

**BACKGROUND**

1. The City of Ocala is seeking bids from experienced Contractors to provide ground maintenance services for the City of Ocala International Airport Drainage Retention Area (DRA).
2. Contractor must provide all labor, equipment, tools, and materials necessary to provide professional landscaping services.
3. **MANDATORY PRE-BID MEETING:** Refer to the listing for the pre-bid meeting date, time, and location.

**EXPERIENCE REQUIREMENTS/LICENSING**

1. **Experience Requirement:** Bidder must possess three (3) years experience in providing professional landscaping services.
2. **LICENSE REQUIREMENT:** 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 is preferred.

**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.

**CONTRACT TERM/DELIVERY TIMELINE**

1. **Term:** The resulting contract will be for an initial term of two (2) years.
2. **Renewals:** Two (2) optional, one-year renewal term periods by written consent between city and vendor.
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. Vendor 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.

**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 grounds maintenance services for the DRAs at the Ocala International Airport, located at 1770 SW 60<sup>th</sup> Avenue, Suite 600, Ocala, Florida 34474. These services will cover twelve (12) DRAs as identified in the airport DRA diagram as shown in **Exhibit C**. All work shall be coordinated with City Project Manager Michael Baker, 352-572-0492, e-mail: [mabaker@ocalafl.gov](mailto:mabaker@ocalafl.gov).

**Deliverables:** N/A

**Working Hours:** Airport DRA grounds maintenance services shall be performed between the hours of 7:00 a.m. and 5:00 p.m. Vendor shall perform services in compliance to the Service Hours and mowing Frequency in Exhibit A – Scope of Work. Vendor shall provide 48-hour advance notice to 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 by 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 grounds maintenance 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 at all times 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. Vendor will be required to obtain at least one Airport Identification Badge for a supervisor in charge of work crews. The supervisor will be responsible for providing gate access and for escorting all work crews working inside the airport's Security Identification Display Area (SIDA). Vendor will be required to receive training in Airport Non-Movement Area procedures and will adhere to all Airport safety rules and regulations.
8. 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.
9. 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.
10. 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.
11. No smoking is allowed on City property or projects.
12. 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.
13. 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.

14. 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.
15. 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.
16. The Vendor shall obtain and pay for any and licenses, additional equipment, dumping and/or disposal fees, etc., required to fulfill this contract
17. All company vehicles must have a visible company name/logo on the outside of the vehicle.
18. 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.
19. 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.

**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. Security Identification Display Area (SIDA) Badge(s) for Vendor supervisory personnel.
  - C. Required safety training to work in the Airport Non-Movement Area.
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**

**DRA Mowing and Grounds Maintenance Services**

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

<b>Airport DRA Mowing Frequency</b>	
<b>Month</b>	<b>Cuts</b>
January	0
February	0
March	1
April	1
May	2
June	2
July	2

August	2
September	2
October	2
November	0
December	1
<b>Annual Total</b>	<b>15</b>

2. Contractor 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. Contractor must pick up trash and debris in and around the area to be mowed before mowing and properly dispose of it so it is not chopped up by mower. Contractor 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. Contractor 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. Contractor 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 Contractor 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 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 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, taxiways or aprons. Grass clippings shall be blown away from roadways, taxiways or aprons, but not into retention ponds. All cuttings must be kept off of paved areas.
10. Mowing of DRAs shall include tops and slopes of the retention areas to the level of the current waterline. The bottoms of the retention ponds shall not be cut by Contractor

unless the ground in these areas is dry. Contractor shall ensure rushes, weeds, shrubs and trees saplings are removed from the concrete culverts & rock spillways of the DRAs.

11. Vendor must coordinate with the City Project Manager to effectively schedule mowing of the DRAs for periods when optimum conditions are present (i.e. dry retention areas) as much as possible. The City reserves the right to decline a service date requested by the Vendor if conditions are not conducive to proper DRA grounds maintenance.
12. The City Project Manager may contact the Vendor to request DRA grounds maintenance services outside the normal mowing frequency schedule as conditions warrant.

## 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 Contractor finds large items such as old tires, concrete blocks, old chairs or sofas, dead car batteries, etc., on a site to be mowed, Contractor 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 Contractor's responsibility to remove and properly dispose of debris before mowing.

## 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.
5. The Vendor must adhere to Airport safety procedures to ensure compliance with Federal Aviation Administration (FAA) and Florida Department of Transportation (FDOT) regulations. Vendor will be provided necessary training for working in this environment.

## INVOICING

1. All original invoices will be sent to: Michael Baker, Project Manager, Airport Department, 1770 SW 60<sup>th</sup> AVE, STE 600, Ocala FL 34474 email: [mabaker@ocalafl.gov](mailto:mabaker@ocalafl.gov) and [dlibera@ocalafl.gov](mailto:dlibera@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. 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.