

Lake Asbury Municipal Service Benefit District (LAMSBD)
P. O. Box 30252
Drs. Inlet, FL 32030-0252

Date issued: July 9, 2018

Due date: September 1, 2018

SPECIFICATIONS for 2018 Mowing Contract

The Prime Contractor shall:

1. Present written evidence of Workman's Compensation Insurance.
2. Present written evidence of General Liability & Auto Liability insurance in the amount of at least \$1,000,000 with LAMSBD as an Additional Insured on the GL.
3. Coverage shall meet all LAMSBD requirements for Vendors.
4. Certificate of Insurance for Prime Contractor and/or Subcontractor reflecting LAMSBD insurance requirements is to be attached to proposal. Information will be reviewed with Insurance Company(s) and Agent of Record to verify coverage. (See Exhibit A attached.)
5. Provide a copy of the company's business license.
6. If subcontracted, the Subcontractor shall meet all the requirements in items 1, 2, 3, 4, 5 above. The Prime Contractor can indemnify (hold harmless) the Subcontractor in the contract. Copy of the indemnification shall be attached to proposal. If there is no indemnification, then the Subcontractor shall meet the same LAMSBD insurance requirements as the Prime Contractor. Certificate of Insurance from the Subcontractor shall be attached to proposal. No work is to commence by the Prime Contractor or Subcontractor without LAMSBD's acceptance of Certificate(s) of Insurance as part of the Contract.
7. Any questions regarding the scope of work should be in writing and addressed to Thomas Petrucci via email to TPPetrucci@comcast.net or U.S. mail to LAMSBD at the address above). (Only a Trustee should address the scope of work, procedural questions can be answered by the Secretary.)
8. The mowing site boundaries will be discussed with the successful bidder.
9. Any bids not received by 5:00 PM, September 1, 2018 will not be considered. All bids must be submitted to Thomas Petrucci via electronic mail to TPPetrucci@comcast.net, with the message line marked Mowing Bid Proposal.

Contract Award:

1. Bids will be considered during the September 10, 2018 LAMSBD meeting and awarded at the same time. **LAMSBD reserves the right to reject any and all**

bids, with or without cause, to waive technical errors and waive informalities and make award to/negotiate with firm whose bid best serves the interest of LAMSBD.

LAMSBD is not required or obligated to award the contract to the lowest bidder. LAMSBD reserves the right to clarification of information from one or more Bidders.

Each bidder will submit at least 3 commercial references with their bid. The contract period is for the remainder of the 2018 mowing season and the 2019 mowing season as defined in paragraph one (1) of the general work requirements in this specification. However, it may be renewed in years subsequent to 2018, at the option of the LAMSBD, provided the contractor's performance is satisfactory to the LAMSBD. A contract will be completed by LAMSBD during the meeting where the contract is awarded. If the awarded contractor is not at the meeting to accept the contract, it will be mailed to the awarded contractor for completion, which must be accomplished before work commences.

Either party, at its sole discretion may terminate the agreement with a thirty (30) day written notice to the other party.

LAMSBD has the option to run credit, financial and other background reports on Bidder.

General Work Requirements:

1. The specified areas shall be mowed / trimmed once each month in August and September, 2018 and April through September 2019 (8 cuttings). The length of time between cuttings shall not exceed thirty days plus or minus seven days. Additional cuttings, at the option of the LAMSBD, may be authorized at the contracted monthly fee.
2. The contractor shall complete a monthly **LAMSBD MOWING CHECK LIST** (Exhibit B), signed by the Principal, and present it with the monthly bill for services. Failure to attach this document will require LAMSBD to hold check until the signed **LAMSBD MOWING CHECK LIST** is received.
3. Grass shall be mowed to a height of 4 inches. Foliage around guard rails, fences and other areas not possible to be cut with mowing equipment shall be trimmed with suitable equipment.
4. Bushes and trees sprouting from stumps, etc., shall be kept cut to less than 4 inches in height.
5. Animal burrows shall not be disturbed but shall be marked with a survey flag. They shall be reported to the Lake Asbury Municipal Services Benefit District Representative via the monthly mowing checklist. Litter shall be removed and disposed of. Additionally,

leaks, erosion, soft areas, vandalism, etc. noted during the normal course of mowing shall be reported on the monthly mowing checklist.

