

Lake Maintenance Services

RQID1400028 - Verification of Availability

December 17, 2013

Find attached the “**Scopes of Work**” and “**Special Requirements**” for an upcoming **Request For Proposals (RFP)**. 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**”, being specified, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

See **Sections 2.1 through 2.7**; paying very close attention to all Sections listed, and the “**minimum**” requirements of each. (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 meet the requirements as it relates to the “Background” of Section 2.1, as follows?    YES\_            NO\_**

**Are you able to meet the “Minimum Qualification Requirements” of Section 2.2, as follows?:**

- **Licensed to perform “Pesticide Application” by the State of Florida**  
YES\_            NO\_
- **All your applicators meeting the same licensing requirements**  
YES\_            NO\_

**Preferred Qualification Requirements:**

Proposer shall have a minimum of five years’ experience, providing service to lakes including, but not limited to, Water management; aquatic weed control (weeds, algae, floating/submerged weeds & border grass/brush treatments; debris removal; chemical treatment of weeds and grasses and collection and disposal of floating and shoreline debris.

**Do you have previous experience meeting the above requirements?**  
YES\_            NO\_

**Are you able to meet the above “Preferred Qualification Requirements”?**  
YES\_            NO\_

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**Are you able to satisfy the “Services to Be Provided of Section 2.6? YES \_    NO \_**  
**(Bullets a through d)**

**Are you able to satisfy the “Aquatic Weed Control” (Acceptable Quality Level) of Section 2.9?            YES \_            NO \_**

Are you able to satisfy the "Personnel Requirements" of Section 2.10? YES \_ NO \_  
(Bullets a through c)

Are you able to satisfy the "Minimum Equipment Requirements" of Section 2.11?  
(Bullets a through c)

The minimum equipment required per crew for each zone is as follows:

- a. Spray boat: One (1) per crew/zone, commercial type spray boat with motor and a chemical tank with pump & motor. YES \_ NO \_
- b. Granular Broadcast Spreader (Vortex style): one (1) per crew/zone, gas powered with backpack. YES \_ NO \_
- g. Backpack Pump Sprayer: one (1) per crew/zone commercial type sprayer. YES \_ NO \_

A list of equipment meeting the minimum equipment requirements should be submitted with the bid submittal.

Are you able to satisfy the "Quality Control & Inspections Requirements" of Section 2.12?  
(Bullets a through c)

**General Use of Chemical**

Do you have prior experience consistent with the above requirements of as it relates to the use of Chemicals? YES \_ NO \_

Are you able to satisfy the "General Use of Chemicals" of Section 2.12?

Do you have prior experience consistent with the requirements of this RFQ?  
YES \_ NO \_

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

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

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

Please respond by **2:00pm, Thursday December 19, 2013** – (Providing References)

**LICENSE MUST BE INCLUDED**

Please complete the following **“Reference Requirements”**:

**Project Title:**

**Client Name**

**Contact No.:**

**Scope Description:**

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**Project Title:**

**Client Name**

**Contact No.:**

**Scope Description:**

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**Project Title:**

**Client Name**

**Contact No.:**

**Scope Description:**

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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 applicable); this helps SBD in the determination of measures).

**Vivian O. Walters, Jr.**

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Small Business Development Division

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***This document is a draft of a future solicitation and is subject to  
Change without notice.***

***This is not an advertisement.***

***Miami-Dade County, Florida EPP - RFQ #  
Lake Maintenance Services***

## **SCOPE OF SERVICES**

### **2.1 Background**

The County, as represented by Parks, requires services of lake maintenance at various lakes located throughout Miami Dade County. The contractor will be required to provide the required services in a safe, efficient, high productive manner, and within a very specific time-frame stipulated by the County.

The services required consist of but are not limited to the following:

- Water management
- Aquatic weed control (weeds, algae, floating/submerged weeds & border grass/brush treatments)
- Debris removal
- Chemical treatment of weeds and grasses
- Collection and disposal of floating and shoreline debris.

The contractor shall also perform planning, assignments, coordination, inspections, quality control, field operations and reports to comply with the terms specified herein.

