

***Grounds Maintenance Services for Miami-Dade Aviation Department***

**SECTION 2**  
**ADDITIONAL/SPECIAL TERMS AND CONDITIONS**

**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for scheduled grounds maintenance for Miami-Dade Aviation Department facilities and adjacent rights-of-way, as listed and specified elsewhere in this solicitation document.

The scope of work includes: turf mowing, grass trimming, edging, weed and vine control, leaf removal, irrigation maintenance, clean-up, landscape material maintenance, clean yard trash pickup and disposal, thinning cleaning and pinching back hedges, shrubs, shrub masses, grounds covers, ground cover masses, annual and flowering plants, trimming grass-like shrubs, tree and palm pruning and trimming, pest and disease control, fertilization, mulching, irrigation repairs, bulky waste pickup and disposal, removal of staking and guying material, and watering services.

**2.2 DEFINITIONS**

- A. Calm days shall mean days when the wind is blowing less than fifteen (15) miles per hour.
- B. Cancellation is referred to not performing any work during the scheduled workday.
- C. Changes refers to modification to the scheduled task or re-scheduling a portion of the service cycle to another time and/or day.
- D. Clean Yard Trash shall mean yard trash, inclusive of plastic, paper, cans, bottles, tree debris, and leaves, but free of other forms of solid waste such as garbage.
  - Garbage refers to any accumulation of discarded animal, fruit, and vegetable matter.
  - Bulky Waste shall mean items such as: furniture, white goods (ex: appliances), house fixtures (e.g.: cabinets, bathtubs, sinks, etc.) fences, construction, and demolition debris (e.g., rocks), electronics, and tires.
- E. Completion Notice shall mean a written notice by the Awarded Bidder advising the County that a site is completed and ready for inspection.
- F. County Structures shall mean County-owned buildings, walls, sculptures and monuments, fire hydrants, benches, etc.
- G. Daily Work Report shall refer to the list of scheduled tasks for that day and results.
- H. Disposal shall mean to legally discard the collected material, off County property.
- I. MDAD shall mean Miami-Dade Aviation Department.
- J. Pass-thru Basis shall mean that Bidders shall charge the County the same cost as charged by their supplier. A copy of the product/material receipt shall be submitted with the Bidder's invoice for payment. No payment shall be authorized without such receipt.
- K. Safe Sight Triangle shall mean sight distance along all approaches creating a vision clearance triangle sufficient to avoid vehicle conflicts for all approaching or departing vehicles traveling at or less than the maximum speed limit.
- L. Service cycle shall mean the period between one routine maintenance and the next.
- M. Surplus shall mean to fallen plant material (e.g.: leaves, branches, flowers, etc.); excess of dirt, rocks, etc.
- N. Swales shall mean a narrow or shallow piece of land (i.e., a low-lying grassland area).
- O. Thinning, cleaning and pinching back shall mean manually removing dead, unwanted foliage, limbs and branches and dead or unwanted flowers and seed parts and their stems.
- P. Vine(s) shall mean any plant(s) that grows on a hard surface (ex: asphalt).
- Q. Weed(s) shall refer to plant(s) that is/are not the same species as the cultivated and maintained, individual plant, or group of plants, where it is growing.
- R. Workday shall mean Monday through Friday 8:00AM to 5:00PM.

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**2.3 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 Purchase Order issued by the County. The Contract shall expire on the last day of the five-year term.

**2.4 METHOD OF AWARD**

Award of this contract will be made to the lowest priced responsive, responsible Bidder, in the aggregate, and who meets the qualification criteria listed in Section 2.5. In order to be considered for award, Bidders must submit an offer for all items. If a Bidder fails to submit an offer for all items, the offer may be rejected.

**2.5 QUALIFICATION CRITERIA**

Bidders must meet the following requirements to be considered for award:

**A. References**

Bidder, or Bidder's Subcontractor, shall be regularly engaged in the business of providing grounds maintenance services to be considered for award. Bidder, or Bidder's Subcontractor, shall provide three (3) ***different*** references from customers to whom the Bidder, or Bidder's Subcontractor, has provided, or is currently providing, grounds maintenance services as described throughout this Solicitation. In lieu of the references from the Bidder, or Bidder's Subcontractor, the County will consider the references from Bidder's key personnel in accordance with Resolution No. 1122-21.

The references should include the customer's company name, and the contact person's name, title, address, telephone number, and e-mail address, who can verify that the Bidder/key personnel/Subcontractor has successfully provided the goods/services (Section 4: Bid Submittal – Required Criteria). These references shall ascertain, to the County's satisfaction, that the Bidder/key personnel/Subcontractor has sufficient expertise in the industry, and its firm is properly equipped to perform the required goods/services.

**B. Arborist License**

Bidder, or Bidder's Subcontractor, shall be an arborist, certified by the International Society of Arboriculture (ISA). The name of the arborist, and a copy of the license, shall be included in the Bidders' submittal form. For more information link to: [www.floridaisa.org](http://www.floridaisa.org).

**C. Lawn, Ornamental and Right-of-Way**

1. Bidder, or Bidder's Subcontractor, shall hold a current Pest Control license for lawn and ornamental services issued by the Florida Department of Agriculture and Consumer Services. A copy of the current license shall be provided.
2. Bidder, or Bidder's Subcontractor, shall employ a certified operator. A copy of their current license issued by the Florida Department of Agriculture and Consumer Services shall be provided.

Both licenses are required in order to meet this qualification criteria (Qualification Criteria C, 1 and 2).

3. Bidder, or Bidder's Subcontractor, shall hold a current commercial applicator license for right-of-way, and/or ornamental and turf, issued by the Florida Department of Agriculture and Consumer Services. Bidder shall provide a copy of the license in order to meet this qualification criteria.

