

These specifications are intended to provide the information by which prospective bidders may understand the minimum requirements of Collier County relative to entering into a Contract to furnish, deliver and provide services related to Landscape Maintenance for Collier County Arterial Road Rights-of-Way within the boundaries of “**BID XX-XXXX “Golden Gate Parkway and I-75 Interchange from 66<sup>th</sup> Street SW to 60<sup>th</sup> Street SW”**”

All sections of the General Specifications may not be applicable to all roadway segments listed.

The work covered by this Contract requires a weekly servicing of roadway areas designated as described in the specification. This requires the furnishing all labor, equipment, materials and services necessary to satisfactorily perform grounds maintenance, as determined by the Contract Manager or the designated Owner's Representative as follows. If the project's weekly services require more than one (1) day per week, then the weekly services shall be performed on consecutive days.

### **LOCATION AND DESCRIPTION OF WORK AREAS**

The areas of work included in these specifications are located as described below and/or as shown on the plans attached to these specifications to include sidewalks, curbing, guardrails, landscaping, irrigation observation as described in this contract, CAT benches and shelters, being described as follows: **NAME SPECIFIC AREA**

#### **Landscape Maintenance Annual Contract:**

- a) Improved medians 1-3
- b) All side right-of-way areas indicated from 66<sup>th</sup> Street SW to 60<sup>th</sup> Street SW.

### **SPECIFICATIONS**

#### **A. MOWING AND EDGING**

Mowing and edging shall include medians as well as those areas, if existing, along the outside edge of the sidewalks of adjacent properties that are not currently maintained by the property owners. Right-of-Way mowing and/or weed control is required from back of curb or sidewalk to the Right-of-Way line (in most cases the power pole). During the dry season might just require mowing, during the wet season spraying may be necessary for the wet swale areas. Swale areas must be kept under control throughout the entire year.

All turf shall be mowed with mulching type mower equipment to eliminate the need to bag and transport grass clippings. Should bagging be necessary, the bagged clippings shall be collected and removed at no additional cost to the County. Grass shall be cut at a height no less than three and one half inches (3 ½”). The frequency of cutting will be weekly or fifty-two (52) times for St. Augustine grass and twenty-six (26) times for Bahia grass. The number of mowings may be modified by the Contract Manager or by seasonal weather conditions at the Contract Manager's discretion. The height of the grass blade shall not exceed six (6) inches in height.

The Contractor shall use or alternate mowing practices, patterns or equipment within narrow turf areas so not to create wheel ruts or worn areas in the turf. Any areas of turf that become water soaked during the period of this Contract shall be mowed with twenty-one inch (21" +/-) diameter hand walk behind type mowers to prevent wheel ruts in the turf caused by heavier type self-propelled rider mowers. The Contractor shall be responsible for repairing any ruts caused by their mowers at no additional costs to the County.

Mechanical edging of the turf shall be done with each mowing along all sidewalk edges, back of concrete curbs, around all plant beds, utility service boxes, street light bases, sign posts, headwalls, guardrails, timer pedestals, posts and trees. Metal blade edging is not permitted along plant bed and turf edges where an underground irrigation system is present. Mechanical metal blade edging is permitted along back of curbing. Grass root runners extending into the mulched areas shall be cut and removed when the edging is performed. Edging will also be required in all turf areas around isolated trees, sprinkler heads, valve boxes, shrubs, sign posts, manholes, etc. where they exist. All debris on streets, sidewalks or other areas resulting from edging shall be removed. **No herbicide shall be used for edging.**

All sidewalks, curbing and/or gutters including a four foot (4') area from the face of the curb and sidewalk areas shall be cleaned after each service. All sidewalks shall be blown clean, but no clippings or other debris shall be blown or allowed to be deposited on other adjacent property or accumulate on right-of-way areas.

Swales and dry retention areas must be mowed and/or weed trimmed.

**B. WEEDING**

Weeding of plant beds, sidewalks (asphalt, concrete or paver), guardrail bases, tree grates, curb joints and other mulched areas by chemical and/or hand removal will be performed weekly or as necessary to provide a weed free and well maintained area. Blue tracker may be required to be used when spraying.

**C. GENERAL SITE PRUNING**

For this site, general site pruning shall be defined as the pruning of any plant's foliage below a ten foot (10') height.

All groundcovers, shrubs, canopy trees (except magnolias) and palms up to a ten foot (10') canopy height, shall be inspected and pruned on a weekly or an as needed basis, so as to maintain the proper or required heights for visibility, vehicular movement purposes and desired shape or form as determined by the Contract Manager or the Owner's Representative. Pruning shall also include removal of water sprouts, suckers and any dead or diseased foliage or branches. All groundcovers and shrubs shall be maintained at the required height as specified by the Contract Manager may be to a maximum of 36".

Shrub pruning should be done consistently throughout each median for all shrub types that require pruning so that landscape gives the appearance of continuity throughout that median.

During the first weeks of October and April, ornamental grasses, such as Fountain, Muhly grass, Florida Gama or Fakahatchee grass shall be pruned at its base to remove any old growth. The grasses shall not be cut in a flat top method. Ornamental grass such as Liriope muscari shall only be pruned at the direction and approval of the Contract Manager or Owner's Representative.

Plant material with a canopy over pathways or sidewalks shall be maintained at a minimum height of one hundred twenty inches (120") / or ten (10') feet. Shrubs and groundcovers adjacent to pathways or sidewalks shall be pruned to maintain one foot (1') of clearance from the edge of the pathway. It is recommended that adjacent shrubs and groundcovers be maintained so that they angle or are rounded away from the pathway. A one foot (1') mulched area from edge of the curb shall be maintained in the median planting beds, as a pathway for maintenance workers, this will also keep all plant material from encroaching into the roadways.

