1. **SCOPE OF WORK**

Provide landscape maintenance and related services for various ancillary parks. Contractor shall provide detailed mowing, trash pick-up, herbicide treatment, and disposal services. Services shall encompass furnishing adequate and appropriate labor, materials, supplies, equipment, and supervision for the performance of work.

The County does not guarantee a minimum or maximum dollar amount to be expended on any contract(s) resulting from this solicitation. Orders 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. 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 for certificate of competency / licensure for the application of any chemicals, to include pesticides, insecticides, and herbicides.
		1. No chemical treatment shall be completed without providing proof of licensure.
	4. Provide adequate personnel coverage to maintain a consistent schedule of service.
	5. Provide a neat and clean in appearance dress code for Contractor’s employees that, at a minimum, consists of a shirt with company name, pants, and work shoes/boots.
	6. Project a professional image, deal effectively with the public, and discharge 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 which will reflect favorably upon the County and the Contractor.
	9. Work shall be performed at a time that minimizes disturbance or interference to park visitor activities.
	10. 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.
	11. Providing subcontractors and day laborers to complete the assigned tasks shall not be accepted.
	12. Contractor shall adhere to the best practices found in the most current version of Best Management Practices for Protection of Water Resources by the Green Industries (GI-BMP Manual), 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/>.
	13. 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.
	14. Correct all apparent deficiencies within three (3) calendar day of any work that fails to conform to the specifications.
	15. Submit a monthly invoice by the tenth (10th) calendar day of each month to include the type of service provided.
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. Reserve the right to 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. Reserves the right to assess liquidated damages for work that fails to confirm to the specifications.
	5. Not be responsible for any lost, stolen, or damaged equipment and supplies.
	6. Reserves the right to require the Contractor to provide photographic documentation for each site lawn services are provided if field visits or complaints reveal unsatisfactory completion of work.
	7. Reserve the right to dismiss Contractor’s staff from park grounds for disorderly conduct or unsatisfactory performance in accordance with contract specifications.
1. CHEMICAL APPLICATIONS
	1. Treatment shall be performed as needed and in conjunction with the County’s needs.
	2. Chemical treatment shall not be applied without providing proof of chemical applicators licensure.
	3. Chemicals shall include but not limited to herbicides, pesticides, and insecticides and shall be applied in accordance with the manufacturer’s instructions.
	4. All products shall be applied to ensure public safety.
	5. Contractor shall adhere to the State Board of Health and other local and federal regulations and is responsible for any damages caused by its spraying or broadcasting.
	6. Provide Safety Data Sheets (SDS) for the products used.
2. **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 be 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 including but not limited to vehicles, trailers, ATV’s, and chippers must be thoroughly cleaned with a pressure washer, by hand, or blower to reduce the spread of exotic vegetation prior to leaving each work site.
	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 his/her expense the same day of the County’s determination.
3. **INVOICING**
	1. Submit a monthly invoice by the tenth (10th) calendar day of the following month.
	2. Invoices shall include the park name, month of service, and dump tickets.
	3. Dump tickets shall include the date and park name(s).
4. **LIQUIDATED DAMAGES – DAILY FEE**
	1. 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 |
| Unacceptable workmanship (after inspection) | $50 each inspection |
| 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. County shall require first priority before, during, and after a public emergency, disaster, hurricane, flood, or other act of God.
	2. It is imperative that the citizens of Lake County are protected from any emergency situations which threaten public health and safety.
	3. Contractor may be requested by the County to perform ancillary tasks.
	4. 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.
	5. Requests may include moving tree limbs out of walkways, picking up trash, and sweeping in other areas.
2. **TASK I - LANDSCAPE MAINTENANCE**
	1. Landscape maintenance shall be permitted Monday through Friday, between the hours of 7:00 AM and 4:00 PM, unless otherwise stipulated.
	2. No mowing is permitted on Saturdays, Sundays, or County Holidays unless otherwise approved by County.
	3. 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. All equipment including but not limited to vehicles, trailers, ATVs, and chippers must be thoroughly cleaned with a pressure washer, by hand or blower to reduce the spread of exotic vegetation before reaching the initial work site and prior to leaving each work site.
	4. Detailed Mowing
		1. March through October – Turf areas shall be mowed once per week.
		2. November through February **–** Turf areas shall be mowed three times per month or every ten (10) days.
		3. Mowing height of grass must not exceed four inches (4”).
		4. Grass clippings and debris shall be blown off all surfaces.
		5. Contractor shall maintain turf areas in a well-manicured, neat, clean, and aesthetically pleasing appearance.
	5. Detailed Edging & Weeding
		1. Edge all plant beds, sidewalks, driveways, parking lots, paved asphalt, concrete, headers, rubber surfaces, retaining walls, utility boxes, fencing, poles, signage, and curbs on every cutting visit.
		2. Edging with herbicides is not permitted.
		3. Contractor shall manually remove all weeds and extraneous vegetation from all bed and planted areas on every cutting visit.
		4. Concrete and asphalt walkways and driveways shall be weeded; herbicide is acceptable for weed control only in these areas.
			1. No herbicide shall be used without providing proof of chemical application licensure.
		5. Herbicides shall be used in strict accordance with the manufacturer’s printed directions.
		6. All clippings shall be picked up and properly disposed of and the remaining loss material blown off all paved, recycled plastic, concrete, or wood surfaces.
	6. Overhang Trimming
		1. Trim all branches from shrubs that hang or intrude into a walkway space on each mowing visit.
		2. Trim shrubs back enough to clear any walkways until the next scheduled visit.
		3. Clippings shall be picked up and properly disposed of.
		4. The remaining loss material shall be blown off all paved, recycled plastic, concrete, or wood surfaces.
	7. Blowing-Off
		1. Shall be performed daily, Monday thru Friday, including Holidays, between the hours of 7:00 AM to 4:00 PM.
		2. All boat ramp signage, kiosk signage, playground equipment, rubber surfaces, pickleball courts, tennis courts, basketball courts, paver paths, pavilions, sidewalks, parking lots, and site amenities shall be thoroughly blown off daily.
3. **TASK II – TRASH PICK-UP**
	1. Trash pick-up shall be performed daily, Monday through Sunday, including County Holidays, between the hours of 7:00 AM to 12:00 PM.
	2. Remove and properly dispose of all trash and debris daily from the entire grounds to include all limbs, branches & trash on the ground and trash receptacles.
	3. Trash receptacles shall be emptied daily, including the receptacles located inside dog parks and fishing line disposal tubes.
	4. Trash bag / doggie bag replacements shall be the Contractor’s responsibility and included as part of the cost of service.
	5. If at any time, the Contractor finds a downed tree or any other condition that is unsafe, the County Project Manager shall be contacted immediately.

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