6. All Contractors shall email TPPetrucci@comcast.net two days prior to mowing, notification of intent to work and call the LAMSBD Secretary when they arrive and when the job is completed. Leaving telephone messages is permissible.

Equipment:

Due to the erosion potential on the dams: only walk behind mowers with a maximum 54 inch cut can be used. A two wheel velky or sulky stand on equipment can be used with a walk behind mower.

A sit on sulky/velky or a stand on one wheel velky/sulky, or any riding equipment is prohibited.

Training:

All employees will be trained and properly supervised in the correct use of the accepted equipment on the dams. Improper use of equipment that results in any grooving that creates erosion may cause the contract to be cancelled by LAMSBD. If equipment grooving is evident at the start of the mowing, the contractor is required to immediately call the LAMSBD Secretary to determine if the mowing should continue or if the mowing should be moved to another day.

Specified areas where work is to be performed:

The paved road shall serve as the "upper border" for the lake and face sides of the North and South Lake Dams. Grass shall be mowed/trimmed beginning on both sides of the paved road to the lower borders as specified below. Specific areas and the lower borders are described in the following paragraphs.

Lakeside of Lake Asbury Dam:

1. The area to be mowed/trimmed is defined by survey markers located on the East end of the dam beginning at the boat ramp and proceeding West to the survey markers at the west end of the dam.
2. Vegetation shall not be allowed to grow on the fabriform revetment. If unable to control by trimming, it shall be reported via the monthly checklist. The MSBD will determine the course of action to remove it.

Face of the Lake Asbury Dam

1. Beginning at the West end survey markers and proceeding east to the private drive perform the specified work.
2. Beginning at the lower survey marker at the East end of the Baker property (lot 37), and proceeding east on a line bending slightly to the right for approximately 150' to the "Ridge at the toe of the dam", perform the specified work.
3. Proceeding east from the above mentioned ridge on a line bending slightly to the left to the East outfall pipe perform the specified work.
4. Continuing East from the outfall pipe to the fence (lot 35), perform the specified work.
5. Foliage shall be kept cleared from both outfall pipes to permit viewing of the pipes from the top of the dam.

Lakeside of South Lake Asbury Dam:

1. The area to be mowed is defined by survey markers located on the East end of the dam and proceeding west to the survey markers at the West end of the dam, perform the specified work.
2. With the exception of the area delineated in paragraph 3, no vegetation is to be removed from the lake itself.
3. A six foot wide area between the dam and the overflow pipe shall be kept free of vegetation.

Face of the South Lake Asbury Dam:

1. The area to be mowed is defined by the upper and lower survey markers at the east and west ends of the dam. Foliage around the outfall pipe draining into the North Lake shall be kept trimmed to permit viewing from the top of the dam.
2. French Drain outfalls shall be kept free of foliage.
3. The Dumbcane (Elephant Ears) growing at the west end of the waters edge shall be kept mowed or a weed eater can be used.

Top and Lakeside of Lake Ryan Dam:

1. Beginning at West end of the fence next to the paved road and proceeding on a line to the South end of the dam, perform the specified work.
2. No vegetation is to be removed from the lake itself.

Face of Lake Ryan Dam:

Beginning at the East end of the fence and aligned with the power pole on the north side of the paved road, proceed on a line to the outfall pipe, then proceeding on a line to the large oak tree at the top of the dam, perform the specified work. The outfall pipe area shall be kept free from foliage to permit viewing from the top of the dam.

The contractor(s) will be advised where the boundaries exist.

If you need to review the premises prior to completing your Bid Proposal, please contact our Treasurer, Thomas Petrucci at (904) 708-8125. You will need to provide him with a copy of current certificate of insurance before you enter the premises.

