

COUNTY'S INVITATION TO BID NC23-055-ITB, ("ITB"), AS MODIFIED BY ADDENDA



INVITATION TO BID

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Solicitation Title: Mowing, Landscape Maintenance, and Other Related Services	Issue Date: September 8, 2023
Solicitation Number: NC23-055-ITB	Project/Contract Duration: One (1) year with option to renew for two (2) additional years
Requesting Department: Facilities Maintenance and Road Department	Procurement Contact: Brittany Contardi
Contact Address: 96135 Nassau Place, Suite 2 Yulee, Florida 32097	Contact Information: procurement@nassaucountyfl.com
Pre-Bid Date/Time: September 22, 2023 @ 9:00 AM ET OMB Conference Room 96135 Nassau Place Yulee, Florida 32097	Deadline for Questions: October 6, 2023 @ 4:00 PM ET
Bid Due Date and Opening Date/Time: October 18, 2023 @ 10:00 AM ET	
Location of Bid Opening: Robert M. Foster Justice Center, 76347 Veterans Way, Second Floor, Yulee, Florida 32097	

In accordance with the intent and content of this solicitation, we the undersigned do hereby offer to perform as stipulated in this Bid. Failure to do so may result in the forfeiting of bid security, removal from the County's vendor list, or other remedies available to the County under the laws of the State of Florida.

Legal Name of Respondent:		
Business Address:		
Phone Number:	Email:	FL License Number:
Authorized Signature:		Date:
Printed Name of Signer:		Title:

General Instructions/Declarations

1. Bid results will be available pursuant to Florida Statute 119.071(b).
2. Bids must be submitted on the forms furnished by the County within this solicitation, unless otherwise specified below.
3. This page must be completed and returned as the top sheet of any Bid submitted.
4. It is the intent and purpose of Nassau County that this solicitation promotes competitive bidding. It shall be the Bidder's responsibility to advise the Procurement Department via the County's electronic bidding platform if, in the Bidder's opinion, any language, requirements, etc. inadvertently restricts or limits competition. Such notification must be submitted via the County's electronic bidding platform and must be received by the Procurement Department no later than the Deadline for Questions date and time stated above.

(THIS PAGE MUST BE RETURNED WITH YOUR BID)

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COUNTY'S INVITATION TO BID NC23-055-ITB, ("ITB"), AS MODIFIED BY ADDENDA**SECTION A. INTRODUCTION AND GENERAL INFORMATION****A1. Summary:**

The Nassau County Board of County Commissioners (BOCC) is seeking bids from qualified vendors to provide mowing, landscape maintenance, and other related services including, but not limited to, mowing, landscape maintenance, string trimming, power blade edging, mulch replenishment, palm tree trimming, and weeding. These services shall be performed on property owned by or under the jurisdiction of Nassau County in accordance with the solicitation specifications.

The work is to be performed by a contractor, licensed, insured, and bonded to do business in the State of Florida. Vendor shall be familiar with and shall comply with County and State Ordinances governing these services during work. Vendor shall furnish all labor, materials, and equipment necessary to perform the work described herein in strict accordance with these specifications.

A2. Term of Contract:

The initial term of the Contract resulting from this solicitation shall prevail for a period of one (1) year from the date of execution by both the County and the awarded vendor.

Option to Renew for two (2) additional years on a year-by-year basis:

Prior to, or upon completion, of that initial term, the County shall have the option to renew this contract for an additional two (2) year period, on a year-to-year basis. Continuation of the contract beyond the initial period, and any option subsequently exercised, is subject to contract performance and an annual appropriation by the Board of County Commissioners.

For any adjustment to commence on the first day of any exercised option period, the vendor's request for adjustment should be submitted ninety (90) calendar days prior to the expiration of the then current contract term. The vendors(s) adjustment request should not be in excess of the Consumer Price Index for all Urban Consumers (CPI-U): U.S. County Average for All Items 1982-84=100, which is issued by the U.S. Department of Labor, Bureau of Labor Statistics. If no adjustment request is received from the vendor(s), the County will assume that the vendor(s) has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period may not be considered.

The County reserves the right to apply any reduction in pricing for the additional term(s) based on the downward movement of the applicable index.

SECTION B. INSTRUCTIONS TO BIDDERS

- B1.** Bidders shall carefully examine these solicitation forms, specifications, attached drawings (if applicable), and all instructions. Failure to do so will be at the Bidder's risk. Bidders, without exception, will be solely responsible for all aspects of the terms, conditions, and special provisions of this solicitation.

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- B2.** All bids must be signed with the firm name and by an authorized officer or employee. Obligations assumed by such signature must be fulfilled.
- B3.** The term "County" means the Nassau County Board of County Commissioners, a political subdivision of the State of Florida, and its authorized designees, agents and employees.
- B4.** Each Bidder shall furnish the information required on the Bid Price Sheet and each accompanying sheet thereof, if applicable, on which he/she makes an entry. Offers submitted on any other format may be disqualified.
- B5.** All bids must be submitted electronically via the County's electronic bidding platform ([PlanetBids](https://pbsystem.planetbids.com/portal/49083/bo/bo-search)), which is accessible via the County's website or using the following link: <https://pbsystem.planetbids.com/portal/49083/bo/bo-search>.

It is the Bidder's responsibility to ensure that bids are received in the County's electronic bidding platform before the Bid due date and time. **The platform will not allow Bids after the cut-off time EVEN IF YOU ARE IN THE PROCESS OF SUBMITTING YOUR BID WHEN THE CUT-OFF TIME ARRIVES.** Please plan your submittal timing accordingly. No mailed, facsimile, or emailed Bids will be considered.

- B6.** Bids will be opened on the date and time specified on the cover page of this solicitation at the Office of the Clerk located at the Robert M. Foster Justice Center, 76347 Veterans Way, Yulee, Florida 32097. The public is invited to attend.
- B7.** The County reserves the right to request any additional information needed for clarification from any Bidder for evaluation purposes.
- B8.** Pursuant to recent changes in Florida Statutes Chapter 119.071 (General Exemptions from inspection or copying of public records) the bid opening process is temporarily exempt from Public Records requirements, except bids received pursuant to a competitive solicitation for construction or repairs on a public building or public work. Information may be released to the public once the County provides a notice of intended decision or thirty (30) days after the bid opening, whichever is earlier.

Pursuant to recent changes in Florida Statutes Chapter 286.0113 (General exemptions from public meeting requirements) any portion of a meeting in which negotiations with a vendor is conducted as part of the "competitive negotiation" process at which a vendor makes an oral presentation or answers questions as part of the "competitive solicitation" process are exempt from public meeting requirements until the County provides notice of an intended decision or until thirty (30) days after bid opening, whichever is earlier. Any portion of a committee meeting at which negotiation strategies are discussed is exempt.

A complete record shall be made of any portion of an exempt meeting; no portion may be held off the record. The recording of and any records presented at the exempt meeting are exempt from FS119.071 until such time as the board provides notice of an intended decision or 30 days after opening the bids, proposals, or final replies.

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Please refer to Florida Statutes 119.071, 255.0518 and 286.0113 for further details.

- B9.** Bids may not be withdrawn for a period of one hundred and twenty days (120) after the Bid opening date. Bids may be withdrawn or modified at any time before the Bid due date during which the Bidder may withdraw their Bid or make any needed modification(s) and resubmit without prejudice by utilizing the modification/withdrawal feature within the County's electronic bidding platform ([PlanetBids](#)).
- B10.** Please check your pricing before submitting your Bid, as no changes in pricing will be allowed after the Bid opening. In cases of the extended price irregularities, unit pricing will prevail. Please note that the County reserves the right to clarify and correct blatant unit price or extended price and/or calculation errors.
- B11.** Be sure to sign your Bid. Failure to include proper signatures on the required documents may result in a disqualification of that Bid. Only an authorized person that can legally bind the company to this engagement shall sign.
- B12.** Bidders are advised that the County will not accept limitations on liability from any vendor. The successful Bidder(s) will be fully liable for all damages and events caused by them, without any limitations, and they shall waive any rights of subrogation as a part of any contract resulting from this solicitation and associated submittal. The County will pursue liable Bidders to the extent allowed by law for damages caused by them during the performance of a contract with the County. Any Bid received that limits liability will be considered unresponsive and will not be accepted by the County.
- B13.** Bidder shall include in their Bid package a copy of their current, valid insurance coverage certification that meets or exceeds the requirements of included with this solicitation.
- B14. Participation in E-Verify Required by Law:** Pursuant to Florida Statute 448.095, all vendors doing business with Nassau County are required to register with, and participate in, the federal government's E-Verify program (www.e-verify.gov). Bidders will be required to provide proof of registration from E-Verify along with a completed affidavit certifying their compliance with F.S. 448.095.

By submitting a Bid to this solicitation, the Bidder acknowledges and agrees that:

- (a) If the County has a good faith belief that a person or entity with which it is contracting has knowingly violated §448.09(1), Florida Statutes, the contract shall be terminated,
- (b) If the County has a good faith belief that a subcontractor knowingly violated §448.095(2), but the Prime Contractor otherwise complied with §448.095(2), Florida Statutes, shall promptly notify the Prime Contractor and order the Prime Contractor to immediately terminate their contract with the subcontractor,

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- (c) A contract terminated under the above subparagraphs a) or b) is not a breach of contract and may not be considered as such,
- (d) Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination, and
- (e) If a contract is terminated for a violation of F.S. 448 by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.

B14.1 PROHIBITION AGAINST CONSIDERING SOCIAL, POLITICAL, OR IDEOLOGICAL INTERESTS IN GOVERNMENT CONTRACTING

Vendor is hereby notified that pursuant to Section 287.05701, Florida Statutes, the County may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor and may not give preference to a vendor based on the vendor's social, political, or ideological interests.

- B15.** Bidders are required to refrain from contacting any County Departments, Divisions, or external agents or consultants about this solicitation during the solicitation process. **ANY QUESTIONS FROM VENDORS MUST BE RECEIVED VIA THE COUNTY'S ELECTRONIC BIDDING PLATFORM ([PlanetBids](#))**. Failure to comply with this requirement may result in disqualification of your bid and egregious and/or repeated violations may result in debarment from future solicitations, contracts, or other business with the County.

Questions received will be formatted by the Procurement department and issued to all interested parties in the form of an addendum. Oral questions and/or answers are not authorized outside of a Pre-Bid Conference setting (if applicable), and **the County will not entertain any verbal communications regarding this or any other solicitation.** All questions regarding this solicitation must be received by the date and time specified on the first page of this solicitation. Questions received after this date will not be reviewed.

Inquiries or requests for clarification must specify the relevant section(s), subsection(s), paragraph(s), and page number(s) of the competitive solicitation being questioned by the Bidder.

The County will consider the Bidder's lack of inquiries or requests for clarification prior to the Deadline for Questions to constitute the Bidder's acceptance of all of the terms, conditions, and requirements as stated in this solicitation and any addenda or amendments thereto.

- B16.** It will be the responsibility of the Bidder to visit the County's electronic bidding platform ([PlanetBids](#)), prior to submitting a bid, to ascertain if any addenda have been issued and to review those addenda, if applicable. Bidders must complete and return the enclosed

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Addenda Acknowledgement Form with their bid. Failure to comply may result in disqualification of the bid.

B17. NON-MANDATORY PRE-BID

A non-mandatory pre-bid will be held to discuss the special conditions and specifications included within this solicitation as identified in the cover page of this solicitation. Vendors are requested to bring this solicitation document to the conference, as copies will not be available.

SECTION C. GENERAL PROVISIONS

- C1. Terms & Conditions:** Bidder proposes and agrees, if their bid is accepted, to enter into a contract with the Nassau County Board of County Commissioners, to perform and furnish all goods and services specified in the contract documents, consistent with this solicitation, for the agreed-upon price, within the agreed timeframe indicated in this solicitation, and in accordance with the other terms and conditions of the contract. The successful Bidder(s) shall execute and return to the County, within ten (10) days after receipt, all contractual documents, performance and payment bonds (if applicable), insurance certificates, E-Verify documentation, and any other documents required by this solicitation. No Contract shall be considered binding upon the County until it has been properly executed by all parties.
- C2. Receiving/Payment/Invoicing:** The County shall pay all vendors within forty-five (45) calendar days of receipt of an invoice, in accordance with the Local Government Prompt Payment Act (Florida Statute 218.70). Payment shall not be made until goods/services have been received/rendered, inspected, and accepted by the County as to the quality and quantity ordered and received. Payment will be accomplished by submission of an invoice, with the contract number referenced thereon, emailed to the County Department receiving the goods or services from the Vendor. Payment in advance of receipt of goods/services by the County will not be made.
- Invoice submitted shall be in sufficient detail as to item, service, quantity, and price in order for the County to verify compliance with the contract.
- C3. Acceptance of Goods/Services:** Receipt of goods/services shall not constitute acceptance. Acceptance and authorization of payment shall be given only after a thorough inspection indicates that the goods/services meet the solicitation and contract specifications and conditions. Should the goods/services differ in any respect from specifications, payment will be withheld until such time as the supplier takes all necessary corrective action(s).
- C4. Taxes:** Nassau County is tax exempt. As such, the County will not pay any Federal Excise or State of Florida Sales and Use Taxes. Vendors shall not include taxes in any Bid, invoice, or statement.
- C5. Independent Pricing:** By submitting a bid, the Bidder certifies that in connection with this solicitation:

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(a) The prices in the bid have been arrived at independently, without consultation, communication, collusion, or agreement with any other offeror or competitor for the purpose of restricting competition, and

(b) No attempt has been made or will be made by the Bidder to influence any other person or firm to submit or not submit a bid for the purpose of restricting competition.

C6. Conflict of Interest – Business Association: All Bidders must disclose with their offer the name of any officer, director, or agent who is also an officer or employee of the County or related to an officer or employee of the County. Further, all bidders must disclose the name of any Nassau County officer or employee who has, either directly or indirectly, any interest of the Bidder's firm or any of its branches, affiliates, or subsidiaries. Notwithstanding any other provision of law, failure to disclose will result in disqualification of the bid and/or cancellation of work without the County being in breach of contract. The County will seek damages for recoupment of losses for having to re-solicit or re-assign and further reserves the right to debar and any vendor who fails to disclose.

C7. Conflict of Interest – Advisory Boards: Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit an advisory board member of the County from holding any employment or contractual relationship with any business entity doing business with the County. Section 112.313(12), Florida Statutes, provides that an advisory board member will not be in violation of the prohibition if certain conditions are met, including the filing of a disclosure form with the County, which is the sole responsibility of the Bidder and must be filed prior to or at the time of submission of the bid. A copy of the filed disclosure form shall be included as part of the Bidder's response.

The advisory board member is required to, prior to or at the time of the submissions of the bid, file a statement with the County, disclosing their interest and the nature of the intended business.

The advisory board member, or his or her spouse, child, or other relative, is required to have in no way used or attempted to use his or her influence to persuade a member of the County or any of its personnel to enter into such a contract other than by the mere submission of the bid.

