

LEXINGTON OAKS

(Request for Proposals)

BID PACKAGE FOR
LANDSCAPE MAINTENANCE SERVICES
OCTOBER 2021

DISTRICT:

LEXINGTON OAKS
COMMUNITY DEVELOPMENT DISTRICT
26304 Lexington Oaks Blvd.
Wesley Chapel, FL 33544

District Manager:

INFRAMARK MANAGEMENT SERVICES

This Request for Proposal(s) ("RFP") is issued by Lexington Oaks Community Development District (District) to solicit competitive proposals for Landscape Maintenance Services in the Lexington Oaks Community, in Wesley Chapel, Florida (the "Proposals") from qualified persons, firms, or corporations ("Bidders"). Inframark Management Services ("District Manager") serves as District Manager of District, working on behalf of the Lexington Oaks Community Development District Board of Supervisors. As referenced herein, Consultant refers to entity as may be designated by District and/or District Manager.

1. **RFP Bid Package:** This RFP Bid Package includes complete Bidder's instructions, a detailed Scope of Work, Proposal Bid Forms and an Evaluation Criteria.
2. **Review of RFP Bid Package:** It is the responsibility of Bidders to review the RFP Bid Package and any addenda made available in connection with the work and to prepare a Proposal based solely on the RFP Package.
3. **Scope of Work:** The Bidder will be responsible for performing all work, including all labor, material, equipment, supplies, tools, supervision, services, transportation, and all other necessary incidental items required to perform the work (Work) described in the Service Description and Specifications attached hereto as Exhibit A for the locations shown in the Maintenance Map attached hereto as Exhibit C. as well as any addenda issued to Bidders prior to the submission of Proposals.
4. **Examination of the Site & Pre-Bid Meeting:** Each Bidder is required to attend the mandatory Pre-Bid Meeting on Thursday June 10, 2021 at 10:00 a.m. at the Lexington Oaks Community Clubhouse 26304 Lexington Oaks Blvd, Wesley Chapel Florida 33544 and thoroughly familiarize itself with the property and all conditions pertinent to performing the Work.
 - a. No Additional compensation not relief from any obligation of the Service Agreement (defined below) will be granted because of lack of knowledge of the site or conditions under which the Work will be performed, i.e. general working conditions, labor requirements, weather conditions, accessibility, condition of the premises, condition of the irrigation system, any obstructions, drainage conditions and the actual grades.
5. **Addenda and Question Submittal Deadline:** No oral interpretations will be made to any bidder as to the meaning of the Service Description and Specifications. Interpretations, if made, will be made in the form of an addendum and sent to all Bidders on the list generated at the Pre-Bid Meeting. Any and all questions relative to this RFP shall be directed in writing to the District Manager, Bob Nanni via E-Mail (bob.nanni@inframark.com). The deadline for submitting questions relative to this RFP is Thursday June 24, 2021 at 5:00 p.m.

6. **Proposal Preparation:** This RFP includes a set of Proposal Bid Forms attached hereto as Exhibit B which are for the convenience of the Bidders and are to be filled out and executed completely. The Proposal Bid Forms are, collectively referred to below as the “**Proposal Bid Forms**”.
- a. Bidders shall submit their price information on the “Summary Bid Form” and the “Itemized Bid Forms” with all blank spaces completed. Bidders must also sign the Summary Bid Form and complete the Bidder name and address information.
 - b. Each line item price identified on all Itemized Bid Forms shall be clearly stated and cover all charges including incidental expenses, applicable taxes, insurance, overhead and profit.
 - c. Bidders shall complete the Summary Bid Form and Itemized Bid Forms using the quantities identified.
 - d. Each Bidder shall supply with its Proposal a copy of the insurance certificate indicating the types of coverage and limits for general, property, automobile liability insurance and workers compensation insurance.
 - e. Each Bidder shall submit with its proposal a complete company profile of experience and qualifications. The information shall include at least the following: years the Bidders company has been in business, customer references for comparable jobs, their completed size and approximate dollar value.
 - f. Failure to supply any requested information and timely submit fully completed Proposal Bid Forms may result in disqualification.
 - g. The Name, address and signature of the Bidder and the price information shall be clearly written on the Summary Bid Forms and the Itemized Bid Forms.
7. **Proposal Delivery and Bid Opening:**
- a. One(1) hard copy of the Proposal Bid Forms shall be delivered to the District Manager, c/o Bob Nanni, at the address listed below, **no later than 11:00 a.m. on Friday July 09, 2021** (the “Proposal Delivery Date”), at which time all Proposals shall be publicly opened.
 - i. All completed Proposal Bid Forms and addenda shall be submitted in a sealed opaque envelop which states on the outside “SEALED PROPOSAL FOR THE LANDSCAPE MAINTENANCE SERVICES OF LEXINGTON OAKS.”
 - b. One (1) electronic email copy is mandatory and shall be sent to email address below after 11:05 a.m. and by 11:30 a.m. on Friday July 09, 2021.
 - c. No proposals will be accepted after the above stated time.
 - d. Timely delivery of said hard copy and electronic version of the Proposal to the District is solely and strictly the responsibility of the Bidder. The District will in no way be responsible for delays caused by any occurrence.
8. **Proposal Duration:** The Proposal must be in effect for a minimum of 90 calendar days starting with the day following the Proposal Delivery Date. During this time, all provisions of the Proposal must be in effect, including prices.

