1. **SCOPE OF WORK**

Provide Basic Park Maintenance and Related Services for various parks in conjunction with the County’s needs. Services shall include opening and closing the park grounds daily, (seven days per week including holidays), maintaining a presence, and providing janitorial maintenance for park amenities. Park amenities shall include, but are not limited to, pavilions, playgrounds, and dog parks, as well as any incidentals in conjunction with County’s needs. Contractor shall visit each site and become familiar with the location, amenities, and any conditions which may affect the completion of work.

This is an indefinite quantity contract with no guarantee that services will be required. The County does not guarantee a minimum or maximum dollar amount to be expended on any contract(s) resulting from this solicitation. The scope of work represents the minimum standards required. All 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. Provide all labor, fuel, materials, equipment, storage, supplies, and incidental costs necessary to complete the tasks.
  2. Provide for skilled, qualified, and English-speaking staff with a cell phone in good working order.
  3. Provide adequate personnel; in the event of sickness or any absence of the attendant, a substitute of equal skill shall be provided at no additional cost.
  4. 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.
  5. Project a professional image, deal effectively with the public, and discharge duties in a courteous and efficient manner.
  6. Be responsible for any lost keys or combinations for locks and any inherent damages (i.e., re-keying of whole facility).
  7. Maintain the grounds in an attractive, and uniformly clean manner which will reflect favorably upon the County and the Contractor.
  8. Work shall be performed at a time that minimizes disturbance or interference to park visitor activities.
  9. Vehicles (limited to golf-cart/ATV sized vehicles) shall be allowed on pre-made vehicular paths on park grounds. No other vehicle types shall be allowed.
  10. Providing subcontractors and day laborers to complete the assigned tasks shall not be accepted.
  11. Provide a monthly report on company letterhead indicating the actual time the park was opened and closed each day, and any comments or observations made.
      1. Safety concerns, accidents, vandalism, and any situations such as vehicles left in the park after closing, etc. should be reported immediately to the County.
  12. Correct all apparent deficiencies within one (1) calendar day of any work that fails to conform to the specifications.

1. **COUNTY RESPONSIBILITIES**

County will:

* 1. Provide keys and/or lock combinations used for access to the park (except for keys for access to County maintenance buildings.)
  2. Reserves the right to award to one or more vendors.
  3. Reserve the right to add or remove services in conjunction with the County’s needs.
  4. Reserve the right to inspect and approve all material, supplies, workmanship, and equipment for contract performance.
  5. Reserve the right to dismiss Contractor’s staff from park grounds for disorderly conduct or unsatisfactory performance in accordance with contract specifications.

1. **DELIVERY AND ACCEPTANCE**

Contractor shall:

* 1. Open and close the Park gate(s) daily at 6:15AM, Monday through Sunday, seven days a week, including holidays and weekends, and maintain a presence until 12:15 PM or until posted park closing time.
     1. There shall be no additional hours (after 12:15 PM) unless approved by Park Manager.
  2. Athletic fields shall be opened at 11:00 AM and closed at 2:00 pm (Monday through Sunday).
  3. Athletic fields gates for scheduled games shall be opened at 8:00 AM and closed at 5:00 PM.
  4. Maintain the park grounds and amenities in a clean and aesthetically pleasing manner which will reflect favorably upon the county and the Contractor.
  5. Contractor shall empty and remove trash from park grounds and receptacles each day (including dog parks) and dispose in an appropriate manner.
  6. Contractor shall provide and replace clean trash bags in trash receptacles (including dog parks) daily.
  7. Parks shall be closed at the posted time of each respective park.
  8. Contractor shall wait an additional thirty (30) minutes beyond closing time before closing the park gates, should a patron’s vehicle remain in the parking area after park closing,

1. **INVOICING**
   1. Submit a monthly invoice by the tenth (10th) calendar day of the following month to include the type of service provided.
   2. Invoice shall include the park name, month of service, monthly report, and dump tickets.
   3. Dump tickets shall include the date and park name(s).
2. **LIQUIDATED DAMAGES**
   1. If deficiencies that have been noted and not remedied within the specified time 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.
   2. Services shall be deemed complete on the date the deficiencies are considered complete to the satisfaction of the County.
   3. Fees are assessed to help offset the additional costs associated with County labor and vehicle usage required for unnecessary inspections or missed meetings.
   4. Fees will be deducted from the monthly invoice for performance deficiencies.
   5. Liquidated Damages will be as set forth in the following table:

|  |  |
| --- | --- |
| **Project Service** | **Fee** |
| Fail to properly dispose of trash/debris | $50 per day |
| Failure to wear uniform | $100 per day |
| Fail to open and close all park gates | $100 per incident |

* 1. 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. **RELATED SERVICES**
   1. Contractor may be requested by the County to perform ancillary tasks.
   2. It is intended that the specifications are indicative of the work to be anticipated by the Contractor and shall allow for reasonable additional work at no additional cost to the County.
   3. Requests may include moving tree limbs out of walkways, picking up trash and sweeping in other areas.
   4. Ancillary tasks shall not exceed the times specified and overtime will not be utilized.

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