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For more information link to: [www.freshfromflorida.com/onestop/aes/pestapp.html](http://www.freshfromflorida.com/onestop/aes/pestapp.html) and [www.freshfromflorida.com/onestop/aes/pestcont.html](http://www.freshfromflorida.com/onestop/aes/pestcont.html) .

**D. Lawn Sprinkler Repair**

Bidder or Bidder's Subcontractor shall hold, at a minimum, one of the following:

1. General Contractors (GC) license, issued by the State of Florida Construction Industry Licensing Board
2. General Contractors (GC) license, issued by the Miami-Dade County Construction Trades Qualifying Board
3. Plumbing Contractors license, issued by the State of Florida Construction Industry Licensing Board
4. Plumbing Contractors license, issued by the Miami-Dade County Construction Trades Qualifying Board
5. Lawn Sprinkler Contractors license, issued by the Miami-Dade County Construction Trades Qualifying Board

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

**2.6 PRICES (TBD by MDAD)**

The Bidder's price(s) shall be inclusive of all costs, delivery, charges, and fees. Additional charges of any kind will not be accepted.

The initial contract prices shall remain fixed and firm until for no less than 12 months from the commencement date. Thereafter, prices may be adjusted annually, at the request of the Awarded Bidder. Price Adjustments shall be in accordance with the Miami-Dade County Living Wage rate adjustment, as published in the Living Wage Page of the Miami-Dade County Internal Services Department, Small Business Development Division (SBDD). The following weblink is provided for the Bidder's convenience: <https://www.miamidade.gov/global/business/smallbusiness/living-wage.page>.

**2.7 SMALL BUSINESS ENTERPRISE (SBE) – TBD by SBD**

The applicable measures for this solicitation are as follows:

**SBE Measures:** SBE Set-Aside as further identified in Section 1, Paragraph 1.45, of the General Terms and Conditions.

**2.8 INSURANCE REQUIREMENTS – TBD by MDAD Risk**

The following clause shall update the insurance requirements in Section 1.22:

General Liability of \$1 million - Miami Dade County should be listed as the additional insured to this coverage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**

Automobile Liability Insurance covering all motor vehicles used on the AOA at MIA by the applicant, in an amount not less than \$5,000,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**

**2.9 PRE-BID CONFERENCE AND SITE VISIT (HIGHLY RECOMMENDED)**

It is highly recommended that Bidders visit the sites of the proposed work and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required prior to submitting an offer. No additional allowances will be made because of lack of knowledge of these conditions.

A pre-bid conference and site visit has been scheduled for the following date:

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**A. Pre-Bid Conference and Site Visit**

A pre-bid conference will take place at Miami International Airport (MIA), at the location, date and time listed below.

**Date & Time:** **TBD**

**Location:** 4331 NW 22nd Street, Miami, FL 33142, Bldg. 3030, 3rd Floor Conference Room

It is important that Bidders confirm their attendance by sending an email to Pablo Martinez at [pablo.martinez@miamidade.gov](mailto:pablo.martinez@miamidade.gov), as transportation will be provided for this day only and space is limited.

**B. Instructions**

Bidders shall arrive promptly as the meeting will start on time. Bidders are to provide their own transportation and bring a copy of the solicitation as additional copies will not be available. The meeting is exempt from the 'cone of silence' allowing for any questions to be addressed with representatives from Miami-Dade County. This is a public meeting and multiple members of individual community councils may be present.

**2.10 EXEMPTION TO CERTAIN CLAUSES**

The following clause within Section 1, General Terms and Conditions of this solicitation shall **NOT** apply:

- Section 1, Paragraph 1.37 (County User Access Program-UAP)

**2.11 WAGE REQUIREMENTS**

If the total contract value, **per year**, 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>.

**2.12 PARKING AND TRANSPORTATION TO THE WORK SITE**

Bidders have the option of parking their vehicles in various parking garages or the employee parking lot, for a non-reimbursable fee/toll. The Bidder shall provide transportation for all their employees to and from the work sites, while working under this contract.

**2.13 IDENTIFICATION AND UNIFORM**

All employees of the Awarded Bidder(s) must carry a valid government-issued photo identification at all times. All personnel shall wear a uniform shirt (or t-shirt) clearly displaying the Bidder's company name. Uniforms shall be maintained so all personnel are neat, clean and professional in appearance. Non-uniform clothing will not be permitted. Failure to comply with any of these requirements may result in immediate suspension of work, without additional time being added to the cycle.

**2.14 COMPLIANCE/REGULATIONS/SAFETY**

**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 Regulatory and Economic Resources, 701 NW 1 Court, Miami, Florida 33130, Telephone (305) 372-6789.

**B. Accident Prevention, Barricades and Safety**

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

Awarded Bidder(s) 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. Awarded Bidder's employees shall always wear a safety vest or bright orange tee shirt while performing the service cycle. The County reserves the right to issue immediate restraint, or cease and desist, to an Awarded Bidder, when unsafe or harmful acts are observed, or reported, while performing under the contract. Hazardous conditions shall be immediately reported to the County.

**C. Maintenance of Traffic (MOT)**

The applicable portions of the Public Works Manual, Part I, as it pertains to the maintenance of traffic, and the "Manual on Uniform Traffic Control Devices for Streets and Highways" (MUTCD) and subsequent revisions and addenda, as published by the U.S. Department of Transportation, Federal Highway Administration shall apply. Awarded Bidders shall install and maintain, from beginning to end of the maintenance operation, warning signs and/or any other warning and safety devices advising motorists of work being done in the area. All signs shall be temporary and must be removed at the end of the work operation, or at the end of the day, whichever comes first. For additional information link to [http://mutcd.fhwa.dot.gov/kno\\_2009r1r2.htm](http://mutcd.fhwa.dot.gov/kno_2009r1r2.htm)  
<http://www.motadmin.com/find-a-training-provider.aspx?pageNum=2&orderBy=TwoDecimalRating>

Failure to comply with any of these requirements may result in immediate suspension of work, without additional time being added to the cycle.

