

INVITATION TO BID

CITY OF FROSTPROOF MOWING AND LANDSCAPING BID

Notice is hereby given that the City of Frostproof has issued this Invitation to Bid for a contract for MOWING AND LANDSCAPING designated city roadsides, public buildings, parks, and other areas.

BIDS shall be based on furnishing all materials, equipment, and labor for removing debris/litter, weeding, mowing, and trimming all designated areas.

All information relating to this Invitation, including the list of roads, parks and other areas to be mowed, is available from the City Clerk's Office, 2nd Floor, City Hall, 111 W. 1st Street, Frostproof, FL 33843. Inquiries may be directed to the Clerk's Office at Clerk@CityofFrostproof.com or at (863) 635-7854.

All bids must be on the Bid Form contained in the Invitation to Bid. The full invitation is available from the City Clerk's Office, 111 W. 1st Street, Frostproof, FL 33843

The scope of the required work shall include, but not be limited to: mowing all designated roadsides, parks and other areas, picking up trash prior to mowing, weeding and weed-eating around culverts/structures/bridge ends.

Bids will be due no later than May 28, 2024 at 2:00 PM. The opening of the Bids will take place at 2:00 PM on May 28, 2024 in the Council Chambers, City Hall, 2nd Floor, 111 W. 1st Street, Frostproof, FL. You must include 1 original bid along with 3 copies, and they should be submitted in a sealed envelope that is clearly marked "**Sealed Bid, City Landscaping**". Please include a copy of your firms W-9. Proposals delivered by commercial carriers should be sent to the same address. All bids received after the deadline will not be opened and discarded.

City of Frostproof reserves the right to waive formalities or informalities, to reject any and/or all bids, or to negotiate further with any or all bidders and accepts no responsibility for the expense of preparation or delivery of bids. Response to this "Invitation to Bid" will be submitted to the City Council on or after June 3, 2024 with a staff recommendation.

Nicole McDowell
City Manager



City Mowing and Landscaping

Invitation to Bid

DUE 2:00 P.M. Prevailing Time, May 28, 2024

111 W 1st Street, Frostproof, Florida 33843

GENERAL SPECIFICATIONS

It is the intent of these specifications to furnish the City of Frostproof with landscaping and grass cutting services on City owned and/or identified ROW's, parks and other areas, according to the attached map and information. Bidders will confine their bids to the project in its entirety. Partial bids will not be accepted. The City of Frostproof reserves the right to accept any or all bids or to choose the bid considered to be in their best interest.

The final decision will be made upon the award of the City Council on or after June 3, 2024.

NO BID WILL BE CONSIDERED IF RECEIVED AFTER THE DUE DATE AND TIME SPECIFIED.

Please put the Bid Name on the outside of your sealed envelope.

BIDS MAY BE HAND DELIVERED TO:

City of Frostproof

111 W 1st Street

Frostproof, FL 33843

OR MAILED TO:

City of Frostproof

P.O. Box 308

Frostproof, FL 33843

General Specifications

The City of Frostproof (City) is seeking bids for landscaping services including grass cutting of certain roadside right of ways, parks, City buildings and other areas. **SEALED BIDS** will be received and publicly opened in the Council Chambers, 111 W 1st Street Frostproof on **May 28, 2024 at 2:00 PM**. The period of the contract will be for a two-year period with an option for one (1) additional two-year renewal by mutual agreement between City and Vendor.

1. SCOPE OF WORK

This contract is to provide the service of mowing, litter control and trimming in areas identified in the attached map. The City seeks to reduce cost to our citizens. The Vendor must efficiently provide these services to meet the requirements of the City.

Upon mutual agreement between the Vendor and City, additional road segments or areas may be added or deleted to/from the Mowing List with a corresponding change in the annual fee.

2. WORK DAYS: Work will not be permitted on Saturday or Sunday.

3. AREAS: The Mowing areas consist of the following:

Right of Ways

City Facilities and Parks Acreage

Lake Clinch Waterfront Parcels: a) large parcel from approximately West 9th St north to 4th Court - b) small parcel at West 3rd St - c) small parcel at West 1st St and - d) part of a ROW (in purple - also to be mowed) adjacent to Lift Station on Sunset Road – e) Girl Scout Hut at end of West A Street – f) end of Lake Street. Mowing along Lake Clinch should not extend beyond the water's edge.

4. INVOICING AND PAYMENT: The Vendor agrees to be paid upon submission of properly certified invoices to the City for services stipulated in the signed contract. Invoices shall be submitted to the City. The Contractor shall submit invoices for services in sufficient detail for a proper pre-audit and post-audit thereof. Detail shall include time and date each area was mowed, weeded, mulched, or otherwise cared for.

5. PAYMENT TERMS: City will make every effort to pay invoices within a two-week period but cannot guarantee a certain period.

6. TAXES: Invoice prices are not to include any State of Florida and/or Federal taxes from which the State and/or City is exempt. Any questions regarding applicable taxes may be directed to the Department of Revenue at (850) 488-2900.

