1. **SCOPE OF SERVICES**

Establish a vendor pool with one or more contractor(s) to provide sod services. Services shall include sod materials available for pickup from Contractor’s location, delivery, installation, rolling, tamping, stapling, pinning, and watering. Services shall include maintenance of traffic (MOT), equipment, tools, materials, labor, disposal of project spoils, and any incidental costs necessary to complete the tasks.

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’S RESPONSIBILITIES**

**Contractor Shall:**

* 1. Provide for business locations within Lake County, Florida for sod and material pick up.
  2. Provide all labor, fuel, materials, equipment, storage, supplies, and incidental costs necessary to complete the tasks.
  3. Provide a project manager that speaks English and has available communication devices with internet access to ensure proper communication and documentation during operations.
  4. Provide staff with experience and the ability to complete project tasks as specified herein or as directed.
  5. 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.
  6. Project a professional image, deal effectively with the public, and discharge duties in a courteous and efficient manner.
  7. Perform a site visit to ascertain site conditions, verify and confirm project limits, and measurement quantities.
  8. Provide all-inclusive quotes (labor, equipment, materials, and any incidental costs) to provide 100% turnkey projects.
  9. Obtain licenses, permits, and fees (including inspection fees) as required to comply with all laws, ordinances, regulations, and code requirements applicable to complete projects.
  10. Be responsible for damages caused as the result of completing projects.

1. **COUNTY RESPONSIBILITIES**

**County will:**

* 1. Reserve the right to award to one or more vendors.
  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. Reserve the right to dismiss Contractor’s staff from project work site for disorderly conduct or unsatisfactory performance in accordance with contract specifications.

1. **DELIVERY AND ACCEPTANCE**
   1. County Project Manager shall issue a project order form to the Contractor outlining the project limits and estimated measurement quantities.
      1. See Exhibit D – Project Order Form.
   2. Contractor’s Project Manager shall schedule a site visit with the County Project Manager to review the project limits and measurement quantities.
   3. Contractor shall provide a quote for services with project completion within fourteen (14) calendar days of receipt of the Project Order Form, or as directed by the County Project Manager.
   4. County Project Manager shall inspect the project site within forty-eight (48) hours after notice of project completion.
   5. Should the inspection not meet the contract specifications, the material shall be removed and replaced at the Contractor’s expense.
2. **PROJECT SPOILS**
   1. Contractor shall be responsible for the proper disposal of project spoils.
   2. Materials and waste shall be disposed in accordance with all applicable laws, ordinances, code, and regulations.
   3. If the Contractor intends to dispose of the spoils on private property, the Contractor shall provide the County’s Project Manager an original letter from the property owner.
      1. The letter shall include an acknowledgement that the spoils can be disposed on the property, the property owner’s name, the property address, the telephone number, and the legal signature of the property owner.
3. **SOD SPECIFICATIONS**
   1. Sod and related materials shall be in accordance with the Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction.
      1. Section 570 Performance Turf, 2024 or latest edition.
      2. Section 981 Turf Materials, 2024 or latest edition.
      3. Section 983 Water for Grassing, 2024 or latest edition.
   2. Shall be in commercial size rectangles of twelve inches by twenty-four inches (12” x 24”) or larger.
   3. Shall be a minimum of one and a quarter inch (1 ¼”) thickness including a three-quarter inch (3/4”) thick layer of soil base adhering firmly to the roots to withstand all necessary handling.
   4. Pallets shall be four hundred square feet (400 SF).
      1. Orders determined to be short shall be supplemented at no additional cost.
   5. Shall be fresh cut and shall not be cut more than forty-eight (48) hours prior to installation.
      1. A letter of certification from the contractor as to the type of sod and when the sod was cut shall be provided to the County Project Manager upon request.
   6. Shall be live (not dormant), fresh and uninjured at the time of delivery, installation, or pick up.
   7. Shall be free of noxious and invasive weeds, diseases, and insects.
   8. Roots shall be healthy and well matted.
   9. Sod that is falling apart, in pieces or less than specified shall be rejected at the discretion of the County Project Manager.
4. **SOD INSTALLATION**
   1. Shall be installed with the length of the sod parallel to the roadway and edges shall be staggered at a minimum of six inches (6”).
   2. Shall ensure that the sod is not stretched or overlapped and that all joints are butted tightly to prevent voids.
   3. Shall be rolled or tamped to provide firm contact between the roots and soil and shall be inclusive of the cost provided on the price sheet.
      1. On slopes of three to one or greater (3:1 or > 3:1), or wherever erosion may be an issue, sod shall be laid with staggered joints and secured with sod staples.
         1. The requirement of sod staples shall be noted on the Project Order Form.
      2. Sod staples and pinning service shall be an additional cost and priced per square foot (SF) to include all equipment, labor, and materials.
      3. Substandard material shall be removed and replaced at the contractor’s expense.
5. **SOD STAPLES**
   1. Sod staple and pinning services shall be requested as needed on the Project Order form.
   2. Staples shall be made to the following specifications:
      1. Twelve (12) gauge.
      2. Eight (8) inch long by one (1) inch wide.
      3. Made of non-galvanized metal.
   3. Pricing shall include materials and installation per square foot (SF).
6. **WATER IRRIGATING SERVICES**
   1. Water irrigating services shall be provided as an additional service for sod or grass seed that has been installed either by the County or Contractor.
   2. Contractor shall maintain the service as directed by the County Project Manager or until the sod and/or seed is fully established.
   3. Water used for irrigation shall be free of excess and harmful chemicals, acids, alkalis, or any substance, which is harmful to plant growth.
   4. Water shall be irrigated evenly to ensure and maintain peak moisture for grass root establishment under each application.
   5. Contractor shall provide a price per square foot/ per occurrence to include all associated fees, labor, equipment, and materials.
7. **WARRANTY**
   1. Sod shall be warranted to be free of noxious and invasive weeds, disease, and insects.
   2. If pests, plants, and/or noxious weeds manifest themselves within sixty (60) days of placement of the sod, the Contractor shall treat the areas of sod that have been impacted.
   3. The process for treating these areas shall be approved by the County Project Manager.
   4. If the sod does not meet any of the above specifications, the Contractor shall be responsible to replace it at no additional expense to the County.

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