

**Grounds Maintenance**

**RQID1300098 - Verification of Availability**

Find attached the “**Scopes of Work**” and “**Special Requirements**” for an upcoming **Invitation to Bid (ITB)**. Please review to determine if you would be able to **satisfy the requirements** (as applicable), and **interested in responding**; if so, please check the appropriate areas below and respond to this email confirming the same. Please pay “**CLOSE**” attention to the various sections and the “**SPECIAL/MINIMUM**” requirements for each, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

See Sections **2.12 – 2.13** and **3.1 to 3.10** – Paying very close attention to all Sections listed and the requirements of each. (While you are **not** bidding at this time, be mindful your response strongly influences SBD’s determination as it relates to a potential **SBE Measure**). So please be diligent in your review of the information and respond accordingly, based on your ability to meet **ALL** the applicable requirements.

**Are you able to satisfy the requirements of the attached documents (ITB)?**  
YES  NO

**Do you have prior experience consistent with the requirements of this ITB?**  
YES  NO

**Are you able to meet the “Changes” requirements of Section 2.8?** YES  NO

**Are you able to meet the “Labor, Materials & Equipment” requirements of Section 2.10?** YES  NO

**Are you able to meet the “Compliance / Regulations” requirements of Section 2.10?**  
YES  NO

**Are you able to meet the “Clean-Up” requirements of Section 2.11?** YES  NO

.....  
**Are you able to meet the “Fertilization” requirements of Section 3.4?** YES  NO

**Are you able to meet the “Service Cycle Tasks” requirements (*A 1-9 and B 1-2*), for this Group Section 3.3? (must be able to satisfy all components of this section = from turf mowing to irrigation inspections and repairs; and, from shrub and hedge trimming to tree and palm pruning and trimming)**  
YES  NO

**Are you able to meet the “Service Cycle Frequency” requirements of Section 3.2?**  
YES  NO

**Are you able to meet the “Mulching” requirements of Section 3.5?** YES  NO

**Can you satisfy the “Identification, Uniforms and Security, and Vehicle Identification” of Sections 3.9 and 3.10 (respectively)?** YES  NO

**Do you possess any of the following licenses (Check the applicable)?**

**As required under Chapter 10, Code of Miami Dade County, Bidders or their approved subcontractor shall hold at minimum one of the following:**

- **Miami-Dade County Lawn Sprinkler Contractor’s license** \_\_\_\_\_

- Miami-Dade County Plumbing Contractor's license \_\_\_\_\_
- State of Florida Plumbing Contractor's license \_\_\_\_\_

**Copies of said license(s) MUST be submitted along with your responses**



\_\_\_\_ I am "NOT" interested in this solicitation.

Name of Firm: \_\_\_\_\_ SBE Exp. Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please respond by **12:00pm, Friday April 5, 2013.**

Any questions, feel free to contact me at the number below.

(Respond to the "Verification" whether you are interested or not (choosing "Yes" or "No"), as this helps SBD in the determination of measures).

Regards,

**Vivian O. Walters, Jr.**  
 Contract Development Specialist II  
 Regulatory and Economic Resources Department  
 Small Business Development Division  
 111 NW 1st Street #19 Floor, Miami, Fl 33128  
 walterv@miamidade.gov  
 ☎ Office (305) 375-3138 | 📠 Fax (305) 375-3160  
 "Delivering Excellence Every Day"

**Please provide three client references below:**

**Project Title:**

**Client Name:**

**Contact Number:**

**Scope Description:**

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**Project Title:**

**Client Name:**

**Contact Number:**

**Scope Description:**

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**Project Title:**

**Client Name:**

**Contact Number:**

**Scope Description:**

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**SECTION 2**  
**SPECIAL CONDITIONS**

**Grounds Maintenance**

**2.1 PURPOSE**

The purpose of this Invitation to Bid (ITB) is to establish a contract to purchase scheduled grounds maintenance for Miami-Dade County.

**2.2 TERM OF CONTRACT**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Department of Internal Services Department, Procurement Management Services, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the **one-year period**.