The advisory board member, or his or her spouse, child, or other relative, is required to have in no way participated in the determination of the solicitation's specifications or the determination of the responsible and responsive Bidder.

C8. Additional Terms and Conditions: No additional terms and conditions included with the bid shall be evaluated or considered. Any such additional terms and conditions shall have no force and effect and are inapplicable to this solicitation and the bid submitted. If submitted either purposely through intent or design, or inadvertently appearing separately in transmitting letters, specifications, literature, price lists, or warranties, it is understood and agreed that the general and special conditions in this solicitation and contract

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documents are the only conditions applicable to this solicitation and the Bidder's authorized signature affixed to the response attests to this.

- C9. Public Records Requirement:** The County is a public agency subject to Chapter 119, Florida Statutes. **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 530-6010, RECORDS@NASSAUCOUNTYFL.COM, 96135 NASSAU PLACE, SUITE 1, YULEE, FLORIDA 32097.**

To the extent that the selected vendor(s) provide(s) goods and/or services to the County, and pursuant to Florida Statute 119.0701, the Vendor(s) shall:

- (a) Keep and maintain public records required by the public agency to perform the service,
 - (b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time 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 for the duration of the contract term and following completion of the contract if the vendor does not transfer the records to the public agency, and
 - (d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the vendor or keep and maintain public records required by the public agency to perform the service. If the vendor transfers all public records to the public agency upon completion of the contract, the vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the vendor keeps and maintains public records upon completion of the contract, the vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency. If a vendor does not comply with a public records request, the County shall enforce the contract provisions in accordance with the contract.
- C10. Public Entity Crimes:** A person or affiliate who has been placed on the Convicted Vendor List following a conviction for a public entity crime may not submit a Bid on a contract to provide any goods or services to a public entity, may not submit a Bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a vendor, supplier, sub- vendor, or consultant under a contract with any public

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entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. The enclosed sworn statement for Public Entity Crimes under Florida Statute 287.133(3)(a) must be submitted with the Bid.

C11. Debarred Vendors: The County reserves the right to withhold award, rescind an award, or forego award to any Bidder who is found to have been debarred from doing business with the State of Florida or any other public entity. It shall be County's sole determination as to the desirability of contracting with a Bidder who has been barred from doing business with a public entity.

C12. Equal Opportunity: The County recognizes fair and open competition as a basic tenet of public procurement and encourages participation by veteran-, minority-, and woman-owned businesses. Such businesses are to be afforded a full opportunity to participate in any procurement by the County and will not be subject to discrimination on the basis of race, color, creed, religion, sex, gender, disability, political affiliation, or national origin.

The County is an equal opportunity/affirmative action employer. The County is committed to equal employment opportunities and expects firms that do business with the County to do the same.

C13. PROHIBITION AGAINST CONSIDERING SOCIAL, POLITICAL, OR IDEOLOGICAL INTERESTS IN GOVERNMENT CONTRACTING

Vendor is hereby notified that pursuant to Section 287.05701, Florida Statutes, the County may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor and may not give preference to a vendor based on the vendor's social, political, or ideological interests.

C14. The contract that the County intends to use for award is attached as Attachment "I". The awarded Vendor will be required to enter into an agreement which will include the requirements of this ITB as well as the terms and conditions of the draft contract, Attachment "I". The County reserves the right to reject any bid(s) containing exceptions or modifications to the standard terms and conditions. The County may revise the stated standard terms and conditions prior to execution.

SECTION D. SPECIAL PROVISIONS

D1. Minimum Standard: Specifications listed herein describe the expected minimum standard. These specifications are intended to be descriptive in nature and are not intended to eliminate, discourage, impede, or otherwise prevent any vendor from submitting a bid.

D2. Experience of Bidder: Bidder must be qualified to perform the services outlined in the scope of work and meet all applicable code requirements.

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- D3. Attachments/Exhibits:** All attachments and exhibits are made an essential part of this solicitation.
- D4. Bid Bond (If Applicable):** A Bidder submitting a response that is valued at One Hundred Thousand Dollars and 00/100 (\$100,000.00) or more must submit a Bid Bond payable to the County for five percent (5.0%) of the total amount of the response in order for their submittal to be considered responsive. **THE ORIGINAL BID BOND MUST BE MAILED TO THE OFFICE OF EX-OFFICIO CLERK, 76347 VETERANS WAY SUITE 456, YULEE, FLORIDA 32097, WITH ATTENTION TO THE BID NUMBER OF THIS SOLICITATION. A COPY OF THE BID BOND SHALL ALSO TO BE UPLOADED IN THE COUNTY'S ELECTRONIC BIDDING PLATFORM ([PlanetBids](#)) UPON SUBMISSION OF BID.**

The Bid Bonds of the unsuccessful Bidders shall be returned by the County, and the Bid Bond of the Awarded Bidder(s) will be retained until Performance and Payment Bonds have each been executed and approved, after which time the Awarded Bidder(s)' Bid Bond will be returned. A certified check may be used in lieu of a Bid Bond and shall be payable to the Nassau County. Bidders who fail or refuse to provide a required Bid Bond will be disqualified from further consideration.

Performance/Payment Bond (If Applicable): If awarded a contract for a project totaling one hundred thousand dollars (\$100,000.00) or more, the Awarded Bidder(s), within ten (10) calendar days of the Contract execution, must provide an acceptable Performance Bond and Payment Bond, each in the amount of one hundred percent (100.0%) of the Contract, and issued by a corporate surety licensed to do business in the State of Florida and Nassau County, for the faithful performance of the work outlined in the enclosed Technical Specifications/Scope of Work.

Pursuant to F.S. 255.05(1)(b), contracts entered into on or after October 1, 2012 require that "before commencing the work or before recommencing the work after a default or abandonment, the Awarded Bidder(s) shall provide to the public entity a certified copy of the recorded bond[s]. Notwithstanding the terms of the Contract or any other law governing prompt payment for construction services, the public entity may not make a payment to the Awarded Bidder(s) until the Awarded Bidder(s) has complied with this [requirement]." **CERTIFIED COPY OF RECORDED PERFORMANCE AND PAYMENT BONDS ARE TO BE SENT TO THE FOLLOWING ADDRESS: OFFICE OF EX-OFFICIO CLERK, 76347 VETERANS WAY SUITE 456, YULEE, FLORIDA 32097, WITH ATTENTION TO THE BID NUMBER OF THIS SOLICITATION.**

SECTION E. AWARD OR REJECTION OF BIDS

- E1. Method of Award:** Award shall be made to the lowest, responsive, and responsible bidder, and meets all requirements of the bid specifications.

The County reserves the right to issue multiple awards.

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- E2.** The County reserves the right to reject any or all bids, with or without cause, without recourse, or to waive technicalities or to accept bids which, in its sole judgment, best serve the interests of the County. Response to this solicitation is considered an operational cost of the Bidder and shall not be passed on to or borne by the County. The County also reserves the right to reject the response of a Bidder who has previously failed to perform properly, completely, on-time and/or on-cost, contracts of a similar nature, or that are not, in the County's sole discretion, in a position to perform the contract.
- E3.** Any cause including, but not limited to, the following may be considered as sufficient for the disqualification of a Bidder and the rejection of its submittal:
- (a) Submission of more than one bid for the same work by an individual, firm, partnership, or corporation under the same or different names,
 - (b) Evidence of collusion among Bidders, or previous participation in collusive bidding or proposing on work for the County,
 - (c) Any material misrepresentation,
 - (d) Uncompleted work for which the Bidder is committed by contract which, in the judgment of the County, might hinder or prevent the prompt completion of the work under this contract if awarded to Bidder,
 - (e) Violations of the Cone of Silence as provided for herein,
 - (f) Actual or potential conflict of interest as provided for in Section 112.313(3), Florida Statutes, or
 - (g) Conviction for a public entity crime as provided for in Section 287.133, Florida Statutes.
- E4.** The County will provide a contract for the successful Bidder's execution.
- E5.** The award of a contract does not constitute an order nor a Notice to Proceed. Before any services can be performed, the successful Bidder must receive written authorization from the County.
- E6.** Award will be made without further negotiation based upon competitive bids; therefore only "best and final pricing" should be submitted in response to this solicitation.

SECTION F. SCOPE OF SERVICES AND SPECIFICATIONS

SCOPE OF SERVICES AND SPECIFICATIONS: Vendor shall provide all Services described in Exhibit "A" Scope of Services and Specifications.

EXHIBIT "A"
SCOPE OF SERVICES AND SPECIFICATIONS

The Vendor shall provide Mowing, Landscape Maintenance, and Other Related Services, more specifically, including but not limited to:

A. Mowing Services:

- A1. Commercial Mowing: Turf will be mowed in intervals not to exceed once every fourteen (14) days, during the growing season (March 1 through November 30) and on an as-needed-basis during the non-growing season (December 1 through February 28), and as otherwise needed to maintain a neat appearance or as stated on the bid summary form.
- A1.1 The mow cycles referenced above in Section A1 are approximate based on the history of service and are not a guarantee of minimum or maximum. The County reserves the right to change mowing cycles at the same rate provided in the Price Sheet during the duration of the resulting contract, based on budget allowance and/or need.
- A1.2 It is the County's expectation that every effort be made to complete the mowing of all areas within each map every cycle. The County understands that there may be times when weather or other circumstances prevent the Vendor from mowing all areas within a property every cycle. If the Vendor is unable to meet the mowing of all areas within each map in a cycle, Vendor shall contact the Facilities Maintenance or Road representative immediately to provide other accommodations. The County must approve in writing any request by the Vendor to reschedule the mowing areas within the same cycle.
- A1.3 Common Bermuda grass shall be mowed at the one and a half (1.5) inch height; St. Augustine grass and Bahia grass shall be mowed between three (3) and four (4) inches height. The County reserves the right to make changes to the height requirements any time during the duration of the resulting contract at no additional charge. Changes to the height requirement shall be made through a written request by the County.
- A1.4 Mowing should not occur when grass is wet. Clumped grass should be distributed evenly either by re-mowing or raking. Vendor shall maintain cutting blades in optimal condition to ensure grass is evenly cut without a "tearing" effect that would negatively affect growth, health and appearance of grass. Never remove more than one-third (1/3) of the blade at any one time. Clippings may be vacuumed or blown off walks, roads and curbs, and material shall be removed and disposed of properly but shall never be directed down/placed in storm water drains or into retention ponds.

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- A1.5 Additional Mowing Request: The County may at any time during the duration of the resulting contract request additional mowing cycles. Upon notification of this request, the Vendor shall begin the additional mowing request within three (3) business days. The cost for such additional request will be based on the prices provided on the Price Sheet, attached hereto as Exhibit "A".
- A2. Pond Area Mowing: In addition to commercial mowing there are several stormwater management ponds that will require less frequent mowing and general maintenance. Vendor shall mow these areas following the mow cycles referenced above in Section A1.
- A2.1 The mow cycles referenced above in Section A2 are approximate based on the history of service and are not a guarantee of minimum or maximum. The County reserves the right to change mowing cycles/acres/quantities at the same rate provided in the Price Sheet during the duration of the resulting contract, based on budget allowance and/or need.
- A2.2 It is the County's expectation that every effort be made to complete the mowing of all areas within each map every cycle. The County understands that there may be times when weather or other circumstances prevent the Vendor from mowing all areas within a property every cycle. If the Vendor is unable to meet the mowing of all areas within each map in a cycle, Vendor shall contact the Facilities Maintenance or Road representative immediately to provide other accommodations. The County must approve in writing any request by the Vendor to reschedule the mowing areas within the same cycle.
- A2.3 The grass around the ponds is not irrigated. Bahia grass shall be mowed between three (3) and four (4) inches height. The County reserves the right to make changes to the height requirements any time during the duration of the resulting contract at no additional charge. Changes to the height requirement shall be made through a written request by the County.
- A2.4 Mowing should not occur when grass is wet. Clumped grass should be distributed evenly either by re-mowing or raking. Vendor shall maintain cutting blades in optimal condition to ensure grass is evenly cut without a "tearing" effect that would negatively affect growth, health and appearance of grass. Never remove more than one-third (1/3) of the blade at any one time. Clippings may be vacuumed or blown off walks, roads and curbs, and material shall be removed and disposed of properly but shall never be directed down/placed in storm water drains or into retention ponds. The stormwater ponds are located on the Mowing Area Maps, attached hereto as Attachment II.

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- A2.5 Additional Mowing Request: The County may at any time during the duration of the resulting contract request additional mowing cycles. Upon notification of this request, the Vendor shall begin the additional mowing request within three (3) business days. The cost for such additional request will be based on the prices provided on the Price sheet, attached hereto as Exhibit "A".
- A3. Edging: Vendor shall edge plant beds, walkways, along fence lines, roadway edges, curbs, gutters, all asphalt and hard surfaces, or any similar areas as are present where string trimming will not provide the optimal appearance and or effect by mechanical means every mowing cycle. Clippings may be vacuumed or blown off walks, roads and curbs, and material shall be removed and disposed of properly but shall never be directed down/placed in storm water drains or into retention ponds.
- A3.1 Edging shall be done in a manner that will provide a uniform manicured appearance.
- A3.2 Edging shall be performed each mowing cycle.
- A4. String Trimming: Vendor shall use a string trimmer around trees, fences, fire hydrants, buildings signs, posts, poles, planting beds, sprinkler heads, irrigation equipment, ponds, curbs, walks, and other similar areas as are present on the grounds. Care shall be taken that trees and shrubs are not scarred and fences, buildings, signs, etc., are not damaged.
- A4.1 Trimming shall be done in a manner that will provide a uniform manicured appearance.
- A4.2 Trimming shall be performed each mowing cycle.
- A5. Turf Fertilization: Vendor shall apply fertilizer according to a soil test analysis. Unless soil test indicates other needs: use Nitrogen-Phosphorus-Potassium ratio of 15-10-15 ("15-0-15") complete fertilizer with 30% slow release nitrogen.
- A5.1 Nitrogen recommendations for pounds ("lbs.") per one thousand (1000) square feet per year: Bahia Grass – two (2) to three (3) lbs.; St. Augustine Grass – three (3) to (four) 4 lbs.; Bermuda Grass – three (3) to (five) 5 pounds.
- A5.2 The suggested schedule for 15-0-15 fertilization is:
- Between March 15 through April 15;
 - Between June 1 through June 30;
 - Between June 1 through August 31; and
 - Between October 1 through October 15.

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A5.3 Applications of fertilizers should never occur when heavy rainfall is imminent.

- A6. Insects in Turf: Vendor shall be responsible for treatment of grass damaging insects on a preventative basis. An insecticide is to be applied to all turf areas, on an as needed basis to reduce or eliminate the population of chinch bugs, mole crickets, sod webworms, army worms, and grass loopers. The timing of these applications is at the discretion of the Vendor using current Proper Integrated Pest Management ("IPM") techniques such as proper identification, early detection, and monitoring. Should the population of the above listed insects reach levels where any grass damage begins to occur, those areas of infestation shall be retreated at the Vendor's expense.
- A7. Disease in Turf: Turf damage by disease and fungus shall be chemically treated to maintain all turf in a healthy and attractive condition. Vendor shall follow IPM procedures. Vendor shall use cultural, physical, and mechanical methods in prevention and management in addition to chemical application on an as needed basis. Good sanitation methods such as cleaning lawn mower blades between jobs or bagging diseased grass blades shall also be employed when applicable.

