

**ISSUING DEPARTMENT INPUT DOCUMENT  
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. EPPRFQ-00459 FB-00556  
 Re-Bid   
  Other – Access of Other Entity Contract   
 LIVING WAGE APPLIES:  YES  NO  
 Requisition No. /Project No.: RQID2000025 / FB-01475   
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Lake Maintenance and Fountain Maintenance, Repair and Installation Services

Description:  
 The purpose of this solicitation is to establish a contract for lake maintenance services and fountain preventive maintenance, repair and installation services located within Special Taxing Districts Zones as well as various Miami-Dade County Parks, Recreation and Open Spaces (Parks), throughout Miami-Dade County, hereinafter referred to as the County. The contract consist of two (2) Groups as follows; Group (A) Lake Maintenance Services and Group (B) Fountain Preventive Maintenance Services.

Issuing Department: ISD   
 Contact Person: Martha Garofolo   
 Phone: 305-375-4265  
 Estimate Cost: \$1,600,000.00  
 Funding Source: GENERAL    FEDERAL    OTHER  
XX

**ANALYSIS**

**Commodity Codes:**    91872    98889    59530    \_\_\_\_\_    \_\_\_\_\_  
 Contract/Project History of previous purchases three (3) years  
 Check here  if this is a new contract/purchase with no previous history.

	<u>EXISTING</u>	<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
<b>Contractor:</b>			
<b>Small Business Enterprise:</b>			
<b>Contract Value:</b>			
<b>Comments:</b>	<u>Consolidation of Contracts EPPRFQ-00459 &amp; FB-00556</u>		
<b>Continued on another page (s):</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO		

**RECOMMENDATIONS**

	<u>Set-Aside</u>	<u>Subcontractor Goal</u>	<u>Bid Preference</u>	<u>Selection Factor</u>
<b>SBE</b>				

**Basis of Recommendation:**  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed: Martha Garofolo   
 Date sent to SBD: 1/2/20  
 Date returned to SPD: \_\_\_\_\_

## SECTION 2

### SPECIAL TERMS AND CONDITIONS

#### **2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for lake maintenance services and fountain preventive maintenance services located within Special Taxing Districts Zones as well as various Miami-Dade County Parks, Recreation and Open Spaces (Parks), throughout Miami-Dade County, hereinafter referred to as the County. The contract consist of two (2) Groups as follows; Group (A) Lake Maintenance Services and Group (B) Fountain Preventive Maintenance Services.

#### **2.2 TERM OF CONTRACT**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The contract shall expire on the last day of the 60th month.

#### **2.3 METHOD OF AWARD GROUP (A) LAKE MAINTENANCE SERVICES**

Award of this group will be made to the lowest priced responsive, responsible bidder on a zone by zone basis in the aggregate. To be considered for award, the bidder shall offer prices for all items within the zone. The lowest priced bidder for each zone will be determined by totaling the unit prices for all items within each zone in the aggregate. If a bidder fails to submit an offer on all items within a zone, its offer may be rejected.

#### **METHOD OF AWARD GROUP (B) FOUNTAIN PREVENTIVE MAINTENANCE/INSTALLATION SERVICES (PMI)**

Award of this group will be made to the lowest priced responsive, responsible bidder on a site by site basis in the aggregate. To be considered for award, the bidder shall offer prices for all items within the site. The lowest priced bidder for each site will be determined by totaling the unit prices for all items within each site in the aggregate. If a bidder fails to submit an offer on all items within a site, its offer may be rejected.

Bidder may propose on any or all of the groups and may be awarded multiple groups. During the evaluation period, the County may at its sole discretion and in its best interest not award line item(s). If the awarded bidder fails to perform or if the County finds it in their best interest, the County has the right to negotiate with the next low, responsive, responsible bidder.

#### **2.4 GROUP (A) LAKE MAINTENANCE SERVICES**

Bidder shall be required to provide lake maintenance services within Special Taxing Districts Zones as well as various Parks located within the County as described in the scope of services.

#### **MINIMUM QUALIFICATION REQUIREMENTS**

**2.4.1** The bidder shall be licensed to perform pesticide application by the State of Florida. A copy of a valid Commercial Applicator License shall be submitted with the proposal as proof of meeting the minimum qualification.

**2.4.2** The bidder must possess the equipment capacity to adequately adhere to the equipment requirements for each zone proposed upon. All bidders must submit an equipment inventory list that shall include: the make, model, and manufactured year of the inventoried equipment. All equipment must be in optimum condition to be used to its maximum capacity if deemed necessary. The County reserves the right to inspect the equipment.

### **2.4.3 EQUIPMENT REQUIRED PER CREW FOR EACH ZONE IS AS FOLLOWS**

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

**2.4.4** The bidder 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 bidder's maintenance personnel shall be in the employ of the bidder. The bidder shall provide phone numbers for at least two contact persons (one primary, one alternate) in a supervisory capacity able to provide 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 through Friday. The bidder shall provide efficient communication including telephone and/or email to County personnel within twenty-four (24) hours of initial communication.

### **2.5 GROUP (B) FOUNTAIN PREVENTIVE MAINTENANCE, REPAIRS AND INSTALLATION (PMI)**

Bidder shall be required to provide PMI within Special Taxing Districts Zones as well as various Parks located within the County as described in the scope of services. The bidder shall provide PMI services in a safe, efficient, high productive manner, and within a very specific time-frame stipulated by the County.