**2.15 KICK-OFF MEETING**

Following the award of this solicitation, a kickoff meeting will be held with the Awarded Bidder(s) to discuss schedule and the scope of services.

**2.16 CHANGES**

Although this solicitation identifies specific sites to be serviced, it is hereby agreed and understood that the County may at its option add and/or delete groups/sites/services to the contract.

**A. Additional Group and/or Sites and/or Services**

Should the County determine that additional groups, sites, or services need to be added, a quote shall be obtained from the Awarded Bidder(s). If the County determines that the price submitted by the Awarded Bidder(s) is not competitive, the County reserves the right to acquire the services through a separate solicitation.

**B. Deletion of Group and/or Sites and/or Services**

Group or sites may be deleted, upon written notice to the Awarded Bidder(s), when services are no longer required during the contract period.

**C. Site Modification**

Should a site area increase or decrease, or plant/landscape material be removed or added, updated price quotes shall be obtained from the Awarded Bidder(s) servicing the site. If the County determines that the

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updated price submitted by the Awarded Bidder(s) is not competitive, the County reserves the right to acquire the services through a separate solicitation.

**D. Decrease/Increase Service Cycles**

1. Decrease: The County has provided the estimated amount of service cycles in Section 4, Bid Submittal Form. If the number of cycles are reduced by thirty (30) percent, or more, Awarded Bidder(s) may request to negotiate prices with the County. If the numbers of cycles are increased back to the original amount listed in Section 4, the original quoted price, plus any applicable CPI increases, will be paid subsequently.
2. Increase: If the number of cycles is increased by thirty (30) percent or more, the County may request to negotiate prices with the Awarded Bidder. If the number of cycles is decreased back to the original amount listed in Section 4, the original amount, plus any applicable CPI increases will be paid subsequently.

**E. Additional Services**

If additional services are required, price quotes shall be obtained from the Awarded Bidder servicing that group. If the County determines that the price submitted by the Bidder is not competitive, the County reserves the right to acquire the services through a separate solicitation.

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**SECTION 3**  
**SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

**3.1 SCOPE OF WORK**

The Awarded Bidder(s) shall furnish all supplies materials, equipment, machinery, tools, supervision, labor, and services necessary to perform the work called for in the contract specifications. These responsibilities shall be carried out through planning, assignment, coordination, inspections, quality control, field operations, reporting, and other forms of administrative management required to optimize services and support in compliance with the terms of the contract specifications. Services shall be provided by the Awarded Bidder(s) to the acceptance of the County and to maintain the facilities in an attractive, neat, clean, organized, and safe manner.

**Vehicles and Equipment**

The Awarded Bidder(s)'s vehicles and equipment shall be in proper working conditions, free from leaking fluids. All equipment shall include all safety devices, properly installed and maintained. If the County determines that the equipment is deficient in safety devices, the Awarded Bidder(s) will be notified immediately. The Awarded Bidder(s) shall remove the deficient equipment from service and replace it with working equipment.

Awarded Bidder(s) vehicles shall be clearly identified with the company name on both sides and must be legible at a minimum of fifty (50') feet away during daylight hours. Company name and graphics shall be uniform in design and color on all vehicles. While performing services on airside property, Aircraft Operating Area (AOA), the following is required:

1. Each person accessing the AOA must obtain an identification badge, issued by Miami-Dade Aviation Department (MDAD).
2. Bidder must obtain an AOA Vehicle Decal for each vehicle operating on the AOA.
3. Operators of vehicles must obtain an AOA Driver's Permit, issued by MDAD.

Crew members are not required to obtain an identification badge as long as the supervisor or lead worker is present at all times. The Awarded Bidder shall bear all costs related to obtaining and maintaining the ID badge, Decal and AOA Permit. The following link is provided for more information: [http://www.miami-airport.com/id\\_badging\\_info.asp](http://www.miami-airport.com/id_badging_info.asp). Failure to comply with any of these requirements may result in immediate suspension of work, without additional time being added to the cycle.

**Quality Control**

Awarded Bidder(s) shall perform inspections, and quality control, daily and report findings to the County representative. Bidders shall complete a *Daily Work Report* by site. This form shall be submitted no later than 9:00AM the next working day to the County, after work is performed. The County will provide the *Daily Work Report* form to the awarded Bidder. Bidders shall also attend weekly inspections/quality control site visits with the County representative.

**3.2 SERVICE CYCLE: SCHEDULING, FREQUENCY, AND CANCELLATION**

**A. Scheduling**

At the beginning of each month, the County will provide the awarded Bidders with a schedule indicating the start and end date of each service cycle and the order in which sites will be serviced. This schedule is tentative and may be adjusted as needed. The Bidder shall submit to the County any changes to the schedule at least five (5) working days prior to the start of the service cycle for approval. If not approved, the established schedule shall prevail.

Bidders shall schedule and conduct the work in a manner that will not interfere with normal pedestrian traffic on adjacent sidewalks, or vehicular traffic on adjacent streets, and shall not cause annoyance to the public or users of the sites. Bidders shall recognize that during the contract period, other activities and operations may be conducted. Bidders may be required to modify or curtail certain operations and shall promptly comply with the County's request to do so.