The County anticipates awarding a contract to a Primary and a Secondary Contractor who submits an offer on all locations listed in the RFQ, in the order of their ranking, as determined by the overall scores, pursuant to Section 4.0.

### **2.2 Minimum Qualification Requirement as Follows:**

- a. The proposer shall be licensed to perform pesticide application by the State of Florida. A copy of the license should be submitted with the proposal as proof of meeting the minimum qualification.
- b. All the applicators shall be licensed to provide pesticide applications. A copy of the license should be submitted with the proposal as proof of meeting the minimum qualification.

Question for the Department: How many applicators license do you want? Is one sufficient?

### **2.3 Preferred Qualification**

Proposer shall have a minimum of five years' experience, providing service to lakes including, but not limited to, Water management; aquatic weed control (weeds, algae, floating/submerged weeds & border grass/brush treatments; debris removal; chemical treatment of weeds and grasses and collection and disposal of floating and shoreline debris.

**2.4 List of Locations Requiring Service as Follows:**

# of Lakes	Location Name and Address
5	West Kendall Best - Department – Please provide address for all locations
2	Shoma Homes -
3	Forest Lakes -
1	Doral Park -
2	Park Lakes -
15	Kendale Lakes -
1	Royal Landings -
4	Wonderly Estates -
1	Ponce Estates -
1	Casa Largo Subdivision -
2	San Denis San Pedro -
2	Sella Subdivision -
1	Miller Cove -
1	Capri Homes -
1	Erica Gardens -
1	Venetian Lakes -
4	Kendland -
1	Ponse Estates II -
5	Amelia Earhart Park -
2	Century States -
5	EFM Estates -
4	Grand Lakes -
1	Marpi Homes -
4	Watersedge -
1	Park Lakes Phase 4 -
3	AB @ Tamiami -
29	Country Club of Miami -
1	Candlewood Lake -
1	Rieumont -
1	Woodland Subdivision -
1	Park Lakes Phase 3 -
1	Eden Lake -
1	Park Lakes Phase 6 -
1	Casa Lago 1st Addition -
1	Laroc Estates -
1	Miller Cove 1st Addition -
1	Cutler Bay Palms -
1	Balani Subdivision -
2	Emerald Lake -1 -
3	Grand Lakes 5-7 -
1	Highland Lake -

**2.5 List of Locations Requiring Service (continued):**

<b># of Lakes</b>	<b>Location Name and Address</b>
1	HomestarLanding -
2	Kingdom Lakes
1	Miller Lake
1	North Palm Estates
1	Pete's Place-Lake #1
2	Renaissance Estates
1	Sunset Cove
5	Crandon Garden's Ponds

**2.6 Services To Be Provided**

- a. **Maintenance Cycle:** A minimum of twelve (12) treatments per year at the beginning of each month must be provided by the contractor.
  - b. **Debris Removal:** The Contractor(s) shall be responsible for removing all floating and shoreline debris within the limits of the lakes during each maintenance cycle. All debris is to be removed entirely from the sites and disposed of in accordance with County Ordinances at a County approved disposal location(s).
  - c. Contractors shall accomplish general lake maintenance services during daylight hours from Monday through Friday. If necessary to perform work during weekends or holidays, the Project Manager shall approve the work.
  - d. Contractors must complete all lake treatments and services prior to the scheduled inspection.
- 2.7 Contractors shall not work or perform any operations during inclement weather. In the event of a severe flood warning, tropical storm warning, or a hurricane warning; the contractor may submit a written request for additional time to complete scheduled work.
- 2.8 Contractors shall recognize that during the term of the contract, other activities and operations may be conducted by Miami-Dade County work forces and other contractors, which may alter the assigned schedule.

**2.9 Acceptable Quality Level (AQL)**

**Aquatic Weed Control:** Maintain a clean, healthy lake shelf area free of all unwanted aquatic vegetation. Preserve and nurture all endemic aquatic plants in order to maintain an ecologically balanced system within the lake. Maintain the shoreline one (1) foot above the water line free of all grasses, brush, and weeds.