### **2.5.1 MINIMUM QUALIFICATION REQUIREMENTS**

1. Bidder shall provide three (3) references. These references must be from customers for whom the bidder has successfully provided preventative maintenance services similar in size and scope of services being requested. References shall be from a governmental agency or active residential Home Owners Association.
2. Bidder 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 bidder's maintenance personnel shall be in the employ of the bidder. The bidder shall provide phone numbers for at least two contact persons (one primary, one alternate) in a supervisory capacity able to provide 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 through Friday. The bidder shall provide efficient communication including telephone and/or email to County personnel within twenty-four (24) hours of initial communication.

### **2.6 CREW / EQUIPMENT**

The bidder shall furnish all personnel, boats, materials and appropriate equipment to meet the contract requirements. Equipment used shall be in good repair and operating condition at all times, and in compliance with all Federal, State, and Local vehicle regulations. All equipment must meet all safety standards as established for that piece of equipment. All equipment shall be operated and maintained in accordance with the manufacturer's recommendations. At Completion of each job, the bidder shall leave the project area in a clean, neat, and safe condition. The County requires a minimum of one (1) crew per site and/or per zone. A crew must consist of a minimum of one (1) licensed applicator, one (1) maintenance/clean up person and one (1) supervisor per zone. The supervisor may act in a dual role as a licensed applicator or maintenance personnel. The bidder must ensure adequate staffing levels for productivity and efficiency. Bidder 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 bidder. All employees shall identify themselves and the nature of their work to area residents upon request.

**2.7 GROUP (A) AND (B) ADDITIONAL/REMOVAL OF ZONES AND OR SITES & SERVICES**

It is hereby agreed and understood that the County reserves the right to add or delete similar or additional services and locations. The awarded bidder shall be invited to submit price quotes as needed by the County. If the proposed prices are determined to be fair and reasonable, then the additional work will be awarded to the currently awarded bidder. The County also reserves the right, as deemed in its best interest to perform, or cause to be performed, the work and services, or any portion thereof, herein described in any manner it sees fit, including but not limited to: award of other contracts, use of any bidder or perform the work with its own employees.

**2.8 GROUP (A) AND (B) PURCHASE OF ANCILLARY SERVICES/SUPPLIES**

The project manager may, at his/her discretion, authorize the bidder 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 bidder. However, within twenty-four (24) hours after receiving verbal authorization, the bidder shall submit a written estimate. When the need for ancillary supplies arise a request for quotation will be issued to the awarded bidder. All additional work shall commence on the specified date established and the bidder shall proceed diligently and continuously to complete said work within the time allotted.

**2.9 GROUP (A) AND (B) ADDITIONAL FACTORS**

1. Bidder 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 bidder may submit a written request for additional time to complete scheduled work.
2. Bidder shall recognize that during the term of the contract, other activities and operations may be conducted by the County work forces and other bidders, which may alter the assigned schedule.
3. At completion of each job, the bidder shall leave the project area in a clean, neat, and safe condition.
4. The bidder shall notify the project manager to enlist the assistance of a licensed electrician or plumber if deemed necessary to perform all specified work in a safe and legal manner.

**2.10 GROUP (A) AND (B) SUBCONTRACTING**

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

**2.11 GROUP (A) AND (B) SITE VISIT**

DATE AND TIME TO BE DETERMINED

**2.12 GROUP (A) AND (B) PRE-WORK CONFERENCE**

After award of contract, a pre-work conference will be held with the awarded bidder, 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 the awarded bidder in written form, which will include time and place of this meeting.

**2.13 GROUP (A) AND (B) PRICES**

Prices proposed by bidder shall remain fixed for the term of the contract.

**2.14 GROUP (B) ONLY WARRANTY REQUIREMENTS**

In addition to all other warranties that may be provided by the OEM, the bidder shall warrant against defective materials and manufacturing defaults inclusive of parts and service for no less than twelve (12) months after the date of acceptance of the goods by the County. This warranty requirement shall remain in force for the full twelve (12) month period, including all parts and labor. Any payment by the County on behalf of the goods received from the bidder does not constitute a waiver of this warranty provision. Bidder shall acknowledge and agree that all parts and/or materials supplied by the bidder in conjunction with this solicitation shall be new, warranted for their merchantability, and fit for a particular purpose. The County may require parts provided to be returned and/or replaced at the bidder's expense, in the event the parts supplied to the County by the bidder are found to be defective or do not conform to specifications.

**2.15 GROUP (A) AND (B) INSURANCE**

**To be determined need to send to risk management for review of specifications both groups.**

DRAFT

## SECTION 3

### SCOPE OF WORK/TECHNICAL SPECIFICATIONS

#### **3.1 SCOPE OF WORK GROUP (A) AND (B)**

The purpose of this solicitation is to establish a contract for lake maintenance services and fountain preventive maintenance services located within Special Taxing Districts as well as various County Parks.

#### **3.2 GROUP (A) LAKE MAINTENANCE SERVICES**

The services required consist of but are not limited to:

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

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

#### **3.3 GEOGRAPHIC BOUNDARIES**

1. Zone A: Boundary from Broward County line to Coral Way
2. Zone B: Boundary from Coral Way to Miller Drive
3. Zone C: Boundary from Miller Drive to Monroe County
4. Zone D: Kendall Lakes Special Taxing District
5. Zone E: Miami Dade County Parks
- 6. Zone F: PENDING INFORMATION FROM PROS**

The County reserves the right to add or remove a zone or site, or to move sites from a zone into another zone during the term of the contract, and any extensions or renewals thereof.