B. Shrub, Groundcover, Bed, and Landscape Maintenance:

- B1. Pruning: Plants and shrubs shall be pruned by the Vendor at the best time for flower bud development, foliage growth and as the health of the plant may require. Shrubs shall not be clipped into balled or boxed forms unless such is required by the design. Plants and shrubs shall be pruned in accordance with the intended function of the plant/shrub in its present location, and as often as needed to maintain its health and appearance. Pruning shall be performed under the supervision of a highly trained foreman. Vendor shall remove non-hedge growth from hedges and shrubs, such as Spanish moss, vines and grasses. Vendor shall prune plants in keeping with natural character of the plants. Vendor shall not uniformly shear plants. The following pruning techniques are not allowed on trees or shrubs: topping, lion tailing, hat racking, or heading. Vendor shall use reduction cuts if height of plant is a concern.
- B1.1 Vendor's should follow the University of Florida and Institute of Food and Agricultural Sciences ("IFAS") pruning techniques for Florida trees, shrubs and palms.
- B1.2 All work to be performed will be in accordance with the standards in accordance of the International Arborist Association ("ISA") Pruning Standards and those established in the American National Standards Institute ("ANSI") publication A300 "Tree Care Operations-Tree, shrub and other woody plant maintenance-Standard practices" latest edition.

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- B1.3 The pruning will be of an improved nature intended to reduce hazards and maintain or improve tree health and structure. All pruning will include the removal of diseased, dead, dying, decayed, broken, or obstructing branches. Additionally, watersprouts, suckers and old dead pruning stubs shall be removed.
- B1.3.1 Diseased branches are those that show visible symptoms of fungal, bacterial or viral infection.
- B1.3.2 Obstructing branches are those which interfere with neighboring trees, shrubs, structures, traffic warning signs, signal lights, roads or, sidewalks.
- B2. Fertilization: All plant material shall be fertilized by the Vendor twice annually.
- B2.1 A soil test shall be taken to determine fertilization needs and soil pH. Unless soil test indicates other needs, Vendor shall use one percent (1%) to two percent (2%) of phosphorus amounts.
- B2.2 Nitrogen/potassium ratios shall be 1:1 to 2:1. Vendor shall apply a minimal amount to achieve the desired effect.
- B2.3 Established trees (more than three (3) to five (5) years since transplanting) do not need routine fertilization especially when located within turfgrass landscapes. To minimize leaching losses, broadcast N and K₂O in small increments throughout the growing season about twelve (12) weeks through March, June, September, and October).
- B2.4 Vendor shall read and follow all directions on the fertilizer label.
- B3. Insects and Disease Control for Planets: Vendor shall be responsible for the treatment of insects and disease. The appropriate fungicide or insecticide will be applied in accordance with state and local regulations and as weather and environmental conditions permit. Vendor shall inspect and monitor plants on a weekly basis. Chemical applications shall be administered on an as needed basis. Proper IPM procedures should be followed. Vendor shall use cultural, physical, and mechanical methods in prevention and management in addition to chemical application on an as needed basis. Good sanitation methods shall also be employed.
- B4. Weeding:
- B4.1 Weeding shall be done for all plant beds, walkway cracks, curb, gutter lines, concrete medians, and other similar areas as are present on the grounds.
- B4.2 Weeding shall be done in a manner that will provide a uniform manicured appearance.

- B4.3 Wedding shall be performed each mowing cycle.
- B4.4 Vendor shall inspect and maintain plant beds on a weekly basis for any weeds and errant grasses.
- B4.5 Vendor shall use of herbicides, pre-emergent, and preferably, by proper manual removal of weeds and their root systems.
- B4.5.1 Vendor may apply herbicide applications on the sidewalks, beds, trees, concrete medians, and round-a-bouts provided the Vendor possess and complies with licensing requirements under Florida Statutes Chapter 487 for Right-of-Way Application of pesticides. Vendor shall possess a Commercial application license through the Florida Department of Agriculture. The County reserves the right to request a copy of the license at any time during the duration of the resulting contract.
- B4.6 Vendor shall remove noxious weeds common to the area from planting areas by mechanical or chemical means and properly dispose of. Vendor shall not leave uprooted weeds in beds or along landscape.
- B4.7 Vendor shall apply herbicide in accordance with manufacturers published instructions. Vendor shall not apply herbicide when wind speeds are greater than two (2) miles per hour. Vendor shall provide and be responsible for all chemicals used.
- B4.8 Weed Control in Turf: Vendor shall apply as necessary according to environmental and seasonal conditions, chemicals to control weeds in turf. Vendor shall provide proper maintenance of turfgrass including mowing, irrigation, and fertilization. Care shall be taken not to apply herbicides on newly mowed turf or turf under stress. Vendor shall have on staff a Certified Pest Control Operator who is licensed through the Florida Department of Agriculture and Consumer Services ("DACS"). This designation Shall prove proper licensing necessary to apply insecticides, fungicides, and herbicides to county property. The County may require at any time during the performance of the resulting contract with copies of the Certified Pest Control Operator's license and proof of insurance. Vendor shall provide and be responsible for all chemicals used.
- B5. Mulch: Vendor shall apply a two (2) to three (3) inch layer of mulch around all palms, shrubs, groundcover, and all other plant beds one (1) time per year. Mulch shall be applied just outside the root ball, never touching the trunk or stem of trees or shrubs. Pine products shall be the first preference as they improve soil. Vendor shall avoid using rock or lime products as these change the pH and compact the soil.

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- B6. Trees: Vendor shall utilize 10-0-8 with 6% Fe chelate, 6% Mg, 4% Mn, 40% slow-release soluble N to be in sulfate form Sulfur coated urea for slow release No Phosphorous Late Winter: 0.3 pounds per inch prior to flush and 0.5 pounds per inch after flush; Summer: 0.5 pounds per inch; and Late Fall: 0.5 pounds per inch.
- B7. Erosion: Vendor shall monitor all areas for potential erosion. Vendor shall notify the County within twenty-four (24) hours of any identified eroded area. Vendor shall be responsible to correct each eroded area immediately upon identification.
- B8. Sidewalks: Vendor shall ensure sidewalks are clean and free of debris and sand during each mowing cycle.
- B9. Fences: Vendor shall ensure fencing along rights-of-way shall be maintained and free of debris and weed.
- B10. Landscaping Maintenance: Areas within the mowing limits of some of the facilities, require a "landscaped" appearance and must be maintained accordingly. These areas shall require weeding of beds, string trimming, edging of curbs & sidewalks, annual mulch replacement and pruning of shrubs and trees. Mulch shall be replaced at a three (3) inch thickness with Red Mulch or Natural Cypress. Prior to placing mulch, Vendor shall obtain written approval from the Facilities Maintenance or Road representative as to what type of mulch is to be used at each location.
- B11. Vendor shall prevent the introduction of non-native vegetation by following the procedures for equipment inspection and cleaning as outlined in the publication: U.S. Department of the Interior, Bureau of Reclamation, Denver, Colorado, Technical Memorandum No. 86-68220-07-05, Inspection and Cleaning Manual for Equipment and Vehicles to Prevent the Spread of Invasive Species, May 2010.

C. Irrigation System:

- C1. Vendor shall check irrigation system monthly for proper functioning, including start/stop times. Vendor shall ensure rain sensor is maintained and in working order at all times.
- C2. Vendor shall program automatic programmable valve controllers for optimum watering of plant materials while maintaining water conservation practices. Vendor shall adjust irrigation program to compensate for seasonal water requirements.
- C3. Vendor shall repair damaged heads or laterals as needed. Vendor shall replace damaged irrigation components, which have been deemed unrepairable, with new functioning components by same manufacturer, including the batteries where applicable. Acceptable expenditures include replacement of damaged sprinkler heads, batteries, valve controllers, and laterals/riser. All expenditures shall be documented on monthly invoices. Vendor shall not exceed One Hundred Fifty

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Dollars and 00/100 (\$150.00) per month on expenditures without prior written approval from the Facilities Maintenance or Road representative.

- C4. Vendor shall adjust the system for more frequent watering in very dry times or drought conditions. Vendor shall start watering cycle so that watering ends by 6:00AM ET on water cycle days. Vendor shall properly water locations of new planting as necessary.

D. Replacement of Trees, Shrubs, and Other Items:

- D1. Where replacement of Trees, Shrubs, and other items due to a third-party damage and/or to correct problems by plant vegetation that obstructs the view and become a safety issues, Vendor shall provide a passthrough cost for this type of service and provide cost verification with breakdown of labor rates. No work shall be completed without prior written approval from the Facilities Maintenance or Road representative.

E. Monthly Maintenance Service Reports:

- E1. Monthly Maintenance Service Reports shall be signed by the Vendor and submitted to the Facilities Maintenance and Road Department prior to the processing of the invoice(s) for that month's maintenance service.

- F. Mowing Area Maps, attached hereto as Attachment "II" are included for informational purposes only. The green shaded areas are to be considered a guide, showing the approximate area(s) to be mowed and/or landscaped. It is the Vendor's responsibility to visit each site and provide pricing accordingly.

G. Business Hours and Holidays:

- G1. These services shall be conducted during the hours of Monday through Friday between 8:00am and 5:00pm ET, unless prior arrangements are agreed upon by both parties.

G1.1 Services at the James Page Governmental Complex and the Public Services Building shall not be done during the business hours listed above in Section G1 due to the high volume of vehicles parked at or near the medians. The scheduling of services at the James Page Governmental Complex and the Public Services Building shall be coordinated with and approved by the Facilities Maintenance or Road representative prior to the performance or work.

- G2. These services shall follow the County's Holiday schedule. To view the County's current Holiday Schedule, including the days of observance, please visit the County's website (<https://www.nassaucountyfl.com/31/For-Residents>).

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G2.1 The following is a list of holidays on which contract services will not be performed unless advanced, written approval is provided to the Vendor from the County:

- New Year's Day
- Martin Luther King, Jr. Birthday
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

E. Debris Disposal:

- E1. It is the Vendor's responsibility to remove and properly dispose of all of the debris generated by work done under this agreement shall be the sole responsibility of and at the expense of the Vendor in a manner and/or at a disposal site approved by the Facilities Maintenance or Road representative. The site must be clean upon completion.
- E2. Vendor shall rake the surrounding area, removing and properly disposing of related debris.
- E3. Vendor shall not leave debris on the work site. All debris must be disposed of upon the completion of the assignment or within twenty-four (24) hours of the assignment, whichever comes first. Any remaining debris must be outside of the clear zone of any roadway by the end of the day.
- E4. Stockpiling of Vendor generated debris for later disposal shall not exceed the completion of the assignment or within twenty-four (24) hours of the assignment without written authorization by the County.
- E4.1 Debris disposal shall include the removal of debris and dead vegetation from work site, including along the fence line where applicable, during regular weekly maintenance visits. Special precaution should be made for removal of plants with insect or disease infestations. Proper disposal of invasive or exotic insects or diseases must follow Florida Department of Environmental Protection ("DEP") or Florida's DACS guidelines.
- E5. Vendor shall be responsible to ensure frequent pick-up and disposal of all refuse, rubbish, scrap materials and debris that result from operations so that work site remains neat and orderly.

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- E6. All debris must be disposed of upon the completion of the assignment or within forty-eight (48) hours of the assignment, whichever comes first. Any remaining debris must be outside of the clear zone of any roadway by the end of the day.
- E7. Stockpiling of Vendor generated debris for later disposal shall not exceed the completion of the assignment or within forty-eight (48) hours of the assignment without written authorization by the County.
- E8. Vendor shall not use debris or rubbish as fill on the work sites.
- F. Pricing:** The price to mow provided in the Price Sheet, attached hereto as Exhibit "B", shall be deemed to provide full compensation to the Vendor for labor, equipment use, travel time, and any other element of cost or price. Equipment included in this price shall include all equipment and other tools normally used during the performance of work described herein.
- F1. Traffic control as required shall be included in the price to mow provided in the Price Sheet, attached hereto as Exhibit "B".
- F2. The County may require modifications and changes to this contract, as it relates to crew size and equipment requirements. The Vendor shall provide County with written cost proposals for such additional services on an as needed basis.
- F3. Payment will not be authorized for work performed by the Vendor without proof of a written request by the County.
- F4. Vendor shall provide the price to mow each site described on bid Price Sheet, attached hereto as Exhibit "B", for the following mowing schedules described in Section A1 and A2 of this solicitation.
- F5. Payment will not be authorized for work performed by the Vendor without proof of a written request by the County.
- G. Equipment:**
- G1. Only equipment designed for performance of work described herein will be acceptable for work performed under this agreement. The equipment used must be in good, safe operating condition at all times. The County may inspect the equipment prior to awarding the bid, and anytime during the course of the resulting contract. All safety devices shall be properly installed and maintained at all times the equipment is in use.
- G2. Vendor shall be responsible for the security of all equipment, tools, and materials left at the work site.

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- G3. Vendor shall be responsible for safe conduct and proper use of equipment during the performance for work and on the work site at all times.
- G4. Vendor shall have sufficient equipment to meet the needs of the resulting contract and all applicable safety equipment including guards/shields that shall be installed, secured, and in good working order at all times.

H. Traffic Control:

- H1. Vendor and its subcontractors shall be responsible for safely maintaining vehicular, bicycle and pedestrian traffic while performing work under this contract and complying with traffic safety requirements for all contract operations.
- H2. Vendor is not permitted to isolate residences or places of business.
- H3. Before the commencement of performance of work described herein, the Vendor shall notify residents of property adjoining the location of the work at least twenty-four (24) hours before the start of the tree maintenance operation on that street. The Vendor is responsible for posting "temporary no parking" signs at least twenty-four (24) hours before using the parking lane for performance of work described herein. Efforts shall be made by the Vendor to minimize the duration of driveway blocking and to notify the residents of this need in advance. Further, the Vendor shall provide access to each residential or commercial establishment each evening.
- H4. No County roadway will be closed at any time without written notification to the Facilities Maintenance or Road representative and approval therefrom prior to the closure and must adhere to the County's Road Closure Policy which is available on the County's website (<https://www.nassaucountyfl.com/120/Construction-Forms>).
- H5. Vendor shall be responsible for traffic control during operations performed by the Vendor's personnel and/or subcontractors.
- H6. Vendor shall furnish, erect, and maintain all necessary traffic control and safety devices.
- H7. Traffic control shall be in conformance with the Federal Highway Administration, Manual on Uniform Traffic Control Devices, latest edition and the Florida Department of Transportation Roadway and Traffic Design Standards, latest edition.
- H8. The foregoing requirements are to be considered as minimum and the Vendor's compliance shall in no way relieve the Vendor of final responsibility for providing adequate traffic control devices and personnel for the protection of its employees and the public throughout the work areas.