#### **D. CANOPY TREE AND PALM PRUNING**

**Canopy Trees shall be defined as any large shrub, tree or palm with foliage above a ten foot (10') height.**

All canopy trees and palms shall be pruned on a regular schedule to create and maintain a fifteen-foot (15') canopy clearance over the roadways and a ten-foot (10') canopy clearance over all pathways. Canopy trees shall be selectively pruned twice per year in April and September to thin the interior canopy of cross branching and to shape the canopy of the trees. A professional licensed and certified to prune trees under the direction of a Licensed Landscape Architect, certified Arborist, or other approved professional shall do the pruning and shaping and shall be approved by the Contract Manager. The work shall be done in a professional manner in accordance with ANSI 300, Part 1, 2, & 3. Pruning Standards.

The portion of the canopy that falls below the ten (10') foot level falls under the "General Site Pruning" portion of the contract and shall be kept properly pruned.

Palms shall be pruned annually (once) during the month of June of each year at the discretion of the Contract Manager. The palms shall only have the dead lower fronds removed and shall also include removal of all nuts, seed stalks, brown or dead and lower fronds removed from the palm. Fronds shall be cut close to the petiole base without damaging living trunk tissue. Any formed or forming seed pods shall also be removed. If for any reason more than the dead fronds need to be removed, prior approval must be obtained by the Contract Manager and then the palms shall be pruned to a "Tropical Cut" or to remove lower fronds at a nine (9) o'clock - three (3) o'clock level from the base of the palm's bud or trunk (or below the horizontal line of a 9 and 3 o'clock).

The work shall be done in a professional manner in accordance with acceptable trade standards and practices. The palms shall not be climbed with tree spikes to remove the fronds. The pruning shall be accomplished by the use of a ladder, boom truck or lift. All debris from the pruning shall be removed and the site shall be left in a clean and neat manner. Under story plantings under palms and trees being pruned shall be protected. Any damaged materials shall be replaced by and at the expense of the Contractor.

When the annual or bi-annual heavy pruning work is being performed with the use of a lift or boom truck, it is required that the adjacent traffic or turn lane to the work area, be closed pursuant to the County M.O.T. Policy.

**E. TRASH REMOVAL**

With each service, all site areas shall be cleaned by removing all trash or debris to include, but not be limited to: paper, bottles, cans, other trash, and horticultural debris. All debris or trash pick-ups shall be performed **prior** to mowing in all turf areas. The disposal of all trash and debris must be at a proper landfill or disposal site. All disposal fees, tipping or charges are to be included in the Contract Bid Price.

**F. STREET CLEANING**

A four-foot (4') wide area measured from the face of the curb and gutters including turn lanes and medians shall be cleaned with each site service to remove any accumulation of debris or objectionable growth to maintain a neat and safe condition.

**G. TRAFFIC CONTROL/LANE CLOSURES**

The Contractor shall comply with the requirements of Collier County's Maintenance of Traffic (MOT) Policy, copies of which are available through the Risk Management or Purchasing Department. The Contractor shall obtain and review and obtain the County MOT policy requirements prior to submitting a bid. Upon approval of a MOT Plan and proper placement of lane closed signs, pre-warning signs, arrow boards, traffic cones etc., the lane may be restricted from traffic.

- The Contractor will be responsible for obtaining copies of all required manuals, MUTCD, FDOT Roadway & Traffic Design Standards Indexes, or other related documents, so to become familiar with their requirements. Strict adherence to the requirements of the MOT policy will be enforced under this Contract.
- To assist in employee visibility; approved bright day-glow red/orange colored safety vests (Class 3) shall be worn by employees when servicing the area.
- A directional lighted and flashing arrow board will be required under this Contract that meets the traffic control requirements.

**H. LANE CLOSURE**

Lane closure for median maintenance shall be limited. Upon proper placement of lane closed signs, pre-warning signs, arrow boards, traffic cones etc., the lane may be restricted from traffic only during non-peak traffic periods 9:30 A.M. - 3:30 P.M., Monday through Friday, and 8:00 A.M. - 5:00 P.M. Saturday and Sunday, unless otherwise approved by the Contract Manager. There will be no lane closures permitted during season (between Thanksgiving and Easter). The lane closure shall be indicated on the Weekly Maintenance Work Schedule, which is provided to the Contract Manager. The contractor shall contact County Public Information Specialist the Wednesday before lane closures are planned for Collier County's public road alert notification. A Road Alert form must be submitted, (form provide by County).

**I. LANDSCAPE MAINTENANCE SERVICES**

The Contractor agrees by submittal of its bid that the listed services Unit Costs under this Contract shall also be made available to the County on a temporary basis as landscape maintenance services. The contracted services within these specifications and contract may be required to be temporally performed at another project site located within Collier County.

If additional travel expenses are determined to be necessary for travel to another project site, the Contract Manager and Contractor will determine the amount of hours to be billed at the hourly rates listed under "General Services" section.

#### **J. ORNAMENTAL AND TURF SPRAYING**

Overall Ornamental & Turf Spraying of plants, shrubs and grassed areas within areas is included in the Contract. Applications shall be made the day following a rain event when plant material is dry. Shrubs and groundcovers shall have the fertilizer blown or fan raked off following the broadcast application. Immediately after the fertilizer is applied, the areas shall be watered. Fertilizers shall be removed from curbs and sidewalk areas to avoid staining.

