

**Grounds Maintenance**

**RQID1200126**

**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**” requirements for each, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

See Sections **3.1** through **3.6** – Paying very close attention to **the** requirements of the “**Section 3.6**”. (While you are **not** proposing 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**

**Can you meet the requirements of “Identification, Uniforms, and Vehicles (Section 3.6)?**

**YES**  **NO**

**I am “NOT” interested in this solicitation.**

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

**Owner’s Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Please respond by **2:00pm, Monday August 20, 2012.**

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.**

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Small Business Development Division  
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**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

X New Contract     OTR     Sole Source     Bid Waiver     Emergency    Previous Contract/Project No.

Re-Bid     Other    LIVING WAGE APPLIES: X YES     NO

Requisition No./Project No.: RQID1200126    TERM OF CONTRACT 2 YEAR(S) WITH \_\_\_\_\_ YEAR(S) OTR

Requisition /Project Title: Grounds Maintenance

Description: To purchase scheduled grounds maintenance for various park sites.

Issuing Department: ISD    Contact Person: Lina Bonilla    Phone: 305-375-2173  
 Estimate Cost: \$250,000.00    GENERAL    FEDERAL    OTHER  
 Funding Source: \_\_\_\_\_    X

**ANALYSIS**

<b>Commodity Codes:</b> <u>988-36</u>			
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.			
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>
<b>Contractor:</b>			
<b>Small Business Enterprise:</b>			
<b>Contract Value:</b>	\$ _____	\$ _____	\$ _____
<b>Comments:</b> _____			
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO			

**RECOMMENDATIONS**

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
<b>SBE</b>	X			

**Basis of recommendation:**  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed: <u>Lina Bonilla</u>	Date sent to SBD: <u>8/13/2012</u>
	Date returned to DPM: _____

Revised April 2005

RECEIVED  
 DEPT. BUSINESS DEV.  
 2012 AUG 13 PM 4:45

**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 existing landscape for Miami-Dade County.

The scope of work consists of the following: turf mowing, grass trimming, edging, mulching, constructing mulch tree rings and strips, shrub and hedge trimming, pruning and trimming trees and palms, removing palm frond, clearing tree trunks, removing suckers, sprouts weeds and vines, maintaining plants and annual flowerbeds, controlling pests and diseases, fertilizing, clean-up, removing trash and litter, applying pre and post emergent herbicides.

The vendor shall complete all tasks in a uniform, continuous manner within each cycle; (one after the other) until they are all fully completed in one day or two days as indicated in the schedule.

**3.2 SERVICE CYCLES**

**Except for the fertilization requirements described in Paragraph 3.3, all services in this solicitation will be performed in cycles.** A site cycle is complete when all the required service tasks are performed and accepted. The frequency of the services in this solicitation is as follows: twelve cycles per year and sixteen cycles per year. The following are the service cycle schedule for this solicitation. These schedules may be adjusted by the County user department.

<b>Schedule for 12 Service Cycles Per Year</b>		<b>Schedule for 16 Service Cycles Per Year</b>	
<b><u>Month</u></b>	<b><u>No. of Cycles</u></b>	<b><u>Month</u></b>	<b><u>No. of Cycles</u></b>
January	2	January	2
February		February	1
March		March	1
April	1	April	2
May	1	May	1
June	2	June	2
July	1	July	1
August	2	August	2
September		September	1
October	1	October	1
November	1	November	1
December	1	December	1
<b>12</b>		<b>16</b>	

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**3.3 SERVICE CYCLE TASKS****A. Turf Mowing**

Remove all leaves, litter, rocks, trash, garbage, and debris from turf areas before mowing. All mower blades shall be sharp enough to cut, rather than tear, grass blades. Mowing shall not be performed when the weather, or other conditions, would cause damage to turf. All mowers are to be adjusted to the proper cutting height and level for the turf areas. Mowing height shall be at 3" to 3.5" inches, except when otherwise directed by the representative of the County user department. Height measurement shall be from level grade with the blade surface parallel and level to the ground. Mowing shall produce an overall smooth surface 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. Mowing shall be performed carefully so as not to "bark" trees, palms or shrubs, 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.

**B. Grass Trimming**

All string line trimmers (weed eaters) shall have rock shields. All grass shall be trimmed with weed eaters immediately following mowing. Trim at the same height that grass was mowed. Trim around all obstacles and vertical surfaces such as poles, control boxes, fences, curbs, buildings, walls, electric boxes, irrigation heads; uneven or jagged edged pavement or other objects as required by the County's representative. The vendor shall remove all trimming debris at time of service.

**C. Edging**

After each mowing, use a mechanical edger to edge to a neat, uniform, vertical line at all grass abutting curbs, sidewalks, driveways, flush-paved surfaces, as well as at shrubs, ground covers beds, hedges, trees, palms or other objects. The vendor shall sweep-up and remove all edging debris at time of service.

