1. **SCOPE OF SERVICES**

Provide a pool of vendors for right of way tree trimming and related services on an as needed basis and in conjunction with the County’s needs. Contractor shall be well versed and experienced with the current processes to be able to complete the work in accordance with the specifications within this document and as directed by the County. Two sample projects are attached to this solicitation as Exhibit D – Sample projects to provide the diverse nature of project specifications. These are sample projects only and are intended for evaluating purposes only.

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 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. Ensure all equipment used in performance of the contract on County property is in good, safe working order and properly maintained in order to protect the operator and the public.
  7. Work shall commence at a time that shall provide a minimal inconvenience to the public and traffic.

1. **COUNTY RESPONSIBILITIES**

County will:

* 1. Reserve the right to award to one or more contractor.
  2. Reserve the right to add or remove services in conjunction with the County’s needs.
  3. Issue a request for quote utilizing the County’s Request for Quote (RFQ) System on an as needed basis.
  4. Include the location, project specifications and limits to be completed.
  5. Issue a notice to proceed based on lowest price and least number of days to complete the project.
  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.
2. **ORDER OF OPERATIONS**
   1. Provide quotes utilizing the County’s Request for Quote (RFQ) System.
   2. Review the Scope of Work, project specifications and limits prior to submitting a bid.
   3. Work shall commence within ten (10) business days from the notice to proceed and provide for a minimal inconvenience to the public and traffic.
   4. Provide twenty-four hours (24) in advance notice of crews being on-site at each project location.
   5. Work shall be completed within the number of days as specified in the RFQ.
   6. Provide a minimum of twenty-four (24) notice of any deviation of project schedule or variance, including when work is interrupted due to weather, breakdowns, etc. No extensions of time shall be given for equipment failure or weather conditions.
   7. Provide necessary precautions for the safety of and protection to prevent damage, injury or loss to persons or property.
   8. Maintain the grounds in an attractive, and uniformly clean manner which will reflect favorably upon the County and the Contractor.
   9. Notify the County upon completion of the work to schedule an inspection.
   10. Should the Contractor need access to the project site through private property; the Contractor shall obtain a right of entry from the owner and provide a copy to the County. See Exhibit – E Sample Right of Way Form.
   11. Submit invoices in accordance with bid specifications via email to [roadopsinvoices@lakecountyfl.gov](mailto:roadopsinvoices@lakecountyfl.gov) upon project completion.
3. **TRIMMING AND PRUNING STANDARDS**
   1. Trimming shall be completed in accordance with approved principles of modern arboriculture methods with emphasis on tree health and symmetry.
   2. The trim contour will be held continuous throughout the work limits to give a uniform appearance
   3. Trimming heights and widths will be defined in each scope of work as limits will vary with each roadway and in conjunction with FDOT standards.
   4. There shall be an even taper to join the difference in trimming heights when there are sidewalks in conjunction with roadway trimming.
   5. All cuts shall be made just outside the branch collar whenever possible. The vendor shall avoid leaving long stubs even if this means going beyond the clearance trimming measurements.
   6. All cuts shall be in a manner that will prevent free, rapid, and uncontrolled descent of the portion of the tree being removed.
   7. At no time shall climbing irons, spurs, and spikes be allowed.
   8. Any damage caused to a tree by the contractor shall be repaired at no cost and to the satisfaction of the County Project Manager.
   9. If the tree dies due to the actions of the contractor; the contractor shall be required to promptly remove the dead tree at no additional cost to the County and replace the tree with one of equal diameter and growth or compensate the County for the loss of the tree in an amount determined by the County to be fair market value.
4. **BRUSH CLEARING**
   1. All underbrush, including but not limited to low growing shrubs, bushes, wild grasses, vines and weeds, shall be removed within the determined work area. All immature trees less than six (6) inches in diameter shall be completely removed
5. **DEBRIS CLEAN UP**
   1. All debris that is created as part of this work becomes the property of the contractor and shall disposed of properly.
   2. If the contractor chooses to utilize a chipper; the chips shall be hauled off and at no time shall the contractor leave any wood chips onsite.
   3. All other debris shall be blown or swept off the roadway to the side of the road in rural areas and shall be picked up in residential areas. No debris shall remain after the work has been completed.
   4. Contractor shall be responsible for maintaining the adjacent areas of the project limits in clean and good condition; including but not limited to, existing trees, turf, flowering plants, and ornamental shrubs situated within the designated right of way or on private property.
6. **EMERGENCY SERVICES**

**9.1.** It is vital and imperative that the majority of citizens are protected from any emergency situation which threatens public health and safety, as determined by the County.

**9.2.** Contractor agrees to provide services to the County on a first priority basis.

**9.3.** County will pay contractual prices for the goods and services required during an emergency.

**9.4.** The contractor shall furnish a twenty-four (24) hour phone number in the event of an emergency.

1. **MAINTENANCE OF TRAFFIC (MOT)**
   1. Maintenance of traffic shall be the responsibility of the contractor, is part of the contractor’s proposal price, and shall conform to FDOT’s most current editions of Standard Specifications for Road and Bridge Construction.

<https://www.fdot.gov/publications/publications.shtm>

* 1. If the contractor does not comply with the FDOT and FHWA (i.e. signs, qualified flaggers, and/or barricades), the county reserves the right to direct the contractor to cease operation until deficiencies are corrected.
  2. No road closures shall be allowed except in the case of emergencies.
  3. If the contractor anticipates assistance from an off-duty police officer, it shall be the responsibility of the contractor to hire and pay for this service
  4. The foregoing requirements are to be considered as minimum, and the contractor’s compliance shall in no way relieve the Contractor of final responsibility for providing adequate traffic control devices for the protection of the public and the contractor’s employees through the work area.

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