Please submit bids to:

INFRAMARK MANAGEMENT SERVICES, INC.
2654 Cypress Ridge Blvd., Suite 101
Wesley Chapel, FL 33544
Attention: Mr. Bob Nanni
E-Mail: bob.nanni@inframark.com

9. District’s Right to Waive Mistakes and Variations:

- a. Proposals may not be modified by bidders after the submission deadline.
- b. Mistakes in arithmetic extension of pricing may be corrected by the District.
 - i. In case of unit price contracts, if an error is committed in the extension of an item, the unit price as shown in the proposal will govern.
- c. The District reserves the right to waive any minor or non-material discrepancies or technicalities.
- d. The District reserves the right to request additional information if clarification is needed.

10. Method of Selection, Award and Right to Reject:

- a. The Board of Supervisors will meet at a publicly noticed meeting or workshop and collectively as a group review and rank the Proposals in accordance with the Evaluation Criteria. The Board will award the Work to the Bidder that it determines, in its sole discretion, has the most advantageous proposal. The Board further reserves the right to reschedule or continue the date of evaluation meeting to a later date.
 - 1. The Board does not represent that it intends to accept the lowest bid.
- b. The Board may invite public presentations by the Bidders.
- c. The District reserves the right to request modification or supplementation of any or all Proposals.
- d. The Board in its sole discretion, reserves the right to reject any and all proposals whenever such rejection is in the best interest of the District.
- e. Nothing contained herein shall place a duty upon the District to reject a proposal or award the Work based on anything other than its sole discretion.
- f. Notice of the award, including rejection of some or all bids, shall be provided in writing to all bidders by E-Mail, certified United States mail with return receipt requested, or a nationally recognized express transportation company and by posting same in the District office for 7 days. The notice shall include the following statement “Failure to file a written protest with the District within 72 hours following the receipt of the District’s decision to award Work shall constitute a waiver of any objection to the award.”
- g. The selected Bidder shall promptly enter into negotiations with the District to finalize any terms or details.
 - i. If the negotiations are unsuccessful, the District may negotiate with next Bidder(s) who had the next highest ranked proposal until the negotiation is successful.
- h. Bidders will not be reimbursed for any cost associated with responding to this RFP.

11. Protests:

- a. Any protest regarding this (1) RFP Bid or (2) a proposal rejection or award, must file an initial notice of protest in writing with the District Manager within 72 hours (excluding Saturdays, Sundays, and state holidays) after:
 - i. The mandatory Pre-Bid meeting for any protests regarding this RFP Bid Package
 - ii. Receipt of the notice of the district decision to reject or award.
- b. Within 7 calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed, the Bidder should submit a detailed formal protest setting forth with particularity the facts and law upon which the protest is based.
- c. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest.
- d. A complete copy of the District’s Rules of Procedures is available for review at the office of the District Manager.

12. Commencement Date, Initial Term, and Renewal: The District’s Legal counsel will draft a Landscape Maintenance Services Agreement (Service Agreement). The District and selected Bidder (Contractor) will execute the Service Agreement for an initial term of three (3) years beginning October 1, 2021. Upon expiration of the initial term of the Service Agreement will auto renew for subsequent 1 year terms until either party has provided the other party written notice of its election to terminate the Service Agreement.

13. Maintenance Personnel Uniforms: All laborers and foremen of the Contractor shall perform all Work on the premises in a uniform to be designed by the Contractor. The Contractor shall have a reasonable time within which to obtain uniforms for new employees. The shirt and pants shall be matching and consistent. At the start of each day, the uniform shall be reasonably clean and neat. No shirtless attire, no torn or tattered attire or slang graphic T-shirts are permitted.

14. Maintenance Personnel Behavior: No smoking in or around the building(s) will be permitted. Rudeness or discourteous acts by Contractor employees towards residents, tenants, guests, management, etc. will not be tolerated. No Contractor solicitation of any kind is permitted on property. Contractor may be asked to park in designated areas.

15. Safety: Contractor shall maintain an adequate safety program to ensure the safety of employees and any other individuals working under this agreement. Contractor shall comply with all OSHA standards. Contractor shall take precautions at all times to protect any persons and property affected by Contractor’s Work under this agreement, utilizing safety equipment such as bright vests, traffic cones, etc.