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All work shall be completed in a continuous manner, inclusive of all tasks listed in Sections 3.4 to maintain the sites in a uniform manner and remain on schedule. For service cycles which are delayed, the established County schedule shall prevail for subsequent service cycles. On instances where the Bidder falls behind schedule, the Bidder may bring additional staff and equipment or a combination thereof to return to the established schedule at no additional cost to the County.

**B. Service Cycles and Frequencies**

The awarded Bidder shall perform the service cycles at the following frequencies; however, the County has the right to adjust such frequencies at its discretion, in writing, at any time during the Contract:

1. The items that list thirty (30) cycles per year, Bidders shall perform seventeen (17) service cycles (approximately every 10 calendar days) from April to Sept, and thirteen (13) service cycles (approximately every 14 calendar days) from October to March.
2. The items that list fifty-two (52) cycles per year, Bidders shall be performed the service once a week.
3. The items that list one hundred-four (104) cycles per year, Bidders shall be performed the service twice a week.
4. The items that list two hundred and sixty (260) cycles per year, Bidders shall be performed the services five (5) times per week.

The County has the right to adjust such frequencies, at its discretion, at any time during the Contract period.

For service cycles that are delayed, the approved County schedule shall prevail for subsequent service cycles. On instances where the Awarded Bidder falls behind schedule, the Awarded Bidder may extend the Work Hours, work on weekends, and bring additional staff and equipment, or a combination thereof, to return to the established schedule at no additional cost to the County. Extending the Work Hours, or working on the weekend, must be coordinated, and approved by the County, in advance.

**C. Cancellation**

Cancellation and changes due to inclement weather (i.e., stopping work and releasing employees for the day, or not working at all, due to unsafe conditions) shall be reported to the County as promptly as possible. Once the Awarded Bidder reaches their facility, a written notice shall be sent to the County offering the rescheduled date(s).

Cancellations of a service schedule (other than due to inclement weather) shall be reported to the County forty-eight (48) hours in advance for approval. If not approved, the established schedule shall prevail. The County reserves the right to, in advance, request service to be performed on a particular day as needed.

**3.3 GROUNDS MAINTENANCE TASKS**

Awarded Bidder(s) shall furnish all labor, material, and equipment necessary for satisfactory contract performance. The Awarded Bidder(s) shall perform the tasks listed below during each service cycle to all properties listed in the solicitation.

The following grounds maintenance tasks shall be performed during each service cycle:

**A. Turf Mowing**

Remove all leaves and clean yard trash 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 would cause damage to turf. Mowing height shall be three (3") to four (4") inches, except when otherwise directed by the County. Height measurement shall be from level grade with the blade surface parallel and level to the ground. Mowing shall produce an overall smooth and even surface appearance without scalping or leaving any uncut grass. Mowing shall be performed carefully so as not to damage any plant / landscape material, pavement, or other property. Bush hog or farm tractor type of equipment shall



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not be utilized unless approved by the County. Mowing shall be performed carefully so as not to damage any plant / landscape material, pavement, or other property.

**B. Grass Trimming**

All string line trimmers (weed eaters) shall have all appropriate safety features installed such as handles, guards or rock shields. Turf shall be trimmed around all obstructions to be uniform with surrounding turf. Trimming may be accomplished by hand power shears or rotary nylon "fish line" cutting machines. Turf shall be trimmed at the same height as the adjacent turf mowed. Trim around all obstacles and vertical surfaces including, but not limited to, poles, control boxes, fences, curbs, buildings, walls, electric boxes, irrigations head, uneven or jagged edged pavement or other objects, as required.

**C. Edging**

All edging shall be done using a mechanical edger equipped with metal edging blades. Completed work shall be neat and uniform with vertical lines at all grass abutting all horizontal and vertical hard surfaces, valve boxes, drains, rock/brick beds and various objects in grass areas, as well as at shrubs, ground cover beds, hedges, trees, palms, or other objects, as required by the County. Rotary nylon "fish line" weed trimmers are not to be used for vertical edging.

Turf shall be edged a minimum of eighteen inches (18") inches around all trees that are in lawn areas, and ten inches (10") out from the dripline of ground cover, flower beds, shrubs, and hedges. When edging bed lines, straight lines shall be true, even, and uniform straight lines, and curved lines shall be true, even, and uniform curved lines, not distorted, meandering, or wiggly, lines or curves. Edging shall be performed carefully, so as not to intrude into any plant beds, landscape material or damage the irrigation system, landscape lighting, pavement, or any other property.

**D. Weed and Vine Control Removal**

All landscape and turf areas, plant material, hard surfaces and County structures will be weed and vine free. Weeds six (6") inches and taller shall be manually pulled by hand to remove the weed and its root system. No herbicide, or other means, is allowed unless previously approved by the County representative. Weeds less than six (6") inches may be either manually removed by hand, including the root system, or treated with a chemical herbicide comprised of a pre and post emergent. The County may restrict the use of chemical weed control in certain areas. Weeds treated with herbicides must be completely removed immediately after they are dead / brown or as directed by the County.

Bidder shall manually pull all weeds and grasses from landscape areas, shrubs, hedges, ground cover, rock beds, "the clear areas around trees, tree sidewalk "cut-outs" and flower beds, unless chemical, or mechanical, means are authorized by the County, in which case, the dead/ brown weeds are to be manually removed thereafter. Remove any vines attached to the trunk of trees and palms up to twelve feet (12').

Bidder shall also remove all exotic weed trees, with a trunk caliper of up to four (4') inches when measured at a height of four (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>. Utilize a combination of mechanical removal and application of herbicides, per label direction, as required to keep the areas described above free of weeds.

