

GROUND MAINTANCE/TRASH REMOVAL/GENERAL LABOR

SUMMARY

Miami-Dade Corrections and Rehabilitation Department, through its Boot Camp Program, Contract Revenue Component, offers the following services:

- Grounds maintenance to include mowing of grassy areas; edging borders; pruning/trimming hedges, shrubbery; removing cuttings and debris from services areas.
- Trash pickup, removal and disposal services.
- General labor services including but not limited to setting up and disassembling tables, chairs, barricades, etc., for special functions; relocating light equipment, materials, etc.
- Cost estimates for requested services.

PROCEDURE

1. Prepare a written request signed by the department director or supervisor which includes the following:
 - a. Description of the services requested.
 - b. Location where services are to be provided.
 - c. Dates, times, and frequency of services requested.
 - d. Name and telephone number of person to contact for additional details.
 - e. Budget code (index and sub-object codes).
2. Send your written request containing the respective information to the Corrections and Rehabilitation Department, Boot Camp Program Facility Supervisor. For County-owned property managed by Internal Services Department (ISD), send request to the building manager in charge of the building occupied by the department.
3. Upon receipt and review of requested services, an appointment may be scheduled to determine the work, material requirements and cost estimates. Departments will also receive notification if the service or items requested which cannot be provided.
4. If the Corrections and Rehabilitation Department, Boot Camp Program, Contract Revenue Component services are utilized, a written contract will be prepared. The signatures of both department directors, Corrections and Rehabilitation Department and requesting department, will be required on the contract.
5. A written invoice will be provided. Payment for services may be made by cash, check or via journal entry, charging the index code provided in the department's original request.

CONTACT(S):

Department/Division

Miami-Dade Corrections and Rehabilitation Department/ Boot Camp Program/Facility Supervisor