16. Required Disclosures:

- a. License and Permit Requirements: For the purpose of complying with Florida Statute 218.80 titled “Public Proposal Disclosure Act”, except as may be described

in the Service Agreement, the successful Bidder shall obtain and pay for all permits and licenses necessary for the Work. Bidders shall be responsible for complying with Pasco County licensing requirements prior to submitting a Proposal and shall submit proof of compliance. Those bidders who are not duly licensed and/or do not furnish proof thereof with their proposal may be deemed non-responsive and may be disqualified.

- b. Public Entity Crimes:** Bidders should be aware of and in compliance with all requirements under Section 287.133, Florida Statutes on Public Entity Crimes. A representation of compliance will be included in the Service Agreement.
- c. Scrutinized Companies:** Bidders should be aware of and in compliance with all requirements under Section 287.135, Florida Statutes, on Scrutinized Companies. A representation of compliance will be included in Service Agreement.
- d. E-Verify:** Bidders should be aware of and in compliance with all requirements of Section 448.095(2), Florida Statutes, on E-Verification requirements. A representation of compliance will be included in the Service Agreement.
- e. Public Records:**
 - i. All proposals are considered public records pursuant to Chapter 119, Florida Statutes.
 - ii. As further described in the Service Agreement in accordance with Section 119.0701, Florida Statutes, if awarded the Work, the Bidder shall a) keep and maintain public records that ordinarily and necessarily would be required by the District in order to perform the service, b) provide the public with access to public records on the same terms and conditions that the District would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law, c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law. And d) meet all requirements for retaining public records and transfer, at no cost, to the District all public records in possession of the contractor upon termination of the agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with the information technology systems of the District.
- f.** The District in its sole discretion, may reject any Bidder the District finds to lack or whose present or former executive employees, officers, directors, stockholders, partners, or owners are found by the Board to lack honesty, integrity, or moral responsibility. The discretion of the Board may be exercised based on the disclosure required herein, the District's own investigation, public records, or any other reliable source of information. The Board may also reject any Bidder failing to make the disclosure required herein. By submitting a proposal, Bidder recognizes and accepts that the District may reject the proposal based upon the exercise of its sole discretion and bidder waives any claim it might have for damages or other relief resulting directly or indirectly from the rejection of their Proposal based on these grounds, including the disclosure of any pertinent information relating to the reasons for rejection of the Proposal.

EXTERIOR LANDSCAPE MAINTENANCE

EXHIBIT "A"

SERVICE DESCRIPTION AND SPECIFICATIONS

The indications for Unit Price Line Items after each specification correspond to the Landscape Maintenance Itemized Bid Form and Seasonal Plant Maintenance Itemized Bid Forms found in Exhibit "B" and are to be performed to the frequencies specified.

1. TURF MAINTENANCE

A. Mowing

St. Augustine turf shall be cut at a height of two (2) to four (4) inches as conditions dictate. No more than one-third (1/3) of the grass blade is to be removed when cutting. Contractor shall be responsible for controlling excessive grass clippings within turf or mulched bed areas.

Contractor shall be responsible for controlling excessive grass clippings within turf or mulched bed areas or ponds. To help control and eliminate re-seeding of different grasses, mower blades used to cut Bahia shall not be used to cut St. Augustine unless changed or cleaned prior. Blowers will be used to clean bicycle paths, lake edges, sidewalks, curbs, and streets of organic material caused by mowing and edging. *(Unit Price Line Item: Mow)*

Bahia and mixed turf areas shall be mowed to a height of four (4) to six (6) inches. Contractor shall only be responsible for mowing, edging, trimming, trashing, and removal of grass clippings from sidewalks and paved surfaces in Bahia and mixed turf areas. *(Unit Price Line Item: Bahia and Mixed Turf Areas)*

B. Edging

Contractor shall be responsible for edging all curbs, walkways and turf bed lines with a metal blade edger. All completed edges will have a perpendicular appearance between turf and hardlines, and turf and bed lines, and will be maintained in proper straight or curved lines as appropriate. An angled or beveled appearance of hardlines or bedlines is unacceptable. Weedeaters are not to be used in edging. Blowers will be used to clean bicycle paths, lake edges, sidewalks, curbs, and streets of organic material caused by mowing and edging. *(Unit Price Line Item: Edge Bedlines/Edge Hardlines)*

C. Fertilization

Contractor shall have full responsibilities of determining the proper formulations and rates of all fertilizers to maintain healthy vigorous turf. Contractor shall be expected to apply any minor nutrients necessary to maintain a healthy turf. *(Unit Price Line Item: Turf Fertilization)*

D. Fire Ant Control

Contractor shall be responsible for the control of Fire Ants throughout maintained areas. Mounds are to be removed and soil leveled to previous grade after Fire Ants have been killed. *(Unit Price Line Item: Fire Ant Control)*