No chemical herbicide, as appropriate for the purpose and area proposed, shall be applied until use is approved in writing by the County. Additionally, all applicators must comply with Miami Dade County, and State of Florida, Florida Department of Agriculture and Consumer Services (FDACS) certification requirements, regulations, and ordinances. Should the Bidder be allowed to use chemical means for weed control, a plan shall be submitted for the application of chemical herbicides for approval by the County. The plan shall consist of a list of the materials proposed for use, the Safety Data Sheet of each chemical, the exact brand name, and generic formulation of each chemical, the specific proposed applications, the methods of application, the supervision of use, and the training of employees.

Verification of product usage may be monitored by the County. The follow links are provided for product information: [www.epa.gov/pesticides](http://www.epa.gov/pesticides) and [www.freshfromflorida.com](http://www.freshfromflorida.com).

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A 'tracker' or dye shall be mixed with the herbicide, unless approved otherwise by the County. The tracker/dye shall dissipate within approximately forty-eight (48) hours after application.

**E. Leaf Removal**

All landscaped areas, hard surface areas and County structures, shall be maintained leaf free. No stockpiling of collected leaf litter will be allowed on County property. No additional payment will be made for travel time to, and from, a site, or to the disposal site, as well as any tipping fees, for disposal.

**F. Irrigation Maintenance**

Before performing each service cycle, the Bidder shall inspect each site and notify the County of all damaged and/or malfunctioning irrigation discovered, per site. As part of each service cycle, the Bidder shall provide maintenance to the irrigation system. This maintenance shall consist of the following:

1. Adjust all sprinkler-heads, to proper height, arc, coverage, radius, and operation. Repair or replace any damaged components that are found.
2. Clean and adjust all valves and other controls as necessary. Ensure that valves are opening and closing properly.
3. Check and inspect controller for proper operation. On the controller, ensure that the clock has the right time, that the program is properly set and that it is properly operating all valves correctly. Lock the controller and pump station after the inspection.
4. Bidder shall file an irrigation maintenance report with the County representative after each service cycle. The maintenance report format shall be approved by the County representative.

Irrigation damaged by the Bidder while performing the services shall be repaired or replaced, as determined by the County, at no additional cost to the County.

**G. Clean-up**

All unusable materials and trash shall be removed from the work site at the end of each workday and disposed of in an appropriate legal manner, off County property. Upon completion of the work, the Bidder shall thoroughly clean up all areas affected by the work performed that day. Bidders are to use rakes, brooms, leaf blowers or vacuums selectively to collect the trash as specified by the County for identified sites. No leaves or trash resulting from the performance of the service are to be blown onto vehicles. Broom-clean or vacuum / blow off all hard surfaces.

**H. Landscape Material Maintenance**

1. Decorative Rock Bed: Decorative rock displaced into the landscape, other decorative bed, or roadway, shall be cleaned up, removed, and placed back into the appropriate bed where possible, on an as needed basis. Repair and reset, on an as needed basis, any existing damaged, bent, or misaligned edging, in and around the decorative rock beds.
2. Mulch Areas: Displaced mulch shall be cleaned up, removed, and then replaced as needed with new mulch, during the scheduled service cycle, or as directed by County.

**3.4 CLEAN YARD TRASH PICK-UP AND DISPOSAL**

All landscape and turf areas, plant material, hard surfaces and County structures shall be maintained free of yard trash. Trash pickup shall also include the perimeter of bodies of water extending into the water up to three (3) feet from the water line, or edge. No stockpiling of collected trash shall be allowed on County property. The County will not supply an area, or facilities, for handling, storage, or disposal of collected trash. No additional payment will be made for travel time to, and from, a site, or to the disposal site, as well as any tipping fees for disposal.

**A. Daily Service**

Bidder(s) shall provide in Section 4, a daily rate for clean yard trash pick-up and disposal service. Clean yard trash pick-up and disposal shall be performed Monday through Friday, or with preapproval by the County, five days a week, which may include Saturdays and/or Sundays. Daily pick-up shall be completed no later than 1:00 PM on the day the task is

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performed. The County will provide the schedule to the Awarded Bidder, which may be adjusted upon written request by the Bidder. If not approved, the established schedule shall prevail. Pick-up and disposal days shall include local, County, State and Federal holidays, when they occur on a scheduled day.

**B. Weekly Inspections**

The Awarded Bidder shall be responsible for weekly inspection of surface drains located within paved and landscaped areas. These drains shall be cleaned to remove any trash and/or vegetation that may have accumulated at the drain. If deemed necessary, the County may ask the Awarded Bidder to conduct an addition inspection.

**3.5 THINNING, CLEANING AND PINCHING BACK**

**A.** Hedges, shrubs, shrub masses, ground covers and ground cover masses may be thinned and cleaned, as scheduled by the County. Hedges are to be maintained as directed by the County. Maintain shrubs in a clean, healthy, growing, and correct color condition, in a desirable shape, and within the area specified in the Landscape Plans, or as directed by the County. Pruning shall consist of the removal of dead and/or broken branches, suckers, or sprouts, by hand.

**B.** Annuals and other flowering plants may be thinned, cleaned, or pinched-back as scheduled by the County. Maintain flower beds in a clean, healthy, growing, correct-color, floral condition and at the heights specified in Landscape Plans or as directed by the County. It is the Bidder's responsibility to remove, and properly dispose of, all dead or injured shrubs, ground cover and flowers within the landscape areas.

**C.** Prune, or trim, to maintain bed height and to encourage plants to fill out to provide complete coverage of areas. Prune and trim to maintain neat straight edges between varieties of ground covers, at curbs, or junction with turf. Do not allow one variety of ground cover to spread or otherwise establish itself in areas occupied by other ground covers or turf. Broken, damaged or unsightly plant parts, or flowers, are to be removed. All pruning shall be accomplished in accordance with standard practices including (1) use of sharp cutters or using hedge shears for pruning; (2) not using machetes for any operations; and (3) not using fish line (weed eaters).