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- H9. Vendor shall have at least one (1) full-time employee certified in Florida Department of Transportation ("FDOT"), Maintenance of Traffic Work Zone Safety, Intermediate Level as a minimum.
- H10. A copy of the employee's certification of FDOT maintenance of traffic training is required to be submitted with the Vendor's proposal.
- H11. All persons flagging traffic shall have in their possession: current, valid certification of FDOT Basic Maintenance of Traffic training as a minimum requirement.
- H12. County may at any time request that the Vendor's flaggers produce proof of current, valid certification of FDOT Maintenance of Traffic training.
- H13. County reserves the right to stop the Vendor's work if flaggers are unable to produce proof of current, valid training upon request.
- H14. Vendor shall endeavor to keep the project site free of rubbish and debris and as safe a condition as possible.
- H15. All costs associated with maintenance of traffic are the responsibility of the Vendor.

I. Limitation of Operations:

- I1. No equipment shall be left on the road right-of-way overnight or the median, regardless of right-of-way or median width.
- I2. With prior written approval from the County and at the Vendor's risk, it may be possible for the Vendor to leave equipment overnight on County property other than road right-of-ways or medians.
- I3. Vendor shall preserve from damaging any property associated with, or which is in the vicinity of, or is in any way affected by the work. This applies to public and private property and/or utilities.
- I4. Vendor shall immediately provide written notification to the County of damages when they occur.
- I5. Any damages occurring to such area/properties shall be immediately repaired at the expense of the Vendor to a condition equal to or better than that existing before such damage occurred.
- I6. Vendor shall not enter onto private property while conducting work for the County without the written consent of the private property owner.

J. Specifications:

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- J1. Prior to commencing work, Vendor shall document all pre-existing damages in the area of work to be performed and submit documentation to the Facilities Maintenance or Road representative.
- J2. All precautions must be taken to ensure no damage to surrounding landscape, structures or amenities will occur.
- J3. NO CHEMICALS may be used without prior written approval from the County. Safety Data Sheets shall be provided by the vendor within twenty-four (24) hours of identified need and wait for approval from the Facilities Maintenance or Road representative, before making any unauthorized chemicals.
- J4. Work shall be scheduled with minimal disruption to the surrounding landscape, structures or amenities, as determined by the County.
- J5. All debris removed from these processes shall be removed in accordance to the *Debris Disposal* section above or as directed by the Facilities Maintenance or Road representative.

K. County's Responsibilities:

- K1. County will provide contact person(s) name, phone number, and email address for the vendor to report all problems noted.
- K2. County will provide the Vendor with an executed work authorization or purchase order of work requested to be performed under this agreement.
- K3. All work shall be done subject to the supervision and direction of the Facilities Maintenance or Road representative who shall have access to all of the work.
- K4. Facilities Maintenance or Road representative will have the authority to suspend the work either wholly, or in part, due to failure to carry out provisions of the contract; for failure to carry out orders; for such periods as he/she deems necessary due to unsuitable weather conditions; or for conditions or reasons deemed to be in the public interest.
- K5. Facilities Maintenance or Road representative will have the authority to require the immediate removal of any person employed by the Vendor who appears to be incompetent or to act in a disorderly or improper manner.

L. Vendor's Responsibilities:

- L1. Vendor shall provide a trained staff of competent personnel for the performance of the services described.

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- L2. Vendor shall always provide supervision of all work crews while performing work under this contract.
- L3. Vendor shall be responsible and liable for all injuries or damages to persons or property that occur as a result of their fault or negligence in connection with the work assigned. Vendor's personnel shall immediately report any such injuries, damage, abnormalities to Facilities Maintenance or Road representative as soon as possible.
- L4. Vendor is responsible for all underground utilities located before the commencement of work.
- L5. Vendor's personnel shall be readily identifiable by wearing uniforms that clearly designate their company's name. Similarly, service vehicles shall clearly designate the company's name.
- L6. Vendor shall designate a supervisor as a contact person and provide the county with this person's phone number and email address. This supervisor shall be available to tour work areas within twenty-four (24) hours of completion.
- L7. Vendor shall provide a contact phone number and email for invoicing issues. Calls shall be returned within twenty-four (24) hours, Monday through Friday between 8:00am and 5:00pm ET, unless prior arrangements are agreed upon by both parties.
- L8. Vendor shall notify the appropriate Facilities Maintenance or Road representative when the work is completed enabling the County to inspect the work for acceptance within twenty-four (24) hours of completion.
- L9. Vendor shall thoroughly document work assignments upon arrival and upon assignment completion through photographs. Subsequent documentation shall be provided to the Facilities Maintenance or Road representative within twenty-four (24) hours of assignment completion.
- L10. In case of an emergency which threatens injury or loss of property and/or injury to life or persons, the Vendor shall promptly take such action, without previous instructions from the Facilities Maintenance or Road representative as the situation may reasonably warrant. Vendor shall notify the Facilities Maintenance or Road representative immediately thereafter and any additional compensation claimed by the Vendor therefore, together with evidence of the expense incurred in acting in such emergency, shall be submitted to the County and the amount of compensation due, if any, shall be determined by mutual agreement.
- L11. Vendor must abide by any local, state, or federal laws and regulations.
- L12. Vendor shall obtain all necessary permits and pay any associated fees at their own expense.

EXHIBIT "A"

COUNTY'S INVITATION TO BID NC23-055-ITB, ("ITB"), AS MODIFIED BY ADDENDA

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- L13. Vendor shall perform services in a competent and professional manner. In addition, roadside work shall be performed according to Florida Department of Transportation Roadway and Traffic Design Standards and may require signage and other measures to be taken to safely work alongside or in a roadway.

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EXHIBIT "A"**COUNTY'S INVITATION TO BID NC23-055-ITB, ("ITB"), AS MODIFIED BY ADDENDUM**

NC23-055-ITB

**EXHIBIT "B"
PRICE SHEET**

Vendor shall provide Mowing, Landscape Maintenance, and Other Related Services in accordance with Exhibit A, Scope of Services at the prices below.

LOCATION	NUMBER ON MAP	ESTIMATED ACREAGE*	COST PER SINGLE CUT	COST PER 20 CUTS	MULCHING/ LANDSCAPING COSTS
SUBSTATION CR 121 10432 CR 121 Bryceville, FL 32009	1	1.4 Acres	\$	\$	N/A
CALLAHAN COMMUNITY CENTER 45401 Mickler Street Callahan FL 32011 CALLAHAN HEALTH DEPARTMENT 45377 Mickler Street Callahan FL 32011	2	1.6 Acres	\$	\$	\$
MULTI-USE/CALLAHAN EXTENSION OFFICE 543350 US-1 Callahan, FL 32011	3	0.8 Acres	\$	\$	\$
HILLIARD COMMUNITY CENTER 37177 Pecan Street Hilliard, FL 32046 HILLIARD HEALTH DEPARTMENT 37203 Pecan Street Hilliard, FL 32046	4	1.05 Acres	\$	\$	\$
HILLIARD LIBRARY 15821 CR 108 Hilliard, FL 32046	5	1.05 Acres	\$	\$	\$
FIRE STATION #11 (NASSAU OAKS) 56300 Nassau Oaks Drive Callahan, FL 32011	6	0.9 Acres	\$	\$	N/A
WILLIAM BURGESS MEDIAN Intersection of William Burgess Boulevard and SR200 Yulee, FL 32097	7	0.1 Acres	\$	\$	N/A
YULEE HEALTH CLINIC 86014 Pages Dairy Road Yulee, FL 32097 YULEE COUNTY BUILDING 86026 Pages Dairy Road Yulee, FL 32097	8	1.94 Acres	\$	\$	\$
MINER ROAD EXTENSION OFFICE 85831 Miner Road Yulee, FL 32097	9	8.64 Acres	\$	\$	\$
FIRE STATION #31 (MINER ROAD) 85320 Miner Road Yulee, FL 32097	10	5.0 Acres	\$	\$	N/A
ANIMAL CONTROL FACILITY 86078 License Road Yulee, FL 32097	11	1.33 Acres	\$	\$	\$

EXHIBIT "A"**COUNTY'S INVITATION TO BID NC23-055-ITB, ("ITB"), AS MODIFIED BY ADDENDUM NC23-055-ITB**

LOCATION	NUMBER ON MAP	ESTIMATED ACREAGE*	COST PER SINGLE CUT	COST PER 20 CUTS	MULCHING/ LANDSCAPING COSTS
PIRATES WOODS EOC STORAGE BUILDING 97047 Pirates Way Yulee, FL 32097	12	0.69 Acres	\$	\$	\$
JAMES PAGE GOVERNMENT COMPLEX 96135 Nassau Place Yulee, FL 32097 PUBLIC SERVICES BUILDING 96161 Nassau Place Yulee, FL 32097 FIRE RESCUE HEADQUARTERS 96160 Nassau Place Yulee, FL 32097	13	12.7 Acres	\$	\$	\$
AMERICAN BEACH COMMUNITY CENTER 1600 Julia Street Fernandina Beach, FL 32034	14	2.0 Acres	\$	\$	\$
CITRONA DRIVE VACANT LOT Intersection of Citrona Drive and Blue Heron Lane Fernandina Beach, FL 32034 NECTARINE STREET HEALTH CLINIC 1620 Nectarine Street Fernandina Beach, FL 32034	15	3.2 Acres	\$	\$	N/A
14TH STREET ANNEX 11 North 14th Street Fernandina Beach, FL 32034	16	1.29 Acres	\$	\$	\$
4TH & ASH STREET 30 South 4th Street Fernandina Beach, FL 32034 HISTORIC COURTHOUSE 416 Centre Street Fernandina Beach, FL 32034	17	0.95 Acres	\$	\$	\$
SIGNAL SHOP 540507 Lem Turner Road Callahan, FL 32011	18	0.40 Acres	\$	\$	\$
SR200 MEDIANS SR200 Medians from Amelia Island Parkway to Lime Street Fernandina Beach, FL 32034	19	2.4 Acres	\$	\$	\$
TOTAL			\$	\$	\$

**The estimated acreages provided above are merely estimates and should not be taken as the actual acreage to be mowed.*

ADDITIONAL AREAS	
Per Acre Cost for Additional Areas that may be Added During Contract Term	\$

EXHIBIT "A"**COUNTY'S INVITATION TO BID NC23-055-ITB, ("ITB"), AS MODIFIED BY ADDENDA**

NC23-055-ITB

The undersigned declares that they have examined the Notice to Bidders, Instructions to Bidders, and Technical Specifications/Scope of Work and is informed fully with regard to all terms and conditions pertaining thereto and agrees under these specifications at the prices set forth above.

Company: _____

Address: _____

City, State, Zip code: _____

Phone Number: _____ Email: _____

Authorized Signature: _____ Printed Name: _____

Title: _____ Date: _____

EXHIBIT "A"
COUNTY'S INVITATION TO BID NC23-055-ITB ("ITB") AS MODIFIED BY ADDENDUM NC23-055-ITB
INSURANCE REQUIREMENTS
GENERAL INFORMATION AND MINIMUM INSURANCE REQUIREMENTS

COMMERCIAL GENERAL LIABILITY INSURANCE

The Vendor/Contractor shall purchase and maintain at the Vendor/Contractor's expense Commercial General Liability insurance coverage (ISO or comparable Occurrence Form) for the life of this Contract. Modified Occurrence or Claims Made forms are not acceptable.

The Limits of this insurance shall not be less than the following limits:

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
Products & Completed Operations Aggregate Limit	\$2,000,000
General Aggregate Limit (other than Products & Completed Operations) Applies Per Project	\$2,000,000

General liability coverage shall continue to apply to "bodily injury" and to "property damage" occurring after all work on the Site of the covered operations to be performed by or on behalf of the additional insureds has been completed and shall continue after that portion of "your work" out of which the injury or damage arises has been put to its intended use.

WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE

The Vendor/Contractor shall purchase and maintain at the Vendor/Contractor's expense Workers' Compensation and Employer's Liability insurance coverage for the life of this Contract.

The Limits of this insurance shall not be less than the following limits:

<u>Part One</u> – Workers' Compensation Insurance – Unlimited Statutory Benefits as provided in the Florida Statutes and	
<u>Part Two</u> – Employer's Liability Insurance	
Bodily Injury By Accident	\$500,000 Each Accident
Bodily Injury By Disease	\$500,000 Policy Limit
Bodily Injury By Disease	\$500,000 Each Employee

*If leased employees are used, policy must include an Alternate Employer's Endorsement

AUTOMOBILE LIABILITY INSURANCE

The Vendor/Contractor shall purchase and maintain at the Vendor/Contractor's expense Automobile Liability insurance coverage for the life of this Contract.

The Limits of this insurance shall not be less than the following limits:

Combined Single Limit – Each Accident	\$1,000,000
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Covered Automobiles shall include any auto owned or operated by the insured Vendor/Contractor, including autos which are leased, hired, rented or borrowed, including autos owned by their employees which are used in connection with the business of the respective Vendor/Contractor.

ENVIRONMENTAL LIABILITY INSURANCE

This additional coverage will be required by any Contractor performing environmental and/or other investigations involving excavation, drilling, or other site disturbance activities.

The Contractor shall purchase and maintain at the Contractor's expense Environmental Liability insurance (Contractors Pollution Liability) coverage for the life of this Contract.

The Limits of insurance shall not be less than the following limits: \$1,000,000 Each Loss/Aggregate

Such Coverage will include bodily injury, sickness, and disease, mental anguish or shock sustained by any person, including death; property damage including physical injury to destruction of tangible property including resulting loss of use thereof, cleanup costs, and the loss of use of tangible property that has not been physically injured or destroyed; defense including costs charges and expenses incurred in the investigation, adjustment or defense of claims for such compensatory damages; coverage for losses caused by pollution conditions that arises from the operations of the contractor including transportation.

Vendor/Contractor shall require each of his Sub-Vendor/Contractors to likewise purchase and maintain at their expense Commercial General Liability insurance, Workers' Compensation and Employer's Liability coverage and Automobile Liability insurance coverage meeting the same limit and requirements as the Vendor/Contractors insurance.

Certificates of Insurance and the insurance policies required for this Agreement shall contain –

- **Endorsement that coverage afforded under the policies will not be cancelled or allowed to expire until at least thirty (30) days prior written notice has been given to Nassau County Board of County Commissioners.**
 - **Nassau County Board of County Commissioners must be named as an Additional Insured and endorsed onto the Commercial General Liability (CGL), Auto Liability policy (ies).**
 - **CGL policy for construction related contracts –**
 - **Additional Insured Endorsement must include Ongoing and Completed**
 - **CGL policy shall not be endorsed with Contractual Liability Limitation Endorsement or Amendment of Insured Contract Definition**
 - **CGL policy shall include broad form contractual liability coverage for the Contractors covenants to and indemnification of the Authority under this Contract**
- **Provision under General Liability, Auto Liability and Workers' Compensation to include a Waiver of Subrogation clause in favor of Nassau County Board of County Commissioners.**
- **Provision that policies, except Workers' Compensation, are primary and noncontributory.**

Certificates of Insurance and the insurance policies required for this Agreement shall contain a provision under General Liability, Auto Liability, Environmental Liability and Workers' Compensation to include a Waiver of Subrogation clause in favor of Nassau County Board of County Commissioners.

