1. **SCOPE OF WORK**

Provide various general maintenance services associated with various Lake County Parks and related properties such as boat ramps, paved and unpaved trails, environmentally sensitive properties, blue way trails, and cemeteries. Request for services may be required at any time during park operating hours seven (7) days a week through 10:00PM. In the event of an emergency, services may be requested outside of the normal operating hours.

The County does not guarantee a minimum or maximum dollar amount to be expended on any contract(s) resulting from this solicitation. Service requests may be funded in whole or in part with federal funds and is subject to federal requirements including, but not limited to those set forth in 2 C.F.R. Part 200, Appendix II. Work performed shall be in strict compliance with the latest codes, standards, and practices and in accordance with Federal, State, and Local laws.

1. **CONTRACTOR RESPONSIBILITIES**

Contractor shall:

* 1. Be licensed and fully competent in all aspects of the quoted project in a safe manner.
     1. Employ only skilled, qualified workers.
  2. Provide all-inclusive quotes in accordance with contract pricing to provide 100% turnkey projects that include common installation, repairs, preventative maintenance, and replacement of fixtures/equipment.
     1. Include all required labor, material, equipment, plans, engineering, surveys, permitting and local and state inspections.
     2. Include costs for general housekeeping and work area clean up.
     3. Include travel time.
     4. Change orders shall not be issued for incidental items or tasks that should have been reasonably construed to be part of the project by the Contractor.
  3. Obtain licenses, permits, and fees (including inspection fees) as required to comply with all laws, ordinances, regulations, and code requirements applicable to complete projects.
  4. Provide for certificate of competency / licensure for the application of any chemicals, to include pesticides and insecticides.
  5. Provide two complete sets of Safety Data Sheets (SDS) of chemical products used in general maintenance operations.
  6. Be responsible for inspections, penalties, fees, or fines for projects.
  7. Be responsible for damages caused as the result of completing projects.
  8. Furnish all tools and equipment (possibly cranes, lift trucks, boom trucks, cherry pickers, etc.) to complete projects timely.
  9. Provide a neat and clean in appearance dress code for Contractor’s employees that consists of a shirt with company name, pants, and work shoes/boots.
  10. Project a professional image, deal effectively with the public, and discharge duties in a courteous and efficient manner.