**3.6 TRIMMING: SHRUB, GROUND COVER AND HEDGE**

Shrubs, ground cover and hedge trimming shall be performed as determined and scheduled by the County. Shrubs, ground covers and hedges shall be trimmed using sharp manual or mechanical equipment for all trimming. Trim to maintain neat, geometric forms in size, shape, and form as existing, or as directed by the County. Hedges are to be maintained at thirty-six inches (36"), or as directed by the County. Topiaries that are to be maintained in a geometric form shall be sheared, using manual or mechanical hedge shears, to the shape and size specified in Landscape Plans, or as directed by the County.

Maintain shrubs in a clean healthy-growing, and correct-color condition, in a desirable shape, and within the area specified in the Landscape Plans, or as directed by the County. Pruning shall include of the removal of dead and/or broken branches, suckers, or sprouts. All pruning will be accomplished in accordance with standard practices including (1) use of sharp cutters; (2) not using hedge shears for pruning; (3) not using machetes for any operations; and (4) not using fish line (weed eaters).

**3.7 TRIMMING: GRASS-LIKE SHRUBS**

Grass-like shrubs, hard cut (i.e., Fakahatchee Grass, Muhly Grass and Spartina Grass) shall be trimmed to a height of 9 to 12 inches.

**3.8 PRUNING AND TRIMMING: TREES AND PALMS**

Tree and palm pruning, and trimming shall be performed as scheduled by the County.

**A.** Pruning and Trimming of Trees and Palms 15' above ground and lower. This service will be payable per Cycle.

**B.** Pruning and Trimming of Trees and Palms higher than 15' above ground. This service will be payable on hourly basis.

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**C. Technical Specifications:**

Tree and palm pruning, and trimming shall be performed as scheduled by the County. Awarded Bidder shall trim or prune trees and palms to ensure that all County areas are unobstructed. All pruning and trimming shall be in proportion to the dimension of the tree, or palm, using horticulturally sound principles. Pruning and trimming shall be performed as needed to maintain the character of the landscape as determined by the County.

Use clean, sharp cutting tools designated for pruning. All pruning tools and power equipment used on trees or palms shall be disinfected, before being used on another tree or palm, with a disinfectant formula of either bleach or alcohol. Cut branches and limbs without disturbing the branch ridge or the branch collar. Do not leave stubs. All branches, limbs, and trunks too large to support with one hand shall be precut (lower side of branch) to avoid splitting or tearing of the bark. Where necessary, ropes or other equipment shall be used to lower branches to the ground. All branches, limbs, and trunks greater than six inches in diameter shall be cut into lengths not to exceed six feet. Special emphasis will be placed on safety during tree pruning operations, particularly when working over, or adjacent to, roads, walkways, and utility lines. The use of machetes and hedge shears for pruning is NOT permitted.

Pruning and trimming shall include removal of the following:

- Dead, dying, or unsightly parts of the trees and palms (trunks, branches, limbs, surface roots, etc.) Sucker growth on trunks and base of the trees to maintain clear trunk character.
- Branches that grow toward the center of tree.
- Crossed branches that may rub together.
- "V" crotches, if removal does not ruin the appearance of the tree.
- Multiple leaders, for normally single trunk trees.
- Nuisance growth that interferes with view, traffic, signs, walks, or lighting. Nuisance growth includes the removal of all dangerous thorns, spikes, or appendages, which show potential conflict with people, or vehicles.

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).

**3.9 PEST AND DISEASE CONTROL**

**A. Inspection**

Once per week, Awarded Bidder shall inspect plant material on each site, for pests, diseases, and other health conditions. The Bidder shall provide the County, a weekly report with their findings, by 10:00 AM, every Monday.

**B. Pest and Disease Testing**

If a pest or disease cannot be identified by the awarded Bidder(s), testing may be requested by the County. It shall be the responsibility of the awarded Bidder(s) to provide and/or conduct the task of all testing services required to successfully identify, diagnose, and prescribe a treatment program for pests, diseases or other health conditions. Testing shall be performed by a qualified agricultural laboratory, approved by the County.

A written report shall be issued by the laboratory for all tests outlining the results and/or diagnosis as well as recommendations. A copy of the written report shall be provided to the County representative, preferably no later than seven (7) calendar days from the date the County requests the testing, or from the date it is determined mutually by the County and the awarded Bidder(s). Awarded Bidder(s) shall collect the plant, deliver it to the laboratory, and pick-up the results and recommendation.

The cost of the testing, test results, and recommendation, shall be paid on a cost "pass-thru" basis. Awarded Bidder(s) shall charge the County the same cost as charged by the laboratory. A copy of the laboratory invoice shall be submitted with the invoice for payment.

**C. Treatment**

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The Bidder shall provide in Section 4, Bid Submittal, an hourly rate for the application of pest control. The hourly rate submitted by the Bidder shall be deemed to provide full compensation for labor, equipment-use, travel time, and any other element of cost and/or price.

Action for treating plant material with pests, diseases or other health conditions shall be started as soon as possible, but no later than seventy-two (72) hours after the pest, disease or other health condition is discovered or when instructed by the County. The product shall be applied as indicated on the said labeling. Follow-up treatments shall be as recommended on the label for the product being used for treatment. Treatments shall continue until the pests, diseases or health conditions are controlled to the satisfaction of the County.

**D. Product Approval**

Only products approved by the Federal Environmental Protection Agency (EPA) and registered and approved by the State of Florida shall be used. For additional product information link to: [www.epa.gov/pesticides](http://www.epa.gov/pesticides) and [www.freshfromflorida.com](http://www.freshfromflorida.com). Prior to the application of the chemical, the Bidder shall submit to the County the product label and Safety Data Sheet.