All Insurers must be authorized to transact insurance business in the State of Florida as provided by Florida Statute 624.09(1) and the most recent Rating Classification/Financial Category of the insurer as published in the latest edition of "Best's Key Rating Guide" (Property-Casualty) must be at least A- or above.

All of the above referenced Insurance coverage is required to remain in force for the duration of this Agreement and for the duration of the warranty period. Accordingly, at the time of submission of final application for payment, Vendor/Contractor shall submit an additional Certificate of Insurance evidencing continuation of such coverage.

If the Vendor/Contractor fails to procure, maintain or pay for the required insurance, Nassau County Board of County Commissioners shall have the right (but not the obligation) to secure same in the name of and for the account of Vendor/Contractor, in which event, Vendor/Contractor shall pay the cost thereof and shall furnish upon demand, all information that may be required to procure such insurance. Nassau County Board of County Commissioners shall have the right to back-charge Vendor/Contractor for the cost of procuring such insurance. The failure of Nassau County Board of County Commissioners to demand certificates of insurance and endorsements evidencing the required insurance or to identify any deficiency in Vendor/Contractors coverage based on the evidence of insurance provided by the Vendor/Contractor shall not be construed as a waiver by Nassau County Board of County Commissioners of Vendor/Contractor's obligation to procure, maintain and pay for required insurance.

The insurance requirements set forth herein shall in no way limit Vendor/Contractors liability arising out of the work performed under the Agreement or related activities. The inclusions, coverage and limits set forth herein are minimum inclusion, coverage and limits. The required minimum policy limits set forth shall not be construed as a 32

limitation of Vendor/Contractor's right under any policy with higher limits, and no policy maintained by the Vendor/Contractor shall be construed as limiting the type, quality or quantity of insurance coverage that Vendor/Contractor should maintain. Vendor/Contractor shall be responsible for determining appropriate inclusions, coverage and limits, which may be in excess of the minimum requirements set forth herein.

If the insurance of any Vendor/Contractor or any Sub-Vendor/Contractor contains deductible(s), penalty(ies) or self-insured retention(s), the Vendor/Contractor or Sub-Vendor/Contractor whose insurance contains such provision(s) shall be solely responsible for payment of such deductible(s), penalty(ies) or self-insured retention(s).

The failure of Vendor/Contractor to fully and strictly comply at all times with the insurance requirements set forth herein shall be deemed a material breach of the Agreement.

DRAFT CONTRACT**CONTRACT FOR [TYPE OF SERVICES] SERVICES**

THIS CONTRACT is entered into by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA**, a political subdivision of the State of Florida, hereinafter referred to as the "County", and **[Vendor's Name]**, located at **[Vendor's Address]**, hereinafter referred to as the "Vendor".

WHEREAS, the County received bids for window renovation services for **[Type of Services]**, on or about **[Date of ITB Opening]**. Said services are more fully described in the County's Invitation to Bid ("ITB"), attached hereto and incorporated herein as Exhibit "B"; and

WHEREAS, the County has determined that the Vendor was the lowest, most responsive and responsible bidder; and

WHEREAS, all terms and conditions of the County's ITB, numbered **NC23-XXX-ITB**, and the Vendor's response are incorporated herein and made a part of this Contract by this reference; and

WHEREAS, a copy of the Vendor's Response and Price Sheet is attached hereto as Exhibit "A" and made a part hereof.

WHEREAS, the Vendor desires to render certain services as described in Exhibit "B", and has the qualifications, experience, staff and resources to perform those services; and

NOW, THEREFORE, in consideration of the terms and conditions herein set forth, the County and the Vendor agree as follows:

SECTION 1. Recitals.

1.1 The above recitals are true and correct and are incorporated herein, in their entirety, by this reference.

SECTION 2. Contract Exhibits.

2.1 The Exhibits listed below are incorporated into and made part of this Contract:

Exhibit A VENDOR'S RESPONSE AND PRICE SHEET;

Exhibit B COUNTY'S INVITATION TO BID **NC23-0XX-ITB**, ("ITB"), AS
MODIFIED BY ADDENDA; AND

Exhibit C INSURANCE REQUIREMENTS.

SECTION 3. Description of Goods and/or Services to be Provided.

3.1 The Vendor shall provide the goods and/or services further described in the *County's ITB*, a copy of which is attached hereto and incorporated herein as Exhibit "B". This Contract standing alone does not authorize the performance of any work or require the County to place any orders for work. The Vendor shall commence the work in accordance with the issuance of a written *Notice to Proceed* for goods and/or services issued by the County. The Vendor shall provide the goods and/or services as contained in the *County's ITB* in a timely and professional manner in accordance with specifications referenced herein.

SECTION 4. Payment and Invoicing.

4.1 The County shall pay the Vendor in an amount not to exceed **[Amount Written Out]** (\$ **_____**) for the goods and/or services referenced in Exhibit(s) "A" and "B". No payment shall be made for goods and/or services without a proper County work authorization or purchase order. The Vendor shall submit a copy of all invoices to the **[Title of Director]** or designee and to invoices@nassaucountyfl.com for payment. The invoice submitted shall include the contract number referenced and shall be in sufficient detail as to item, quantity and price in order for the County to verify compliance with the awarded bid specifications and conditions of this Contract. Payment shall not be made until goods and/or services have been received, inspected and accepted by the County in the quantity and/or quality ordered. Payment in advance of receipt of goods and/or services by the County **cannot** be made. The County shall pay the Vendor within forty-five (45) calendar days of receipt and acceptance of invoice by the **[Title of Director]**, pursuant to and in accordance with the promulgations set forth by the State of Florida's Prompt

Payment Act found at Section 218.70, Florida Statutes. The Vendor shall honor all purchase orders or work authorizations issued prior to the expiration of the term of this Contract.

SECTION 5. Acceptance of Goods and/or Services.

5.1 Receipt of goods and/or services shall not constitute acceptance by the County. Final acceptance and authorization of payment shall be given only after a thorough inspection by the County indicates that the goods and/or services meet bid specifications and conditions. Should the quantity and/or quality differ in any respect from specifications, payment shall be withheld by the County until such time as the Vendor takes necessary corrective action. If the proposed corrective action is not acceptable to the County, the County Manager's Office may authorize the refusal of final acceptance of the quantity and/or quality received. Should a representative of the County agree to accept the goods and/or services on condition that the Vendor shall correct their performance within a stipulated time period, then payment shall be withheld until said corrections are made.

SECTION 6. Term of Contract and Option to Extend or Renew.

6.1 The term of this Contract shall begin upon the date of execution by both parties to this Contract and shall terminate one (1) year after contract execution. The term of this Contract may be extended in one (1) year increments, for up to two (2) additional years, with no changes in terms or conditions, upon mutual written agreement between the Vendor and the County. The County Manager is hereby authorized to execute any Contract renewal, amendment and/or modification upon approval by the County Attorney's Office. Any extension or amendment to this Contract shall be subject to availability of funds of the County as set forth in Section 8 hereinbelow.

6.2 In the event that the Contract is continued beyond the term provided above by mutual consent of the parties and not reduced to writing, this Contract shall be carried out on a month-to-month basis and shall not constitute an implied renewal of the Contract. Said month-to-month

extension shall be upon the same terms of the Contract and at the compensation and payment provided herein.

SECTION 7. Firm Prices.

7.1 Prices for goods and/or services covered in the specifications of this Contract shall remain firm for the period of this Contract pursuant to pricing as reflected in Exhibit "A"; net delivered to the ordering agency, **F.O.B. DESTINATION**. No additional fees or charges shall be accepted or paid for by the County.

SECTION 8. Funding.

8.1 The County's performance and obligation under this Contract is contingent upon an annual appropriation by the Board of County Commissioners for subsequent fiscal years and is subject to termination based on lack of funding.

SECTION 9. Expenses.

9.1 The Vendor shall be responsible for all expenses incurred while providing goods and/or services under this Contract including, but not limited to, license fees, memberships and dues; automobile and other travel expenses; meals and entertainment; insurance premiums; and all salary, expenses and other compensation paid to the Vendor's agents, if any, hired by the Vendor to complete the work under this Contract.

SECTION 10. Taxes, Liens, Licenses and Permits.

10.1 The Vendor recognizes that the County, by virtue of its sovereignty, is not required to pay any taxes on the goods and/or services provided under the terms of this Contract. As such, the Vendor shall refrain from including taxes in any billing. The Vendor is placed on notice that this exemption generally does not apply to nongovernmental entities, contractors, or subcontractors. Any questions regarding this tax exemption shall be addressed to the County Manager.

10.2 The Vendor shall secure and maintain all licenses and permits required to provide goods and/or services under this Contract and to pay any and all applicable sales or use tax, or any other tax or assessment which shall be imposed or assessed by any and all governmental authorities, required under this Contract, and to meet all federal, state, county and municipal laws, ordinances, policies and rules.

10.3 The Vendor acknowledges that property being improved that is titled to the County, shall not be subject to a lien of any kind for any reason. The Vendor shall include notice of such exemptions in any subcontracts and purchase orders issued under this Contract.

SECTION 11. Governing Law, Venue and Compliance with Laws.

11.1 This Contract shall be deemed to have been executed and entered into within the State of Florida and any dispute arising hereunder, shall be governed, interpreted and construed according to the laws of the State of Florida, the Ordinances of Nassau County, and any applicable federal statutes, rules and regulations. Any and all litigation arising under this Contract shall be brought in Nassau County, Florida, and any trial shall be non-jury. Any mediation, pursuant to litigation, shall occur in Nassau County, Florida.

11.2 The Vendor shall comply with applicable regulatory requirements including federal, state, and local laws, rules, regulations, codes, orders, criteria and standards.

SECTION 12. Change Orders.

12. 1 The County reserves the right to order, in writing, changes in the work within the scope of the Contract, such as change in quantity or delivery schedule. The Vendor has the right to request an equitable price adjustment in cases where changes to the Contract under the authority of this clause result in increased costs to the Vendor.

SECTION 13. Modifications.

13.1 The terms of this Contract may be modified only upon the written and mutual consent of both parties, and approval by appropriate legal authority in the County.

SECTION 14. Assignment and Subcontracting.

14.1 The Vendor shall not assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the County.

14.2 In order to assign this Contract, or to subcontract any of the work requirements to be performed, the Vendor shall ensure and provide assurances to the County, that any subcontractor selected for work under this Contract has the necessary qualifications and abilities to perform in accordance with the terms and conditions of this Contract. The Vendor shall provide the County with the names of any subcontractor considered for work under this Contract; the County reserves the right to reject any subcontractor whose qualifications or performance, in the County's judgement, are insufficient. The Vendor shall be responsible for all work performed and all expenses incurred as a result thereof. Any subcontract arrangements shall be evidenced by a written document available to the County upon request. The Vendor further agrees that the County shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract. The Vendor, at its expense, shall defend the County against such claims.

14.3 The Vendor shall make payments to any of its subcontractors within seven (7) working days after receipt of full or partial payments from the County in accordance with Section 287.0585, Florida Statutes, unless otherwise stated in the contracts between the Vendor and subcontractors. The Vendor's failure to pay its subcontractor(s) within seven (7) working days shall result in a penalty charged against the Vendor and paid to the subcontractors in the amount of one-half of one percent (0.50%) of the amount due per day from the expiration of the period allowed herein for payment. Such penalty shall be in addition to the actual payments owed and shall not exceed fifteen percent (15%) of the outstanding balance due.

SECTION 15. Severability.

15.1 If any section, subsection, sentence, clause, phrase, or portion of this Contract is, for any reason, held invalid, unconstitutional, or unenforceable by any Court of Competent Jurisdiction, such portion shall be deemed as a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 16. Termination for Default.

16.1 If the Vendor fails to perform any of its obligations under this Contract, and if such default remains uncured for a period of more than fifteen (15) days after notice thereof was given in writing by the County to the Vendor, then the County may, without prejudice to any right or remedy the County may have, terminate this Contract.

16.2 Upon termination of this Contract, the Vendor shall immediately (1) stop work on the date specified; (2) terminate and settle all orders and subcontracts relating to the performance of the terminated work; (3) transfer all work in process, completed work, and other materials related to the terminated work to the County; (4) render to the County all property belonging to the County, including but not limited to, equipment, books, and records.

SECTION 17. Termination for Convenience.

17.1 The County reserves the right to terminate this Contract in whole or part by giving the Vendor written notice at least thirty (30) days prior to the effective date of the termination. Upon receipt of written notice of termination from the County, the Vendor shall only provide those goods and/or services specifically approved or directed by the County. All other rights and duties of the parties under the Contract shall continue during such notice period, and the County shall continue to be responsible to the Vendor for the payment of any obligations to the extent such responsibility has not been excused by breach or default of the Vendor. The Vendor shall promptly contact the

County to make arrangements to render to the County all property belonging to the County, including but not limited to, equipment, books, and records.

SECTION 18. Force Majeure.

18.1 Neither party of this Contract shall be liable to the other for any cost or damages if the failure to perform the Contract arises out of causes beyond the control and without the fault or negligence of the parties. Such causes may include, but are not restricted to, acts of nature, fires, quarantine restrictions, strikes and freight embargoes. In all cases, the failure to perform shall be totally beyond the control and without any fault or negligence of the party.

18.2 In the event of delay from the foregoing causes, the party shall take all reasonable measures to mitigate any and all resulting delay or disruption in the party's performance obligation under this Contract. If the delay is excusable under this section, the delay shall not result in any additional charge or cost under the Contract to either party. In the case of any delay that the Vendor believes is excusable under this section, the Vendor shall notify the County in writing of the delay or potential delay and describe the cause of the delay either: (1) within ten (10) calendar days after the cause that created or will create the delay first arose, if the Vendor could reasonably foresee that a delay could occur as a result; or (2) within five (5) calendar days after the date the Vendor first had reason to believe that a delay could result, if the delay is not reasonably foreseeable. THE FOREGOING SHALL CONSTITUTE THE VENDOR'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY. Providing notice in strict accordance with this section is a condition precedent to such remedy. The County, in its sole discretion, shall determine if the delay is excusable under this section and shall notify the Vendor of its decision in writing. No claim for damages, other than for an extension of time, shall be asserted against the County. The Vendor shall not be entitled to an increase in the Contract price or payment of any kind from the County for direct, indirect, consequential, impact, or other costs, expenses or damages, including but not

limited to costs of acceleration or inefficiency arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this section, after the causes have ceased to exist, the Vendor shall perform at no increased cost, unless the County determines, in its sole discretion, that the delay will significantly impair the value of the Contract to the County, in which case, the County may do any or all of the following: (1) accept allocated performance or deliveries from the Vendor, provided that the Vendor grants preferential treatment to the County with respect to goods and/or services subjected to allocation; (2) purchase from other sources (without recourse to and by the Vendor for the related costs and expenses) to replace all or part of the goods and/or services that are the subject of the delay, which purchases may be deducted from the Contract quantity; or (3) terminate the Contract in whole or in part.

