

BACKGROUND

1. The City of Ocala requires Contractor to provide all labor, equipment, tools, and applicators necessary to provide substations grounds maintenance services. These services include maintaining approximately seventeen Ocala Utility Service electric substations and our training yard located throughout the City.

SPECIFICATIONS

1. Mow to a height of two (2") inches for Bahia grass and four (4") inches for St. Augustine grass.
2. Mow all grassed areas following the frequency indicated below. The Project Manager will set specific mowing dates. The quantities specified are best estimates now and are not to be construed as guaranteed minimums/maximums. The Project Manager may request occasional additional cuts or may eliminate cuts for individual sites as required.

Month	Cuts Per Year
January – February	0
March	1
April – October	2
November - December	1

3. The City shall not include an allowance for delays caused by the effects of inclement weather, however, the department may grant time extensions, on a day-to-day 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 the top of slopes with mowing equipment (thereby causing soil erosion).
5. All equipment must be properly maintained with sharp blades so the grass is cut and not torn (thereby causing damage to the grass plants).
6. Contractor must pick up 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 Contractor is responsible for maintaining a clean area (free of trash and debris) with a neat appearance, even cut and no clumps of grass remaining in the mowed areas. All mowed areas will be monitored.
7. Contractor will be responsible for all damages incurred to any water sprinkler systems, shrubs, trees, etc. while performing grounds maintenance. All damages are to be reported to the Project Manager where the City will render a final decision as to replacement and/or repairs. All replacement and/or repairs will be performed by Contractor at no additional cost to the City. Any damaged ground sprinklers are to be repaired immediately to comply with water conservation regulations.
8. Backflow assemblies are in various areas throughout the City. In the event a backflow assembly unit is damaged or destroyed by the 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.

9. Grass clippings shall never be blown into roadways. Air blowers shall be used to blow grass clippings away from the roadways. Contractor shall make sure all cuttings are kept off the streets and sidewalks.

TRIMMING

1. Hedges: Trim tops sides and bottoms of all hedges to maintain a manicured appearance. Remove all organic debris from the site, including clippings, dead leaves, broken branches, and twigs. Contractor shall properly dispose of these items. No branches, debris, etc. shall be left on the property.
2. Trimming is to be done on the same schedule as mowing. When using chemicals to treat fence lines, special care shall be taken to ensure chemicals are not sprayed onto adjacent private property.
3. A three (3) inch swath is to be sprayed on both sides of the fence to maintain grass and weed control provided that the adjacent side of the fence is not private property. If the adjacent side is private property, the three (3) inch swath shall be sprayed on the City's side. Once the vegetation has been treated with chemicals, the dead grass, weeds, and vines are to be removed with a weed-eater or similar device down to ground level, and the remaining dead vegetation removed from the fence.
4. A (1) foot diameter area from the base of trees, poles, and guy wires shall be maintained when trimming. Contractor shall 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 is to be taken to ensure the suckers growing from the ground around the tree are not sprayed as this may damage or kill the tree. Removal of the bark greater than 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. No air blowers shall be used to blow grass debris into the roadway. Grass clippings shall be blown away from roadways, but not into retention ponds. Make sure all cuttings are kept off the streets and sidewalks.
6. Sidewalks are to be edged and 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 is to be removed with a weed-eater or similar string device.
7. Crape myrtle bushes as to be pruned once per year in February. Last season's growth must be pruned away during the winter (February) when the bush is dormant. Long, dormant limbs that grew during the summer are to be pruned away and the seed pods are to be removed. All sucker growth that sprouts from the bottom of the bushes' trunk is to be pruned away. These services must be included in your mowing price.

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.

LICENSE AND EXPERIENCE REQUIREMENTS

LICENSE: All Contractors awarded a contract will be required to obtain a 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.

Follow this link to the extension site of the University of Florida for more information: [Pesticide Licensing - UF/IFAS Extension \(ufl.edu\)](#). Additionally, you may call the Florida Department of Agriculture and Consumer Services (FDACS) at (850) 617-7997 for answers to your questions about obtaining your license. To begin working, you must provide the City with proof that you have begun the process of obtaining your license and must have obtained your license no later than 120 days after beginning work. Otherwise, the contract will be awarded to the next Contractor possessing the proper licensure.

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 **3 years**.
2. **Renewals:** One (1) one-year (1-Year) renewal.
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.

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. Contractor is responsible for verifying that all employees providing services to the City possess a valid Florida driver's license. Contractor shall verify the employee's license status every six (6) months.
4. For properties having gates, Contractor shall report any gates needing repair for failure to close, open, or lock to the Project Manager.

5. 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.
6. 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.

INVOICING

1. All original invoices will be sent to the Project Manager, Public Works Department, 1805 NE 30th Avenue, Building 400, Ocala, FL 34470.

PRICING AND AWARD

1. Pricing will be provided on a unit price basis and must include all costs to complete grounds maintenance services as outlined in this scope of work. The City will pay the contractor only for the actual units that the contractor provides.
2. Award will be made to the lowest bidder determined by the grand total of all line items on Exhibit B- Price Proposal meeting all requirements outlined herein.