E. pH Adjustment

Contractor is responsible for adjusting improper pH by applying up to 50 pounds per 1000 square feet of lime or up to 10 pounds of sulfur per 1000 square feet. *(Unit Price Line Item: pH Adjustment)*

F. Insect and Disease Control

Contractor shall be responsible for weekly inspections of the entire property and treatment of any insect or disease related problem, including mole crickets, chinch bugs, and grubs. *(Unit Price Line Item: Insect/Disease Control)*

G. Water

Contractor shall be responsible for damage to items that were not reported to the District and/or District Manager in writing, and will be responsible for replacement of these items. Contractor shall be responsible for monitoring the moisture levels in turf areas and reporting any problems, in writing, that may be present during the maintenance visit. Contractor shall not be responsible for the hand watering of any turf area unless plant material is under additional warranty. *(Unit Price Line Item: Irrigation Management)*

H. Turf Weed Control

Contractor shall maintain all turf in such a way as to control and strive to eliminate weeds. The program will include pre-emergent, post emergent, and mechanical weed control methods. *(Unit Price Line Item: Turf Weed Control)*

I. Monofilament Trim

After each mowing operation, the Contractor shall use a weed eater or similar machine to trim grass that cannot be mowed with large machinery. *(Unit Price Line Item: Monofilament Trim)*

IRRIGATION SYSTEM

2. Irrigation Inspection and Management

Contractor agrees to monitor, adjust and manage all automatic irrigation systems as to proper frequency, duration, and operation of supplemental watering. Contractor shall be responsible for performing minor adjustments and services such as: flow control, radius adjustment, nozzle cleaning, sprinkler height, and level adjustment. Contractor will notify District and/or District Manager of malfunction or damage to the system's integrity. The cost of each repair will be billed by the provider and paid directly by the District and/or District Manager. Should it be determined that damage is cause of negligence by the Contractor, the Contractor shall pay the cost of such repair. Cost may be paid directly by Contractor or deducted by District and/or District Manager from payments due to the Contractor.

Contractor shall bear full responsibility 24 hours per day, seven (7) days per week, for normal daily operations of irrigation system. Contractor agrees to monitor, adjust and manage all automatic irrigation systems as to proper frequency, duration and operation of supplemental watering on a daily basis. At all times the system shall be functioning properly and conform to all related codes and regulations. Adjustments include, but are not limited to, flow control, radius adjustment, and nozzle cleaning, sprinkler height and level adjustment.

Irrigation Inspection and Management shall include monthly wet check of each Irrigation Clock and zone. Monthly report of results of this wet check shall be supplied to owner.

Contractor agrees to be responsible for monitoring all systems within the described premises and correct for coverage, adjustment, clogging of lines and removal of obstacles including plant materials and turf that obstructs the spray.

Contractor shall be responsible for performing a complete irrigation evaluation at commencement of Service Agreement or as needed. Contractor shall be required to furnish District and/or District Manager and Consultant with a summary of each clock and zone operation. Contractor shall furnish recommendations for repair and improvements to the systems with an itemized cost for proposed work. Irrigation clocks shall have each zone identified within 30 days of commencement of contract.
(Unit Price Line Item: Irrigation Management)

3. SHRUB AND GROUNDCOVER MAINTENANCE

A. Pruning

All shrubs shall be hand pruned to remove dead and/or damaged wood to allow for natural development of plant material, and to create the effect intended by the Consultant and District and/or District Manager. Pruning shall be performed through the growing months, following recommended best practices, to keep the plant material aesthetically pleasing and within its boundaries.

Deep hand pruning and/or structure pruning should be performed once a year during the dormant months. Structure pruning shall be defined as using hand pruners, handsaws, and/or loppers to prune old wood and prune behind multiple breaks to maintain proper proportions, promote interior growth, and an aesthetically pleasing appearance. Removal of up to 50% of the height and foliage of plants shall take place during these pruning's. *(Unit Price Line Item: Shrubs or Groundcover Trim)*

B. Fertilization

Contractor shall have full responsibilities of determining the proper formulations and rates of all fertilizers to maintain healthy vigorous shrubs. Contractor shall be expected to apply any minor nutrients necessary to maintain healthy shrubs. *(Unit Price Line Item: Shrub Fertilization)*

C. pH Adjustment

Contractor is responsible for adjusting improper pH by applying up to 50 pounds per 1000 square feet of lime or up to 10 pounds of sulfur per 1000 square feet. *(Unit Price Line Item: pH Adjustment)*

D. Insect and Disease Control

Contractor shall be responsible for weekly inspections of the entire property and treatment of any insect or disease related problems. *(Unit Price Line Item: Insect/Disease Control)*