SECTION 19. Access and Audits of Records.

19.1 The Vendor shall maintain adequate records to justify all charges, expenses, and costs incurred in providing the goods and/or services for at least three (3) years after completion of work contemplated under this Contract. The County and the County Clerk of Court shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours upon five (5) days' written notice to the Vendor.

SECTION 20. Public Emergencies.

20.1 The Vendor agrees that before, during, and after a public emergency, disaster, hurricane, tornado, flood, or other acts of nature that the County shall require a "First Priority" for goods and/or services. The County expects to pay a fair and reasonable price for all goods and/or services rendered or contracted in the event of a disaster, emergency, hurricane, tornado or other acts of nature.

SECTION 21. Probationary Period.

21.1 The first ninety (90) days of this Contract are to be considered a “probationary period.” Notwithstanding Sections 16 and 17 hereinabove, during the probationary period, the County may terminate this Contract based upon the performance of the Vendor and a new award be granted without another formal bid.

SECTION 22. Independent Vendor Status.

22.1 The Vendor shall provide the goods and/or services under this Contract as an independent contractor and nothing contained herein shall be construed to be inconsistent with this relationship or status. Nothing in this Contract shall be interpreted or construed to constitute the Vendor or any of its agents or employees to be an agent, employee or representative of the County.

22.2 The Vendor and the County agree that during the term of this Contract: (a) the Vendor has the right to provide goods and/or services for others; ((b) the Vendor has the right to provide the goods and/or services required by this Contract; and (c) the Vendor has the right to hire assistants as subcontractors, or to use employees to provide the goods and/or services required by this Contract pursuant to Section 14 hereinabove.

SECTION 23. Indemnification.

23.1 The Vendor shall indemnify and hold harmless the County and its agents and employees from all claims, liabilities, damages, losses, expenses and costs, including attorney’s fees, arising out of or associated with or caused by the negligence, recklessness, or intentionally wrongful conduct of the Vendor or any persons employed or utilized by the Vendor, in the performance of this Contract. The Vendor shall, at its own expense, defend any and all such actions, suits, or proceedings which may be brought against the County in connection with the Vendor’s performance under this Contract.

SECTION 24. Insurance.

24.1 The Vendor shall provide and maintain at all times during the term of this Contract, without cost or expense to the County, such commercial (occurrence form) or comprehensive general liability, workers compensation, professional liability, and other insurance policies as detailed in Exhibit "C". The policy limits required are to be considered minimum amounts.

24.2 The Vendor shall provide to the County a Certificate of Insurance for all policies of insurance and renewals thereof in a form acceptable to the County. Said certificates shall provide that the Nassau County Board of County Commissioners is an additional insured, and that the County shall be notified in writing of any reduction, cancellation or substantial change of policy or policies at least thirty (30) days prior to the effective date of said action with the exception of ten (10) days for non-payment. All insurance policies shall be issued by responsible companies who are acceptable to the County and licensed and authorized under the laws of the State of Florida.

SECTION 25. Dispute Resolution Process.

25.1 In the event of a dispute regarding the interpretation of the terms of this Contract, the County, in its sole discretion, may elect to use the dispute resolution process as set forth in this section.

25.2 In the event the County elects to use the dispute resolution process under this section, the County shall send a written communication to the Vendor pursuant to Section 32 hereinbelow. The written notification shall set forth the County's interpretation of the terms of this Contract.

25.3 The County shall then set a date and time for the parties to meet with the County Manager or designee. This meeting shall be set no more than twenty (20) days from the date that the written communication was sent to the Vendor. The Vendor may submit a written response to the County's written communication no less than five (5) days prior to the meeting with the County Manager or designee.

25.4 If no satisfactory resolution as to the interpretation of the Contract terms is reached at the meeting with the County Manager or designee, then the parties may elect to submit the dispute to mediation in accordance with mediation rules as established by the Florida Supreme Court. Mediators shall be chosen by the County and the cost of mediation shall be borne by the Vendor. The Vendor shall not stop work during the pendency of the dispute resolution or mediation process as set forth in this section.

SECTION 26. E-Verify.

26.1 The Vendor shall comply with Section 448.095, Florida Statutes, and use the United States Department of Homeland Security's E-Verify system ("E-Verify") to verify the employment eligibility of all persons hired by the Vendor during the term of this Contract to work in Florida. Additionally, if the Vendor uses subcontractors to perform any portion of the work (under this Contract), the Vendor shall include a requirement in the subcontractor's contract that the subcontractor use E-Verify to verify the employment eligibility of all persons hired by subcontractor to perform any such portion of the work. Answers to questions regarding E-Verify as well as instructions on enrollment may be found at the E-Verify website: www.uscis.gov/e-verify.

26.2 The Vendor shall maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized entity consistent with the terms of the Vendor's enrollment in the program. This includes maintaining a copy of proof of the Vendor's and subcontractors' enrollment in the E-Verify program. If the Vendor enters into a contract with a subcontractor, the subcontractor shall provide the Vendor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Vendor shall maintain a copy of such affidavit for the duration of the Contract.

26.3 Compliance with the terms of the E-Verify program provision is made an express condition of this Contract and the County may treat a failure to comply as a material breach of the Contract. If the County terminates the Contract pursuant to Section 448.095(2)(c), Florida Statutes, the Vendor may not be awarded a public contract for at least one (1) year after the date on which the contract was terminated and the Vendor is liable for any additional costs incurred by the County as a result of the termination of this Contract.

SECTION 27. Public Records.

27.1 The County is a public agency subject to Chapter 119, Florida Statutes. **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 530-6090, RECORDS@NASSAUCOUNTYFL.COM, 96135 NASSAU PLACE, SUITE 6, YULEE, FLORIDA 32097.** Under this Contract, to the extent that the Vendor is providing the goods and/or services to the County, and pursuant to Section 119.0701, Florida Statutes, the Vendor shall:

- a. Keep and maintain public records required by the County to provide goods and/or services.
- b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time 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 for the duration of the Contract term and following completion of the Contract if the Vendor does not transfer the records to the County.

d. Upon completion of the Contract, transfer, at no cost, to the County all public records in possession of the Vendor or keep and maintain public records required by the County to perform the service. If the Vendor transfers all public records to the County upon completion of the Contract, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Vendor keeps and maintains public records upon completion of the Contract, the Vendor shall meet all applicable requirements for retaining public records. All records stored electronically shall be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

27.2 A request to inspect or copy public records relating to the County's contract for goods and/or services shall be made directly to the County. If the County does not possess the requested records, the County shall immediately notify the Vendor of the request, and the Vendor shall provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

27.3 If the Vendor does not comply with the County's request for records, the County shall enforce the Contract provisions in accordance with the Contract.

27.4 If the Vendor fails to provide the public records to the County within a reasonable time, the Vendor may be subject to penalties under Section 119.10, Florida Statutes.

27.5 If a civil action is filed against the Vendor to compel production of public records relating to the Contract, the Court shall assess and award against the Vendor the reasonable costs of enforcement, including reasonable attorney fees if:

(a) The Court determines that the Vendor unlawfully refused to comply with the public records request within a reasonable time; and

(b) At least eight (8) business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the Vendor has not complied with the request, to the County and to the Vendor.

27.6 A notice complies with Section 27.5 (b) hereinabove, if it is sent to the County's custodian of public records and to the Vendor at the Vendor's address listed on its Contract with the County or to the Vendor's registered agent. Such notices shall be sent pursuant to Section 32 hereinbelow.

27.7 If the Vendor complies with a public records request within eight (8) business days after the notice is sent, the Vendor is not liable for the reasonable costs of enforcement.

27.8 In reference to any public records requested under this Contract, the Vendor shall identify and mark specifically any information which the Vendor considers confidential and/or proprietary, inclusive of trade secrets as defined in Section 812.081, Florida Statutes, and which the Vendor believes to be exempt from disclosure, citing specifically the applicable exempting law and including a brief written explanation as to why the cited Statute is applicable to the information claimed as confidential and/or proprietary information. All materials shall be segregated and clearly identified as "EXEMPT FROM PUBLIC DISCLOSURE."

27.9 In conjunction with the confidential and/or proprietary information designation, the Vendor acknowledges and agrees that after notice from County, the Vendor shall respond to a notice from the County immediately, but no later than 10 calendar days from the date of notification or the Vendor shall be deemed to have waived and consented to the release of the confidential and/or proprietary designated materials.

27.10 The Vendor further agrees that by designation of the confidential/proprietary material, the Vendor shall defend the County (and its employees, agents and elected and appointed officials) against all claims and actions (whether or not a lawsuit is commenced) related to the Vendor's designation of the material as exempt from public disclosure and to hold harmless the County (and its employees, agents and elected and appointed officials) from any award to a plaintiff for damages, costs and attorneys' fees, incurred by the County by reason of any claim or action related to the Vendor's designation of material as exempt from public disclosure.

SECTION 28. Disclosure of Litigation, Investigations, Arbitration or Administrative Decisions.

28.1 During the term of this Contract, or any extension thereto, the Vendor shall have the continued duty to disclose to the County Attorney, in writing, upon occurrence, all civil or criminal litigation, arbitration, mediation, or administrative proceeding involving the Vendor. If the existence of the proceeding causes the County concerns that the Vendor's ability or willingness to perform this contract is jeopardized, the Vendor may be required to provide the County with reasonable written assurance to demonstrate the Vendor can perform the terms and conditions of the Contract.

SECTION 29. Public Entity Crimes.

29.1 In accordance with Section 287.133, Florida Statutes, the Vendor certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the thirty-six (36) months immediately preceding the date of this Contract.

SECTION 30. Anti-Discrimination.

30.1 The Vendor agrees that it will not discriminate in employment, employee development, or employee advancement because of religious or political opinions or affiliations,

race, color, national origin, sex, age, physical handicap, or other factors, except where such factor is a bonified occupational qualification or is required by State and/or Federal Law.

SECTION 31. Advertising.

31.1 The Vendor shall not publicly disseminate any information concerning this Contract without prior written approval from the County, including but not limited to, mentioning the Contract in a press release or other promotional material, identifying the County as a reference, or otherwise linking the Vendor's name and either description of this Contract or the name of the County in any material published, either in print or electronically, to any entity that is not a party this Contract, except potential or actual authorized distributors, dealers, resellers, or service representative.

SECTION 32. Notices.

32.1 All notices, demands, requests for approvals or other communications given by the parties to another in connection with this Contract shall be in writing, and shall be sent by registered or certified mail, postage prepaid, return receipt requested, or overnight delivery service (such as federal express), or courier service or by hand delivery to the office of each party indicated below:

County: Nassau County

Attn: [Title of Director]

[Department's Address Line 1]

[Department's Address Line 2]

Vendor: [Vendor's Name]

Attn: [Vendor's Contact Person's Name and Title]

[Vendor's Address Line 1]

[Vendor's Address Line 2]

SECTION 33. Attorney's Fees.

33.1 Notwithstanding the provisions of Section 27 hereinabove, in the event of any legal action to enforce the terms of this Contract each party shall bear its own attorney's fees and costs.

SECTION 34. Authority to Bind.

34.1 The Vendor represents and warrants that the Vendor's undersigned representative if executing this Contract on behalf of a partnership, corporation or agency has the authority to bind the Company to the terms of this Contract.

SECTION 35. Conflicting Terms, Representations and No Waiver of Covenants or Conditions.

35.1 In the event of any conflict between the terms of this Contract and the terms of any attachments, the terms of this Contract shall prevail.

35.2 All representations, indemnifications, warranties and guaranties made by the Vendor in this Contract, as well as all continuing obligations indicated in this Contract, shall survive final payment and termination or completion of this Contract.

35.3 The failure of either party to insist on strict performance of any covenant or condition herein, or to exercise any option herein contained, shall not be construed as a waiver of such covenant, condition, or option in any other instance.

35.4 The Vendor warrants that all goods and/or services provided by the Vendor under this Contract shall be merchantable. All goods provided shall be of good quality within the description given by the County, shall be fit for their ordinary purpose, shall be adequately contained and packaged with the description given by the County, shall conform to the agreed upon specifications, and shall conform to the affirmations of facts made by the Vendor or on the container or label.

SECTION 36. Construction of Contract.

36.1 The parties hereby acknowledge that they have fully reviewed this Contract and any attachments and have had the opportunity to consult with legal counsel of their choice, and that this Contract shall not be construed against any party as if they were the drafter of this Contract.

SECTION 37. Headings.

37.1 The section headings and captions of this Contract are for convenience and reference of the parties and in no way define, limit or describe the scope or intent of this Contract or any part thereof.

SECTION 38. Entire Agreement and Execution.

38.1 This Contract, together with any attachments, constitutes the entire Contract between the County and the Vendor and supersedes all prior written or oral understandings.

38.2 This Contract may be executed in any number of counterparts; each executed counterpart hereof shall be deemed an original; and all such counterparts, when taken together, shall be deemed to constitute one and the same instrument.

SECTION 39. Change of Laws.

39.1 If there is a change in any state or federal law, regulation or rule or interpretation thereof, which affects this Contract or the activities of either party under this Contract, and either party reasonably believes in good faith that the change will have a substantial adverse effect on that party's rights or obligations under this Contract, then that party may, upon written notice, require the other party to enter into good faith negotiations to renegotiate the terms of this Contract. If the parties are unable to reach an agreement concerning the modification of this Contract within fifteen (15) days after the date of the notice seeking renegotiation, then either party may terminate this Contract by written notice to the other party. In such event, Vendor shall be paid its compensation for the goods and/or services provided prior to the termination date.