#### **3.4 SERVICES TO BE PROVIDED**

1. Maintenance Cycle: A minimum of twelve (12) treatments per year at the beginning of each month must be provided by the bidder.
2. Debris Removal: The bidder 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 on the same day of service and disposed of in accordance with County Ordinances at a County approved disposal location(s). Floating debris generated by the cycle's chemical treatment must be removed by the bidder during the same maintenance cycle, prior to inspection. The bidder will have the option to immediately remove the resulting floating debris or modestly place it on the lakes' shoreline for a period of no more than three (3) working days from the date of initial monthly maintenance to decompose. Prior to the bidder placing the floating debris on the shoreline, the bidder must obtain approval from the project manager and the abutting homeowner.
3. Bidder 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.

4. Bidder shall complete all lake treatments and services prior to the scheduled inspection. Inability to perform monthly lake treatments/maintenance shall be communicated to the County project manager in writing via email no more than forty-eight (48) hours post scheduled cycle maintenance date. Acceptable reason for failure to comply with regularly scheduled maintenance and re-schedule date/time must be provided.
5. Bidder shall perform bacteria monitoring which, at a minimum, will test for Fecal Coliform Bacteria for each respective lake. This test shall be performed on a semi-annual basis (every six (6) months) and/or upon request. A conclusive report shall be submitted to the project manager upon receipt of test results.

### **3.5 PERSONNEL REQUIREMENTS**

1. Bidder 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 bidder. All employees shall identify themselves and the nature of their work to area residents upon request.
2. The County requires a minimum of one (1) crew per site and/or per zone. A crew must consist of a minimum of one (1) licensed applicator, one (1) maintenance/clean up person and one (1) supervisor per zone. The supervisor may act in a dual role as a licensed applicator or maintenance personnel. The bidder must ensure adequate staffing levels for productivity and efficiency.

### **3.6 SCHEDULING**

1. The project manager will provide to the bidder a lake maintenance schedule to include a listing of all lakes to be serviced, the start and end date of each cycle and the order in which the sites shall be serviced. This schedule is tentative and may be modified by the bidder to ensure compliance and effective maintenance practices, with consent and approval of the project manager. If any unscheduled changes in the assigned schedule are required, the bidder shall submit said changes to the project manager in writing five (5) working days prior to the start of the next service cycle for approval.

### **3.7 ACCEPTABLE QUALITY LEVEL (AQL)**

1. Aquatic weed control: Maintain a clean, healthy lake shelf area free of all unwanted aquatic vegetation.
2. Maintain the shoreline one (1) foot above the water line free of all grasses, brush, and weeds.

### **3.8 QUALITY CONTROL INSPECTIONS**

1. Maintenance Quality: The quality objective of all services and materials provided by bidder 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.
2. 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 bidder's supervision to the satisfaction of the County's project manager.
3. Inspections: The project manager will provide continuing inspection of the sites throughout the cycle to insure compliance of minimum equipment, personnel, safety standards and all maintenance and treatment services as specified in contract documents.
4. The bidder upon completion of service cycle per site, shall provide the project manager before 8:00 am the 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.

5. The County intends to inspect work completed by the bidder 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 bidder for corrective action. The inspection report will reference the contract regarding deficiencies. Debris deficiencies need to be corrected by the bidder within two (2) business days after notification and once corrected will be immediately inspected by the project manager. All other aquatic deficiencies will need to be corrected by the bidder before the end of the month. Debris found during the first inspection shall be removed by the bidder within two (2) business days after notification. All aquatic weeds in border grass deficiencies found at the time of inspection will also be documented and reported to the bidder. The bidder shall perform required treatment prior to the following cycle inspection date. The project manager will conduct a final inspection before the end of the month to verify that all deficiencies have been addressed.
6. The project manager will inspect the facilities monthly and will re-inspect if necessary, to determine if all of the requirements of the contract have been met. All of the requirements must be met in order for the facility to be considered acceptable and for the bidder to be in compliance with all the terms and conditions of this contract.

### **3.9 REPORTS**

The bidder must maintain comprehensive and legible records to be submitted per cycle and at the request of the project manager. The bidder shall adhere to the following reporting guidelines:

1. At the end of each cycle, the bidder must submit a copy of the bidder's pesticide record keeping form.
2. The bidder shall submit a bacteria monitor report conducted on a semi-annual and/or upon request for each respective lake.
3. The bidder shall 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

### **3.10 GENERAL USE OF CHEMICALS**

The bidder shall submit a plan for the application of chemical herbicides and pesticides proposed for use under this contract for approval by the County. The plan will consist of a list of the materials proposed for use, the materials 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 County & State regulations.

### **3.11 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 bidder. Any damage to the property as a result of the performance of work by bidder 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 bidder 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 nature, vandalism, vehicular damage, theft, or undetermined causes, that do not result from the performance of work by the bidder, shall be repaired by the County at no cost to bidder. The bidder shall notify the County project manager within twenty-four (24) hours, after discovery of any damage caused by accident, vandalism, theft, acts of nature, or undetermined causes.