**2.3 METHOD OF AWARD**

Award of this contract will be made to the lowest priced responsive, responsible Bidder by group in the aggregate. In order to be considered for award, **Bidders must submit an offer for all items listed within each group**. If a Bidder fails to submit an offer for all items, within the group, its offer for that group may be rejected. The lowest priced Bidder shall have the initial responsibility to perform under the awarded groups. Failure to perform may result in the Bidder(s) being deemed in breach of the contract.

1. Bidders must provide the name of the arborist that will be used under this contract and a copy of International Society of Arboriculture (ISA) license. For more information link to: [www.floridaisa.org/](http://www.floridaisa.org/).
2. Bidders or their approved subcontractor shall hold at a minimum one of the following:
  - a. Plumbing Contractors license issued by the State of Florida Construction Industry Licensing Board
  - b. Plumbing Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board.
  - c. Lawn Sprinkler Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board.

The name of the contractor and a copy of the applicable license shall be included in the Bid Submitter form. For more information link to:

<http://www.miamidade.gov/development/contractors-licensing.asp> and  
<http://library.municode.com/index.aspx?clientId=10620>.

Bidders shall submit all of the specified information, documents and attachments listed above with their bid submittal form as proof of compliance to the requirement of this solicitation. However, the County may, at its sole discretion and in its best interest, allow Bidders to complete, supplement or supply the required documents during the evaluation period.

**2.4 PRICES**

The initial contract prices resultant from this solicitation shall remain fixed and firm for no less than 12 month from the award date. Bidders may request a price adjustment ninety

**SECTION 2**  
**SPECIAL CONDITIONS**

**Grounds Maintenance**

(90) days prior to the completion of the first year of the contract term. It is the Bidder's responsibility to request any pricing adjustment under this provision. The County may consider an adjustment to prices based on the Consumer Price Index (CPI) percentage change as calculated by the US Department of Commerce for all Urban Consumers in the Miami-Ft. Lauderdale area. This adjustment shall not exceed the current Living Wage adjustment as published by the Small Business Development Division of the Department of Regulatory and Economic Resources.

**2.5 EXAMINATION OF SITES**

Bidders should be thoroughly aware regarding any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required. No additional allowances will be made because of lack of knowledge of these conditions.

**2.6 WARRANTY REQUIREMENTS**

A. Deficiencies

Bidders shall correct all deficiencies, listed in the inspection report, before the start of the next service cycle. The deficiencies can only be corrected between **Saturday 7:00 am and ending Mondays at 10:00 am**. Bidders shall notify the County once the deficiencies are corrected in order to inspect the sites. The Bidder shall bear all costs of correcting such rejected work. If the Bidder fails to correct the work within the period specified, the County may, at its discretion, notify the Bidder, that the Bidder is subject to contractual default.

**2.7 CONTACT PERSON**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Lina Bonilla, at (305) 375-2173 or at [lbonill@miamidadegov](mailto:lbonill@miamidadegov).

**2.8 CHANGES**

A. Additional Sites and / or Groups

Although this solicitation and resultant contract identifies specific sites to be serviced, it is hereby agreed and understood that the County may at its option add new sites to the contract. Should the County determine that additional sites need to be added to a group, a quote shall be obtained from the Bidder servicing that group. If the County determines that the price submitted by the Bidder is not competitive, price quotes will be obtained from all the Bidders awarded the contract. If an additional group needs to be added to the contract, price quotes will be obtained from all awarded Bidders.

B. Enhancement

Should a site be enhanced with additional plant material, price quotes will be obtained for the additional maintenance from the Bidder servicing that group. If the price submitted by the Bidder for the enhancement is not competitive, the County shall obtain price quotes from all the awarded Bidders for the entire site including the enhanced portion.

C. Site Modifications

**SECTION 2**  
**SPECIAL CONDITIONS**

**Grounds Maintenance**

Should a site increase or decrease in size, price quotes shall be obtained for the modification from the Bidder servicing that site. If the price submitted by the Bidder for the modification is not competitive, the County shall obtain price quotes from all the awarded Bidders for the entire site including the modified portion.

D. Deletion

Sites or groups may be deleted when such services are no longer required during the contract period; upon written notice to the Bidder.

**2.9 LABOR, MATERIALS, AND EQUIPMENT**

Bidders shall furnish all labor, material and equipment necessary for satisfactory contract performance. Such materials and equipment shall be of a suitable type, in good conditions and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval by the County user department.