E. Water

Contractor shall be responsible for monitoring the moisture levels in bed areas and reporting any problems, in writing, that may be present during the maintenance visit. Contractor shall be responsible for damage to plants that were not reported to the District and/or District Manager in writing, and will be responsible for replacement of these items. Contractor shall not be responsible for the watering of any shrub or groundcover areas unless plant material is under warranty. *(Unit Price Line Item: Irrigation Management)*

F. Bed Weed Control

Weeds shall be controlled in bed areas by mechanical, physical and chemical methods. Bed areas should be maintained to control and strive to eliminate weeds. *(Unit Price Line Item: Bed Weed Control)*

4. TREE MAINTENANCE

A. Pruning

Contractor shall be responsible for maintaining all trees such that no branches/limbs will overhang on sidewalks and parking areas lower than 12 feet from the ground. Lower branching on all trees shall be pruned as needed, to keep them elevated to a uniform height. Maximum height for this pruning shall be no more than 16 feet. Trees located in natural area shall be pruned only when their growth habit affects formal, maintenance areas. Limbs and branches are to be removed from property. All sucker growth from trunk and base of trees shall be removed weekly or as required to maintain a clean appearance.

Contractor will be responsible for pruning all ornamental trees such as Wax Myrtles, Crepe Myrtles, Photinias, American Hollies, Fosteri Hollies, Savannah Hollies, Burfordii Hollies, Nellie R. Stevens Hollies, Ligustrums, East Palatka Hollies, Dahoon Hollies, Silver Buttonwoods, Treeform Oleanders, Sea Grapes, and Cattley Guavas. Pruning will include the shaping of all heads, removal of conflicting branches and removal of interior sucker growth. *(Unit Price Line Item: Tree Pruning)*

B. Fertilization

Contractor shall follow tree fertilization frequencies listed on the LANDSCAPE MAINTENANCE ITEMIZED BID FORM in Exhibit "B". Native mature trees do not apply. Fertilization applies to planted trees that still are staked or guyed and planted trees that have a caliper of 10 inches or less. Contractor is required to notify District and/or District Manager and make recommendations, in writing, of all other trees that may need supplemental fertilization. *(Unit Price Line Item: Tree Fertilization)*

C. pH Adjustment

Contractor is responsible for adjusting improper pH by applying up to 50 pounds per 1000 square feet of lime or up to 10 pounds of sulfur per 1000 square feet. *(Unit Price Line Item: pH Adjustment)*

D. Insect and Disease Control

Contractor shall be responsible for weekly inspections of the entire property and treatment of any insect or disease related problems. All pine trees on property to

be inspected quarterly for presence of Boring Beetles. Results of inspections to be supplied to owner. *(Unit Price Line Item: Insect/Disease Control)*

E. Water

Contractor shall be responsible for monitoring the moisture levels in bed areas and reporting any problems in writing that may be present during the maintenance visit. Contractor shall be responsible for damage to trees that were not reported to the District and/or District Manager in writing, and will be responsible for replacement of these items. Contractor shall not be responsible for the watering of any trees unless plant material is under warranty. *(Unit Price Line Item: Irrigation Management)*

F. Staking

Staked trees shall be re-staked and adjusted as often as necessary. Stakes shall be adjusted and/or removed when deemed appropriate by Contractor. However, trees that need to be re-staked utilizing specialized equipment and crews shall be done at a mutually agreed upon price, submitted in writing for review and approval. *(Unit Price Line Item: Tree Pruning)*

5. SEASONAL COLOR/PERENNIAL MAINTENANCE/INSTALLATION

A. Bed Preparation

Contractor shall be responsible for measuring and confirming the quantities for each annual rotation for existing pots and annual bed areas based on plant spacing as specified. Contractor shall be responsible for planting the specified size and quantity of plant material designated by the Consultant. Beds shall be prepared to Consultant's specification.

Contractor shall be responsible for taking general and micronutrient tests of annual bed areas. The District and/or District Manager and Consultant should receive copies of test results and a list of actions to be taken by Contractor to correct all problems identified by report. Beds shall be tilled to a depth of 14 inches with all amendments thoroughly mixed. Fertilizers should be raked into the top six (6) inches or soil mix. pH adjustment should be made during each seasonal rotation. See Seasonal Color bed Amendments Chart for specified chemical rates.

Bed areas shall be formed to create a moderate crown which "faces up" toward the direction of the greatest foot or automobile traffic. Remove rocks and debris, and trench all sides of bed which face curb or turf at a depth of three (3) inches before final mulching.

B. Seasonal Color Plant Replacement

Contractor shall be responsible for replacing any annuals that have declined, died or failed to maintain a healthy, vigorous appearance in the opinion of the District

and/or District Manager and Consultant.

C. Mulching

Bed areas shall have one quarter (1/4) inch of finely ground pine bark mulch at all times, not allowing bare soil areas to be visible.

D. Deadheading and Pruning

Deadheading: Declining flowers and foliage should be removed weekly.