Applications shall be made to turf the day following irrigation or a rain event when grass blades are dry. In areas where applicable, immediately after the fertilizer is applied, the sprinklers shall be activated for thirty (30) minutes to bring organic fertilizers to the soil's surface and to dissolve water-soluble particles. Following this watering, the controls shall be returned to automatic mode. Fertilizers containing Iron shall be removed from curbs to avoid staining.

1. It is required that the Pest Control Firm performing these services shall possess and provide the following to the Contract Manager:
  - a. Valid State of Florida Pesticide License that complies with all Federal, State (Chapter 482) and local laws and regulations.
  - b. Bachelor degree in Ornamental Horticulture and/or Entomology or the equivalent practical experience approved by the Contract Manager.
  - c. Current Contractor's Occupational License for Pest Control Service.
2. The Pest Control Firm shall provide an overall written pest and spray program that shall incorporate ant and rodent control and shall meet or exceed the following minimum standards:
  - a. Describe procedures, methods and techniques that will enhance the environment.
  - b. Provide the maximum protection for the health, safety and welfare of the public and environment.
  - c. List of all chemicals to be used.
3. The Pest Control Firm shall make on-site inspections and provide written reports to the Contract Manager once per month.
4. Methods of Application:

One hundred percent (100%) coverage and penetration shall be provided. Insecticides and Fungicides shall be applied at the proper pressure to provide maximum coverage.

- a. Insecticides should be alternated from time to time to prevent an insect resistance to the application.
- b. Herbicides used in turf areas shall be applied at the proper pressure.
- c. Turf herbicides shall not be applied when the daily temperature exceeds eighty-five (85) degrees.
- d. Spreader sticker (Nu-Film 17 or equal) shall be incorporated in all spraying of Groundcovers, Shrubs, Trees, Palms, and Turf Areas when recommended by the label.
- e. Spray applications shall be applied during times of "No-Wind" conditions.
- f. No trucks or tractors with bar type tires or a gross weight greater than three thousand (3,000) pounds will be allowed within or on the median areas.
- g. At time of application, provide and place, traffic control meeting Florida Department of Transportation, M.U.T.C.D and Indexes and the County MOT.
- h. All spray applications shall contain a wetting agent within the mix when recommended by the label or Contract Manager.
- i. pH of water used in mix must be adjusted to meet pesticides manufacture recommendation and water pH and method must be documented and provided to Contract Manager.

5. Rate of Application:

All chemicals shall be applied at the rates recommended on the manufacture's labels.

6. Materials List:

All insecticides, fungicides and herbicides chemicals to be used on turf areas and on plant materials shall be submitted in writing to the Contract Manager for review and approval. All chemicals used shall be approved for use by the Environmental Protection Agency for its intended use and area of use.

7. Application Schedule:

***Applications are on an as needed basis, MUST OBTAIN PRIOR APPROVAL BY THE CONTRACT MANAGER BEFORE APPLYING, if prior approval is not obtained vendor shall not be paid for the application.***

The number of applications shall be as listed below unless otherwise required based upon the site inspection reports. Ferrmec AC 13-0-0 plus 6% iron at one-third (1/3) gallon of material per one hundred (100) gallons of water to be added with each application of insecticide, fungicide and herbicide. Application must be pre-approved by Contract Manager.

a. Turf Areas:

Insecticides & Fungicides - Applications on an as needed basis, with prior approval by the Contract Manager.

Herbicides – Applications on an as needed basis, to include Pre-emergent in February and September, Post-emergent in November, January and

March or on an as needed basis, with prior approval by the Contract Manager.

- b. Groundcovers, Shrubs and Trees:  
Insecticides & Fungicides - Applications on an as needed basis, with prior approval by the Contract Manager.
  - c. Bed Areas:  
Herbicides – Applications on an as needed basis, Pre-emergent in February and September, Post-emergent in November, January and March or on an as needed basis, prior approval by the Contract Manager required.
8. Additional Requirements: Records must be kept of all pesticide applications. Documentation shall include but not limited to: date and time of application, weather conditions at time of application, what was applied and name of applicator. This shall be included with the monthly invoice for payment. If pesticide documentation is not provided payment will not be received for such application.

When it becomes necessary for the Contractor to return for additional spraying as directed by the Contract Manager due to non-performance of a required application, such additional spraying shall be performed at no cost to the Owner.

**K. TURF ORIGIN AND QUALITY**

All turf supplied shall be “Nursery Grown” or “Field Grown” for the purposes of sodding and shall be a “Premium Grade Sod” as specified below. The sod shall be cut, delivered and/or laid in accordance with the following specifications or the most current and accepted Horticultural Industry’s Standards and Practices, whichever is more restrictive.

All sod shall be delivered to the site and be accompanied with a delivery ticket listing quantity, origin, and date and time the sod was cut and loaded. Sod shall be delivered to the specified site within a twenty-four (24) hour period after field cutting and shall be laid within a forty-eight (48) hour period after field cutting. Sod being transported for a time period greater than one (1) hour shall be covered during transport.

The Contractor acknowledges that acceptance of any sod at any time of a grade other than the Premium Grade specified in this Contract shall not establish a lesser standard or relieve the Contractor of providing the Premium Grade sod as specified for the duration of the Contract period.

**Premium Sod**

- Sand Grown: Turf grown on 90% natural sand.
- Muck Grown: Turf grown on soil containing 50% or greater amounts of organic materials by volume.

Each sod pad shall be insect and disease free, be vigorous and have healthy green color in appearance. The top growth (grass blades or foliage) shall have no more than ten percent

(10%) chlorosis within the top growth and contain no thatch or dead vegetation layer within each pad. Sod shall be weed free, but in no case shall the weeds exceed two percent (2%) of the total sod pad.