**2.10 COMPLIANCE / REGULATIONS**

A. Legal Requirement for Pollution Control

It is the intent of these specifications to comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24 of the Miami-Dade Code. This ordinance is made a part of these specifications by reference and may be obtained, if necessary, by the Bidder through Permitting, Environment and Regulatory Affairs, 33 SW 2nd Ave., Miami, Florida 33130, Telephone (305) 372-6789.

B. Accident Prevention, Barricades and Safety

Precautions shall be exercised at all times for the protection of persons and property. All Bidders performing services under this contract shall conform to all relevant OSHA, EPA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible Bidder. Barricades shall be provided by the Bidder when work is performed in areas traversed by persons, or when deemed necessary by the County user department.

Bidder agrees to perform all work in a manner that meets all accepted standards for safe practice, and to safely maintain and operate all the equipment used in the performance of this contract. The County, reserves the right to issue immediate restrain or cease and desist to a Bidder, when unsafe or harmful acts are observed or reported while performing under the contract. Hazardous conditions shall be immediately reported to the County user department.

**2.11 CLEAN UP**

All unusable materials shall be removed from the work site at the end of each workday, and disposed of in an appropriate manner. Upon completion of the work, the Bidder shall thoroughly clean up all areas affected by the work performed.

**2.12 MIAMI-DADE COUNTY LIVING WAGES**

**SECTION 2**  
**SPECIAL CONDITIONS**

**Grounds Maintenance**

If the total contract value, **per term**, exceeds \$100,000 the provisions of Section 2-8.9 (Living Wages) of the Code of Miami-Dade County (Code) as amended by Ordinance [Governing Legislation], will apply. A copy of this Code Section may be obtained online at [www.miamidade.gov](http://www.miamidade.gov). A copy of the Administrative Order may be obtained online at <http://www.miamidade.gov/aopdfdoc/aopdf/pdffiles/AO3-30.pdf>.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**Grounds Maintenance**

**3.1 SCOPE OF WORK**

The purpose of this Invitation to Bid (ITB) is to establish a contract to purchase scheduled grounds maintenance for Miami-Dade County.

The scope of work consists of: turf mowing, grass trimming, turf edging, ground cover and hedge trimming, maintenance of potted plants and planters, tree and palm pruning and trimming, weed and vine removal, pest and disease inspection, litter pickup, fertilizing, mulching, and repair of existing irrigation sprinkler damaged by the Bidder.

**3.2 SERVICE CYCLE FREQUENCY**

Service cycles shall be performed during a designated service window starting Saturdays at 7:00 am and ending Mondays at 10:00 am on the **first and third weekend of each month** for a total of 24 service cycles per year. Services for the **Overtown Transit Village will be performed 12 times per year**. This service window is designated with the intent to provide service at times and in a manner that does not conflict with normal and safe operation of the facilities. The County may alter the schedule to accommodate special events, unforeseen activities or due to weather conditions. A variance of this schedule may also be submitted to the County for approval no less than forty-eight hours prior to the schedule day. Cancellations, changes or modifications of any service schedule must be reported in advance to the County for approval prior to it being effective. If not approved, the established County schedule shall prevail.

**3.3 SERVICE CYCLE TASKS**

A. The following tasks shall be performed during each service cycle:

1. Turf Mowing

All mower blades shall be sharp enough to cut, rather than tear grass blades. Mowing shall not be performed when the weather would cause damage to turf. All mowers are to be adjusted to the highest acceptable mowing height for the grass being mowed. The height will vary by species. Mowing shall produce an overall smooth appearance without scalping or leaving any uncut grass. Remove all grass clippings, leaves and debris produced by mowing on the same day as mowed; cut grass shall not remain on any site overnight. These clippings should never be swept or blown into streets or directly into storm drains. Mowing shall be performed carefully without "barking" or damaging the trees, palms or shrubs. Mowing shall not intrude into ground cover beds and decorative rock beds, displace mulch and decorative rock or damage the irrigation system, landscape lighting, pavement or any other property.