Pruning: Plants shall be pruned as specified to avoid plants becoming leggy or unsightly; also to maintain a consistent uniform mass. *(Unit Price Line Item: Deadheading and Pruning)*

E. Fertilization

Contractor shall have full responsibilities of determining the proper formulations and rates of all fertilizers to maintain healthy vigorous plants. Contractor shall be expected to apply any minor nutrients necessary to maintain a healthy turf. *(Unit Price Line Item: Fertilization)*

F. Insect and Disease Control

Contractor shall be responsible for weekly inspections of annual bed areas and treatment of any insect or disease related problems. *(Unit Price Line Item: Insect/Disease Control)*

G. Watering

Contractor shall be responsible for monitoring the moisture levels in bed areas and reporting any problems, in writing, that may be present during the maintenance visit. Contractor shall be responsible for damage to items that were not reported to the District and/or District Manager in writing, and will be responsible for replacement of these items.

Contractor shall be responsible for watering plant material up to the man hours specified. Time must be accounted for on the WEEKLY MAINTENANCE WORKSHEET. *(Unit Price Line Item: Watering)*

H. Bed Weed Control

Weeds shall be controlled in bed areas by mechanical, physical and chemical methods. Bed areas are to be maintained to control and strive to eliminate weeds. *(Unit Price Line Item: Bed Weed Control)*

I. Perennial Maintenance

All perennial beds are to be serviced on a weekly basis. The removal of all spent blooms, flower stalks, and drying foliage shall be performed weekly or as needed. A one-time (fall or late winter) cut back and mulching of all foliage will also be included in the cost. Any additional fertilizer, fungicide, insecticide or other chemicals needed to keep plants at optimum health shall also be included. All Daylilies and Liriope shall be cut back (either manually or mechanically) in the early spring. *(Unit Price Line Item: Seasonal Color Care)*

6. MULCHING FOR TREE AND SHRUB BED AREAS

Contractor will be responsible for pricing one (1) complete application of Grade A Pine bark mulch which will occur at the Managing Agent's discretion. Mulch is to be spread at a depth of one and one half (1-1/2) inches such that none of the old or previously laid mulch is visible. Contractor is responsible for accurate measurement of all bed areas and tree circles as part of the bid process. Contractor is responsible for spot mulching of any bare soil areas that have resulted due to underestimation of mulch or landscape maintenance performance i.e., mower damage around bedlines, treewells, etc. *(Unit Price Line Item: Mulch)*

7. GENERAL SITE MAINTENANCE: TRASH, WEED CONTROL AND DEBRIS DISPOSAL

A. Cleanup Procedures

As a part of each weekly maintenance visit, a general cleanup program will occur. The cleanup program shall involve a policing of all maintained areas for the removal of paper, cans, bottles, sticks, cigarette butts, leaves, and other debris. A complete sweeping or blowing, by mechanical means, of the entire roadways, curbs, gutters, drains, and sidewalk areas will also be performed. This will encompass complete removal of weeds at curbs and pavement lines, and other trash that has settled in these areas.

Parking lot areas will be kept clean within 15 feet of curbs and planted areas. *(Unit Price Line Item: Debris Disposal)*

B. Weed Control

All parking lot areas, curb and gutters, driveways, parkways and loading dock areas shall be maintained to control and strive to eliminate weeds. *(Unit Price Line Item: Bed Weed Control)*

C. Disposal of Debris

All debris shall be disposed of off-site. *(Unit Price Line Item: Debris Disposal)*

D. Severe Weather Cleanup

In the event of a natural disaster, such as a hurricane or tornado, the Contractor shall not be responsible for any cleanup operation outside of the agreed maintenance contract. If District and/or District Manager elects, they may request that the Contractor utilize dedicated man hours for the purpose of severe weather clean up. *(Unit Price Line Item: Debris Disposal)*

E. Typical Weather Cleanup

Contractor shall be responsible for debris cleanup deposited by typical weather conditions. *(Unit Price Line Item: Debris Disposal)*

8. LEAF REMOVAL

A. Leaf Collection

Fallen leaves in all areas shall be collected no less than four (4) times per year and removed from property. This is to be done as requested by the Consultant and District and/or District Manager from the beginning of November through February, or until leaf disbursement ceases. On a weekly basis, the Contractor will collect leaves from focal areas, bed, and turf areas to prevent heavy build-up and cause damage to plant material by smothering. *(Unit Price Line Item: Debris Disposal)*

B. Disposal of Debris

All debris shall be disposed of off-site. *(Unit Price Line Item: Debris Disposal)*

9. NATURAL AREA MAINTENANCE

All mulched wooded natural areas should be kept free of limbs and weeds. Natural leaf drop will not have to be removed. These areas can also be used for leaf deposit if Owner and/or District Manager's permission is obtained.

Any and all wood lines along District maintained areas must be kept cur back, cleaned up, and maintained at all times.