**3.12 FAILURE TO PERFORM**

Aquatic vegetation / border grass deficiencies found by the County's project manager at time of inspection must be corrected by the bidder at no additional cost to the County before the end of the current cycle.

Debris found at the time of inspection must be removed by the bidder within two (2) business days after notification. The County's project manager will conduct a re-inspection three (3) business days after notification, if deficiencies have not been corrected, the County will assess liquidated damages. Liquidated damage fees will be assessed in the amount of \$50.00 per day until said deficiency has been corrected.

Non-Payment in the event the deficiencies are not corrected before the start of the next cycle, the entire site's payment including liquidated damage fees will be deducted from that cycle's invoice. The bidder shall be liable for failure to meet all contractual requirements. 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 bidder. Repeated violations or patterns of violations will result in a vendor non-performance.

**3.13 LIST OF ZONES**

**GROUP (A) LAKE MAINTENANCE SERVICES GEOGRAPHIC BOUNDARIES SITE LISTING**

<b>ZONE (A) BOUNDARY FROM BROWARD COUNTY LINE TO CORAL WAY</b>			
<b>Zone</b>	<b>District</b>	<b># of Lakes Treated</b>	<b>Address</b>
A	Century Estates	1	Lake # 1 North of 25 Terrace, and 154th Path
A	Century Estates	1	Lake #2 East of 156 Court. South of 21 Terrace
A	Doral Park	1	Northeast corner of NW 102nd Avenue and 41st Street
A	Emerald Lake Estates	1	Lake #1 South of SW 8 Street West of 148 Court
A	Emerald Lake Estates	1	Lake #2 South of SW 8 Street and East of 148 Court
A	Erica Gardens	1	South side of SW 11th Street between 146th Court and 144th Court
A	Grand Lakes	1	Lake #1 South of SW 8 Street West of 150 Place
A	Grand Lakes	1	Lake #2 South of SW 8 Street East of 149 Path
A	Grand Lakes	1	Lake #3 North of 10 Street between 149 Path and 150 Place
A	Grand Lakes	1	Lake #4 South of SW 10 Street to N. Grand Lakes Avenue between 150 and 152 Avenue
A	Grand Lakes	1	Lake #5 West of SW 149 Avenue between 16 Terrace and 17 Lane

**ZONE (A) BOUNDARY FROM BROWARD COUNTY LINE TO CORAL WAY- CONTINUED**

<b>Zone</b>	<b>District</b>	<b># of Lakes Treated</b>	<b>Address</b>
A	Grand Lakes	1	Lake #6 West of SW 149 Avenue between 17 Street and 20 Terrace
A	Grand Lakes	1	Lake #7 South of S. Grand Lakes Passage to SW 149 Avenue between 152 Avenue and 24 Street
A	Highland Lake	1	North of NE 207th Street between 24th Avenue and 21st Court
A	Lake Hilda	1	NW 67 Avenue to Alamanda South Avenue and Miami Lakeway S to State Rd. 924 to South
A	Lake Joanne	1	SW 154 Avenue and SW 19 Terrace
A	Lake Patricia	1	Miami Lakeway South to Lake Patricia Drive. & Lake Candlewood Court to Lake Childs Court
A	North Palm Estates	1	West of NW 77 Court between 198 Terrace and 200 Street
A	Rieumont Estates	1	SW 157 Avenue North of SW 14 Street
A	Royal Landings Multipurpose	1	North of NW 171 Lane between 89th Avenue and 191st Place
A	Sella Subdivision	1	Lake # 1 East of SW 149th Avenue & SW 22 Terrace
A	Sella Subdivision	1	Lake # 2 East of SW 149th Avenue & SW 24 Street
A	Shoma Estates	1	Lake #1 West of NW 132 Avenue North of 9th Street
A	Shoma Estates	1	Lake #2 West of NW 132 Avenue South of 9th Street

**ZONE (B) BOUNDARY FROM CORAL WAY TO MILLER DRIVE**

<b>Zones</b>	<b>District</b>	<b># of Lakes Treated</b>	<b>Address</b>
B	Candlewood	1	Between SW 34 Street and SW 42 Street and between SW 124 Court and SW 123 Court
B	Capri Homes	1	West of SW152nd Avenue and South of SWf 36th Terrace
B	Casa Lago	1	West of SW 162 Avenue from SW 53 Terrace to SW 50 Terrace
B	Casa Lago 1st Addition	1	Along approx. SW 162 Avenue from SW 48 Terrace to SW 47 Street
B	Eden Lake	1	SW 43 Street between SW 162 Court and SW 163 Path
B	Laroc Estates	1	SW 52 Street and SW 163 Place
B	Marpi Homes	1	South of SW 26th Terrace between 149th Avenue and 149th Place
B	Miller Cove	1	North side of SW 56 Street between 163rd Court. and 164th Avenue