**2.10 Personnel Requirements**

- a. The Contractor shall provide sufficient, competent, and physically capable personnel to perform all work in accordance with the conditions and specifications of the Contract. All of the Contractor's maintenance personnel shall be supervised by a qualified English speaking foreman, in the employ of the Contractor. The contractor shall provide phone numbers for at least two contact persons (one primary, one alternate) in a supervisory capacity able to give information regarding work order status, and perform other supervisory tasks. One of these contact persons must be available between the hours of 7:00 a.m. to 4:00 p.m. Monday thru Friday. Response time to calls from County personnel shall be thirty (30) minutes or less.
- b. Contractor shall insure that all employees performing the services under this contract wear appropriate safety equipment, and company uniforms which clearly indicate to the public the name of the Contractor.

- c. The County estimates that a minimum of one (1) employee and one (1) supervisor per zone are the appropriate staffing level for work to be performed.

Question for the department: highlighted yellow – please explain why?

### **2.11 Minimum Equipment Requirements**

The minimum equipment required per crew for each zone is as follows:

- a. Spray boat: One (1) per crew/zone, commercial type spray boat with motor and a chemical tank with pump & motor.
- b. Granular Broadcast Spreader (Vortex style): one (1) per crew/zone, gas powered with backpack.
- g. Backpack Pump Sprayer: one (1) per crew/zone commercial type sprayer.

A list of equipment meeting the minimum equipment requirements should be submitted with the bid submittal.

### **2.12 Quality Control and Inspections**

- a. Maintenance Quality: The quality objective of all services and materials provided by contractors in accordance with conditions and specifications herein is to maintain lakes free of aquatic weeds/debris to provide a healthy, safe, clean, attractive condition throughout the term of the contract.
  - b. Maintenance Standards and work methods: All work shall be performed in accordance with the highest professional maintenance standards and techniques; in a thorough and skillful manner and under competent contractor's supervision to the satisfaction of the Miami-Dade County's Project Manager.
  - c. Inspections: The Project Manager will provide continuing inspection of the sites throughout the cycle to insure compliance of minimum equipment, personnel, safety standards and other work requirements as specified in contract documents.
1. The contractor, upon completion of service cycle per site, shall provide the Project Manager before 8:00 am next business day a list of sites for which the service has been completed and a list of sites to be serviced on the daily Schedule Site List.
  2. The County intends to inspect work completed by the vendor within forty eight (48) hours of receipt of completion notice in order to verify lake maintenance. Any deficiencies found at time of inspection will be documented in the inspection report and submitted to the contractor for corrective action. Debris found during the first inspection shall be removed by the vendor within two (2) days after notification. All aquatic weeds or border grass deficiencies found at this time will also be submitted to the vendor(s) so that a follow up inspection treatment is conducted by the vendor. The Project Manager will conduct a final inspection before the end of the month to verify that all deficiencies have been addressed as per the technical specifications of this contract.
  3. Acceptance Quality Level (AQL): The Project Manager or designee will inspect the facilities \_\_\_\_\_ to determine if all of the requirements of the contract resulting from this RFP have been met. All of the requirements must be met in order for the facility to be considered acceptable and for the contractor to be in compliance with all the terms and conditions of this RFP.

### **2.13 Failure to Perform**

- Aquatic vegetation/border grass deficiencies found by the County's Project Manager at time of inspection must be corrected by the contractor at no additional cost to Miami Dade County before the end of the current cycle.
- Debris found at the time of inspection must be removed by the vendor within two (2) days after notification. The County's Project Manager will conduct a re-inspection three (3) days after notification and if the debris has not been removed, the County will assess liquidated damages.

In the event the deficiencies are not corrected before the start of the next cycle, the entire site's payment to include re-inspection fees will be deducted from that cycle's invoice.

### **2.14 Liquidated Damages**

The Contractor shall be liable for failure to meet all contractual requirements as listed on this RFP. The County's Project Manager or designee assessment of all Liquidated Damages will be final. The County will accomplish this by deducting the amount of the Liquidated Damages from subsequent payments due for service rendered by the Contractor. Repeated violations or patterns of violations will result in a Vendor Non-Performance.

The first violation may result in Liquidated Damages of \$50.00. The second and subsequent violation may result in additional \$50.00 liquidated damages.