IN WITNESS WHEREOF, the parties have executed this Contract which shall be deemed an original on the day and year last written below.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA

By: _____
Its: _____
Date: _____

Attest as to authenticity of the
Chair's signature:

JOHN A. CRAWFORD
Its: Ex-Officio Clerk

Approved as to form and legality by the
Nassau County Attorney

DENISE C. MAY

[VENDOR'S NAME]

By: _____

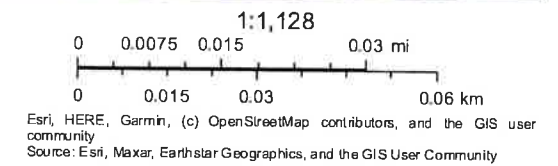
Its: _____

Date: _____

MOWING MAP 1



June 27, 2023



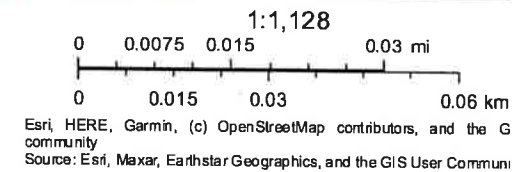


June 27, 2023

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 Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the G
 community
 Source: Esri, Maxar, Earthstar Geographics, and the GIS User Communi



June 27, 2023



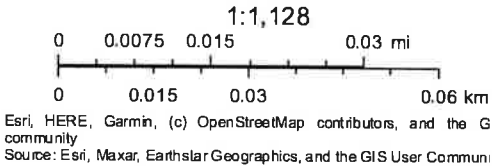


June 27, 2023

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Source: Esri, Maxar, EarthstarGeographics, and the GIS User Commu

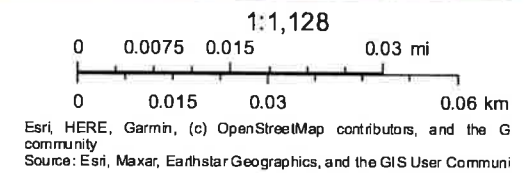


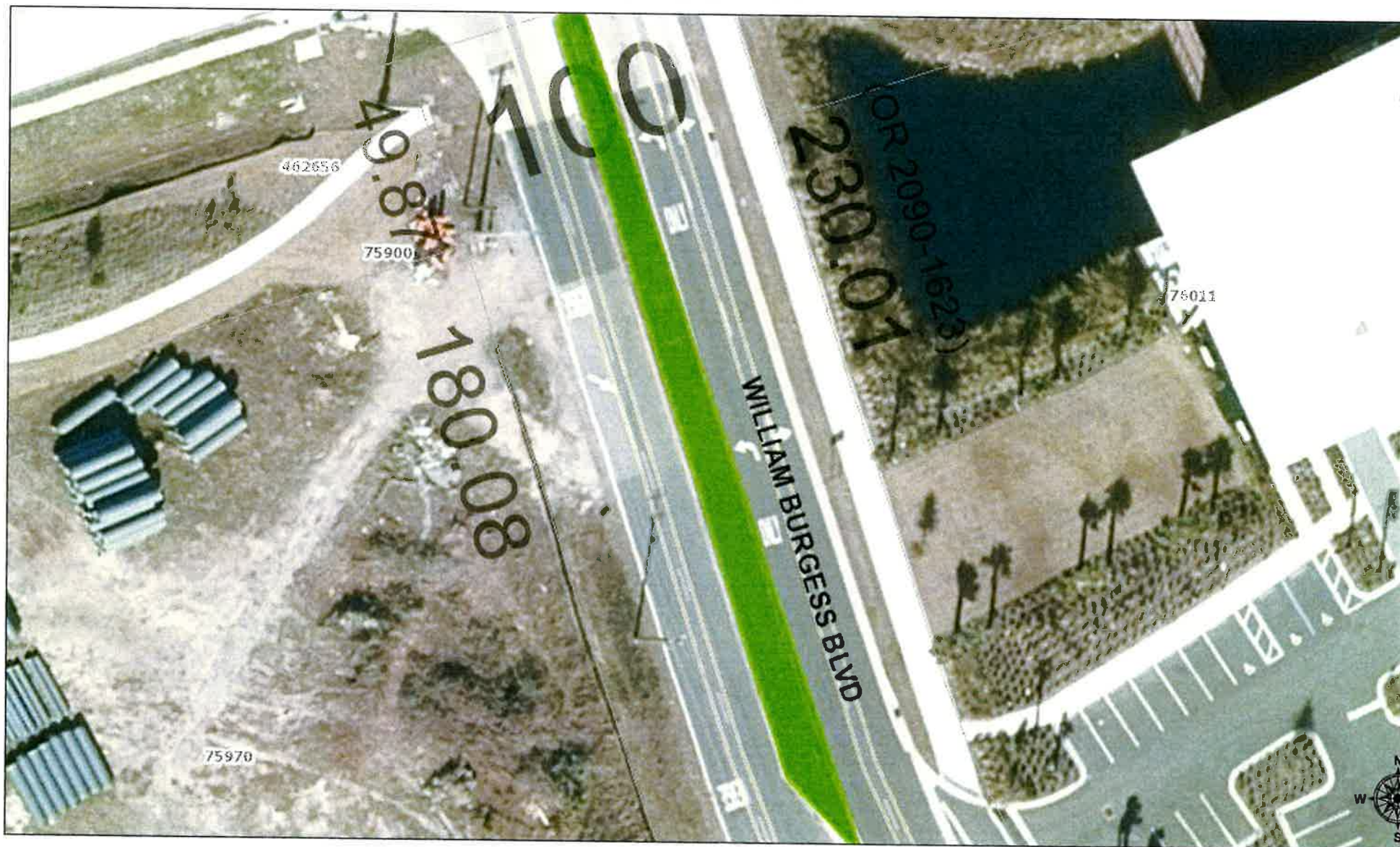
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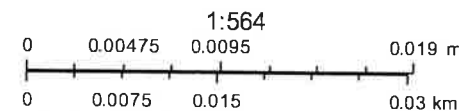


June 27, 2023





June 27, 2023



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the G community
Source: Esri, Maxar, Earthstar Geographics, and the GIS User Communi



June 27, 2023

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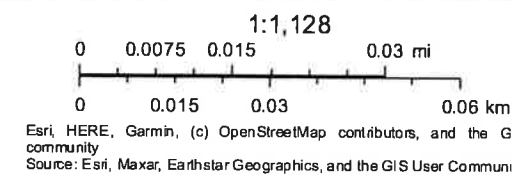
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Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

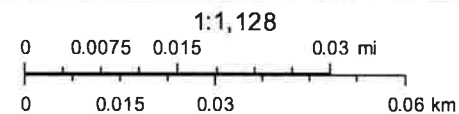


June 27, 2023





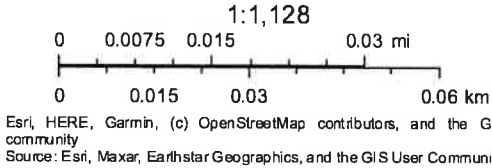
June 27, 2023



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the G
community
Source: Esri, Maxar, Earthstar Geographics, and the GIS User Commu

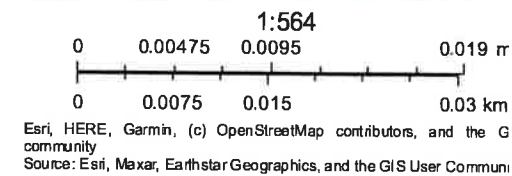


June 27, 2023





June 27, 2023





June 27, 2023

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Source: Esri, Maxar, Earthstar Geographics, and the GIS User Communi



June 27, 2023

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Source: Esri, Maxar, Earthstar Geographics, and the GIS User Communi



June 27, 2023

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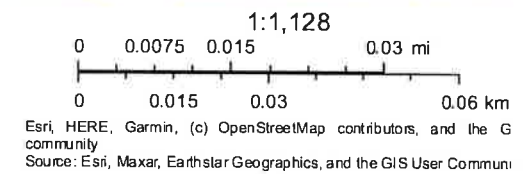
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Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS User Community - Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



June 27, 2023





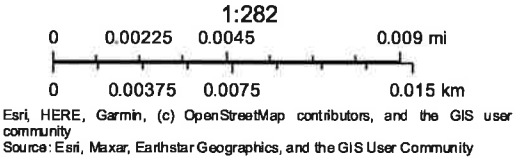
June 27, 2023

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 Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the G
 community
 Source: Esri, Maxar, Earthstar Geographics, and the GIS User Commu

MOWING MAP 18



June 29, 2023



FORM A
ADDENDA ACKNOWLEDGMENT

Acknowledgment is hereby made of receipt of addenda issued during the solicitation period.

Addendum # _____ through # _____

Signature of Person Completing:

Date:

Printed Name:

Title:

FORM B
SWORN STATEMENT
UNDER FLORIDA STATUTE 287.133(3)(a) ON PUBLIC ENTITY CRIMES

TO BE RETURNED WITH BID

THIS MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for _____.
2. This sworn statement is submitted by _____
(entity submitting sworn statement), whose business address is _____
_____ and its Federal Employee Identification
Number (FEIN) is _____. (If the entity has no FEIN, include the Social
Security Number of the individual signing this sworn statement: _____.)
3. My name is _____ (please print name of individual signing),
and my relationship to the entity named above is _____.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services, any leases for real property, or any contract for the construction or repair of a public building or public work, to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction or a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not to fair market value under an arm's length agreement, shall be prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees,

members, and agents who are active in management of an entity. 8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. **(Please indicate which statement applies.)**

☐ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one of more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies.)

☐ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the Hearing Officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

☐ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

☐ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

Signature

Date

State of: _____
County of: _____

Sworn to (or affirmed) and subscribed before me by means of _____ physical presence or _____ online notarization, this _____ day of _____, 20____ by _____ who is _____ personally known to me or _____ produced _____ as identification.

Notary Public
My commission expires: _____

7. REFERENCES:

List at least three references for which you have provided these services (similar scope/size) in the past five years - preferably government agencies.

Reference #1:

Company/Agency Name: _____
Address: _____
Contract Person: _____
Phone: Email: _____
Project Description: _____
Contract \$ Amount: _____
Date Completed: _____

Reference #2:

Company/Agency Name: _____
Address: _____
Contract Person: _____
Phone: Email: _____
Project Description: _____
Contract \$ Amount: _____
Date Completed: _____

Reference #3:

Company/Agency Name: _____
Address: _____
Contract Person: _____
Phone: Email: _____
Project Description: _____
Contract \$ Amount: _____
Date Completed: _____

8. NOTICE OF PARTIES AND BINDING AUTHORITY

The following information is required if Respondent is selected for award of a contract with the County.

Notice to Parties

All notices, demands, requests for approvals or other communications shall be in writing, and shall be sent by registered or certified mail, postage prepaid, return receipt requested, or overnight delivery service (such as federal express), or courier service or by hand delivery to:

Contractor Name: _____
Attn: _____
Mailing Address: _____

Binding Authority

The person to execute the contract must be an officer of the company. If not an officer of the company, Respondent must provide proof of signing authority. Please provide the name, email address, and phone number of person who will execute the contract, if awarded.

Name of Person to execute contract (if awarded): _____
Title: _____
Email Address: _____
Phone Number: _____

FORM D

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that _____ (print or type name of firm):

1. Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace named above and specifying actions that will be taken against violations of such prohibition.
2. Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
3. Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
4. Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, or any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
5. Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Makes a good faith effort to continue to maintain a drug free workplace through the implementation of a drug free workplace program.

"As a person authorized to sign a statement, I certify that the above-named business, firm, or corporation complies fully with the requirements set forth herein."

Authorized Signature

Date Signed

State of: _____

County of: _____

Sworn to (or affirmed) and subscribed before me by means of _____ physical presence or _____ online notarization, this _____ day of _____, 20____ by _____ who is _____ personally known to me or _____ produced _____ as identification.

Notary Public

My commission expires: _____

**FORM E
E-VERIFY AFFIDAVIT****NASSAU COUNTY E-VERIFY FORM UNDER
SECTION 448.095, FLORIDA STATUTES**

Project Name: _____
Bid No./Contract No.: _____

DEFINITIONS:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. "Contractor" includes, but is not limited to, a vendor or consultant.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

"E-Verify System" means an internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

Effective January 1, 2021, Contractors, shall register with and use the E-Verify System in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- a. All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and
- b. All persons (including subvendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with Nassau County. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with Nassau County; and
- c. Should vendor become the successful Contractor awarded for the above-named project, by entering into the contract, the Contractor shall comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility", as amended from time to time. This includes, but is not limited to, registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. The Contractor shall also execute the attached affidavit (Attachment "A") attesting that the Contractor does not employ, contract with, or such affidavit for the duration of the contract; and
- d. Contractor shall also require all subcontractors to execute the attached affidavit (Attachment "B") attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.

CONTRACT TERMINATION:

- a. If Nassau County has a good faith belief that a Contractor has knowingly violated §448.09(1) or §448.095(2), Florida Statutes, the contract shall be terminated.
- b. If Nassau County has a good faith belief that a subcontractor has knowingly violated §448.09(1) or §448.095(2), Florida Statutes, but the Contractor otherwise complied with Chapter 448, Florida Statutes, Nassau County shall promptly notify the Contractor and order the Contractor to immediately terminate the contract with the subcontractor.
- c. A contract terminated under subparagraph a) or b) is not a breach of contract and may not be considered as such.
- d. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination.
- e. If the contract is terminated for a violation of the Statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.

FORM E - 1
CONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that _____ (Contractor Company Name) does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of _____ (Contractor Company Name) proof of registration in the E-Verify system is attached to this Affidavit.

Print Name: _____
Date: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ (Date) by _____
(Name of Officer or Agent, Title of Officer or Agent) of _____
(Name of Contractor Company Acknowledging), a _____ (State or Place of
Incorporation) Corporation, on behalf of the Corporation. He/She is ☐ personally known to
me or ☐ has produced _____ as identification.

Notary Public

Printed Name

My Commission Expires: _____

FORM E - 2
SUBCONTRACTOR E-VERIFY AFFIDAVIT

I hereby certify that _____ (Subcontractor Company Name) does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of _____ (Subcontractor Company Name) proof of registration in the E-Verify system is attached to this Affidavit.

Print Name: _____
Date: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ (Date) by _____
(Name of Officer or Agent, Title of Officer or Agent) of _____
(Name of Contractor Company Acknowledging), a _____ (State or Place of
Incorporation) Corporation, on behalf of the Corporation. He/She is ☐ personally known to
me or ☐ has produced _____ as identification.

Notary Public

Printed Name

My Commission Expires: _____



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
Procurement Department
96135 Nassau Place, Suite 2
Yulee, Florida 32097
Ph: 904-530-6040

TO: All Prospective Bidders

FROM: Brittany Contardi, Senior Procurement Specialist

SUBJECT: **Addendum No. 1**
Mowing, Landscape Maintenance, and Other Related Services
Solicitation Number: NC23-055-ITB

DATE: October 3, 2023

This addendum is hereby incorporated into the solicitation documents of the solicitation referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to, and shall take precedence over, the original documents.

Revision to Scope of Services and Specifications:

The Scope of Services and Specifications included in the original solicitation document is hereby revised and replaced with the attached Revised Scope of Services and Specifications, attached hereto as Exhibit “A”.

Revision to Price Sheet:

The Scope of Services and Specifications included in the original solicitation document is hereby revised and replaced with the attached Revised Price Sheet, attached hereto as Exhibit “B”.

IT IS HIGHLY RECOMMENDED THAT BIDDERS VISIT EACH SITE TO GET A FULL GRASP OF THE COMPLEXITY OF EACH LOCATION. PRICING SHOULD NOT BE BASED ON ACERAGE ALONE.

Pre-Bid Meeting Questions and Answers:

1. Is this a new contract?

Answer: Yes.

2. Will this be a multi-award contract?

Answer: Yes. As specified in Section E – Award or Rejection of Bids, E1, The County reserves the right to issue multiple awards.

3. What is the location of location/map #19?

Answer: As specified on the Price Sheet, #19 is from Amelia Island Parkway to Lime Street. Please refer to Revised Mowing Map, attached hereto as Attachment “II”.

4. For location/map #19, does this include sidewalks?

Answer: No. Sidewalks are not included. Just medians.

5. For location/map #19, how many median islands are included?

Answer: There are 18 grassed medians included in this area.

6. For location/map #19, what kinds of palm trees are in the medians?

Mowing, Landscape Maintenance, and Other Related Services
Solicitation Number: NC23-055-ITB
Addendum No. 1

Answer: Cabbage palm trees.