END OF SPECIFICATIONS

Exhibit A: LAMSBD Insurance Guidelines for Vendors

Exhibit B: LAMSBD Mowing Check List

Exhibit C: LAMSBD Award Check List

Exhibit D: Prime Contractor and/or Subcontractor Acceptance and Proposal

Exhibit E: Map of Lake Asbury

EXHIBIT A

LAMSBD INSURANCE GUIDELINES FOR VENDORS

The minimum insurance coverage required for this project is as follows:

- | | | |
|----|--------------------------------|-------------------------|
| 1) | General Liability | \$1,000,000 |
| | | (\$2,000,000 aggregate) |
| 2) | Automobile Liability | \$1,000,000 |
| 3) | Workers' Compensation | |
| | Florida Statutory Requirements | |
| 4) | Umbrella | \$4,000,000 |
| 5) | Professional Liability | \$1,000,000 |

EXHIBIT B:

LAMSBD MOWING CHECK LIST

DATE _____

Start Time _____ (Secretary notified by telephone 406-9746)

Finish Time _____ (Secretary notified by telephone 406-9746)

- 1. Notification of planned work start time emailed _____
- 2. Trimming
 - Guardrails _____
 - Signs _____
 - Fences _____
- 3. Grass cut to 4" _____
- 4. Bushes and tree stump sprouts cut to less than 4" _____
- 5. Outfall pipe foliage cleared _____
- 6. French drain areas clear _____
- 7. Ant hills and animal burrows marked with a survey flag _____

Location: _____

8. Litter removed* _____
Dumping location: _____

9. Revetment vegetation cut/reported _____ Location: _____

10. Remarks - leaks, erosion, vandalism, soft spots, etc. & location _____

11. Any potential erosion created by the mowing? No ___ Yes ___ Location: _____

***Bags of trash, old tires, etc. dumped by individuals will be reported on the check list.**
The contractor is not expected to be an expert but to apply visual common sense.

Signature _____

Name of Principal _____
(Print)

Exhibit C:

**LAMSBD Award Check List
(Applied to each bid received)**

1. Board's approval of the Request for Proposal. Completed on: _____
2. Board's approval of the bidder's list. Completed on: _____
3. Mail bids to list. Completed on: _____
4. Bidder's conference/site review. Completed on: _____
5. Questions received from: _____

6. Bidder's written request for changes addressed by Board on: _____
7. Distribution of Board's action per question to bidders on: _____
8. Change in due date: Yes ___ No ___ If yes new date: _____
9. Secretary will put the received date on the bidder's envelop as received.
10. Last mail check at 5:00 PM on the due date of July 6, 2018.
11. Bids received after that time and date will be logged by the Secretary and returned unopened.
12. All unopened bids received on or before the due date delivered by the Secretary to responsible Trustee after the final mail pick-up on the due date.
13. Responsible Trustee's review of this bid is from _____
Completed date: _____
Prime Contractor:
 - a. Insurance requirements met & checked: Yes ___ No ___
 - b. Business license requirements met: Yes ___ No ___
 Subcontractor's name (where applicable): _____
 - a. Insurance requirements met & checked: Yes ___ No ___
 - b. Business license requirements met: Yes ___ No ___
14. Trustee's read-out to the Board _____ as compliant: Yes ___ No ___
15. Trustee lists from low compliant bidder to high compliant bidder for the Board
16. Board's decision to award to this bidder: Yes ___ No ___
17. Chair fills in the successful bidders information and signs the contract.
18. Awarded contractor signs, thereby accepting the contract: _____
19. If awarded contractor is not at the meeting, contract is mailed the next day.
20. Board notified by Secretary that the signed contract is received: _____

Exhibit D:

**Prime Contractor and/or Subcontractor Acceptance
And Proposal**

The Prime Contractor and/or Subcontractor completely understand and accepts the conditions of the RFP and make the following proposal:

1. The monthly charge for mowing is \$_____ for eight (8) cuttings (2 in 2018 and 6 in 2019).
2. Additional optional mowing monthly charge for up to three (3) additional mowing is \$_____. Any additional optional mowing must be authorized by LAMSBD by e-mail or in writing by the LAMSBD Secretary in advance of any mowing.

Prime Contractor (Vendor) Business Name_____

Name of Prime Contractor Principal_____ (Print)

Signature_____

Subcontractor's Business Name_____

Name of Subcontractor Principal_____ (Print)

Signature_____

Date_____

Name of LAMSBD Secretary_____ (Print)

Signature_____

Name of LAMSBD Chairman_____ (Print)

Date_____