

BACKGROUND

The City of Ocala requires qualified Contractors to provide grounds maintenance services for approximately seventeen (17) Ocala Utility Services electric substations and one (1) training yard located throughout the City of Ocala. The resulting contract will be a multi-award agreement under which services will be requested on an as-needed basis. Work will include complete grounds maintenance at all designated locations ("cycle cuts") or maintenance at individual properties ("single cuts"), as directed by the City. Contractors shall furnish all labor, supervision, equipment, tools, materials, transportation, and incidentals necessary to perform the required services in accordance with the requirements of this Solicitation.

The City may award a Primary Contractor and a Secondary Contractor. All work will be awarded to the Primary Contractor. The Secondary Contractor will be used if the contract with the Primary Contractor is terminated, or if the City determines that the Primary Contractor cannot adequately cope with the demands of the contract.

MANDATORY PRE-BID MEETING:

Thursday, July 23, 2026, at 9:00AM

Penuel Substation

950 NE 58th Avenue

Ocala, FL 34471

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.

SITE VISITS

1. It is the Contractor's responsibility to visit each site prior to commencing work. All electric substations are visible from the road and can be viewed from that vantage point. Sites are indicated on Maps/Drawings of substations as shown in Exhibit B – Substation Location Maps. **Please refer to Exhibit B – Price Proposal for correct substation addresses.** Contractor will be required to mow from the road or driveway to property lines at all substations. Grass clippings must be blown away from the substation fence. Grass clipping on the fence is unacceptable. Mowing is not limited to the red outline of substations as shown in Exhibit B. The red outline on the location maps was meant as a location indicator, not as a mowing area. There will be no scheduled walk-throughs or site visits. By submitting a quote, you are certifying you have viewed all areas. When viewing sites, please be advised that some of the locations may be overgrown. You will be required to mow the entire area specified

NOTE – Baseline/Training Yard location: the Training Yard is the fenced-in area behind the Baseline Substation. The awarded Contractor will be given the gate code.

SPECIFICATIONS

1. **GENERAL:** Each cycle cut, and single cut shall include all labor, supervision, equipment, tools, materials, transportation, herbicides, disposal, and incidentals necessary to maintain the City's substations and training yard in a safe, clean, and professional manner.

Unless otherwise directed by the Project Manager, all work shall be completed in accordance with the requirements set forth in this Scope of Work.

2. **MOWING/TRIMMING:** Each cycle cut, and single cut shall include all mowing, trimming, edging, herbicide application, pruning (where applicable), debris removal, and site cleanup necessary to maintain the City's substations and training yard in a safe, clean, and professional manner.
- a. Grass shall be mowed to a height of approximately two (2) inches for Bahia grass and four (4) inches for St. Augustine grass.
 - b. The Contractor shall use equipment appropriate for the terrain to prevent scalping, rutting, soil erosion, or damage to mounds, slopes, and landscaped areas.
 - c. All mowing and trimming equipment shall be properly maintained and equipped with sharp blades or cutting surfaces to produce a clean, even cut without damaging vegetation.
 - d. Prior to performing grounds maintenance, the Contractor shall remove and properly dispose of all litter, debris, branches, and other foreign objects within the work area, including along fence lines.
 - e. Hedges shall be trimmed as needed to maintain a neat, uniform, and manicured appearance. All organic debris, including clippings, leaves, branches, and twigs, shall be removed from the site and properly disposed of. No debris shall be left on the property.
 - f. Fence lines shall be maintained free of excessive grass, weeds, and vines. Herbicides may be used to maintain a three (3) inch vegetation-free strip along both sides of fences where permitted. Where the opposite side of the fence adjoins private property, herbicide applications shall be limited to the City's side of the fence. The Contractor shall exercise care to prevent herbicide drift onto adjacent private property. Dead vegetation shall be removed from the fence following treatment.
 - g. A minimum one (1) foot diameter vegetation-free area shall be maintained around trees, utility poles, guy wires, and similar appurtenances. Herbicides may be used to control vegetation in these areas, provided they are applied in a manner that will not damage desirable vegetation. Special care shall be taken to avoid contact with tree bark, exposed roots, or basal sucker growth. Any tree damaged by improper trimming, mowing, or herbicide application shall be replaced by the Contractor at no additional cost to the City.
 - h. Sidewalks shall be mechanically edged during each service. Vegetation growing within sidewalk cracks shall be treated with an approved herbicide and removed after the vegetation has died.
 - i. Upon completion of each service, all work areas shall have a neat, uniform appearance and shall be free of litter, debris, grass clumps, leaves, branches, and other accumulated material. Grass clippings shall not be blown onto roadways, sidewalks, substation fencing, drainage structures, or retention ponds. All paved surfaces shall be left clean.
 - j. The Contractor shall be responsible for any damage caused to irrigation systems, backflow preventers, trees, shrubs, fences, utilities, signs, or other City property while performing the work. All damage shall be reported immediately to the Project Manager. Repairs or replacements shall be completed by the Contractor at no additional cost to the City. Damaged irrigation components

shall be repaired immediately, and Contractor personnel shall carry the necessary tools to shut off irrigation systems in the event of accidental damage.