**ZONE (B) BOUNDARY FROM CORAL WAY TO MILLER DRIVE - CONTINUED**

<b>Zones</b>	<b>District</b>	<b># of Lakes Treated</b>	<b>Address</b>
B	Miller Cove 1st Addition	1	SW 163 Court between SW 52 Street and SW 53 Terrace
B	Miller Lake	1	East of SW 167th Avenue between 55th Terrace and 54th Street
B	Oakland Estates	1	Lake #1 SW 167 Avenue and 44 Lane
B	Oakland Estates	1	Lake #2 164 Avenue and 44 Street
B	Park Lakes	1	Lake #1 West of SW 159 Avenue between SW 42 Terrace and SW 43 Street
B	Park Lakes	1	Lake #2 East of SW 159 Avenue between SW 42 Terrace and SW 43 Street
B	Park Lakes	1	Lake #3 West of SW 157 Avenue between SW 44 Street and SW 43 Terrace
B	Park Lakes	1	Lake #4 Between SW 159 Avenue and SW 159 Path and South of SW 43 Street
B	Park Lakes	1	Lake #6 East of SW 162 Avenue North of SW 47 Street
B	Pete's Place	1	Corner of SW 167th Avenue and 64th Street
B	Ponce Estates	1	SW 155 Avenue and SW 41 Street - ramp
B	Ponce Estates 2	1	SW 155 Avenue and SW 36 Terrace - ramp
B	San Denis San Pedro	1	Lake #1 SW 157 Court and 65 Terrace
B	San Denis San Pedro	1	Lake #2 SW 157 Court and 68 Street
B	Watersedge	1	West of SW 157th Avenue between 59th Terrace and 60th Street
B	Wonderly Estates	1	Lake #1 South side of SW 52 Street and West of SW 159 Court
B	Wonderly Estates	1	Lake #2 North side of SW 52 Street and West of SW 159 Court
B	Wonderly Estates	1	Lake #3 North side of SW 52 Street and West of SW 157 Court
B	Wonderly Estates	1	Lake #4 South side of SW 52 Street and West of SW 158 Avenue
B	Woodlands	1	Between SW 167 Avenue and SW 165 Avenue and between SW 45 Street and SW 47 Street

**ZONE (C) BOUNDARY FROM MILLER DRIVE TO MONROE COUNTY**

<b>Zones</b>	<b>District</b>	<b># of Lakes Treated</b>	<b>Address</b>
C	Balani Subdivision	1	North of SW 61st Lane between 162 Avenue and 159th Court
C	Cutler Bay Palms	1	Lake Access is located South of SW 209 Terrace and West of SW 92 Court
C	Forest Lakes	1	Lake #1 approx. SW 166 Court and SW 92 Terrace
C	Forest Lakes	1	Lake #2 SW 167 Avenue and SW 103 Street
C	Forest Lakes	1	Lake #3 SW 162 Place and SW 103 Street
C	Homestar Landings	1	Corner of SW 167th Avenue and Miller Dr. (56 Street)
C	Jurgati Subdivision	1	North side of SW 64 Street East of SW 162 Avenue
C	Kendalland	1	Lake #1 West of SW 165 Avenue and SW 84 Street
C	Kendalland	1	Lake #2 East of SW 165 Avenue and SW 83 Street
C	Kendalland	1	Lake #3 West of SW 164 Court and SW 80 Terrace
C	Kendalland	1	Lake #4 East of SW 164 Court and SW 80 Terrace
C	Kingdom Dreams	1	Lake # 1 SW 164 Court and SW 56 Terrace
C	Kingdom Dreams	1	Lake # 2 SW 57 Street East of SW 163 Place
C	Renaissance Estates	1	Lake # 1 SW 63 Terrace and SW 162 Avenue
C	Renaissance Estates	1	Lake # 2 SW 65 Street West of SW 162 Court
C	Sunset Cove	1	North side of SW 61 Lane between 162nd Avenue and 163rd Avenue
C	Venetian lake	1	SW 162 Avenue between SW 66 Terrace and SW 66 Street
C	West Kendall Best	1	Lake #1 SW 162 Avenue and SW 85 Street
C	West Kendall Best	1	Lake #2 SW 162 Avenue and SW 80 Street
C	West Kendall Best	1	Lake #3 SW 162 Avenue and SW 78 Street
C	West Kendall Best	1	Lake #4 SW 78 Street and SW 164 Avenue
C	West Kendall Best	1	Lake #5 SW 167 Avenue and SW 72 Street

**ZONE (D) KENDALE LAKES SPECIAL TAX DISTRICT**

<b>Zones</b>	<b>District</b>	<b># of Lakes Treated</b>	<b>Address</b>
D	Kendale Lakes	1	Lake # 1 Between SW 142 Avenue and 146 Avenue from SW 74 Street to SW 78 Street (Access point SW 142 Avenue and SW 74 Street)
D	Kendale Lakes	1	Lake # 2 Between SW 142 Avenue and SW 137 Avenue from SW 74 St to Kendale Lakes Blvd
D	Kendale Lakes	1	Lake # 3 Between SW 142 Avenue and SW 144 Court from Kendale Lakes Blvd to SW 86 Street
D	Kendale Lakes	1	Lake # 4 Between SW 142 Avenue and SW 137 Avenue from Kendale Lakes Blvd to SW 84 Street
D	Kendale Lakes	1	Lake # 5 Between Kendale lakes Drive and SW 71 Lane from SW 137 Avenue to SW 139 Place
D	Kendale Lakes	1	Lake # 6 SW 147 Avenue from Sunset Drive to Kendale Lakes Drive
D	Kendale Lakes	1	Lake # 7 Kendale Lakes Drive from SW 63 Terrace to SW 61 Terrace (Across from Golf Course)
D	Kendale Lakes	1	Lake # 8 Kendale Lakes Drive and SW 144 Circle Place (Across from Golf Course)
D	Kendale Lakes	1	Lake # 9 Between Sunset Drive and Kendale Green Park on the West side of SW 149 Court
D	Kendale Lakes	1	Lake # 10 Between SW 72 Terrace and Kendale Green Park SW 150 Avenue and SW 80 Street from SW 149 Court SW 148 Court
D	Kendale Lakes	1	Lake # 11 Between Sunset Drive and Kendale Green Park from 148 Court to SW 147 Avenue
D	Kendale Lakes	1	Lake # 12 Between SW 80 Street and Kendale Green Park, from 147 Court and 149 Avenue
D	Kendale Lakes	1	Lake # 13 Between SW 152 Avenue and Kendale Green Park from SW 79 Street to SW 76 Street
D	Kendale Lakes	1	Lake # 14 West Side of SW 149 Avenue between SW 82 Lane and SW 84 Terrace
D	Kendale Lakes	1	Lake # 15 Northwest corner of SW 147 Avenue and SW 88 Street
D	Kendale Lakes	1	Lake # 16 located North of SW 80 Street West of the park main entrance in Kendale Green Park