2. Grass Trimming

All grass shall be trimmed immediately following mowing. Trim at same height that grass was mowed. String trimmers shall not be used for weed control in beds or within 12 inches of the base of trees, or palms, hedges, groundcovers or vines or as replacement for edgers. Damage to County plant materials (including their surface roots) other than the target weed is unacceptable. String trimmers may be used around posts and other vertical, non-living landscape elements as required by the County.

3. Edging

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**Grounds Maintenance**

After mowing, all turf edges including but not limited to sidewalks, flushed paved surfaces, curbs, drives, patios and decks shall be edged. Shrub beds, flower beds, ground cover beds, hedges and around trees shall be edged with a manual or mechanical edger to a neat vertical line. Rotary nylon "fish line or grass trimmer" cutters are not to be used. Turf will be edged at a minimum of 18-24 inches around all trees that are in lawn areas. Turf will be edged approximately 10 inches out from the drip line of shrubs and hedges.

**4. Weeds and Vine Control**

All areas including lawn, shrub, ground cover beds, potted plants, walkways, curbs, gutters, expansion joint, and fence lines shall be kept free of weeds. Weeds shall be controlled either by hand or chemical method. The County will advise which method is applicable to each area.

The Bidder shall remove all exotic weed trees, with a trunk caliper of up to 4" inches when measured at a height of 4' feet from the ground as described in Chapter 24 of the Miami-Dade County Code. Information may be obtained at <http://library.municode.com/index.aspx?clientId=10620>. Utilize a combination of selective and non-selective pre and post emergent herbicides, per label direction, as required to keep the areas described above free of weeds. When chemicals are used to control weeds, use an approved herbicide that will kill the weed roots (the County shall pre-approve any use of herbicides). For additional information link to: [www.epa.gov/pesticides](http://www.epa.gov/pesticides) and [www.freshfromflorida.com/onestop/aea/registration/html](http://www.freshfromflorida.com/onestop/aea/registration/html).

**5. Leaf Removal**

Remove all leaves including, but not limited to the turf areas, shrub and ground cover beds, mulch beds, brick and rock beds, waterways, all around vehicles as well as between, in front and under vehicles and all paved areas, sidewalks, and, parking areas, curb and gutters, drainage structures, valve covers and utility slabs.

**6. Planters**

Service to plants in planters shall include, disposal of surplus or damaged materials and manual trimming of leaves.

**7. Pest and Disease Inspection**

Bidder shall inspect all plant material **during the service cycle** for presence of pests and diseases and shall report it to the County.

**8. Litter Cleanup and Pick-up**

Bidder is responsible for removing and proper disposal of all collected material resulting from the performance of the work on the same day as the service cycle. Blowers will be allowed for collection of debris and not for dispersion of trash. Debris shall not be blown into the street or storm drains. No stock piling of collected material shall be allowed on County property. The County will not supply an area or facilities for handling, storage or disposal of such. No items shall be permitted to be dumped, stored or disposed on site utilizing County dumpsters. No payment will be made for travel time to and from a site or to the disposal sites, as well as for any tipping fees for disposal.

**9. Irrigation Inspections and Repairs**

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**Grounds Maintenance**

Irrigation damaged by the Bidder while performing the services shall be repaired at no additional cost to the County.

B. The following services shall be performed as indicated in each description:

1. Shrub, Grass-Like Shrubs, Ground Cover and Hedge Trimming

Shrubs, grass-like shrubs, ground cover and hedge trimming **is to be performed as needed** when determined and scheduled by the County. Some shrubs and ground covers will require hand pruning. The designation of hand pruning shall be at the discretion of the County. Wood chips and ornamental rock shall be considered ground cover.

2. Tree and Palm Pruning and Trimming

All pruning and trimming is to be in proportion to the dimensions of the tree / palm using horticultural sound principles. Pruning and trimming **is to be performed as needed** to maintain the characteristics of the landscape as determined by the County. Tree branches shall be pruned up to 10 feet over walkways and in areas designated by the County. Tree branches shall be pruned up to 15 feet over roadways. Trees too close to building and other structures shall be trimmed so as to not interfere with windows, screening and fences. All pruning shall be done in accordance with the American National Standards Institute Standard Z-133.1 and the ANSI A300 Standards (each in their current form and as they may be updated at any time) as described in Tree Pruning Guidelines published by the International Society of Arborist (ISA). For more information link to: [www.isa-arbor.com/](http://www.isa-arbor.com/).

