

**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, Rusella Bowes-Johnson, Assistant Director of Water Resources, Telephone 352-351-6772, E-mail: [RJohnson@Ocalafl.gov](mailto:RJohnson@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. **MANDATORY PRE-BID MEETING:** Refer to the listing for the pre-bid meeting date, time, and location.

**EXPERIENCE AND LICENSING REQUIREMENTS**

1. **Experience Requirement:** Contractor must have at least five (5) years of experience providing grounds maintenance services and mowing turf areas of similar size.

**INSURANCE REQUIREMENTS**

2. **Commercial General Liability:** with limits of \$1,000,000 per occurrence/\$2,000,000 aggregate.
3. **Commercial Automotive Liability:** a combined limit of not less than \$1,000,000.
4. **Workers' Compensation and Employer's Liability:** per Florida statutory requirements.

**CONTRACT TERM**

1. **Term:** The resulting contract will be for an initial term of **2 years**.
2. **Renewals:** two (2) one-year (1-year) renewals.
3. **Renewal Pricing Increases.** Pricing shall remain firm and fixed during the Initial Term of this Agreement. Any renewal price adjustment shall be subject to negotiation and must be approved by the City of Ocala. Contractor shall submit a written request for price adjustment identifying the reason for the price increase, and attach suitable documentation in support of same, no less than **NINETY (90) DAYS** prior to the expiration of the then existing Contract Term. No retroactive price adjustments will be allowed. Pricing increases shall not exceed the lesser of (i) the amount of the percentage increase reflected in the Consumer Price Index for all Urban Consumers (CPI-U), not seasonally adjusted, based upon the most recent **TWELVE (12) MONTH** period; or (ii) **THREE PERCENT (3%) ANNUALLY** unless there are mitigating market conditions.

**SUMMARY OF WORK**

1. Mow approximately 30 acres of the Wetlands Park inside fence line.
2. Mow easement on NW 21st Street outside of south fence line.
3. Mow and trim bank down to the water's edge. A start blade trimmer or other stand-off equipment is typically used to reach water's edge for safety.

4. Mow and trim around the three overlooks.
5. Mow and string trim entire parking lot area. Use blower to clear area after work.
6. Edge both sides of the 2.5 miles of paved trail. Use blower to clear area after work.
7. String trim around sign poles, exhibits, buildings, and around trees.
8. String trim along railings.
9. String trim along inside of fence lines and outside of south and west fence lines.
10. Mow open area of Cell 2 north and south of boardwalk.
11. Sidewalks and curbs must be **properly edged** (provide edge line with power equipment).
12. Litter such as any trash and debris must be picked up and disposed of properly.
13. Clean/mow around each tree.
14. 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. Contractor shall also copy each manager in the Streets Division.

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.

15. Additional mowing cycles in the heavier summer months (Contractor shall comply with the schedule).
16. Use all appropriate safety gear and personal protective equipment to ensure worker safety. Work in pairs ("buddy system") when mowing near water's edge for safety.
- 17. No equipment shall be driven on the boardwalks.**
18. Be kind and courteous to park users.

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

1. Three mowers – Zero Turn (equipment typically used is 50" zero turn mowers)
2. Two weed or string trimmers

3. One edger
4. One blower
5. One star blade trimmer, as needed.

### CONTRACTOR RESPONSIBILITIES

1. The 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 the 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, the 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 the Contractor is advised to leave a property by the property owner or their representative, the 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:** The 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:** The 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 the Contractor's equipment, materials, property, or clothing lost, damaged, destroyed or stolen.
10. Storage and adequate protection of all material and equipment will be the Contractor's responsibility.
11. The City does not include an allowance for delays caused by the effects of inclement weather; however, the City will 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. The Contractor shall submit a written request to the City Project Manager (e-mail is the preferred method) for additional days for which work is suspended or delayed by weather.

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. The 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. Backflow assemblies are located 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). The Contractor's employees shall always have a wrench in their possession to shut off the water, should damage occur to a backflow assembly.
14. 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 two (2) inches for Bahia grass and three (3) inches for St. Augustine grass.
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. The City Project Manager will provide the Contractor with a list of City-observed holidays. Weekend work may be done at the Contractor's discretion, but the City reserves the right to prohibit weekend work. The 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.

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

Month	Cuts Per Year	
<b>January</b>		<b>X</b>
<b>February</b>		<b>X</b>
<b>March</b>		<b>X</b>
<b>April</b>		<b>X</b>
<b>May</b>		<b>X</b>
<b>June</b>	<b>X</b>	
<b>July</b>	<b>X</b>	
<b>August</b>	<b>X</b>	
<b>September</b>	<b>X</b>	
<b>October</b>	<b>X</b>	
<b>November</b>	<b>X</b>	
<b>December</b>		<b>X</b>
<b>TOTAL</b>	<b>26</b>	<b>6</b>

**Per month schedule:**

- During rainy season (June 1 to November 30) mow and trim entire park **once a week**. One (1) mowing per week shall be scheduled anytime during the indicated months.
- During dry season (December 1 to May 31) mow and trim entire park **once a month**. One (1) mowing per month shall be scheduled anytime during the indicated months.
- In the event that supplemental mowing (a single unit of work) is required outside the rainy and dry season schedule above, Contractor shall be available to perform said work.
- **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 into roadways. Grass clippings shall be blown away from roadways, but not into retention ponds. The Contractor shall ensure all cuttings are kept off the streets and sidewalks.
3. Sidewalks shall be edged. The Contractor shall provide proper edging techniques and equipment to edge all curbs and sidewalks, gas-powered edging tools are required.
4. The Contractor shall provide a manicured professionally mowed project.
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: The 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 the 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: Rusella Bowes-Johnson, Assistant Director of Water Resources, Telephone 352-351-6772, E-mail: [RJohnson@Ocalafl.gov](mailto:RJohnson@Ocalafl.gov), Project Manager, Ocala Water Resource Department, 1808 NE 36th Avenue, Ocala, FL 34470,
2. Contractor will invoice at least once a month or as draws require.

## 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 on Price Proposal meeting all requirements.
3. **AMOUNTS DUE TO THE CITY.** Contractor must be current and remain current in all obligations due to the City during the performance of services under the Agreement. Payments to Contractor may be offset by any delinquent amounts due to the City or fees and/or charges owed to the City.