<b>ZONE (E) MIAMI DADE COUNTY PARKS</b>			
<b>Zones</b>	<b>Park</b>	<b># of Lakes Treated</b>	<b>Address</b>
E	Crandon Park	3	6747 Crandon Blvd. Key Biscayne, FL 33149
E	Crandon Park – Canals	6	6747 Crandon Blvd. Key Biscayne, FL 33149
E	Oak Grove Park	1	690 NE 159 <sup>th</sup> Street. Miami, FL 33162
E	Amelia Earhart Park	1	401 East 65 <sup>th</sup> Street. Hialeah, FL 33013
E	Country Club of Miami South	1	6881 NW 179 <sup>th</sup> Street. Miami, FL 33015
E	Gwen Cherry Park – NFL Yet Center	1	7090 NW 22 <sup>nd</sup> Avenue. Miami, FL 33147
E	Highland Oaks Park	1	20311 NE 24 <sup>th</sup> Avenue. Miami, FL 33180
E	William Randolph Community Park	1	11950 SW 228 <sup>th</sup> Street. Miami, FL 33170

<b>ZONE (F) MIAMI DADE COUNTY PARKS PENDING INFORMATION FOR THIS ZONE FROM PROS</b>			
<b>Zones</b>	<b>Park</b>	<b># of Lakes Treated</b>	<b>Address</b>

## **GROUP (B) FOUNTAIN PREVENTIVE MAINTENANCE, REPAIRS AND INSTALLATION (PMI)**

### **3.1 SCOPE OF WORK**

The bidder will be responsible for providing quarterly PMI services and inspections, repairs and installations of lake fountains within the Special Taxing districts located in Miami Dade County. These services shall include, but not be limited too, cleaning, inspecting, and repair/replacement of the lake fountains.

### **3.3 PREVENTIVE MAINTENANCE & INSPECTION SERVICES (PMI)**

1. Bidder shall perform quarterly PMI as indicated on the fee schedule to minimize outages and maximize the service life of all lake fountains.
2. The bidder understands that this portion on the contract is to be considered a full service maintenance contract with no additional billable services authorized unless preapproved by the County's designee.

#### **Quarterly PMI Services shall include all of the following:**

1. Inspecting the pump motors
2. Intake screens
3. Impellers
4. Flotation units
5. Anchoring systems
6. Tightening any loose nuts, bolts, brackets, etc.
7. Lamp replacements
8. Timers
9. Switch gears

The bidder shall also be responsible for all other components related to the functionality and operation of the water fountains, bubble diffusers, and aerators.

#### **PMI shall consist of but not be limited to:**

1. Remove all debris to insure proper water flow
2. Test each fountain's control panel, motor, motor controls, and power cable
3. Perform Amp test on the motor to verify appropriate amp load
4. Check incoming and outgoing voltage
5. Test motor GFCI protection breaker
6. Test contactor (starter)
7. Test motor overload protection to make sure it is set and functioning properly
8. Check fuses
9. Make sure all wires, breakers, and other electronic parts are securely attached
10. Check timer and set as needed
11. Perform ohm test to cable to test for any shorts or resistance in the power cable between the control panel and the motor
12. Inspect motor shaft to make sure it is not bent and that it turns smoothly and quietly
13. Inspect propeller or impeller (depending on what type unit) and diffuser plate (if present) to make sure they are tightly attached and not bent or damaged in any way
14. Plugging in equipment and test run, checking water flow and pressure
15. Check all expansion plugs
16. Checking pump pressure level
17. Inspecting and cleaning filter equipment
18. Check and clean strainers, nozzles and sequence valves clogged by debris

19. Inspecting the equipment for damage, vandalism, etc.
20. Inspect and evaluate light fixtures
21. Test Lighting GFCI breaker in the control panel to make sure it is operating properly
22. Check lighting timer and set as needed
23. Clean all lighting lens covers
24. Check each light and replace lamps that have burnt out
25. Replace any seals on light housing which are leaking

### **3.3 SCHEDULING**

The project manager will provide to the bidder a lake fountain maintenance schedule to include a listing of all lake fountains to be serviced, the start and end date of each cycle and the order in which the sites shall be serviced. This schedule is tentative and may be modified by the bidder to ensure compliance and effective maintenance practices, with consent and approval of the project manager. If any unscheduled changes in the assigned schedule are required, the bidder shall submit said changes to the project manager in writing five (5) working days prior to the start of the next service cycle for approval.

