1. **SCOPE OF SERVICES**

The purpose of this solicitation is to establish a contract(s) with one or more contractor(s) to maintain vegetation and remove all litter near sidewalks, medians, curb and gutter, bridge approaches, roundabouts, vacant lots, retention areas, and guardrail areas as directed by the County. Work shall include but not limited to mowing with finish mowers, weed trimming, edging, trash removal, tree and bush trimming and related services. All work shall be completed in a neat and safe manner.

This contract is based on a routine cycle; however, there are no guarantees as to the quantities or frequencies of services included as part of this solicitation. The County reserves the right to adjust the quantities or frequencies to best meet the needs and intent of this solicitation.

Contractor is encouraged to perform a site visit before submitting a bid.

1. **CONTRACTOR’S RESPONSIBILITIES**

The Contractor shall:

* 1. Designate a project manager that shall speak English and have available communication devices with internet access to ensure proper communication and documentation during operations.
  2. Provide services to the County per cycle schedule for each type of service location.
  3. Establish a route for the completion of the work, this route shall not be changed. Each cycle shall be completed using the same circuit and the same timeline.
  4. Send daily cycle reports by email of previous day’s work and anticipated work each day before 9:00 a.m. for inspections via County Project Manager.
  5. Be responsible to provide proof of the proper disposal of debris removed from the work sites. Debris shall be disposed of at a state permitted facility. Invoice shall not be paid until the contractor supplies tickets to the County from the waste disposal site.
  6. Ensure all equipment used in performance of the contract on County property is in good, safe working order and properly maintained in order to protect the operator and the public.
  7. Provide an invoice to the County Project Manager no later than (10) days after the completion of each cycle.