7. FEDERAL AND STATE STANDARDS: It is the intent of the City that all specifications herein are in full and complete compliance with all Federal and State of Florida laws and regulations applicable to the type and class of commodity/service being provided. This includes but is not limited to, Federal Motor Equipment Safety Standards, Occupational Safety and Health Administration, Environmental Protection Agency Standards and State of Florida requirements that apply to the type and class of commodity/service being provided. In addition, any Federal or State legislation that should become effective during the terms of the Contract, including any renewals, regarding equipment safety or emissions shall immediately become a requirement of the Contract. The Contractor must meet or exceed any such requirements of the laws and regulations. If an apparent conflict exists, the Contractor must contact the City Manager immediately.

8. INSURANCE: The bidder will carry and maintain throughout the period of the Agreement comprehensive general liability insurance in the amount of \$1,000,000 to cover all classifications of work contemplated herein and will also carry and

maintain auto liability insurance within the limits of \$1,000,000 for each person and for each occurrence. The City will be named an additional named insured. Certificates demonstrating insurance coverage shall be furnished to the City within fifteen (15) days of the execution of the Agreement. Maintenance of such insurance is a condition precedent to the compensation of the bidder. The bidder shall also maintain statutory workers' compensation insurance and employer's liability insurance to cover employees as required by state and federal law.

9. BASIS FOR AWARD OF CONTRACT: Lowest and best bid, or the bid that, in the City's sole judgment, is considered to be in the City's best interest.

10. TERMINATION OF CONTRACT: If for any reason, in the sole judgement of the City, Contractors' services become unsatisfactory, or funding is cancelled by the City, the awarded contract may be terminated.

11. BID DOCUMENTS: Bid documents must be clearly marked on the outside, "**Sealed Bid - City Landscaping**", **include an original and three (3) copies**. All bids must be received prior to **2:00 PM** on the bid opening date. Bids are subject to rejection if not submitted on the form provided.

12. BIDS: Interested bidders are requested to also submit the following information on their own forms:

1. Types and numbers of all equipment used to perform work required
2. Number of workers to be used to perform the work
3. Contractor's background experience in performing this type of work, including **three** references with individual names and work phone numbers
4. Proof of liability insurance
5. Copy of the Bidders W-9

13. BID REJECTION: City reserves the right to reject any and all bids and shall not be responsible for the cost of producing any materials or the cost of delivery.

14. DEBARMENT/SUSPENSION: By signing and submitting this proposal, the bidder certifies that no principal (which includes officers, directors or executives) is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any state or federal department or agency.

15. QUESTIONS: No Questions may be presented after Noon on May 20, 2024 to allow for answers to be distributed to all prospective bidders.

Administrative questions should be directed in writing (e-mail) to Nicole McDowell, City Manager – NMcDowell@Cityoffrostproof.com

Technical questions should be directed in writing (e-mail) to Josh Turner, Public Works Director – JTurner@cityoffrostproof.com.

If appropriate, addendums will be issued to all prospective bidders by 4 PM on May 23, 2024.

- DEFINITIONS:**
- ROW - Right of Way
 - Tree Soft Prune – Maintain shape but no cutting of major limb
 - Cutting – One complete mowing of the property group specified
 - Vendor – City's landscape contractor

Right of Ways Specifications (Includes 17 Lift Stations)

There are 17 lift stations. Lift stations will receive weed-eating and litter removal service only on the same schedule as the ROW's

Mowing

1. Trash will be picked up by Vendor prior to mowing – this task will precede each mowing operation
2. ROW mowing will be performed weekly during the period from April 1 through October 31 and every other week out of season - November 1 through March 31.
3. Four **additional cuttings** will be held in reserve to deal with weather or other unforeseen conditions.
4. Mowing blades to be kept sharp and adjusted to obtain clean cut grass. Grass cutting “clumps” will not be allowed and if formed must be removed by the Vendor.
5. String trimming of grass, where mowers cannot reach, to be the same height as mowed grass. Chemical treatment of these areas will be allowed but only for a limited distance not to exceed 6 inches from the obstacle.
6. Discharge direction of grass from mowers shall be away from doorways, patios, fences, parked vehicles and mulched beds.
7. All grass clippings and debris shall be removed from sidewalks, internal driveways and streets.
8. All naturally fallen vegetation and debris shall be removed.
9. Lift Stations receive chemical or mechanical weeding and litter removal ONLY.

Edging

1. Mechanical edging of hard surfaces (such as sidewalks and driveways)
2. Mechanical edging of all landscape beds
3. Edging around utility poles, cable distribution stations, sewer connections and sprinkler heads – **May also be chemically edged**

Weed Control

1. Weeds over 3 inches to be pulled by hand.
2. Weeds emerging within beds and from cracks in driveways and sidewalks and in and around sewer pipe/drains are to be sprayed with a selective or non-selective, as appropriate herbicide. Care should be taken to not damage existing plantings.

Pruning

1. Shrubbery and hedges to be sheared in such a manner to maintain natural appearance (soft prune) and includes: controlling new growth, maintaining desired shape and height of plant.
2. Tree trimming will be done up to 10 feet.
3. Clean up all large clippings and remove from premises.
4. Remove shrubs or plants that are dead or dying.
5. Vendor will notify the City when shrubs or plants are removed. Vendor and City will agree on appropriate additional fee to secure and replace if desired.

