1. **SCOPE OF WORK**

Provide complete landscape, basic park maintenance and related services for Lake Idamere Park (approximately 15 acres) located at 12335 CR448, Tavares, FL 32778. Contractor shall assume sole responsibility for the detailed mowing of bahia grass, trash pick-up, and basic park maintenance, seven days a week, including but not limited to opening and closing of all entry gates, providing grounds maintenance, and janitorial services. Services shall encompass furnishing adequate and appropriate labor, materials, supplies, equipment, and supervision for the performance 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 dress code for Contractor’s employees that, at minimum, consists of a shirt with company name, pants, and appropriate 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 resulting from the loss (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. Correct all apparent deficiencies within one (1) calendar day of any work that fails to conform to the specifications.
	12. 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 park access (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 or supplies.
	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 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 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 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.
	7. 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/>.
2. **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. 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 task.
	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.
	5. Special requests shall not exceed the times specified and overtime will not be utilized.
2. **STORAGE**
	1. County will provide a very small area for daily use items (shovels, brooms, rakes); however, this area is not large enough for mowers.
	2. Storage areas shall be used at the contractor’s own risk, as the County is not responsible for theft of contractor’s items.
	3. On-site storage for supplies, materials, and chemicals is not available.
	4. Supplies such as bleach, ammonia, and acid products shall not be stored on premises.
	5. Contractor shall provide equipment and a trailer to haul equipment as needed.
	6. Contractor shall perform work in accordance with all industry standards.
3. **SUPPLIES**
	1. Contractor shall furnish all supplies necessary for the work required.
	2. Supplies shall include, but is not limited to:
		1. Toilet paper must be 100% post-consumer waste content, double ply.
		2. Paper towels must be 100% post-consumer waste content, semi-bleached, multi-fold.
		3. EPA approved germicidal detergent, such as Lysol IC or equivalent.
		4. No supplies shall be used that Lake County, or the manufacturer of the product, determines harmful to the surface applied or to any other part of the buildings, their occupants, contents, or equipment.
		5. Supplies provided by the Contractor shall be compatible with the existing dispensers at all locations.
	3. Information regarding the quantity of products consumed is not known. It is the responsibility of the Contractor to provide trash bags, paper towels, toilet paper, garbage bags, dog waste bags, and any other supplies required, and the proper disposal of those items.
4. **TASK I - LANDSCAPE MAINTENANCE**
	1. Landscape maintenance shall be permitted Monday through Friday between the hours of 6:30 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, asphalt, driveways, parking lots, headers, rubber surfaces and retaining walls, utility boxes, fencing, poles, signage, and curbs on every cutting visit.
		2. 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.
		3. Edging with herbicides is not permitted.
	6. Overhang Trimming
		1. Trim all branches from shrubs that hang or intrude into a walkway space on each mowing visit.
		2. Trim the shrub back enough to clear the walkway until the next scheduled visit.
	7. Blowing-Off
		1. Shall be blown off daily between the hours of 6:30 AM to 8:30 AM.
		2. All paved & concrete areas shall be blown off, including sidewalks, driveways, boardwalks, roads, parking area, poured in place rubber surfaces (including all Miracle field playing surfaces) pavilion, fishing pier, playground equipment, asphalt trail and restroom areas.
5. **TASK II – TRASH PICK-UP**
	1. Remove and properly dispose of all trash and debris daily from the entire grounds to include all limbs, branches, and trash on the ground and trash receptacles.
	2. 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.
6. **TASK III – BASIC PARK MAINTENANCE**
	1. Provide basic park maintenance for a period of 12-15 hours per day, 7 days a week (including holidays), including but not limited to opening and closing the park, providing grounds maintenance, providing and janitorial services at the specified locations.
		1. Open all gates at 6:15 AM and close at dusk (As posted by County).
		2. Raise and lower three flags daily and store safely when not in use. (United States, Miracle League & Lake County flags, provided by the County).
		3. Provide a monthly report on company letterhead indicating the actual time the Park was opened 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.
		4. Maintain a presence for a total of 12-15 hours each working day.
		5. Miracle Field Gates shall be opened at 11:00 am and closed at 2:00 pm (Monday to Sunday). For Miracle League scheduled games open gates at 8:00 am and close at 5:00 pm.
	2. Provide services for the cleaning and maintenance of the park grounds and amenities.
		1. Empty all restroom, park, and dog park (waste stations) trash cans; replace with clean bag; and remove trash daily. Contractor shall provide the trash bags.
		2. Clean and disinfect all touch points such as door handles, light switches, push plates, faucets, toilets, floors, doors, clean and polish mirrors, chromes, metal, counter tops, benches, walls, etc. every three hours.
		3. Sweep and wet mop with disinfectant and rinse floor daily.
		4. Restock all supplies. Adequately supply required expendable toilet items – soap, hand sanitizer, paper towels, toilet paper, seat covers, and deodorant air freshener daily.
		5. Dry mop interior and exterior restroom walls, roofs, windows, louvers, etc. daily.
		6. Pick up trash on park grounds.
		7. All trash shall be removed from the park grounds at the end of each workday and disposed of in an appropriate manner.
		8. Clean all tables, benches, trash cans, and playground equipment daily.
		9. Clean all signs and kiosks weekly.

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