**Pad Size:** Individual sod pads shall be cut to industry standard widths and lengths with a deviation no greater than +/- five percent (5%). Broken or uneven ended pads will not be accepted.

**Pad Thickness:** Thickness of the cut sod shall be to the industry's standard, but in no case shall the thickness of the soil be less than one inch (1") in depth for St. Augustine and Bahia grasses.

**Strength of Pad:** Standard size pads shall be mature, well rooted and contain a soil layer thick enough to provide a strength that will support the pad's weight and maintain it's size and shape when the pad is suspended vertically by hand on the upper ten percent (10%) of the pad section without tearing apart.

**Moisture Content:** The sod soil shall contain enough moisture so that the soil is not excessively dry or wet. In no case will the sod be accepted if the soil layer becomes hardened, or loose so that it will not hold its shape, and/or if it is hydrophobic in nature.

#### **L. PRESSURE CLEANING BRICK PAVERS**

All median brick curbing, brick paving, sidewalks, and paving areas shall be pressure cleaned six (6) times per year, October, December, February, April, June, and August to remove tire marks or other dirt which may be deposited on the surface areas. Sealing of paving areas shall be at the direction of the Contract Manager on a time and material basis.

Upon finding damage to the brick curbing or paving, an immediate notification to the Contract Manager or his authorized representative is required. Upon finding damaged areas, the Contractor shall clean-up debris if present, and/or flag off the areas with protective barriers and/or high visibility hazard tape. The Contractor shall submit a bid as soon as possible for repair or replacement of the damaged brick curbing or paving areas. Repairs to the brick curbing and paving will be considered as additional expenses to the Contract. The additional expenses shall be charged as a time and material billing with the bricks being provided by the County. All additional expenses must be pre-approved by the Contract Manager. Contract Manager may use other contractor to replace and/or repair pavers.

#### **M. MULCHING**

**Organic Mulch:** Areas with no mulch or new planting areas shall have mulch placed to provide for a four inch (4") non-compacted or unsettled depth measured from the existing soil grade. The area to receive the mulch shall be raked level to establish the proper finished grade and have all weeds removed prior to the placement of the mulch. Labor cost for weeding, hand grading and placement of new mulch shall be per the Unit Cost indicated on the Bid Page.

**Non-Organic Mulch:** Landscape areas to receive non-organic mulch such as washed shell or gravel shall have the mulch placed to a three inch (3") non-compacted depth. Re-



mulching or top dressing of non-organic mulch areas shall be performed to ensure a three inch (3") depth is maintained. Equipment and labor cost for the weeding, hand grading and placement of non-organic mulch shall be per the Unit Cost indicated on the Bid Page.

Re-mulching of plant beds and individual plant mulch rings shall have a two inch (2") non-compacted layer of mulch applied during the month of October and November (application to be finished by November 1<sup>st</sup>). Prior to the re-mulching the Contractor shall turn, mix and, if required, remove a one foot (1') wide three inch (3") deep area of mulch and dirt from behind the back of curb around all medians.

Labor costs for weeding, turning, mixing, and removal of the existing mulch and for placement of new mulch shall be per the Unit Cost indicated on the Bid Page. Mulch shall not be placed over valves or valve boxes that are located within mulched areas and shall not be placed near or on the trunks of shrubs, trees or palms.

Mulch material shall be purchased by Collier County under an Annual Contract and coordinated with the Contractor for delivery purposes.

**N. FERTILIZATION**

Fertilization shall be performed four times a year in the months of March, June, September and December. Fertilizer schedule may be changed by the Contract Manager. Fertilization shall be completed at the end of the fertilization month. Any variation of this schedule needs to be pre-approved by the Contract Manager; failure to do so may result in non-payment. Fertilizer shall be applied at a rate of 1.5 lbs. per 100 square feet. It shall be broadcasted throughout the median planting beds and turf area. All tree pit areas should be fertilized evenly; there should not be a fertilizer ring around the tree under any circumstances. If a ring is formed you will have to go out and spread the fertilizer to correct the situation at the contractors' expense, this may include the additional purchase of fertilizer as it may not be able to spread. Fertilizer material shall be purchased by Collier County under an Annual Contract and coordinated with the Contractor for delivery purposes. Fertilizers shall be removed from curbs and sidewalk areas to avoid staining.

**O. MISCELLANEOUS AND LANDSCAPE MAINTENANCE RESPONSIBILITIES**

1. If plants, shrubs, trees, grass or foliage die due to neglect or damage by the Contractor, Contractor's employees or a Subcontractor as determined by the Contract Manager or Owner's Representative, they shall be replaced at the Contractor's expense.
2. The Contractor shall provide ramps or other devices to gain access over the curb to all medians. The curb or turf areas shall not be damaged due to gaining access or they will be replaced at the Contractor's expense.
3. It shall be the Contractor's responsibility to notify the Contract Manager of any maintenance problems or additional maintenance needs.

4. Should additional costs be involved which are not covered within the Contract Specifications, a Unit Cost shall be agreed to by the Contractor and Contract Manager prior to performing additional services.
5. The Contractor shall perform inspections on all plants, shrubs, trees and grass areas for disease or insect infestation during each week's service to the site. The Contractor shall immediately notify the Contract Manager should a disease or infestation be found and begin appropriate treatment per the Contract requirements.
6. The Contractor shall have a singular point of contact with radio, cellular phone (Nextel/Blackberry) and e-mail for on-site and off site communication in order to communicate with the Contract Manager and Irrigation Project Manager.
7. Materials cost plus mark-up can not exceed twenty-five percent (25%). The percentage does not affect the bid but will not be awarded to the bidder who omits or exceeds the allowable limit.
8. The removal of existing tree and palm staking will be the responsibility of the contractor as part of Basic Maintenance.