Any dead tree removal is not the responsibility of the Contractor. *(Unit Price Line Item: Debris Disposal)*

10. PLANT MATERIAL DISPOSAL

A. Removal

Dead plant material, not requiring general tree surgeon practices for removal shall be removed and disposed of immediately by the Contractor. *(Unit Price Line Item: Debris Disposal)*

B. Replacement

Contractor shall contact and advise the District and/or District Manager, in writing, of possible replacements. Plant replacement necessitated by negligence of the Contractor shall be the sole responsibility of the Contractor.

C. Pumps and Pump Motors

All pump systems shall be operated in accordance with proper procedures as set forth by the manufacturers. District and/or District Manager shall bear the cost(s) of repairs, preventative maintenance and yearly maintenance of all pumps and pump motors. Contractor shall be responsible for the cost of any repairs to systems needed due to the neglect of the Contractor. Any warranties associated with replacement or repair shall be assignable to the District and/or District Manager. Control valves and pressure regulating valves shall be serviced on an annual basis.

11. LANDSCAPE MAINTENANCE FERTILIZATION, WEED AND INSECT CONTROL SPECIFICATION SHEET

A. All pesticides, insecticides, fertilizers, and any other products must be used in strict compliance with label and instructions. Applications must comply with all state and federal regulations. The specifications are intended to be consistent with current label instructions. In the event the specifications conflict with instructions on the pesticide label, the label instructions shall govern. MSDS (Material Safety Data Sheets) forms shall be placed in visible locations prior to spray applications. Copies of all MSDS shall be provided to the Site Manager.

B. Contractor will be responsible for applying chemicals and fertilizers. The following rates are general guidelines and are to be used as such. Contractor is totally responsible for furnishing the District and/or District Manager with healthy, vigorous plant material throughout the term of the contract.

C. Chemical forms may vary with weather conditions.

D. Contractor will be responsible for controlling any insect, disease, or nutrient problems that may occur during the year.

- E.** Contractor will be responsible for taking general and micronutrient tests of turf and shrub bed areas. The District and/or District Manager and Consultant should receive copies of test results and a list of actions to be taken by Contractor to correct all problems identified by the report within 45 days of the execution of the contract.
- F.** Contractor will be responsible for making any extra visits necessary during the year to correct any problems which may occur during the duration of the contract.
- G.** Contractor will be responsible for applications of any other nutrients that should be applied to maintain a balanced soil
- H.** Contractor will take full responsibility for replacing any plant material that is damaged by improper application or lack of timely application of nutrients that are necessary to maintain healthy plant material.

EXHIBIT "B"

SUMMARY BID FORM

Landscape Maintenance Services
LEXINGTON OAKS
WESLEY CHAPEL, FL

This Summary Bid Form totals the Itemized Bid Forms described below. The combined annual sum of all four categories is defined as the "**Total Bid Price**"

A. GENERAL LANDSCAPE MAINTENANCE TOTAL	\$
B. SEASONAL COLOR/PERENNIAL MAINTENANCE TOTAL	\$
C. SEASONAL PLANT INSTALLATION TOTAL	\$
D. MULCH TOTAL	\$
FIRST YEAR TOTAL BID PRICE	\$
<i>SECOND YEAR TOTAL BID PRICE</i>	<i>\$</i>
<i>THIRD YEAR TOTAL BID PRICE</i>	<i>\$</i>

Contractor Name _____

Contractor Address _____

Contractor Signature _____

Title _____

Telephone Number _____

Date _____

**EXHIBIT B
LEXINGTON OAKS**

GENERAL LANDSCAPE MAINTENANCE ITEMIZED BID FORM

FUNCTION	FREQUENCY (PER YEAR)	UNIT PRICE	FIRST YEAR TOTAL
Mow – St. Augustine	46		
Mow – Bahia and Mixed Turf Areas	26		
Edge (Bedlines)	46		
Edge (Hardlines)	46		
Monofilament Trim	46		
Bed Weed Control	52		
Tree Pruning	12		
Shrub/Groundcover Trim	12		
Debris Disposal	52		
Fire Ant Control	52		
Insect/Disease Control	52		
Irrigation Management	52		
Tree Fertilization	2		
Shrub Fertilization	4		
Groundcover Fertilization	2		
Turf Fertilization	6		
Turf Weed Control	52		
pH Adjustment	1		

A. 1ST YEAR GENERAL LANDSCAPE MAINTENANCE TOTAL \$ _____

Contractor Signature

Company Name

Date

**LEXINGTON OAKS
EXHIBIT B**

**SEASONAL COLOR/PERENNIAL MAINTENANCE
ITEMIZED BID FORM**

SEASONAL COLOR MAINTENANCE	FREQUENCY (PER YEAR)	UNIT PRICE	FIRST YEAR TOTAL
Deadheading	24		
Pruning	12		
Insect/Disease Control	20		
Watering (Man Hours)	As Needed		
Fertilization	12		