### **3.3 SERVICE AND REPAIRS**

Significant problems or malfunctions that require repair shall be provided to the County in writing and submitted for approval prior to proceeding with the work, within one (1) business day of discovery. A proposal shall be submitted to the County as a repair request detailing the site location and the description of the equipment to be repaired or replaced. These services are for any work requested that is not part of quarterly maintenance service. Such repair services may include but not limited to, breakers, switches, motors, spray heads, valves, locks, sensors, timers, control switches, pumps, or leaking pipes.

1. Service and repair shall be paid based on the bidder's labor rate on an as-needed basis as quoted on the fee schedule. The labor rate will include any and all peripheral costs (e.g. travel to/from lakes, guarantees, warranties, insurance, etc.)
2. Bidder shall order all parts for service and repairs. The bidder shall charge their cost for all materials listed for repair services. The bidder's invoices must include the supply house invoice that clearly shows the manufacturer's part number, description and supply house cost. The bidder will submit with their invoice to the County, all invoices from suppliers and other trade partners for the purpose of verifying costs associated with the parts related to repair or replacement services.
3. All replacement parts shall be new and of the same quality and brand name as that being replaced. All supplies shall be as specified by the equipment manufacturer. Substitutions will be permitted only with prior authorization of the County's designated representative.

### **3.4 REPORTS**

The bidder must maintain comprehensive and legible records to be submitted quarterly and at the request of the project manager. The bidder shall adhere to the following reporting guidelines:

Bidder shall provide a service report for each site serviced during each quarter and shall include the following information:

1. Date and time of service
2. Technician name
3. Checklist of items inspected and maintained
4. List of replacement parts completed as regular quarterly maintenance
5. Request for emergency replacement parts/service as needed



**3.6 EMERGENCY SERVICES AND RESPONSE TIME**

1. Bidder shall provide emergency services or additional repairs to the County under the contract. Emergency services under this contract shall be defined as “any unforeseen, unanticipated work not listed under the routine PM/repair service. Acceptable response time for emergency service shall not exceed forty-eight (48) hours from County notification.
2. Services shall be provided during working hours Monday through Friday, 8:00am to 5:00pm (excluding holidays). Service response time shall be no greater than two (2) hours from the initial ‘service call’, during regular operating hours. The bidder shall coordinate directly with the designated project administrator to schedule all jobs: visits, repairs, and materials to be delivered.

**3.4 INSTALLATION SERVICES FOR EQUIPMENT**

1. The bidder shall provide installation of new equipment, as suggested by bidder and approved by the County. New installations of equipment must be due to inoperability, malfunction, or faultiness.
2. New installations shall be paid based on the bidder’s labor rate and done on a time and material, as needed basis. The labor rate will include any and all peripheral costs (e.g. travel to/from facilities, trainings, guarantees, warranties, insurance, etc.)
3. The bidder shall order all parts for installation services. All parts shall be approved by the County prior to purchase. The bidder shall charge their hourly rate plus the materials cost without markup. The bidder’s invoices must include a supply house invoice that clearly shows the manufacturer’s part number, description, and supply house cost. The bidder will submit with their invoice to the County, all invoices from suppliers and other trade partners for the purpose of verifying costs associated with the parts related to new installments.
4. All replacement parts shall be new and of the same quality and brand name as that being replaced. All supplies shall be as specified by the equipment manufacturer. Substitutions will be permitted only with prior authorization of the County’s designated representative.
5. The County reserves the right to directly purchase any equipment or parts for the bidder to install without the addition of the bidder’s percentage mark-up.

**3.5 HOURLY RATE**

The hourly rate quoted shall be deemed to provide full compensation to the bidder for labor, equipment use, travel time, and any other element of cost or price. This rate is assumed to be at straight-time for all labor, except as otherwise noted. The bidder shall comply with minimum wage standards, and/or any other wage standards specifically set forth in this solicitation and resultant contract, and any other applicable laws of the State of Florida. If overtime is allowable under this contract, it will be covered under a separate item in the special clauses.

**3.2 SERVICE SITES**

The County currently has thirteen (13) fountains located within the Special Taxing District throughout Miami-Dade County.

**GROUP (B) FOUNTAIN PREVENTIVE MAINTENANCE, REPAIRS AND INSTALLATION SERVICE SITES**

<b>Map 1 – Kendallland: Two (2) Fountains</b>			
<b>Fountain</b>	<b>Make and Model</b>	<b>No. of Lights</b>	<b>Motor Description</b>
#1 North	Aquadisplays - Ultima	6	10hp, 230-volt, 1-phase
#2 South	Aquadisplays - Ultima	6	10hp, 230-volt, 1-phase

<b>Map 2 - Grand Lakes: Five (5) Fountains</b>			
<b>Fountain</b>	<b>Make and Model</b>	<b>No. of Lights</b>	<b>Motor Description</b>
#1 North	Fountain Design Group - Aquarius	3	2 x 1hp, 230-volt, 1-phase
#2 SW 14th St	Fountain Design Group – Aquarius w/center jet pod	3	5hp, 230-volt, 1-phase
#3 SW 16th Ter	Fountain Design Group - Aquarius	3	5hp, 230-volt, 1-phase
#4 SW 20th Ter	Fountain Design Group - Aquarius	3	5hp, 230-volt, 1-phase
#5 South	Fountain Design Group - Aquarius	3	5hp, 230-volt, 1-phase