### **2.15 Pre-work Conference**

After award of contract, a pre-work conference will be held with the awarded contractors, members of the Parks, Recreation and Open Spaces (PROS) and other agencies affected by the services to discuss schedule, and contract language. The Special Taxing District Division will contact each awarded contractor in written form, which will include time and place of this meeting.

### **2.16 Scheduling**

Lake Maintenance Site Schedules: The Project Manager will provide to the contractor a schedule listing the start and end date of each cycle and the order in which sites will be worked on. This schedule is tentative and may be adjusted after the first couple of cycles. If any additional changes in the assigned schedule are required, they will have to be submitted to the Project Manager in writing five (5) working days prior to the start of the next service cycle for approval.

**All work to be performed during weekends or holidays must be coordinated and approved by the Project Manager before work commences.**

### **2.17 Reports to be submitted to Miami Dade County**

- At the end of each cycle, the contractor must submit a copy of the contractor's pesticide record keeping form.
- Every six (6) months or upon request a bacteria monitor report which, at a minimum, will test for Fecal Coliform Bacteria for each respective lake.
- Contractor must provide a Service Report for each site serviced during each cycle and shall include the following information:
  - Date and time of service
  - Applicator name
  - Location and description of treatment site
  - Brand name and total amount of pesticide applied
  - Type of weed, algae, and border grasses treated.

### **2.18 Services and Facilities May be Added or Deleted**

It is hereby agreed and understood that similar or additional services may be added to this contract at the County's option. It is also agreed and understood that the County may add or delete facilities to this contract at the County's option. Contractor shall be invited to submit price quotes for these additional services and/or facilities. If these quotes are determined to be fair and reasonable, then the additional work will be awarded to the current contract bidder(s) that offers the lowest acceptable pricing. The County may determine to obtain price quotes for the additional services from other bidders in the event that fair and reasonable pricing is not obtained from the current contract bidders, or for other reasons at the County's discretion.

The Project Manager may, at his/her discretion, authorize the contractor(s) to perform additional work not provided elsewhere within the contract. Notwithstanding the above authorization, when a condition exists wherein there is imminent danger of injury to the public or damage to property, the Project Manager may verbally authorize the work to be performed upon receiving a verbal estimate from the contractor. However, within twenty-four (24) hours after receiving verbal authorization, the contractor shall submit a written estimate.

All additional work shall commence on the specified date established and contractors shall proceed diligently and continuously to complete said work within the time allotted.

### **2.19 General Use of Chemicals**

The Contractor(s) shall submit a plan for the application of chemical herbicides and pesticides proposed for use under this contract for approval by Miami-Dade County. The plan will consist of a list of the materials proposed for use, the Material Safety Data Sheet (MSDS) 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. Materials included on this plan shall be limited to chemicals approved by the State of Florida Department of Agricultural, and shall include the exact brand name and generic formulation. The use of any chemical on the list shall be based on the recommendations of a Florida Certified Pesticide Applicator. The use of chemicals shall conform to the current Dade County & State regulations.

### **2.20 Protection of Property and Repair of Damage**

All portions of landscape, structures, facilities, services, utilities, road, and irrigation systems shall be protected against damage or interruption of service at all times by Contractor, during the term of the Contract. Any damage to the property as a result of the performance of work by Contractor during the term of the contract shall be repaired or replaced in kind, and in a manner approved by the Project Manager. All work of this kind shall be performed by the Contractor at no cost to the County. Repairs shall be made immediately after damage or alteration occurs, unless otherwise directed.

Repairs to landscape, structures, or facilities, including irrigation systems, which are damaged or altered by acts of God, vandalism, vehicular damage, theft, or undetermined causes, that do not result from the performance of work by Contractor, shall be repaired by the County at no cost to Contractor, except where the specifications provide otherwise.

Contractor shall notify the County Project Manager within twenty-four (24) hours, after discovery of any damage caused by accident, vandalism, theft, acts of God, or undetermined causes.

### **2.21 Sub-Contracting**

There shall be **NO** subcontracting or assignment of work delegation to any other than the awarded contractor.