**P. IRRIGATION SYSTEMS – WEEKLY SERVICE REQUIREMENTS**

Collier County will maintain the reclaimed water signage if existing. The landscape Contractor shall observe the irrigation system as it pertains to plants and spray coverage and report any observed field problems when they occur.

It is the responsibility of the Contractor to contact the Collier County Irrigation Project Manager at the onset of the project to submit recommended watering scheduling as it pertains to the irrigation plan for the contract area. The landscape Contractor will provide documentation in the form of a letter or email that the scheduling and the amount usage is approved. Any subsequent recommended changes shall be recorded on the "Irrigation Schedule" (see attachment).

If the Contractor does not provide this documentation, the County will assume that the Contractor accept full responsibility and approves the scheduling and usage appropriated by the County. Be aware that you will be expected to update and coordinate the watering schedules with the Collier County Irrigation Project Manager as required for monitoring purposes and also indicate recommendation on the "Irrigation Schedule/Checklist".

All services listed under this Section shall be covered in the Contract Bid item "Irrigation System" cost under Weekly Maintenance Functions.

**Conventional Pop-Up Sprinkler Systems**

Labor costs for these listed irrigation services and minor system repairs shall be included in the Contract Bid Unit Pricing. Materials will be purchased by Collier County through an annual vendor.

### **Weekly Service Requirements:**

**NOTE:** The Contractor shall complete the "Irrigation System Checklist Weekly Requirement" sheets on a weekly basis. The Report Sheets should be signed and submitted on a weekly basis to the Owner's appointed representative (Irrigation Project Manager) for review and approval as to completeness and must be provided before the ending of the work day Friday or beginning of the work day on Monday and may be faxed, e-mailed or hand-delivered. Check list should include all findings as part of the weekly irrigation checks and watering requirements. Collier County reserves the right to reject payment request for these services if checklist is not provided on a timely basis.

- 1) Visual wet inspection of the irrigation systems shall be performed weekly to determine if the systems are functioning normally and if cuts, leaks, piping damage, flooded areas exist, and repair as necessary. Valves can be operated manually at the valve box, the surge board toggle or at the controller if it's a Scorpio. You must always return all operation switches to automatic when finished. (The controllers must be done at least once a month or scheduled with the County Irrigation Project Manager to be done internally).
- 2) Automatic Control Valve Assemblies and Quick Coupling Valves: Open zone control valve assemblies' boxes to review valves for leaks; proper settings and need to be maintained free of debris and/or mulch, clean valve assemblies only if necessary. Quick coupling boxes are to be checked to make sure that they are free of debris and foreign objects. Keep all grass and mulch out of all valve boxes. All valve boxes in sod areas to be kept at sod level. All valve boxes in plant beds to be kept two inches (2") above finished mulch level. Inside of all valve boxes shall be kept clean, and the valves shall be kept one hundred percent (100%) accessible.
- 3) All cuts, leaks or other piping damage found to be caused by the Contractor's personnel or subcontractors performing services in the landscape areas shall be repaired immediately at no costs to the County.
- 4) Within all work areas the Contractor shall review the plant material and turf for dry or too wet conditions and/or pest infestation and if found, advise the Contract Manager/Irrigation Project Manager and correct the problem immediately. If plant material dies and Contract Manger was not notified prior to condition of plants declining, it shall be the contractors' responsibility to replace the dead or infested plant material.
- 5) Review system for any blown-off heads, broken lines or leaks around heads or valves.
- 6) The Contractor shall further clean and adjust all sprinkler heads and nozzles to ensure that all landscaped areas receive total one hundred percent (100%) irrigation coverage and heads are not spraying onto roadways or walkways.
- 7) Replace defective heads or nozzles, install or replace defective risers and repair minor breaks or restricted sprinkler lines. Inspect, clean and replace, if necessary, screen/filters within the sprinkler heads.
- 8) Replace damaged valve boxes/lids if caused by the Maintenance Contractor.

- 9) It shall be the Contractor's responsibility to notify the Contract Manager of any irrigation problems or additional irrigation maintenance needs.
- 10) Major repairs to the irrigation systems include repairs to valves, controllers, electrical wiring and main lines. Costs of materials will be considered as additional expenses to the Contract and must be approved by the Contract Manager prior to such repairs being performed unless an emergency condition exists requiring immediate repair. All major repairs will be addressed through an annual contract.
- 11) Minor repairs include replacement of heads and nozzles, installation or replacement of risers, repair of minor/lateral PVC piping breaks or subsurface piping or restricted sprinkler lines, replacement of damaged valve boxes/lids, necessary for proper and safe operation of the systems.
- 12) Should additional costs be involved which are not covered within the Contract Specifications, a Unit Cost shall be agreed to by the Contractor and the Contract Manager prior to additional services being performed.
- 13) The irrigation service personnel shall have on-site two-way hand-held communications during all services and/or inspections.
- 14) Use only County approved replacement parts, and use only matched precipitation head replacements. Replacement sprinkler heads shall be supplied by Collier County.
- 15) Upon issuance of a "Notice to Proceed", the Contractor shall review all irrigation systems and notify the Contract Manager of any existing problems.
- 16) Notification to the Contract Manager is required when acts of vandalism or accidents have occurred to the irrigation system. Photos shall be taken and provided to the Contract Manager at no added cost. A police report must be filed and a copy sent to Contract Manager.