**3.4 FERTILIZATION**

A. Turf

Fertilize **two (2) times per year** in March and October, or as directed by the County.

B. Shrubs, Ground Cover Flower Beds

Fertilize **three (3) times per year** in late February, June and October, or as directed by the County.

C. Palms

Fertilize **four (4) times per year** in March, June, September and December, or as directed by the County.

**Bidders shall provide a price for these services in the Bidder's submittal form.**

D. Product Approval

Fertilizers shall comply with Florida's Commercial Fertilizer Law, Chapter 576, Florida Statute and Chapter 5E-1, Florida Administrative Code. For more information link to: [www.freshfromflorida.com/onestop/aes/fertilizer.html](http://www.freshfromflorida.com/onestop/aes/fertilizer.html).

Fertilizers shall be applied using the guidelines in Fertilization in the Green Industry Best Management Practices Manual, Chapter 5. For more information link to: <http://fyn.ifas.ufl.edu/pdf/grn-ind-bmp-en-12-2008.pdf>.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**Grounds Maintenance**

Bidder shall submit manufacturer's specification sheet and tags from the bags of fertilizer to the County for approval of product prior to application.

**3.5 MULCHING**

All wood mulch shall be refreshed with a complete new layer of mulch **bi-annually**, unless otherwise directed by the County in writing. All mulch shall be maintained at a minimum depth of two inches. Avoid "volcano mulch". The Bidder shall have a maximum of twenty-one (21) days to complete the task from the start date (Bidders may completed this task anytime Monday – Sunday), unless an extension of time is approved by the County. The Bidder shall maintain mulch rings extending approximately eighteen (18") to sixty (60") inches from the trunk of trees and palms, depending on their size and surface roots. A 3-inch space should be left between the trunks of plants and the mulch. Maintain a strip extending approximately twelve (12") to thirty-six (36") inches, from the outside edge of all hedge, shrub material and ground cover beds apply mulch to a minimum depth of two (2") inches. Do not mulch strips along decorative rock beds. Use red mulch, melaleuca mulch or cypress mulch product certified by the Mulch and Soil Council. For more information link to: [www.mulchandsoilcouncil.org](http://www.mulchandsoilcouncil.org). Evidence of certification shall be provided prior to each application. If mulch is installed improperly, the contractor is responsible for correction, at no additional charge. **Bidders shall provide a price for this service in the Bidder's submittal form.**

**3.6 ADDITIONAL SERVICES**

Additional services shall constitute additional frequency of all tasks covered in Section 3. When additional services are required, the successful Bidder for the affected site shall charge the hourly labor rate per person as submitted in the Bidder's submittal form.

**3.8 INSPECTIONS / REPORT FORM**

At the end of each service cycle, the Bidders shall notify the County that the sites are ready for inspection. All sites shall be inspected within a maximum of forty-eight (48) hours completion of the service cycle. The site inspections shall be documented on the Inspection Report form. The County will provide the form to the awarded Bidder. The form shall be signed by Building Manager or designee and the vendor's representative and shall be **attached the to the invoice**

**3.9 IDENTIFICATION, UNIFORMS AND SECURITY**

All Bidder employees must carry a clearly visible identification badge. This badge shall include the Bidder's company name, the employees name and a current photograph of the employee. All employees must wear a uniform shirt (or tee shirt) clearly displaying the vendor's company name. The awarded Bidder must provide, to the County a copy of each employees background check that will be performing work under this contract. All background checks must be attained from the Miami-Dade Police Department (MDPD). For more information on how to attain the background checks please visit the Central Records Bureau, located within the Fred Taylor Building at the Miami-Dade Police Department (MDPD) located at 9105 NW 25 Street, Doral, Florida.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**Grounds Maintenance**

**3.10 VEHICLES**

Bidder vehicles shall be clearly identified with the company name on both sides and must be legible at minimum of fifty (50') feet away during daylight hours. Magnetic or temporary signs will not be accepted.

**3.11 SIGN-IN**

The Bidder shall sign in and out at the Building Manager's office prior to start of a service cycle, to finish a cycle or to correct any deficiencies.