1. **SCOPE OF WORK**

Provide for the complete ground maintenance of Bahia athletic fields, mowing and maintenance of common areas, and clay areas of ball fields at various parks. Services shall encompass furnishing adequate and appropriate labor, materials, supplies, equipment, and supervision.

This is an indefinite quantity contract with no guarantee services will be required or with no guaranteed minimum or maximum dollar amount to be expended. 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. Have a minimum of two (2) years of experience in detailing and grooming athletic fields.
  3. Employ skilled, qualified, and English-speaking staff with a working cell phone.
  4. Provide adequate staffing, in the event of any absence of the attendant, a substitute of equal skill shall be provided at no additional cost.
     1. Use of subcontractors or day laborers to complete tasks shall not be accepted.
  5. Provide a neat and clean in appearance dress code for staff consisting of a shirt with company name, pants, and work shoes/boots.
  6. Project a professional image, deal effectively with the public, and perform duties in a courteous and efficient manner.
  7. Be responsible for any lost keys or combinations for locks and any inherent damages (i.e., re-keying of whole facility).
  8. Maintain the grounds in an attractive, and uniformly clean manner reflecting favorably upon the County and the Contractor.
  9. Work shall be performed at a time that minimizes disturbance or interference to visitor activities.
  10. Adhere to guidelines enforced under the Lake County Code and Land Development Regulations.
  11. Vehicles (limited to golf-cart/ATV sized vehicles) shall be allowed on existing vehicular paths. No other vehicle types shall be allowed.
  12. Safety concerns, accidents, vandalism, and any situations such as vehicles left in the park after closing, etc. should be reported immediately to the County.
  13. Correct apparent deficiencies within one (1) calendar day of any work that fails to conform to the specifications.
  14. Submit a monthly invoice by the tenth (10th) of each month to include the type of service provided.
  15. Contractor shall adhere to the best practices found in the 2020 *Best Management Practices for Protection of Water Resources by the Green Industries* (GI-BMP Manual), or most current version, as updated by UF-IFAS. Copies of the current GI-BMP Manual can be accessed in English and Spanish at: <https://ffl.ifas.ufl.edu/ffl-and-you/gi-bmp-program/gi-bmp-manual/>.
  16. Empty, remove, and properly dispose of trash from park grounds and receptacles each Friday and Monday (including dog parks) and dispose in an appropriate manner.
  17. Provide and replace clean trash bags in trash receptacles (including dog parks) as needed.
  18. Should weather prevent the completion of work the scheduled workday, the Contractor shall be expected to complete the necessary work on the first fair weather workday following.

1. **COUNTY RESPONSIBILITIES**

County will:

* 1. Reserve the right to award to one or more vendors.
  2. Reserve 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. Provide clay stored on-site for Contractor’s use.
  5. Provide keys and/or lock combinations used for access to the park (except for keys for access to County maintenance buildings.)
  6. Reserve the right to dismiss Contractor’s staff from park grounds for disorderly conduct or unsatisfactory performance in accordance with contract specifications.