**Q. GENERAL MAINTENANCE REPORT SHEETS**

The Contractor shall complete the "General Maintenance Report Sheets" on a weekly basis. The Report Sheets should be signed and submitted on a monthly basis to the Owner's appointed representative for review and approval as to completeness. The General Maintenance Report Sheets are required to be signed by the Contractor and submitted prior to monthly billing and payment. The Contractor will also be required to conduct on-site inspections with the Contract Manager or Owner's Representative on a monthly basis to verify satisfactory completion of Contract requirements. The original forms for the report sheets will be provided to the Contractor for his reproduction purposes.

A weekly schedule is also required and shall be submitted to the Contract Manager before the beginning of the work day on Monday and may be faxed, e-mailed or hand-delivered. The schedule shall indicate the days and service location and must include when irrigation checks are scheduled.

**R. CREW SIZE/MAN-HOURS**

Contractor shall provide with each site visit a minimum of **one crew of five (5) personnel** with each weekly service of the work areas, irrigation personnel should be considered additional personnel. The work shall be completed within one visit, if necessary consecutive day visit may follow. Purpose is to have the entire segments under this contract completed at the same time. The Bidder shall provide in the Contract Bid the estimated number of on-site man-hours per week the Contractor will be providing to satisfactorily perform the requirements of this Contract.

**S. ACCIDENTS OR THEFTS**

The Contractor shall be responsible each week to contact the Contract Manager to report any accidents or thefts involving or occurring within the areas covered by this Contract. Should accidents or thefts occur, the Contractor shall photograph the damage or loss and provide that photo the Contract manager at no additional cost. Should assistance be requested by law enforcement, emergency personnel or others, the cost shall be included in the Contract unless otherwise approved by the Contract Manager.

**T. QUANTITIES**

The Quantities listed in the Contract Bid are approximate and are for the purpose of bid evaluation. The County reserves the right to order such quantities as may be required during said period, but does not guarantee any minimum or maximum to be ordered during the period specified.

**U. INITIAL SITE CONDITIONS**

Contractor shall have the sole responsibility of satisfying itself concerning the nature and location of the Work and the general and local conditions, and particularly, but, without limitation, with respect to the following: physical conditions at the work-site and the project area as a whole (including the numbers of existing stakes to be removed). The failure of the Contractor to acquaint itself with any applicable conditions shall not relieve Contractor from any of its responsibilities to perform under the Contract Documents, nor shall it be considered the basis for any claim for additional compensation.

**V. NON-PERFORMANCE**

In the event the Contractor fails to perform any required services within the time schedules set forth under this Contract, the County reserves the right to obtain substitute performance. Further the County reserves the right to deduct the cost of such performance from the Contractor's monthly payments. The Contractor may be exempt from this provision if such exemption is granted by the Contract Manager in writing, prior to any delays or as a result of an Act of Nature.

The Contract Manager reserves the right to deduct portions of the monthly invoiced amount for items not completed within the expressed time frame, even if the County did not obtain substitute performance. These funds would be forfeited by the Contractor. The County may also deduct or charge the Contractor for services or items necessary to correct the deficiencies directly related to the Contractor's non-performance.

**W. CONTRACT PERIOD**

This Contract shall commence upon receipt of a "Notice to Proceed" letter from the Contract Manager, and will remain in effect for one (1) year.

**X. RENEWAL TERMS**

This Contract may be renewed at the option of the County, with the consent of the Contractor, on an annual basis for three (3) additional one (1) year periods. Increases for the renewal periods shall not exceed the Consumer Price Index (CPI) for the previous twelve (12) month period and must be requested by the Contractor.

**Y. CONTRACT TERMINATION**

The Contractor agrees that the County/Contract Manager shall be sole judge of non-performance. Should the Contractor be found to have failed to perform his services in a manner satisfactory to the County per the Contract and Specifications or for any of the following reasons, the County may terminate this Contract immediately:

1. Inability, for any reason, of the Contractor to perform requested service requirements.
2. Work that is not performed on a level consistent with the industry standards.
3. Services not rendered within a reasonable time after notification by the Contract Manager.
4. Non-compliance with any portion of this Contract.
5. Immediately for cause.
6. The County may also terminate this Contract for convenience with a seven (7) day written notice.

**Z. CONTRACTOR'S EMPLOYEES**

Employees of the Contractor shall be properly uniformed and provide a neat appearance. All employees of the Contractor shall be considered to be at all times the sole employees of the Contractor under his sole direction and not an employee or agent of Collier County. The Contractor shall supply competent and physically capable employees and Collier County requires the Contractor to remove any employee it deems careless, incompetent, insubordinate, or otherwise objectionable and whose continued contract site services involvement is not in the best interest of the County.

**AA. CONTRACTOR'S MEETING ATTENDANCE**

During the Contract Period, the Contract Manager or Advisory Committee if applicable may have questions concerning maintenance issues. The Contractor shall be required to attend monthly meetings and other special meetings that the Contract Manager should require. There shall be no additional charge for attendance at these meetings. If the Contractor fails to attend the monthly meetings without an excused absence an amount equal to two (2) hours of the supervision labor rate as listed on the Bid Page shall be deducted from the monthly billing of the Contractor against the Contract total.

## **BB. BILLING**

Upon execution of the Contract and completion of each month's work, payment requests shall be submitted to the Contract Manager on a monthly basis by the Contractor for services rendered for that prior month. Invoices shall not reflect sales tax. After review and approval, the invoice will be transmitted to the Finance Department for payment. Payment will be made upon receipt of a proper invoice and in compliance with Section 218.70 Florida Statutes, otherwise known as the "Florida Prompt Payment Act." Collier County reserves the right to withhold and/or reduce an appropriate amount of any payments for work not performed or for unsatisfactory performance of Contractual requirements.