1. **COUNTY RESPONSIBILITIES**
   1. Reserves the right to award to one or more vendors.
   2. Reserves the right add or remove services in conjunction with the County’s needs.
   3. Reserve the right to inspect and approve all material, supplies, workmanship, and equipment for contract performance.
   4. Reserve the right to dismiss Contractor’s staff from park grounds for disorderly conduct or unsatisfactory performance in accordance with contract specifications.
2. **EMERGENCY SERVICES**
   1. Contractor shall provide 24 hours, 7 days a week emergency service to the County under the contract.
   2. During regular working hours (Monday through Friday, 8:00 A.M. to 5:00 P.M.), emergency service response time (defined as the time from acknowledged notification to arrival on-site) shall be within four (4) hours after notification by the Coun­ty.
   3. During other than regular working hours, the emergency response time, as defined above, shall be within six (6) hours after notification by the County.
   4. During a public emergency event, including but not limited to hurricane or disaster emergencies, the County shall be “first priority”.
   5. When the County determines there is an emergency, the County shall verbally give the authority to start the work at the earliest convenience.
   6. Work shall be completed within twenty-four (24) hours or as otherwise directed by the County Project Manager.
   7. Contractor shall notify the County upon completion of the emergency work.
3. **EQUIPMENT** 
   1. Contractor shall furnish equipment of a type and quantity to perform the work satisfactorily within the time specified.
   2. Equipment shall be maintained to produce a clean, sharp cut and uniform distribution.
   3. Equipment used shall be in good, safe working order and properly maintained to protect the operator and the public.
   4. Safety devices installed by the manufacturer shall be in place and in proper working order.
   5. Equipment used by the Contractor is subject to inspection by the County Project Manager.
   6. Equipment on site deemed by the County Project Manager to be inoperable, unsafe, or improper for desired use, shall be removed from the premises by the contractor at his/her expense the same day of the County’s determination.
4. **GENERAL MAINTNEANCE AND RELATED SERVICES**
   1. Contractors shall provide one or more of the following services to be considered for award.
   2. Examples of basic technical projects include but are not limited to the following.
      1. Bahia grass mowing.
      2. Bermuda grass mowing.
      3. Fertilization and Pest Control for Athletic Fields.
      4. Fence installation up to 500 feet (all types and sizes).
      5. Fence and screen repair (all types and sizes).
      6. Minor landscape maintenance tasks.
      7. Repair to wooden structures to include rails, ramps, walkways, and boardwalks.
      8. Debris removal resulting from illegal dumping or acts of nature.
      9. Grading and sod repair and maintenance.
      10. Rototilling, grooming and general maintenance of ball fields.
      11. Minor painting of facilities and equipment.
      12. ADA repairs with or without concrete.
      13. Installation of new concrete or repairs of existing (including grinding).
      14. Erosion / washout repairs.
      15. Pavilion and canopy repairs.
      16. Rubber surface repairs.
      17. Site furnishing repairs. \*
      18. Rolling gate repairs.
      19. Building repairs including walls, flooring, roofing, windows, doors, and hardware.
      20. Repair and installation of bathroom amenities.
      21. Post and cable repairs.
      22. Graffiti / vandalism repairs.
      23. Athletic field striping and markings.
      24. Traffic pavement marking repairs.
      25. Wheel stops, speed bumps and bollard installation / repair.
      26. Well work including submersible motors, pump replacement and piping.
      27. Repairs of hard surfaces structures such as parking lots, boat ramps, and ball courts to include asphaltic sealcoating.
      28. Tree removal or trimming.
   3. Examples listed with an asterisk (\*) include, but are not limited to, playground/exercise equipment, goal post, foul post, flag poles, batting cages, volleyball/tennis/pickleball court posts and netting, kiosks, basketball rim and backstop, bleachers, tables, benches, trash cans, and signage.
5. **INVOICES AND PROPOSALS**
   1. Proposals shall be based on time and percentage of mark-up on materials to be based on net cost to the Contractor.
   2. Contractor shall submit an original invoice to the County with ten (10) days after each project has been completed.
   3. Contractor shall be allowed to charge a minimum of one (1) hour of labor time whether or not the technician is on site for the entire first hour.
   4. Invoicing shall be itemized to include hours of labor, labor rate (based on bid price), and total cost for the hours worked.
   5. Invoicing shall include the Contractor’s net price of materials, the percentage of markup (based on bid price), the total percentage markup cost, and the total cost of materials.
   6. Legible copies of the original Contractor invoices for materials shall be attached to the invoice for payment. The total charge shall not exceed the net price multiplied by the markup percentage as stipulated in Attachment 2 – Pricing Sheet.
   7. Incidental parts and materials (such as tape, wire ends, anchor bolts, etc.) that have a cost of $25.00 or less shall be considered part of overhead and shall be included in the Contractor’s hourly labor rate.
      1. At no time, shall there be a charge for $25.00 or less shown on an invoice.
   8. For stock parts not supported by a specific invoice, Contractor shall provide a detailed list of common items with net Contractor cost to be utilized to determine County’s cost.
   9. Contractor shall submit invoice and accept payment as full and complete payment for the timely completion of the project.
6. **LIQUIDATED DAMAGES**
   1. County will suffer a financial loss if the work is not completed within the specified time.
   2. Deficiencies that have been noted and not remedied within ten (10) calendar days shall be assessed liquidated damages for each calendar day the remedies have not been completed.
      1. Contractor hereby expressly waives and relinquishes any right which it may have to seek to characterize the Liquidated Damages as a penalty.
   3. Services shall be deemed complete on the date the deficiencies are considered complete to the satisfaction of the County.
   4. Liquidated Damages will be as set forth in the following table:

|  |  |
| --- | --- |
| **Project Amount** | **Daily Charge (Per Calendar Day)** |
| $5,000 and under | $25 |
| Over $5,000 but less than $10,000 | $65 |
| $10,000 or more but less than $20,000 | $91 |
| $20,000 or more but less than $30,000 | $121 |
| $30,000 or more but less than $40,000 | $166 |
| $40,000 or more but less than $50,000 | $228 |
| $50,001 or more | $250 |

* 1. The County will retain from the compensation to be paid to the Contractor a daily fee based on the total project amount.
     1. Example: The total project amount to complete all services is fifteen hundred dollars ($1,500). Deficiencies have been noted and not completed for fourteen (14) calendar days. The specified time frame to correct deficiencies shall be completed within ten (10) days. The liquidated damages that shall be assessed starting on the first day after the specified time frame (on the eleventh (11) day) and will be assessed $25.00 per day that the work is not completed. (14 days – 10 day time frame = 4 days; $25.00 per day x 4 days = $100 assessment for liquidated damages).
  2. If the deficiencies have not been remedied, the Contractor shall stop work on any other project or service to the County until the deficiencies are complete and the Liquidated damages sum is satisfied.

1. **WARRANTY**
   1. Contractor shall assume the risk of loss of damage to the County’s property during possession and until delivery and acceptance of property to the County.
   2. The Contractor shall correct all apparent or latent deficiencies, defects in work, or any work that fails to conform at the Contractor’s expense within ten (10) calendar days.
   3. The Contractor agrees that all materials shall be new, warranted for their merchantability, and fit for a particular purpose.
   4. The Contractor agrees that the product and/or service furnished shall be covered by the most favorable commercial warranty.

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