- k. All work performed under this Contract is subject to inspection and acceptance by the City.

3. **SCHEDULING & SERVICE REQUESTS:**

- a. The City may award contracts to a Primary Contractor and a Secondary Contractor. Maintenance services will generally be assigned to the Primary Contractor. However, the City reserves the right to assign work to the Secondary Contractor if the Primary Contractor declines a request, fails to respond within the required timeframe, is unable to perform the requested services within the required timeframe, is otherwise unable to meet the demands of the Contract, or if the contract with the Primary Contractor is terminated.
- b. Maintenance services shall be performed at the direction of the Project Manager. The Project Manager may request either:
- i. **A cycle cut**, consisting of ground maintenance services at all designated substations and the training yard; or
 - ii. **A single cut**, consisting of ground maintenance services at one (1) or more individual locations.
- c. Upon notification by the Project Manager, the Contractor shall confirm availability to perform the requested services within twenty-four (24) hours.
- d. Unless otherwise approved by the Project Manager, the Contractor shall complete:
- i. A requested ***cycle cut within five (5) calendar days*** of the City's request.
 - ii. A requested ***single cut within two (2) calendar days*** of the City's request.
- e. If the Contractor declines the request, fails to confirm availability within the required twenty-four (24) hours, or is unable to complete the requested services within the required timeframe, the City reserves the right to obtain the services from the Secondary Contractor.
- f. The quantities of services requested under this Contract are estimates only and are not guaranteed. The City reserves the right to increase, decrease, add, or eliminate service locations during the term of the Contract as operational needs require.

LICENSE AND EXPERIENCE REQUIREMENTS

LICENSE: Contractors must hold a valid 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.

EXPERIENCE REQUIREMENT: Contractor must possess three (3) years' experience in providing mowing/ground maintenance services.

CONTRACT TERM

1. **Term:** The resulting contract will be for an initial term of **1 year**.
2. **Renewals:** Two (2) one-year (1-Year) renewal options.
3. **Escalation:** Requests for price increases must be submitted no less than ninety (90) days prior to 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.

WORKING HOURS

1. All work shall be performed Monday through Friday between the hours of 7:30am and 4:30pm with the exception of City holidays.

CONTRACTOR RESPONSIBILITIES

1. Report sinkholes found in any area to the Project Manager.
2. At least one (1) crew member must communicate fluently in English.
3. For properties having gates, Contractor shall report any gates needing repair for failure to close, open, or lock to the Project Manager.
4. When working near roadways the Contractor shall wear a DOT-approved vest, and DOT-approved safety cones and DOT-approved "Men Working" signs shall be placed appropriately in front and behind their truck.
5. Contractor shall not assign/subcontract any work without the prior written approval of the City. The City reserves the right to decline any assignments/subcontracting.
6. Contractor must perform a minimum of 80% of the work with their own forces.

INVOICING

2. All original invoices will be sent to the Project Manager, Ocala Electric Utility, 1805 NE 30th Avenue, Building 400, Ocala, FL 34470; elecadmingrp@ocalafl.gov

PRICING AND AWARD

1. Pricing shall be submitted on a unit price basis and shall include all labor, supervision, equipment, tools, materials, transportation, herbicides, disposal, and all other costs necessary to complete the work as described in this Scope of Work. The City will compensate Contractors only for actual services performed and accepted by the City.
2. Bidders shall provide separate line-item pricing for:
 - a. A **cycle cut**, representing complete service of all designated substations and the training yard; and
 - b. A **single cut**, representing grounds maintenance at an individual location.
3. This will be a non-exclusive contract. The City intends to award to the lowest, most responsive, responsible bidder. The award will be determined solely by the City, with the City's best interest being the basis of such award.
4. Services will generally be assigned to the Primary Contractor. However, the City reserves the right to assign work to the Secondary Contractor if the Primary Contractor declines a request, fails to respond within the required timeframe, is unable to perform the requested services within the required timeframe, is otherwise unable to meet the demands of the Contract, or if the contract with the Primary Contractor is terminated.

5. The City reserves the right to consider operational needs, responsiveness, and Contractor performance history when assigning work under this Contract. No Contractor is guaranteed any minimum amount of work.
6. 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).
7. 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.
8. Vendor must be registered through the E-Verify system, confirming the eligibility of their employees to work in the United State