**D. Hedge and Shrub Trimming**

All trimming shall be in proportion to the dimensions of the hedge and shrub, using horticultural sound principles. Pruning and trimming are to be performed during each service cycle, as needed to maintain the formal or informal character of the landscape. Use sharp manual or mechanical hedge trimmers to trim all hedges to maintain neat, geometric forms in size, shape and form as existing. Trim or prune plant material to ensure unobstructed sidewalks, passageways, signs, furniture, curbs, bus bays, fences and windows. Prune all suckers, sprouts and dead and/or broken branches. Hedges will be cut even and straight. When possible, the sidewalk's edge will be used as a guide. All hedges will be kept at a height of no more than 6' feet, or as directed by the County representative. Hedges shall be kept healthy and insect-free.

**E. Tree and Palm Pruning and Trimming**

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All pruning and trimming is to be performed in a routine basis as part of the cycle to maintain a minimum canopy height of 10' on pedestrian path and 16' on streets. Trees will also be pruned to allow for aeration and proper growth. Tree trimming shall be supervised by an International Society of Arboriculture (ISA) Certified Arborist. Prior to the tree trimming, the vendor shall submit to the representative of the County user department a copy of the arborist's license. Vendor shall clear trunk trees, at the directed heights, up to fifteen feet (15') from the ground. For trees of total height near or less than 15 feet, trim in proportion to the tree size. Remove all palm fronds on palm trunks to provide a clear trunk and a 9:00 o'clock 3:00 o'clock configuration. This work is limited to palms whose "head" and fronds are 15 feet from the ground and lower. All pruning shall be done in accordance with the American National Standards Institute (ANSI A300 Standards) 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/). Special emphasis will be placed on safety during tree pruning operations particularly when working over or adjacent to roads, walkways and utility lines.

**F. Weeds and Vine Control**

All weeds and vines shall be removed (1) manually, (2) with chemicals, including pre and post emergence herbicides, (3) by mechanical means, or (4) any combination of these means from mulch rings and strips, decorative rock beds, shrubs, hedges, ground cover beds and paved areas. All chemicals used in weed control shall be provided by the vendor as part of their work at no additional cost to the County. Examples of paved areas are sideways, sidewalks, along and through fence lines, curbs, parking lots, expansion joints, cracks, paved areas, and areas adjacent to buildings, etc. When chemicals are used to control weeds, use an approved herbicide that will kill the weed roots.

For more information link to: [www.epa.gov/pesticides/](http://www.epa.gov/pesticides/) and [www.freshfromflorida.com/onestop/aes/registration.html](http://www.freshfromflorida.com/onestop/aes/registration.html). Vendor 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 mechanical removal and application of selective and non-selective pre and post emergent herbicides, per label direction, as required to keep the areas described above free of weeds.

**G. Annual flowerbeds maintenance**

Remove all weeds, grasses and dead, broken, damaged or unsightly plant or plant parts from flowerbeds. Remove all litter. Prune or trim to maintain beds height. Depending on the variety of annual plants, pinching of buds to promote bloom and to reduce fungus may be required.

**H. Pest and Disease Control (Pesticides, Herbicides, etc.)**

The vendor shall report all plant material affected with pests or disease to a representative of the County user department. The report shall include the name of the plant material, name of the pest or disease, chemical to be used, method of

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application and schedule for application (initial and follow). Action for treating plant material with pest or disease shall be started as soon as possible and followed up with additional treatments as recommended. Only products approved by the Federal Environmental Protection Agency (EPA) and registered and approved by the State of Florida shall be used. For more information link to: <http://www.epa.gov/pesticides/>, and <http://www.freshfromflorida.com/onestop/aes/registration.html>. Prior to the application of the chemical, the vendor shall submit to the representative of the County user department the product's label and Material Safety Data Sheet for approval of product. In addition, vendors are required to provide to the representative of the County user department proof of a valid 482 Pest Control Operator and / or 487 Pesticide Applicator license.

I. Litter Control

Litter pick-up shall be performed within each cycle. The vendor shall remove all trash, leaves, litter, rocks, garbage landscape debris, glass, plastics and vehicle parts. Pickup includes the entire landscape areas as well as hard surfaces. The vendor shall remove and legally dispose of all debris from the service site, including all adjacent paved surfaces.

J. Inspections and Quality Control

The vendor shall plan, coordinate, and inspect sites to maintain quality control, and report inspection findings to a representative of the County user department. A representative of the user County department will regularly inspect the work performed by vendor.

**3.4 FERTILIZATION**

A. Frequency

Fertilize two (2) times per year, in March and July, or as directed by a representative of the County user department. Application rate shall be in accordance with the manufacturer's specifications. Vendors shall provide a price for this service in Section 4, Bid Submittal Forms.

B. 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>.

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

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C. Composition and Quality

All fertilizer shall be uniform in composition and dry. Granular fertilizer shall be free flowing and delivered in unopened bags, containers and/or boxes, which are fully labeled with the manufacturer's analysis.

**3.5 ATHLETIC FIELDS**

The athletic fields at each site are not part of this ITB.

**3.6 IDENTIFICATION, UNIFORMS AND VEHICLES**

All vendor personnel performing services under a contract resulting from this solicitation must carry a clearly visible employee identification badge. This badge shall include the vendor's company name, the employees name and a current photograph of the employee. In addition, all employees shall wear a uniform shirt (or t-shirt) clearly displaying the vendor's company name. Vendor vehicles shall be clearly identified with the company name.