1. **EQUIPMENT** 
   1. Contractor shall furnish a list of equipment of the type and quantity to perform the work satisfactorily within the time specified.
   2. Storage of equipment is not available at all sites.
      1. County is not responsible for any repair or replacement of broken, lost, or stolen equipment.
   3. Equipment shall be maintained to produce a clean, sharp cut and uniform distribution.
   4. Equipment used shall be in good, safe working order and properly maintained to protect the operator and the public.
   5. Safety devices installed by the manufacturer shall be in place and in proper working order.
   6. Equipment is subject to inspection by the County Project Manager.
   7. 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 Contractor expense the same day of the County’s determination.
2. **GROUND MAINTENANCE** 
   1. Maintenance schedules are an absolute minimum and shall be altered based on need, temperature, rainfall, or other conditions that impact growth.
      1. Any alteration from this schedule shall have prior approval from the County.
   2. Services shall be provided for the following locations:
      1. Astor Lions Park (approximately 10 acres), 54835 Alco Road, Astor, FL 32102 and includes services at Astor County Library, 54905 Alco Rd, Astor, FL 32102.
      2. Paisley Community Park (approximately 8.1 acres), 24956 CR42, Paisley, FL 32767 and includes services at Paisley Community Center, 24958 CR42, Paisley, FL. 32767
      3. Pine Forest Park (approximately 30 acres), 32520 SR44, Deland, FL 32720
   3. **Athletic Field Clay Grooming**
      1. Clay areas shall be groomed and left game ready to play every Monday and Friday between the hours of 7:00 AM and 2:00 PM.
      2. Clay shall be provided by the County for the Contractor use.
      3. Contractor shall load and haul the provided clay for the installation or removal of clay on the athletic fields.
      4. Grooming shall include but is not limited to grading, and hand raking, all clay areas (including warning tracks and pitcher’s warm-up areas) to establish a game-ready field.
      5. Maintenance shall include rototilling all clay areas to a maximum depth of four (4) inches and accomplished as a one-time service during each month of January and July.
   4. **Bahia Grass Mowing**
      1. Permitted Monday through Friday between the hours of 7:00 AM and 4:00 PM.
      2. No mowing is permitted on Saturdays, Sundays, or County Holidays unless otherwise approved by County.
      3. March through November – Turf areas shall be mowed once per week.
      4. December through February **–** Turf areas shall be mowed three times per month or every ten (10) days.
      5. The cut edge of bahia turf shall be at least three (3) inches above the ground.
      6. Grass clippings and debris shall be blown off surfaces for a neat, clean, and aesthetically pleasing appearance that is favorable upon the Contractor and the County.
   5. **Edging & Weeding**
      1. Edging and weeding shall be performed once per week during the twelve-month period.
      2. Edge and manually remove all weeds around all playground and park amenities, around building (bathrooms, library, community center), and clay areas (athletic fields), plant beds, sidewalks, asphalt, driveways, parking lots, headers, and retaining walls, utility boxes, lips of the clay areas, and curbs.
      3. Herbicides shall not be permitted.
      4. All debris from weeding and edging shall be removed and properly disposed.
      5. Any remaining debris or project spoils shall be blown off all surfaces.
   6. **Shrub and Hedge Trimming**
      1. Shrub and hedge trimming shall be performed every two (2) months.
      2. Shrubs and hedges shall be maintained to keep its basic shape and dead or dying branches shall be removed.
      3. All new shoots two inches (2”) long or greater shall be trimmed from the shrub.
      4. Shrubs and hedges shall be trimmed down to the bare limb.
      5. Contractor shall also be responsible for trimming of all landscape around buildings (bathrooms, library’s, entrance ways signs and community centers).
      6. Limbs shall be trimmed to a minimum of one foot (1’) clearance from buildings.
      7. Contractor shall trim all branches from shrubs and hedges that hang or intrude into a driveway, walkway space on each visit.
      8. If Contractor finds a downed tree or any other condition that if unsafe, they are to contact the appropriate County Project Manager immediately.
      9. All trimmings shall be picked up and properly disposed of by Contractor at no extra cost, and the remaining loss material blown off all paved, recycled plastic, concrete, or wood surfaces to include all libraries, restrooms, entrance way signs.
   7. **Trash Pick-up and Blowing-off**
      1. Trash pick-up shall be accomplished two (2) times per week, Monday, and Friday between the hours of 7:00 AM and 12:00 PM.
      2. Contractor shall empty all trash receptacles (including dog waste stations) and shall provide a clean trash bag as needed.
      3. Trash and debris shall be properly disposed of from the entire grounds to include but not limited to all limbs, tree, and palm branches.
      4. All playground equipment, rubber surfaces, tennis courts, basketball courts, paver/ concrete paths, pavilions, around buildings (bathrooms, library, and community center), sidewalks, parking lots, kiosks and all site amenities must be thoroughly blown-off. This includes County holidays.
3. **LIQUIDATED DAMAGES**
   1. Fees are assessed to help offset the additional costs associated with County labor and vehicle usage required for unnecessary inspections or missed meetings.
   2. 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.
   3. Services shall be deemed complete on the date the deficiencies are considered complete to the satisfaction of the County.
   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 |
| Unacceptable workmanship (after inspection) | $50 each inspection |

* 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. It is imperative that the citizens of Lake County are protected from any emergency situations which threaten public health and safety.
   2. Contractor may be requested by the County to perform ancillary tasks.
   3. 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.
   4. Requests may include moving tree limbs out of walkways, picking up trash, and sweeping in other areas.
2. **WARRANTY REQUIREMENTS**
   1. Contractor shall correct all apparent and latent deficiencies that fail to conform to the contract specifications within one (1) calendar day after written notice from the County at no additional cost.
   2. If the Contractor fails to correct the work within the period specified, the County shall assess liquidated damages as specified.
   3. Contractor shall be responsible for damages to property incurred during Contractor actions.
      1. Property shall include, but not limited to, structures, utilities, services, roads, trees, and shrubbery.

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