held liable for the cost of the timely and proper and legal disposal of said material(s). Further, Vendor shall be held liable for any monetary or other penalty imposed upon the City, and for remediation of any property damage caused by said disposal.
14. 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.
15. The Vendor shall obtain and pay for any licenses, additional equipment, dumping and/or disposal fees, etc., required to fulfill this Contract
16. All company vehicles must have a visible company name/logo on the outside of the vehicle.
17. 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.
18. 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, PowerPoint, Access, or any other software as specified and approved by City staff.

**CITY OF OCALA RESPONSIBILITIES**

1. The City of Ocala will furnish the following to the Vendor for the performance of services:
  - A. Access to City/Airport buildings and facilities to perform the work.
  - B. Mulch for distribution by Vendor when directed by the City.
2. 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**

**Mowing and Landscaping Services**

1. Vendor shall mow all grassed areas in accordance with the frequency indicated below:

<b>Airport Terminal Mowing Frequency</b>	
<b>Month</b>	<b>Cuts</b>
January	2
February	2
March	2
April	2
May	2
June	4
July	4
August	4
September	4
October	2
November	2
December	2
<b>Annual Total</b>	<b>32</b>

2. Vendor shall mow grass to a height of two inches (2") for Bahia grass and four inches (4") for St. Augustine grass.
3. City does not include an allowance for delays caused by the effects of inclement weather. City may grant time extensions, on a case-by-case 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.
4. Proper equipment must be used to mow mounds to prevent scalping, rutting, or cutting off top of slopes with mowing equipment, causing soil erosion. For all locations, batwing bush hog type equipment may be used in open areas.
5. All equipment must be properly maintained with sharp blades, so the grass is cut and not torn, so as to prevent damage to the grass plants.
6. Vendor 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 mower. Vendor is responsible for leaving the area with a clean (free of trash and debris) and neat (even cut and no clumps of grass remaining in the mowed areas) appearance. All mowed areas will be inspected by the City Project Manager or designee.
7. Vendor will be responsible for all damage caused while performing grounds maintenance services, including, but not limited to, damage to any water sprinkler systems, lighting/electrical equipment, shrubs, trees, fences, gates, etc. Vendor shall report all

damage to the City Project Manager. The City Project Manager, in his or her sole discretion, will inspect and render a final decision as to the replacement and/or repairs that will be necessary. All replacements and/or repairs will be performed by the Vendor at no additional cost to the City. Any damaged ground sprinklers must be repaired immediately to ensure compliance with water conservation regulations.

8. Backflow assembly units 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 employees shall at all times have a wrench in their possession to shut off the water should damage occur.
9. No air blowers shall be used to blow grass debris into roadways. Grass clippings shall be blown away from roadways, but not into retention ponds. All cuttings must be kept off the streets and sidewalks.

#### **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, 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 (6) inches in diameter and smaller than six feet (6') 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 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 call the City Project Manager or designee to report the findings, and the City will remove and properly dispose of the debris. Otherwise, it is the Vendors' responsibility to remove and properly dispose of debris before mowing.

#### **Terminal Landscaping Care & Maintenance**

1. Hedges – Vendors shall trim tops sides and bottoms of all hedges to maintain a manicured appearance. Remove all organic debris from the site, to include: clippings, dead leaves, broken branches and twigs. Vendors shall properly dispose of these items. Hedge trimming must be done once every month in accordance with the maintenance recommendation for the plant species as identified in **Exhibit D – Landscape Plan**.
2. Landscape Plantings – Vendors shall perform care and maintenance of the terminal area landscape plantings in accordance with the recommended maintenance as identified for each plant species in **Exhibit D – Landscape Plan**. Vendors shall perform trimming and weeding of the landscaping plants once each month. Remove all organic debris from the site, to include: clippings, dead leaves, broken branches and twigs. Contractor shall properly dispose of these items.
3. When using chemicals to treat fence lines, a three-inch swath (3") shall be sprayed on each side of the fence to maintain grass and weed control. 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 one (1) foot diameter area from the base of trees, poles, and guy wires shall be maintained when trimming. Chemically kill or retard the growth directly under trees using Roundup or other suitable and equally effective herbicide. When chemically trimming around trees, special care must be given as not to spray the suckers growing from the ground around the tree; this may damage or kill the tree. Removal of the bark greater than twenty-five percent (25%) of the diameter of the tree would need to be replaced. This is common around Crape Myrtles and not normally found around oaks and other common hardwood trees.
5. Sidewalks shall be edged. 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 must be removed with a weed-eater or similar string device.

**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.
4. Vendor shall furnish Safety Data Sheets (SDS) on all products used in each City facility serviced by Vendor. The SDS must be kept with all products used at each individual location. Vendor shall be held responsible for any chemical product damage to any person and/or property due to negligence on the part of the Vendor, Vendor's employees, agents or representatives.

**INVOICING**

1. All original invoices will be sent to: Erik Park, Project Manager, Airport Department, 1770 SW 60<sup>th</sup> AVE, STE 600, Ocala, FL 34474, email: [epark@ocalafl.gov](mailto:epark@ocalafl.gov), and copies to: [mabaker@ocalafl.gov](mailto:mabaker@ocalafl.gov) and [jmarvin@ocalafl.gov](mailto:jmarvin@ocalafl.gov)
2. Vendor will invoice at least once a month. All monthly invoices submitted by Vendor shall include the City Contract Number, an assigned Invoice Number, and an Invoice Date.
3. All invoices must include the dates and times of services performed for that period.

**PRICING AND AWARD**

1. Bidder must upload a completed Price Proposal with their response.
2. Bidder must bid on all line items, including 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 provides, installs, or constructs.
5. Award will be made to the lowest bidder meeting all requirements outlined herein.
6. AMOUNTS DUE TO THE CITY. Contractor/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.