## **CC. METHOD OF AWARD**

The general criteria that will be used for the evaluation of this Bid is set forth in the General Bidding requirements along with the responses as stated on the Bid Response Pages. Award of Bid shall be made to the lowest, qualified and responsive Bidder. The Collier County Board of County Commissioners shall be the final judging authority as to which Bid best suits the needs and interested of Collier County. As a result of Collier County's substantial investment in the project's landscaping, the responsive Bidder shall:

1. Provide a copy of Landscape Contractor's or Unlimited Landscape Contractor's License in Collier County.
2. Provide verification of current projects in landscaping maintenance business, such documentation shall include but not limited to: Name of project, project description, name and phone number of contact person for that project.
3. Provide documentation of minimum three (3) years prior experience in the landscape grounds maintenance within the South Florida area (to be defined as the following Counties: Collier, Lee, Broward, Miami-Dade and West Palm Beach). Such documentation shall include but not limited to:
  - a. Project description
  - b. Time of performance
  - c. Names and telephone numbers of individual references familiar with Bidder's project performance and area included in scope of work.
4. Provide a list of owned and/or leased equipment to include, but not limited to; date of manufacture, conditions, whether owned or leased and if leased, date of lease expiration.
5. Contractor shall provide the name, IRS W-4 form and proof certification of the firm's employee qualifying the firm as to meeting the Collier County's Maintenance of Traffic policy requirements. The employees' social security information can be blacked out or deleted from form.
6. Provide documentation of minimum of three (3) years experience in Operation of Irrigation Control Systems.

- 7. Provide proof of Maintenance of Traffic Certification.
- 8. If bidder is using a subcontractor all the above information must also be submitted for their subcontractor.

**If the documentation noted above is not submitted with the Bid Response, such Bid will not be considered.**

**DD. VENDOR PERFORMANCE EVALUATION**

Collier County has implemented a Vendor Performance Evaluation System for all contracts awarded in excess of \$25,000. To this end, Vendors will be evaluated on their performance upon completion/termination of agreement.

**EE. PROHIBITION OF GIFTS TO COUNTY EMPLOYEES**

No organization or individual shall offer or give, either directly or indirectly, any favor, gift, loan, fee, service or other item of value to any County employee, as set forth in Chapter 112, Part III, Florida Statutes, Collier County Ethics Ordinance No. 2004-05, and County Administrative Procedure 5311. Violation of this provision may result in one or more of the following consequences: a. Prohibition by the individual, firm, and/or any employee of the firm from contact with County staff for a specified period of time; b. Prohibition by the individual and/or firm from doing business with the County for a specified period of time, including but not limited to: submitting bids, RFP, and/or quotes; and, c. immediate termination of any contract held by the individual and/or firm for cause.

**FF. SAFETY**

All contractors and subcontractors performing service for Collier County are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also all Contractors and subcontractors shall be responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site.

**GG. CONFLICT OF INTEREST**

Bidder shall provide a list of any businesses and/or organizations to which the firm has any affiliation or obligations within the past five (5) years; whether paid or donated, which could be construed by the County as a conflict of interest. Disclosure of any potential or actual conflict of interest is subject to County staff review and does not in and of itself disqualify a firm from consideration. These disclosures are intended to identify and or preclude conflict of interest situations during contract selection and execution.

**HH. LICENSES**



The Contractor, at time of proposal submittal, shall possess the correct occupational licenses, all professional licenses or other authorizations necessary to carry out and perform the work required by the project pursuant to all applicable Federal, State and Local Laws, Statute, Ordinances, and rules and regulations of any kind. These are the numbers to call for any questions regarding testing or registration of contractors in Collier County.

- (239) 403-2431
- (239) 403-2432
- (239) 213-2909

**SITE SPECIFIC QUANTITIES**

*Note: Schedule provided for general reference, totals shown were measured off auto-cad files provided by the installation plans (not as-builts).*

**SITE 1: Golden Gate Parkway and I-75 Interchange**

**FERTILIZATION:** Shrubs, Ground Cover and all Median Trees Area Calculation = 101,090 SF

Note: (1) Calculations based on: Shrub/Ground Cover Beds Area = Total Coverage Area;  
 (2) Palm Specific Fertilization to occur 2 times per year.

<b><u>Months</u></b>	<b><u>Formulation</u></b>	<b><u>Application Rates</u></b>
<b>March</b>	8-2-12	1.5 lbs. / 100 sq. ft. (31 bags)
<b>June</b>	8-2-12	1.5 lbs. / 100 sq. ft. (31 bags)
<b>July</b>	0-0 22 So-Po-Mag	10.0 lbs. / 1,000 sq. ft. (X bag)
<b>September</b>	8-2-12	1.5 lbs. / 100 sq. ft. (31 bags)
<b>October</b>	0-0 22 So-Po-Mag	10.0 lbs. / 1,000 sq. ft. (X bag)
<b>December</b>	8-2-12	1.5 lbs. / 100 sq. ft. (31 bags)

**Note: Calculation Annual Fertilizer: 31 Bags (8-2-12) + X (0-0-22) =XXX Bags**

It is estimated that the plant beds and tree areas in medians and side ROW cover approximately **one hundred-one thousand, ninety SF (101,090 SF)**. Applications shall be made the day following irrigation when plant material is dry. Shrubs and groundcovers shall have the fertilizer blown or fan raked off following the broadcast application. Immediately after the fertilizer is applied, the areas shall be watered. Fertilizers shall be removed from curbs and sidewalk areas to avoid staining.