Irrigation Repair

Vendor will repair any sprinklers damaged by mowers or Vendor personnel and evaluate condition of system and report any noticeable issues to City.

Additional Work

1. On Monday and Friday mornings, the sidewalks in the Central Business District to include U.S. 17 from B Street south to 2nd Street and Wall Street from Magnolia Avenue east to Orange Avenue shall have trash and debris removed by vendor and be blown free of all dirt and miscellaneous matter.
2. Weeds in the Central Business District tree wells and sidewalk joints should be removed weekly
3. Additional work will be performed only after a signed agreement stipulating work to be performed, where, when and for what fee.

Public Buildings, Facilities, Lake Front, Frostproof Hill and Parks Specifications

Mowing

1. Trash will be picked up prior to mowing – this task will precede each mowing operation.
2. PB&R mowing will be performed weekly during the period from April 1 through October 31 and every other week out of season - November 1 through March 31.
3. Four **additional cuttings** will be held in reserve to deal with weather or other unforeseen conditions.
4. Mowing blades to be kept sharp and adjusted to obtain clean cut grass. Grass cutting “clumps” will not be allowed and if formed must be removed by the Vendor.
5. **String trimming of grass, where mowers cannot reach, to be the same height as mowed grass.**
6. **Chemical treatment of these areas will be allowed but only for a limited distance not to exceed 6 inches from the obstacle**
7. Discharge direction of grass from mowers shall be away from doorways, patios, fences, parked vehicles and mulched beds.
8. All naturally fallen vegetation and debris shall be removed.
9. All grass clippings and debris shall be removed from sidewalks, internal driveways and streets.

Edging

1. Mechanical edging of hard surfaces (such as sidewalks and driveways)
2. Mechanical edging of all landscape beds
3. Edging around utility poles, cable distribution stations, sewer connections and sprinkler heads – **May also be chemically edged**

Weed Control

1. Weeds over 3 inches to be pulled by hand
2. Weeds emerging within beds and from cracks in driveways and sidewalks and in and around sewer pipe/drains are to be sprayed with a non-selective herbicide such as Roundup or other suitable product. Care should be taken to not damage existing plantings.

Mulching (Only at Hill, City Hall, Wall Street, Library, Fewox, Community Center)

Red mulch will be applied twice a year in October and April

Pruning

1. Shrubbery and hedges to be sheared in such a manner to maintain natural appearance (soft prune) and includes: controlling new growth, maintaining desired shape and height of plant. Note: Shrubs on south side of Wall Street Park Tennis Courts should be allowed to grow to a uniform height.
2. Tree trimming will be done up to 10 feet.
3. Clean up all large clippings and remove from premises.
4. Remove shrubs or plants that are dead or dying.
5. Vendor will notify the City when shrubs or plants are removed. Vendor and City will agree on appropriate additional fee to secure and replace if desired.

Irrigation Repair

Vendor will repair any sprinklers damaged by mowers or Vendor personnel and evaluate condition of system and report any noticeable issues to City.

Additional Work

Additional work will be performed only after a signed agreement stipulating work to be performed, where, when and for what fee.

Damage to property deemed Vendor's fault will be the responsibility of Vendor to repair and/or replace.

INVITATION TO BID
PROPOSAL FORM

City Landscaping and Mowing Contract

The undersigned hereby certifies that price proposed are effective as of October 1, 2024 and will remain valid through September 30, 2026. Further the undersigned certifies that they have read the Bid Specifications and thoroughly understand same and propose as follows to meet or exceed the Bid Specifications.

CITY of FROSTPROOF	
Landscape and Mowing Services Bid Form	ANNUAL TOTAL: \$ _____
	BREAKDOWN TOTAL
1.	RIGHT OF WAYS \$ _____ Weed Control/Chemicals Per Year \$ _____ Pruning Per Year \$ _____ Mowing/Edging Per Year \$ _____ Total Per Year
2.	PARKS: FEWOX, WALL STREET, DUNHAM, AND HENDERSON FIELD \$ _____ Weed Control/Chemicals Per Year \$ _____ Pruning Per Year \$ _____ Mowing/Edging Per Year \$ _____ Total Per Year
3.	PUBLIC BUILDINGS, FACILITIES, LIFTSTATIONS, ETC \$ _____ Weed Control/Chemicals Per Year \$ _____ Pruning Per Year \$ _____ Mowing/Edging Per Year \$ _____ Total Per Year
4.	CLINCH LAKE AND FROSTPROOF HILL \$ _____ Weed Control/Chemicals Per Year \$ _____ Pruning Per Year \$ _____ Mowing/Edging Per Year \$ _____ Total Per Year
Bids will be evaluated: Lowest and Best bid, in the City's sole judgment, is considered to be in the City's best interest.	

Legal Name of Firm _____ Date _____

By: _____ Title _____

Address _____ Telephone _____

City _____ State _____ Zip Code _____

Printed Name of signer: _____ E-Mail _____