When a treatment product is being applied, the person applying it shall have in their possession all labeling associated with the product. While applying treatment products, the operator shall have their applicator license or licenses in their possession. Upon request by the County, the operator shall furnish such license or licenses. The application of treatment products is to be confined to the individual plant. Application techniques that may introduce the product beyond the immediate area of the individual plant are strictly prohibited. Apply product only during calm days. Do not apply when plant is wet, when rain is expected within 3-4 hours after application, or when temperatures exceed 88° Fahrenheit. Apply at times when pedestrian and vehicular traffic is lightest (i.e., early mornings or weekends). Use a spreader-sticker to aid in adherence and absorption of the product. Wash product off pavement and buildings immediately after applying.

The awarded Bidder(s) may be held responsible for any plant material that is damaged, develops poor health, or dies due to pests, diseases, or other health conditions that were:

1. Not identified, or not identified in a timely manner, on the Awarded Bidder's weekly inspections and subsequently no actions were taken to treat the pests, diseases, or health conditions.
2. Actions for treating pests, disease or other health conditions were not initiated by the Awarded Bidder within seventy-two (72) hours after the pest or disease is discovered, or as indicated by the County.

**3.10 FERTILIZATION**

**A. Soil Testing**

The awarded Bidder(s) shall have the soil tested by qualified agricultural testing laboratory, as approved by the County. Testing shall be done quarterly, or as scheduled by the County. The schedule will be provided to the awarded Bidder(s) a minimum of two (2) weeks in advance. The laboratory shall recommend the fertilizer formula to use prior to each fertilization. Each test shall have a minimum of ten soil samples from various locations that cover the entire areas to be fertilized. The test results with fertilizer formula recommendations shall be delivered to the County. Bidders shall collect the soil, deliver it to the laboratory, and pick up the results and recommendation. The cost of the test results will be paid by the County on a cost "pass-thru" basis.

**B. Fertilization**

Fertilize all turf and lawn areas, ground covers, hedges, shrubs, trees, and palms. Awarded Bidder(s) shall fertilize three (3) times per year (in March, June, and October), or as instructed by the County. The rate submitted by the awarded Bidder(s) shall be deemed to provide full compensation for labor, equipment-use, travel time, and any other element of cost and/or price. The cost of the product will be paid by the County on a cost "pass-thru basis". A copy of the product receipts shall be submitted with the invoice for payment.



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Specific requirements should be determined by soil test results, soil type, and time of year. Applications shall proceed, continuously, once begun until all areas have been completed. Application rates shall be in accordance with the manufacturer's specifications. The Bidder shall have a maximum of twenty-one (21) working days to complete this task from the start date, unless an extension of time for fertilization is approved, in writing, by the County.

**C. Product Approval**

The fertilizer used shall be a commercial grade product and recommended for use on each plant type. The Bidder shall submit manufacturer's specification sheet and tags from the bags of fertilizer to the County for approval of product prior to application. 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 <http://www.freshfromflorida.com/onestop/aes/fertilizer.html>.

Fertilizers shall be applied using the guidelines in Fertilization in the Florida Friendly Best Management Practices Manual for Protection of Water Resources by the Green Industries, Chapter 5. For more information link to <http://fyn.ifas.ufl.edu/pdf/grnind-bmp-en-12-2008.pdf>.

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

**11. MULCHING**

All mulch shall be refreshed with a new layer, **twice per year**, unless otherwise scheduled by the County, in writing. The awarded Bidder(s) shall have a maximum of twenty-one (21) working days to complete the task from the start date. The County, at their sole discretion, may approve additional time for the Bidder to perform the work. The rate submitted by the Bidder shall be deemed to provide full compensation for labor, equipment-use, travel time, and any other element of cost and/or price.

The awarded Bidder(s) shall maintain mulch rings extending approximately eighteen (18") to forty-eight (48") inches from the trunks of trees and palms, depending on their size and surface roots. Maintain a strip extending approximately twelve (12") to thirty-six (36") inches, from the outside edge of all hedges, shrub material and ground cover beds. Mulch shall be applied to a minimum depth of two (2") inches. Mulching shall include the existing tree and palm rings, and plant beds, as currently mulched. Mulch shall also be applied to the interior of plant beds where there are no plants, and any place within the bed where the ground is bare. Do not mulch strips along decorative rock beds.

The awarded Bidder(s) shall only use red mulch product certified by the Mulch and Soil Council. For more product information link to [www.mulchandsoilcouncil.org](http://www.mulchandsoilcouncil.org). Evidence of certification shall be provided to the County representative prior to each application. The cost of the mulch will be paid by the County on a cost "pass-thru" basis.

**3.12 ADDITIONAL WEED AND VINE CONTROL**

Awarded Bidder(s) shall provide, an hourly rate for weed and vine control to areas that cannot be reached without the aid of a ladder or lift truck such as retaining walls, bridges, buildings, roofs, and overhangs. The hourly labor rate quoted shall be inclusive of all costs such as, but not limited to, labor, vehicles, equipment, hand tools, motorized tools, safety gear and appurtenances to perform the required tasks.

**3.13 IRRIGATION REPAIRS**

The awarded Bidder(s) shall repair or replace any damaged components that are found prior to the start of a work cycle. Bidders shall provide an hourly rate in the Bid Submittal Price Sheet for irrigation repair on an as-needed basis. The hourly rate submitted by the Bidder shall be deemed to provide full compensation for labor, equipment-use, travel time, and any other element of cost and/or price. The awarded Bidder(s) shall provide to the County the plan of action, to include the estimated hours and replacement part and/or materials list for approval. The awarded Bidder(s) shall not start any work without written authorization from the County. The cost of the parts and materials will be paid by the County on a cost "pass-thru" basis.