<b>Map 3 - Shoma Estates: Five (5) Fountains</b>			
<b>Fountain</b>	<b>Make and Model</b>	<b>No. of Lights</b>	<b>Motor Description</b>
#1 North	Lake Fountains- Three Tier	2	3hp, 230-volt, 1-phase
#2 NW 10th Ter	Lake Fountains- Three Tier	2	3hp, 230-volt, 1-phase
#3 NW 9th Lane – north side	Lake Fountains- Three Tier	2	3hp, 230-volt, 1-phase
#4 NW 9th Lane – south side	Lake Fountains- Three Tier	2	3hp, 230-volt, 1-phase
#5 South	Lake Fountains- Three Tier	2	3hp, 230-volt, 1-phase

<b>Map 4 - Doral Park: One (1) Fountain</b>			
<b>Fountain</b>	<b>Make and Model</b>	<b>No. of Lights</b>	<b>Motor Description</b>
#1 NW 41st St	Oase/Rainjet -Grand Geyser	3	2hp, 230-volt, 1-phase

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**SECTION 4 BIDDER REQUIREMENTS**

Per Section 2, Paragraph 2.3. award of this contract will be made to the responsive, responsible bidder who meets the following qualifications:

<b>SECTION 2 SPECIAL CONDITIONS</b>	<b>REQUIREMENTS GROUP (A) LAKE MAINTENANCE SERVICES</b>	<b>CHECK BOX DOCUMENTATION PROVIDED YES OR NO</b>
2.4.1	The bidder shall be licensed to perform pesticide application by the State of Florida. A copy of a valid Commercial Applicator License shall be submitted with the proposal as proof of meeting the minimum qualification.	<input type="checkbox"/>
2.4.2	The bidder must possess the equipment capacity to adequately adhere to the equipment requirements for each zone proposed upon. All bidders must submit an equipment inventory list that shall include: the make, model, and manufactured year of the inventoried equipment. All equipment must be in optimum condition to be used to its maximum capacity if deemed necessary. The County reserves the right to inspect the equipment.	<input type="checkbox"/>
2.4.3	<p><b><u>EQUIPMENT REQUIRED PER CREW FOR EACH ZONE IS AS FOLLOWS</u></b></p> <ol style="list-style-type: none"> <li>1. Spray boat: one (1) per crew/zone, commercial type spray boat with motor and a chemical tank with pump &amp; motor.</li> <li>2. Granular Broadcast Spreader (Vortex style): one (1) per crew/zone, gas powered with backpack.</li> <li>3. Backpack Pump Sprayer: one (1) per crew/zone commercial type sprayer.</li> </ol>	<input type="checkbox"/>
2.4.4	<p>The bidder 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 bidder's maintenance personnel shall be in the employ of the bidder. The bidder shall provide phone numbers for at least two contact persons (one primary, one alternate) in a supervisory capacity able to provide 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 through Friday. The bidder shall provide efficient communication including telephone and/or email to County personnel within twenty-four (24) hours of initial communication.</p> <p>Primary Contact Information:            Contact Name: _____            Phone: _____            Email: _____</p> <p>Alternate Contact Information:            Contact Name: _____            Phone: _____            Email: _____</p>	<input type="checkbox"/>

SECTION 2 SPECIAL CONDITIONS	REQUIREMENTS GROUP (B) FOUNTAIN PREVENTIVE MAINTENANCE, REPAIRS AND INSTALLATION SERVICES	CHECK BOX DOCUMENTATION PROVIDED YES OR NO
2.5.1	<p>Bidder shall provide contact information to include name of contact, email address, phone number and fax number for primary (required) and secondary (optional) staff within your company who will be responsible for providing a response to the County.</p> <p><u>Primary Contact Information:</u>  Contact Name: _____  Phone Number: _____  Email Address: _____</p> <p><u>Secondary Contact Information (Optional):</u>  Contact Name: _____  Phone Number: _____  Email Address: _____</p>	<input type="checkbox"/>
2.5.2	<p>Bidder shall provide three (3) references. These references must be from customers for whom the bidder has successfully provided preventative maintenance services similar in size and scope of services being requested. References shall be from a governmental agency or active residential Home Owners Association.</p> <p><u>Reference No. 1</u>  Contact Name: _____  Company Name: _____  Phone Number: _____  Email Address: _____</p> <p><u>Reference No. 2</u>  Contact Name: _____  Company Name: _____  Phone Number: _____  Email Address: _____</p> <p><u>Reference No. 3</u>  Contact Name: _____  Company Name: _____  Phone Number: _____  Email Address: _____</p>	<input type="checkbox"/>
2.5.3	<p>The bidder 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 bidder's maintenance personnel shall be in the employ of the bidder. The bidder shall provide phone numbers for at least two contact persons (one primary, one alternate) in a supervisory capacity able to provide 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 through Friday. The bidder shall provide efficient communication including telephone and/or email to County personnel within twenty-four (24) hours of initial communication.</p>	<input type="checkbox"/>

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	<p>Primary Contact Information: Contact Name: _____ Phone: _____ Email: _____</p> <p>Alternate Contact Information: Contact Name: _____ Phone: _____ Email: _____</p>	
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Failure to provide all of the above contract requirements may render the bidder proposal non-responsive. The County may allow documentation to be submitted during the evaluation period.