**Golden Gate Parkway at I-75 Interchange Grounds Maintenance Areas:**

**A. Golden Gate Parkway at 66<sup>th</sup> Street - Median 1/Areas North and South**

<b>Median</b>	<b>Pavers</b>	<b>Planting Bed</b>	<b>Trees</b>	<b>Bahia</b>	<b>Sidewalk</b>
North of 1	0	6,052 sf	(10 QV) 100=1000sf (13 RE) 100=1300sf	46,261 sf	4,270 sf

<b>Median</b>	<b>Trees</b>	<b>Bahia</b>	<b>Private Property (triangle)</b>
North of 1-from FDOT area to Access Road	(2 QV) 100=200 sf	28,770sf	7,334sf (NOT TO BE MOWED)

<b>Median</b>	<b>Pavers</b>	<b>Planting Bed</b>	<b>Trees</b>	<b>Bahia</b>	<b>Sidewalk</b>
South of 1	0	4,898 sf	(14 QV) 100=1400sf (9 RE) 100=900sf	32,845sf	12,096 sf

<b>Median</b>	<b>Pavers</b>	<b>Planting Bed</b>	<b>Trees</b>	<b>Bahia</b>	<b>Sidewalk</b>
Median 1 GGP@ 66 <sup>th</sup> Street	72sf	23,045 sf	(43trees)100=4300sf	0	0

**B. Golden Gate Parkway at I-75- Median 1A- Triangle on the South**

<b>Median</b>	<b>Pavers</b>	<b>Planting Bed</b>	<b>Trees</b>	<b>Bahia</b>	<b>Sidewalk</b>
1A	0	1,415 sf	(4RE) 100=400sf	3,442sf	0

**C. Golden Gate Parkway at I-75 Interchange West- Median 2/Areas North and South**

<b>Median</b>	<b>Pavers</b>	<b>Planting Bed</b>	<b>Trees</b>	<b>Bahia</b>	<b>Sidewalk</b>
North of 2	0	4,038sf	(4 RE) 100=400sf	17,659sf	1,800 sf

<b>Median</b>	<b>Pavers</b>	<b>Planting Bed</b>	<b>Trees</b>	<b>Bahia</b>	<b>Sidewalk</b>
South of 2	0	2,798sf	(6 QV) 100=600sf (3 RE) 100=300sf (3 SP) 100=300sf	21,873 sf	2,408 sf

<b>Median</b>	<b>Pavers</b>	<b>Planting Bed</b>	<b>Trees</b>
Median 2	58sf	1871sf	(5 RE)100=500sf

**D. Golden Gate Parkway at Bridge**

<b>Median</b>	<b>Pavers</b>	<b>Planting Bed</b>	<b>Trees</b>
Bridge	0		(5 Planter) 38sf =190sf

**E. Golden Gate Parkway at I-75 Interchange East- Median 2/Areas North and South**

<b>Median</b>	<b>Pavers</b>	<b>Planting Bed</b>	<b>Trees</b>	<b>Bahia</b>	<b>Sidewalk</b>
North of 2E	0	3,596sf	(5 RE) 100=500sf	14,974sf	0

<b>Median</b>	<b>Pavers</b>	<b>Planting Bed</b>	<b>Trees</b>	<b>Bahia</b>	<b>Sidewalk</b>
South of 2E	0	3,001sf	See Schedule	7,947sf	1,526sf

<b>Median</b>	<b>Pavers</b>	<b>Planting Bed</b>	<b>Trees</b>
Median 2E	0sf	6,367sf	(11 trees)100=1100sf

**F. Golden Gate Parkway at I-75 Interchange East- Triangle South**

<b>Median</b>	<b>Pavers</b>	<b>Planting Bed</b>	<b>Trees</b>	<b>Bahia</b>	<b>Sidewalk</b>
Triangle South	0	0 sf	(5 RE) 100=500sf	7,451sf	1,314sf

**G. Golden Gate Parkway at I-75 Interchange East- Median 3/Areas North and South**

<b>Median</b>	<b>Pavers</b>	<b>Planting Bed</b>	<b>Trees</b>	<b>Bahia</b>	<b>Sidewalk</b>
North of 3E	0	4,030sf	(11 QV) 100=1100sf (11 RE) 100=1100sf	43,604	0

<b>Median</b>	<b>Pavers</b>	<b>Planting Bed</b>	<b>Trees</b>	<b>Bahia</b>	<b>Sidewalk</b>
South of 3E	0	0	(5 SP) 100=500sf (14 RE) 100=1400sf (10 QV) 100=1000sf (5 LI) 100=500sf	33,726sf	0

<b>Median</b>	<b>Trees</b>	<b>Bahia</b>
South of 3E To Roadway	(2 QV) 100=200sf	42,112sf

<b>Median</b>	<b>Pavers</b>	<b>Planting Bed</b>	<b>Trees</b>
Median 3E	66sf	20,289sf	(See Plant Schedule)

**Plant Schedule:**

**Trees:**

**Single Trunk Palms:**

**TOTAL Side Right of Way Mowing (Bahia): XXX,XXX SF or XX.XX Acres**

**TOTAL Number of Trees (Median): XXX Trees**

**TOTAL Side of the road trees: XXX Trees**

**MULCH:** The mulch application is 2" of mulch using two cubic feet bags. There is a total of 101,090 square feet (623.8 CY) to be mulched in this segment which equals to 8,421 bags per application.

SAMPLE