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**3.14 BULKY WASTE PICK-UP AND DISPOSAL**

Bidders shall provide an hourly labor in the Bid Submittal Price Sheet for pick-up and disposal of bulky waste. Tires are to be transported to a location directed by the County. The hourly rate submitted by the Bidder shall be deemed to provide full compensation for labor, equipment-use, and any other element of cost and/or price. The dumping fee shall be paid on a cost "pass-thru" basis. The Bidder is to provide the dumping fee receipt with their invoice for payment approval; The County will NOT authorize payment for dumping fee without such invoice.

**3.15 HAZARDOUS CHEMICAL**

Awarded Bidder(s) shall advise the County representative if biohazardous and household chemicals, and biohazardous materials are found while the site is being serviced. The notification shall include the exact location and type of item found.

**3.16 CARCASS**

When the awarded Bidder(s) discovers a carcass, it shall bag it using a 3.0 MIL plastic bag and shall set it aside in the immediate vicinity. The awarded Bidder(s) shall notify the County representative of the location where the carcass was set aside. The Bidder shall provide a rate per carcass in the Bid Submittal Price Sheet.

**3.17 EGG ROCK AND RED BRICK AGGREGATE**

If required, all decorative rock beds shall be refreshed with new egg rock or red brick aggregate as directed by the County representative. Bidders shall provide a price for a crew of two (2) individuals for this service in the Bid Submittal Price Sheet. The cost of the material will be paid by the County on a cost "pass-thru" basis.

**3.18 REMOVAL OF TREE AND PALM STAKING AND GUYING**

Awarded Bidder(s) shall remove and dispose of all staking and guying materials on trees and palms as indicated by the County. Bidders shall provide an hourly rate for such service in the Bid Submittal Price Sheet. The hourly rate submitted by the Bidder shall be deemed to provide full compensation for labor, equipment-use, travel time, and any other element of cost and/or price. The awarded Bidder(s) shall bear the cost of the disposal of the material.

**3.19 WATERING SERVICES**

Awarded Bidder(s) shall provide supplemental watering to landscape areas and to containerized plants. Watering shall be provided as determined by the County. The County will provide the water. The Bidder shall provide, in the Bid Submittal Price Sheet, an hourly rate for the watering services. This rate shall be inclusive of the water tank truck and an operator. At the start and end of this service, the Bidder shall sign in and out at MIA Building 3030.

**3.20 LOCATION MAPS**

Refer to attached area maps, for visual display of service areas.

1. Group 1-A39 Red\_MIA 2022 GM AREAS
2. Group 1-Red\_MIA 2022 GM AREAS
3. Group 2-E Red\_MIA 2022 GM AREAS
4. Group 2-W Red\_MIA 2022 GM AREAS
5. Group 3-Red\_MIA 2022 GM AREAS

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**SECTION 4  
BID SUBMITTAL REQUIRED CRITERIA**

TO BE COMPLETED BY ALL BIDDERS	
Refer to Paragraph 2.XX to ensure that Bidder's responses and attachments comply with the Solicitation's requirements.	
Paragraph Reference	Bidder Requirements
2.XX	<p>Bidder or Bidder's Subcontractor shall be regularly engaged in the business of providing grounds maintenance services to be considered for award. Bidder or Bidder's Subcontractor shall provide three (3) <b><i>different</i></b> references from customers to whom the Bidder has provided or is currently providing grounds maintenance services as described throughout this Solicitation. In lieu of the references from the Bidder or Bidder's Subcontractor, the County will consider the references from Bidder's key personnel in accordance with Resolution No. 1122-21.</p> <p>The references should include the customer's company name, and the contact person's name, title, address, telephone number, and e-mail address, who can verify that the Bidder/Subcontractor/Bidder's key personnel has successfully provided the goods/services. These references shall ascertain to the County's satisfaction that the Bidder has sufficient expertise in the industry and its firm is properly equipped to perform the required goods/services.</p> <p><b>Reference Company Name No. 1:</b> <input type="text"/></p> <p>Is reference for the Bidder, Subcontractor, or key personnel: <input type="text"/></p> <p>If <b>Subcontractor</b>, then identify the name of the Subcontractor: <input type="text"/></p> <p>If <b>key personnel</b>, then identify the name of the key personnel: <input type="text"/></p> <p>and make sure that company key personnel worked for is listed <u>above</u> as "Reference Company 1."</p> <p>Contact's name: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p> <p><b>Reference Company Name No. 2:</b> <input type="text"/></p> <p>Is reference for the Bidder, Subcontractor, or key personnel: <input type="text"/></p> <p>If <b>Subcontractor</b>, then identify the name of the Subcontractor: <input type="text"/></p> <p>If <b>key personnel</b>, then identify the name of the key personnel: <input type="text"/></p> <p>and make sure that company key personnel worked for is listed <u>above</u> as "Reference Company 2."</p> <p>Contact's name: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p>



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<b>2.XX</b>	<p>Bidder shall assign a competent representative who is cognizant of industry standards and is authorized to discuss matters pertaining to the resultant Contract and provide the County with support and information. The Bidder's representative shall be able to communicate with the County and shall have full authority to act on behalf of the Bidder on all matters related to the resultant Contract. Bidders are required to provide their authorized representative's name, phone number, and e-mail address. All resources shall be available twenty-four (24) hours a day to provide immediate support and expedite services.</p> <p>Name of Bidder's Authorized Representative: _____</p> <p>Title of Bidder's Authorized Representative: _____</p> <p>Phone Number: _____</p> <p>E-mail address: _____</p>	
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