1. **COUNTY RESPONSIBILITIES**
   1. Reserves the right to award individual service groups to one or more contractors.
   2. The County shall provide a detailed list of service locations for each type of service area to include maps and measurement sheets. (Sidewalk, Median, Curb and Gutter, Retention Pond, Vacant Lot, Roundabout, and Guardrail)
   3. Reserves the right to add or remove services in conjunction with the County’s needs.
   4. The County shall provide square yard (SY)/ linear foot (LF) quantities for each service location.
2. **LITTER REMOVAL** 
   1. Litter removal shall take place no more than twenty-four (24) hours prior to the trimming operation.
   2. Contractor shall be responsible for the pickup and disposal of items such as but not limited to bottles, cups, food containers, paper products.
   3. Contractor is not responsible for large items such as refrigerators, washers, or household furniture. Large items shall be reported to the County’s Project Manager.
   4. During the ‘trash only’ cycles, the contractor shall not be required to remove trash from the vacant lots, retention areas, or guardrails.
   5. The Project Manager shall notify the contractor if the County wishes to have trash removal services completed for a specified area. As part of the pricing section, the contractor shall supply the cost for “On-Call” trash removal only.
   6. Contractor shall provide proof of proper disposal from a state permitted facility of litter and debris removed from the service areas with invoicing.
3. **DETAILED MOWING**
   1. Mowing shall be performed in such a manner as to result in a cut height of three (3) inches plus or minus one (1) inch.
   2. Contractor shall provide a cut that is clean and sharp, with no streaks or scalping.
   3. Grass clippings shall be distributed evenly and at no time shall the mowing operations be so that the discharge is pointed towards the roadway or pedestrians.
   4. The contractor shall discontinue mowing when pedestrians are in the area.
   5. Grass clippings shall not be blown into drains or storm drain inlets or wet retention ponds.
      1. Vegetative debris blown into drains or inlets shall be removed from the water and affected pipes and drains shall be jetted within two (2) calendar days at the Contractor’s expense.
   6. **Sidewalk and Median mowing** shall consist of finish mowing the vegetated areas of sidewalks and medians in the areas specified. Mowing limits for each location vary, maps and measurement sheet can be provided upon contractor request. The contractor shall trim weeds growing in all cracks, seams, and joints within the sidewalk, median, curb and the curb gutter adjacent to the roadway. At no time shall grass clippings be discharged towards the roadway or pedestrians. Contractor is responsible for trimming around items such as, but not limited to mailboxes, guy wires, fence lines, street signs, trees, bushes, etc. Care shall be taken when trimming around items to not cause damage.
   7. **Bridge Approach and Roundabout** mowing consists of all areas leading up to and along the slopes that may exist and small retention areas of the roundabout. The contractor shall trim weeds growing in all cracks, seams, and joints within the sidewalks surrounding the roundabout curb and the curb gutter adjacent to the roadway.
   8. **Vacant Lot/ Retention Area** mowing shall consist of mowing all areas within the boundaries of the vacant lot or water retention area. If water is present in a retention area, the contractor shall trim all vegetation over the water that is within normal reach using a weed trimmer. Contractor shall be responsible for trimming all weeds around drainage structures within these areas.
   9. **Guardrail** trimming shall be for a minimum of three (3) feet behind the guardrail, six (6) feet from ends of the guardrail and consist of mowing areas between the guardrail and the roadway. Edging shall be required when there is a curbing adjacent to the roadway. Curb gutter shall be kept clean and free of debris and vegetation. At no time shall crass clippings be discharged towards the roadway.
4. **HERBICIDE SPRAYING**
   1. Contractor shall be licensed by the State of Florida to apply herbicides to road rights of way.
   2. Chemical treatments shall be conducted in compliance with all Federal, State, and Local environmental regulations and shall be applied in accordance with manufacturer’s specifications.
   3. Herbicide chemical treatment shall be applied to treat weeds and vegetation in addition to the mechanical treatment of service areas and shall not be used as an alternative method.
   4. Soil sterility products shall not be used.
   5. A non-staining dye shall be incorporated into the spray for inspection purposes.
   6. Contractor shall select the appropriate materials to achieve the specified result.
   7. Contractor shall use best management practice to prevent contamination or pollution of air, waterways, and soil. Chemicals used shall not be toxic or harmful to animals or human beings.
   8. Chemical treatments shall not be flammable or leave oily residue that will discolor or leave a slippery film on sidewalks and curbs.
   9. Chemical treatments shall not be used on slopes greater than or equal to three to one (3:1).
   10. Chemicals shall be distributed using nozzles and pressure necessary for a proper application and to prevent chemical disbursement beyond intended application area.
   11. Provide the County Project Manager or designee with specimen labels and Safety Data Sheets (SDS) for the chemicals applied.
   12. County Project Manager may take samples at any time during the spraying operation to check the materials being used.
   13. Guardrails that are maintained by the adjacent landowner shall not be serviced with chemical treatments.
   14. Contractor shall submit written documentation with invoicing as stipulated.
5. **TREE AND SHRUB TRIMMING**
   1. Vegetation shall be trimmed:
      1. To a minimum height of seven (7) feet above the ground where applicable.
      2. No closer than one (1) foot from the back edge of the sidewalk
      3. To extend six (6) feet from the ends of the guardrail
      4. Three (3) feet behind the guardrail
   2. Shrubs and bushes within the vacant lots/retention areas shall be kept in a neat, well-trimmed appearance.
   3. All tree and bush trimmings above one-quarter (1/4) inch and other large vegetation trimmed shall be removed by the contractor.
6. **SERVICE LOCATIONS**
   1. Areas to be maintained have been inventoried and calculated for the total square yards and/or linear foot. It shall be the responsibility of the contractor to verify the number of square yards of area in accordance with areas outlined in Exhibit D – Service Locations.
   2. The contractor shall not be responsible for maintaining any areas that are being maintained by the adjacent landowners. These areas have not been included in the quantities that are part of the square yardage within this solicitation.
   3. Any discrepancies or disagreements concerning quantities shall be resolved prior to beginning any work. If the contractor starts a cycle, it shall be considered that the contractor agrees with the measurements stated as there shall be no adjustments to the quantities unless when made by a contract modification to add or remove an area.
7. **SCHEDULE**
   1. Sidewalks, Bridge Approach, Roundabout mowing, and Litter removal shall be completed on a three (3) week cycle (equivalent to 20 calendar days).
   2. Vacant Lots, Retention Ponds, and Guardrails shall be serviced on a six (6) week cycle equivalent to 41 calendar days).
   3. Mowing and Litter Removal for all service locations shall take place from March - October, while Litter only cycles will take place from October – March for applicable locations.
   4. Vacant Lots, Retention Ponds and Guardrails will **NOT** be serviced during Litter only cycle (October – March) aside from an on-call/ as needed basis.
   5. The total number of cutting cycles within the contract period may be increased or decreased as determined and directed by the County Project Manager.
   6. Cycle dates shall be established at the beginning of the new contract term and term renewal.
   7. Contractor shall immediately notify the County Project Manager of work not completed during the day stating why the schedule variation is needed.
   8. No extensions of time shall be granted for items such as, but not limited to equipment failure, rain or other weather conditions.
   9. Should service locations not be completed during the specified cycle dates or as specified in this Scope of Services, the County reserves the right to charge liquidated damages per charge liquidated damages per Exhibit F - Public Works Terms and Conditions – Section 7.E
8. **EQUIPMENT** 
   1. Equipment used shall be in good, safe working order and properly maintained to protect the operator and the public.
   2. Safety devices installed by the manufacturer shall be in place and in proper working order.
   3. Equipment used within the right of way shall be equipped with a slow-moving vehicle sign, and properly operating amber flashing or white strobe light which is visible from all directions.
   4. Equipment used by the Contractor is subject to inspection by the County Project Manager.
   5. 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.
   6. Equipment shall be maintained to produce a clean, sharp cut and uniform distribution of clippings.
   7. The contractor shall furnish equipment of a type and quantity to perform the work satisfactorily within the time specified herein.
   8. Minimum Required Equipment:

|  |  |  |
| --- | --- | --- |
| **Type** | **Quantity** | **Intended Use** |
| 48" or greater cut ZTR Mowers | 2 | Mowing Urban Right-of-Way |
| Weed Eaters | 2 | Weed Control |
| All-Terrain Vehicle | 1 | Litter Removal Transportation |
| Trucks and Trailers | 1 | Transport |
|  |  |  |

* 1. Contractor shall take the time to inspect and analyze the specific needs of each service area. (Ditch and/or slope mowing, small machine mowing, large machine mowing, and others require a combination of equipment to provide the required services.

1. **INVOICING**
   1. Contractor shall submit an invoice after the completion of each cycle with the corresponding dump tickets and locations where herbicide treatments were used.
   2. Contractor shall provide the cycle number, cycle dates, and a schedule of cycle completion with each invoice.
   3. Contractor shall provide written documentation of herbicide chemical treatments with invoicing to include:
      1. The site name and location of application.
      2. Date and time of application.
      3. Name and signature of the applicator along with the license number being used to make the application.
      4. Name of the applied product, the application rate, and a written certification stating that the product was applied according to label instructions.
      5. Description of any unusual circumstances that occurred during the application.
   4. Contractor shall provide proof of proper disposal from a state permitted facility that includes the date, road, and cycle number on the ticket with each invoice.
      1. Accurate accounting of litter removed shall be used for annual reporting to the Nations Pollutant Discharge Elimination System (NPDES).
   5. Invoices shall not be paid until the Contractor provides the required documentation.

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