Seasonal Color Maintenance Subtotal \$ _____

PERENNIAL MAINTENANCE	FREQUENCY (PER YEAR)	UNIT PRICE	FIRST YEAR TOTAL
Deadheading	32		
Cut Back	2		
Insect/Disease	52		
Fertilization	2		
Mulching	1		

Perennial Maintenance Subtotal \$ _____

**CATEGORY B. FIRST YEAR SEASONAL COLOR/PERENNIAL
MAINTENANCE TOTAL** \$ _____

Contractor Signature

Company Name

Date

**LEXINGTON OAKS
EXHIBIT B**

**SEASONAL COLOR INSTALLATION
ITEMIZED BID FORM**

QUANTITY	PLANT MATERIAL	SIZE	UNIT PRICE	FIRST YEAR TOTAL
	First Change Annuals	4"		
	Second Change Annuals	4"		
	Third Change Annuals	4"		

C. FIRST YEAR SEASONAL COLOR INSTALLATION TOTAL \$ _____

NOTE 1: All annuals shall be 4" container-grown Grade "A" plants with multiple blooms at the time of installation. Installation of annuals must take place within one week of removal of previous plantings.

NOTE 2: All prices should include soil amendments, mulch, labor, taxes, etc. associated with installation. All plants should be in bloom at time of planting.

NOTE 3: Specific colors and varieties shall be mutually agreed upon prior to installation.

NOTE 4: Contractor is responsible for estimating and confirming the quantity of flowers based on the spacing shown below:

- a. Distance away from curbs, turf-lines, etc.
 - First Change Annuals 10"
 - Second Change Annuals 10"
 - Third Change Annuals 10"

- b. On Center Spacing
 - First Change Annuals 10"
 - Second Change Annuals 10"
 - Third Change Annuals 10"

Contractor Signature

Company Name

Date

**LEXINGTON OAKS
EXHIBIT B**

**MULCH
ITEMIZED BID FORM**

MATERIAL and FUNCTION	CUBIC YARDS	UNIT PRICE	TOTAL
Pine bark Mulch			

Contractor is responsible for measuring and confirming the quantity of mulch for one (1) complete application per year.

D. MULCH TOTAL \$ _____

Contractor Signature

Company Name

Date

LEXINGTON OAKS

**LEXINGTON OAKS
EXHIBIT B**

SUPPLEMENTAL PRICING FORM

1. Cost per Hour – Irrigation Service Technician with one laborer	\$
2. Cost per Hour – General Labor	\$
3. Additional labor with truck and small power equipment (i.e., edger, blower, etc.) (cost/man hour)	\$
4. Additional labor with truck and light power equipment (i.e., 36” and 52” walk mower) (cost/man hour)	\$
5. Additional labor with truck and heavy power equipment (i.e., hustler, tractor) (cost/man hour)	\$
6. Watering with Hydro seeder including operator (cost/man hour)	\$
7. St. Augustine sod laid, site ready (cost/square foot)	\$
8. Pine Bark Mulch – (cost/cubic yard, spread on site)	\$
9. Additional Labor with truck and hand tools (cost/man hour)	\$

The prices above shall be commensurate with the contract term.

Contractor Signature

Company Name

Date

Lexington Oaks
Lexington Oaks
Evaluation Criteria
RFP for Landscape Maintenance Services

1.	Location and Personnel	20 Points
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Locations of the firm's headquarters or permanent office in relation to the community; capabilities and experience of key personnel, including the project manager and field supervisor; evaluation of existing workload; proposed staffing levels, etc.

2.	Bidder's Experience, Available Equipment, and Insurance	25 Points
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Past record and experience of the Bidder in similar communities; volume of work previously performed by the firm; past performance for other community developments districts in other contracts; character, integrity, reputation of Bidder, availability of equipment necessary for the work; Bidder's insurance limits; etc.

3.	Understanding of the RFP and Scope of Work	25 Points
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Extent to which the proposal demonstrates: (1) an understanding of the District's needs for the services requested and (2) an understanding of and compliance with the Scope of Work outlined in the RFP Bid Package.

4.	Price	30 Points
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A full 30 points will automatically be awarded to the Bidder submitting the lowest "Total Bid Price". All other Bidders will receive a percentage of this amount based upon a formula which divides the low bid by the Bidder's bid and is then multiplied by the number of points possible in this part of the Price evaluation.

Example: Bidder "A" turns in a bid of \$200,000 and is automatically deemed to be low bid and will receive the full 30 points. Bidder "B" turns in a bid of \$250,000. Bid "A" is divided by Bid "B" then multiplied by the number of points possible. $(200,000/250,000) \times 30 = 24$.

Total Possible Points for Each Bidder's Proposal	100 Points
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SITE MAP

To Be Furnished by Owner.