7. What is required for location/map #19?

Answer: The main requirement for location/map is mowing and edging. However, weeding the concrete portions of the medians during each mowing cycling and palm tree pruning/trimming once annually are also required services. There is no irrigation at location/map #19 so irrigation is not part of this location.

8. Under G1.1 it says the James Page Governmental Complex and the Public Services Building should not be serviced during business hours?

Answer: As specified in G1 of the Scope of Services and Specifications, Services at the James Page Governmental Complex and the Public Services Building shall not be performed during the business hours. Business Hours are defined as Monday through Friday between 8:00am and 5:00pm ET, unless prior arrangements are agreed upon by both parties.

9. Will you provide the cubic yards per site of mulching?

Answer: Please refer to Revised Price Sheet, attached hereto as Exhibit "B". The Estimated amount per cubic yards has been provided.

10. How thick should the mulching be laid?

Answer: As specified in B5 of the Scope of Services and Specifications, the Vendor shall apply a two (2) to three (3) inch layer of mulch.

11. How should we let the County know the work has been complete? Will we need to complete a ticket?

Answer: As specified in L8 of the Scope of Services and Specifications, the Vendor shall notify the appropriate Facilities Maintenance or Road representative when the work is completed enabling the County to inspect the work for acceptance within twenty-four (24) hours of completion. No ticket is required to be completed.

12. What buildings/facilities have irrigation?

Answer: The Historic Courthouse is the only irrigation system in use at this time.

13. How many irrigation zones are there per box?

Answer: The Historic Courthouse irrigation has 5 zones.

14. When does the County anticipate this contract be in place?

Answer: Based on current time estimates, it is estimated the contract would be executed in the beginning of 2024.

15. How are these areas being currently maintained?

Answer: Currently the County is maintaining these areas itself.

16. Are you looking for the same quality as produced now?

Answer: Yes. The same or better quality is expected from the Vendor.

17. Can you clarify 20 cuts? Do you mean 20 cuts or 20 visits? Is a visit considered a cut? Or is it 20 cuts but 40 visits?

Mowing, Landscape Maintenance, and Other Related Services
Solicitation Number: NC23-055-ITB
Addendum No. 1

Answer: Please refer to Revised Scope of Services and Specifications, attached hereto as Exhibit “A” and Revised Price Sheet, attached hereto as Exhibit “B”.

18. Do you want the grass clippings to be blown into the street or onto the sod?

Answer: The Vendor(s) shall follow the guidelines referenced throughout the Scope of Services and Specifications, such as University of Florida and Institute of Food and Agricultural Sciences (“IFAS”), American National Standards Institute (“ANSI”), Florida Department of Environmental Protection (“DEP”) or Florida’s DACS guidelines, etc. As specified in A1.4 of the Scope of Services and Specifications, grass clippings shall never be directed down/placed in storm water drains or into retention ponds.

19. If there are locks at some of these locations, will we be provided with keys?

Answer: Please refer to Revised Scope of Services and Specifications, attached hereto as Exhibit “A”, Sections K6 and L14.

The solicitation due date and opening time remains: **October 18, 2023 at 10:00 a.m. eastern time.**

Attachment(s): Revised Scope of Services and Specifications, Revised Price Sheet, Revised Mowing Map, and Pre-Bid Sign In Sheet

VENDOR HEREBY ACKNOWLEDGES THIS ADDENDUM ELECTRONICALLY THROUGH PLANETBIDS BY ITS BID SUBMISSION.

EXHIBIT “A”
REVISED SCOPE OF SERVICES AND SPECIFICATIONS – ADDENDUM NO. 1

The Vendor shall provide Mowing, Landscape Maintenance, and Other Related Services, more specifically, including but not limited to:

- I. Mowing Cycle: Shall be defined as mowing, string weeding, power edging, pruning shrubs, debris and trash removal and power blowing all curbs, sidewalks and drives adjacent to grass areas back onto grass areas. There shall be an estimated twenty (20) mowing cycles within a calendar year.
- II. Site Visit: Shall defined as include irrigation inspections, tree trimming, debris and trash removal, chemical weed treatment, fertilize and power blowing of all curbs, sidewalks and drives adjacent to grass areas back into grass areas. There shall be an estimated twelve (12) site visits within a calendar year.

A. Mowing Services:

- A1. Commercial Mowing: Turf will be mowed following the Mowing Cycle defined above.
 - A1.1 The Mowing Cycle referenced above in Section I are approximate based on the history of service and are not a guarantee of minimum or maximum. The County reserves the right to change Mowing Cycle at the same rate provided in the Price Sheet during the duration of the resulting contract, based on budget allowance and/or need.
 - A1.2 It is the County’s expectation that every effort be made to complete the mowing of all areas within each map every Mowing Cycle. The County understands that there may be times when weather or other circumstances prevent the Vendor from mowing all areas within a property every Mowing Cycle. If the Vendor is unable to meet the mowing of all areas within each map in a Mowing Cycle, Vendor shall contact the Facilities Maintenance or Road representative immediately to provide other accommodations. The County must approve in writing any request by the Vendor to reschedule the mowing areas within the same Mowing Cycle.
 - A1.3 Common Bermuda grass shall be mowed at the one and a half (1.5) inch height; St. Augustine grass and Bahia grass shall be mowed between three (3) and four (4) inches height. The County reserves the right to make changes to the height requirements any time during the duration of the resulting contract at no additional charge. Changes to the height requirement shall be made through a written request by the County.

- A1.4 Mowing should not occur when grass is wet. Clumped grass should be distributed evenly either by re-mowing or raking. Vendor shall maintain cutting blades in optimal condition to ensure grass is evenly cut without a “tearing” effect that would negatively affect growth, health and appearance of grass. Never remove more than one-third (1/3) of the blade at any one time. Clippings may be vacuumed or blown off walks, roads and curbs, and material shall be removed and disposed of properly but shall never be directed down/placed in storm water drains or into retention ponds.
- A1.5 Additional Mowing Request: The County may at any time during the duration of the resulting contract request additional mowing cycles. Upon notification of this request, the Vendor shall begin the additional mowing request within three (3) business days. The cost for such additional request will be based on the prices provided on the Price Sheet, attached hereto as Exhibit “A”.
- A2. Pond Area Mowing: In addition to commercial mowing there are several stormwater management ponds that will require less frequent mowing and general maintenance. Vendor shall mow these areas following the Mowing Cycle referenced above in Section I.
 - A2.1 The Mowing Cycle referenced above in Section I are approximate based on the history of service and are not a guarantee of minimum or maximum. The County reserves the right to change mowing cycles/acres/quantities at the same rate provided in the Price Sheet during the duration of the resulting contract, based on budget allowance and/or need.
 - A2.2 It is the County’s expectation that every effort be made to complete the mowing of all areas within each map every Mowing Cycle. The County understands that there may be times when weather or other circumstances prevent the Vendor from mowing all areas within a property every Mowing Cycle. If the Vendor is unable to meet the mowing of all areas within each map in a Mowing Cycle, Vendor shall contact the Facilities Maintenance or Road representative immediately to provide other accommodations. The County must approve in writing any request by the Vendor to reschedule the mowing areas within the same Mowing Cycle.
 - A2.3 The grass around the ponds is not irrigated. Bahia grass shall be mowed between three (3) and four (4) inches height. The County reserves the right to make changes to the height requirements any time during the duration of the resulting contract at no additional charge. Changes to the height requirement shall be made through a written request by the County.

- A2.4 Mowing should not occur when grass is wet. Clumped grass should be distributed evenly either by re-mowing or raking. Vendor shall maintain cutting blades in optimal condition to ensure grass is evenly cut without a “tearing” effect that would negatively affect growth, health and appearance of grass. Never remove more than one-third (1/3) of the blade at any one time. Clippings may be vacuumed or blown off walks, roads and curbs, and material shall be removed and disposed of properly but shall never be directed down/placed in storm water drains or into retention ponds. The stormwater ponds are located on the Mowing Area Maps, attached hereto as Attachment II.
- A2.5 Additional Mowing Request: The County may at any time during the duration of the resulting contract request additional mowing cycles. Upon notification of this request, the Vendor shall begin the additional mowing request within three (3) business days. The cost for such additional request will be based on the prices provided on the Price sheet, attached hereto as Exhibit “A”.
- A3. Edging: Vendor shall edge plant beds, walkways, along fence lines, roadway edges, curbs, gutters, all asphalt and hard surfaces, or any similar areas as are present where string trimming will not provide the optimal appearance and or effect by mechanical means every Mowing Cycle. Clippings may be vacuumed or blown off walks, roads and curbs, and material shall be removed and disposed of properly but shall never be directed down/placed in storm water drains or into retention ponds.
 - A3.1 Edging shall be done in a manner that will provide a uniform manicured appearance.
 - A3.2 Edging shall be performed each Mowing Cycle.
- A4. String Trimming: Vendor shall use a string trimmer around trees, fences, fire hydrants, buildings signs, posts, poles, planting beds, sprinkler heads, irrigation equipment, ponds, curbs, walks, and other similar areas as are present on the grounds. Care shall be taken that trees and shrubs are not scarred and fences, buildings, signs, etc., are not damaged.
 - A4.1 Trimming shall be done in a manner that will provide a uniform manicured appearance.
 - A4.2 Trimming shall be performed each Mowing Cycle.
- A5. Turf Fertilization: Vendor shall apply fertilizer according to a soil test analysis. Unless soil test indicates other needs: use Nitrogen-Phosphorus-Potassium ratio of 15-10-15 (“15-0-15”) complete fertilizer with 30% slow release nitrogen.

A5.1 Nitrogen recommendations for pounds (“lbs.”) per one thousand (1000) square feet per year: Bahia Grass – two (2) to three (3) lbs.; St. Augustine Grass – three (3) to (four) 4 lbs.; Bermuda Grass – three (3) to (five) 5 pounds.

A5.2 The suggested schedule for 15-0-15 fertilization is:

- Between March 15 through April 15;
- Between June 1 through June 30;
- Between June 1 through August 31; and
- Between October 1 through October 15.

A5.3 Applications of fertilizers should never occur when heavy rainfall is imminent.

A6. Insects in Turf: Vendor shall be responsible for treatment of grass damaging insects on a preventative basis. An insecticide is to be applied to all turf areas, on an as needed basis to reduce or eliminate the population of chinch bugs, mole crickets, sod webworms, army worms, and grass loopers. The timing of these applications is at the discretion of the Vendor using current Proper Integrated Pest Management (“IPM”) techniques such as proper identification, early detection, and monitoring. Should the population of the above listed insects reach levels where any grass damage begins to occur, those areas of infestation shall be retreated at the Vendor’s expense.

A7. Disease in Turf: Turf damage by disease and fungus shall be chemically treated to maintain all turf in a healthy and attractive condition. Vendor shall follow IPM procedures. Vendor shall use cultural, physical, and mechanical methods in prevention and management in addition to chemical application on an as needed basis. Good sanitation methods such as cleaning lawn mower blades between jobs or bagging diseased grass blades shall also be employed when applicable.

B. Shrub, Groundcover, Bed, and Landscape Maintenance:

B1. Pruning: Plants and shrubs shall be pruned by the Vendor at the best time for flower bud development, foliage growth and as the health of the plant may require. Shrubs shall not be clipped into balled or boxed forms unless such is required by the design. Plants and shrubs shall be pruned in accordance with the intended function of the plant/shrub in its present location, and as often as needed to maintain its health and appearance. Pruning shall be performed under the supervision of a highly trained foreman. Vendor shall remove non-hedge growth from hedges and shrubs, such as Spanish moss, vines and grasses. Vendor shall prune plants in keeping with natural character of the plants. Vendor shall not uniformly shear plants. The following pruning techniques are not allowed on trees or shrubs: topping, lion tailing, hat racking, or heading. Vendor shall use reduction cuts if height of plant is a concern.

- B1.1 Vendor's should follow the University of Florida and Institute of Food and Agricultural Sciences ("IFAS") pruning techniques for Florida trees, shrubs and palms.
- B1.2 All work to be performed will be in accordance with the standards in accordance of the International Arborist Association ("ISA") Pruning Standards and those established in the American National Standards Institute ("ANSI") publication A300 "Tree Care Operations-Tree, shrub and other woody plant maintenance-Standard practices" latest edition.
- B1.3 The pruning will be of an improved nature intended to reduce hazards and maintain or improve tree health and structure. All pruning will include the removal of diseased, dead, dying, decayed, broken, or obstructing branches. Additionally, watersprouts, suckers and old dead pruning stubs shall be removed.
 - B1.3.1 Diseased branches are those that show visible symptoms of fungal, bacterial or viral infection.
 - B1.3.2 Obstructing branches are those which interfere with neighboring trees, shrubs, structures, traffic warning signs, signal lights, roads or, sidewalks.
- B2. Fertilization: All plant material shall be fertilized by the Vendor twice annually.
 - B2.1 A soil test shall be taken to determine fertilization needs and soil pH. Unless soil test indicates other needs, Vendor shall use one percent (1%) to two percent (2%) of phosphorus amounts.
 - B2.2 Nitrogen/potassium ratios shall be 1:1 to 2:1. Vendor shall apply a minimal amount to achieve the desired effect.
 - B2.3 Established trees (more than three (3) to five (5) years since transplanting) do not need routine fertilization especially when located within turfgrass landscapes. To minimize leaching losses, broadcast N and K₂O in small increments throughout the growing season about twelve (12) weeks through March, June, September, and October).
 - B2.4 Vendor shall read and follow all directions on the fertilizer label.
- B3. Insects and Disease Control for Planets: Vendor shall be responsible for the treatment of insects and disease. The appropriate fungicide or insecticide will be applied in accordance with state and local regulations and as weather and environmental conditions permit. Vendor shall inspect and monitor plants on a weekly basis. Chemical applications shall be administered on an as needed basis.

Proper IPM procedures should be followed. Vendor shall use cultural, physical, and mechanical methods in prevention and management in addition to chemical application on an as needed basis. Good sanitation methods shall also be employed.

B4. Weeding:

B4.1 Weeding shall be done for all plant beds, walkway cracks, curb, gutter lines, concrete medians, and other similar areas as are present on the grounds.

B4.2 Weeding shall be done in a manner that will provide a uniform manicured appearance.

B4.3 Weeding shall be performed each visit.

B4.4 Vendor shall inspect and maintain plant beds on a weekly basis for any weeds and errant grasses.

B4.5 Vendor shall use of herbicides, pre-emergent, and preferably, by proper manual removal of weeds and their root systems.

B4.5.1 Vendor may apply herbicide applications on the sidewalks, beds, trees, concrete medians, and round-a-bouts provided the Vendor possess and complies with licensing requirements under Florida Statutes Chapter 487 for Right-of-Way Application of pesticides. Vendor shall possess a Commercial application license through the Florida Department of Agriculture. The County reserves the right to request a copy of the license at any time during the duration of the resulting contract.

B4.6 Vendor shall remove noxious weeds common to the area from planting areas by mechanical or chemical means and properly dispose of. Vendor shall not leave uprooted weeds in beds or along landscape.

B4.7 Vendor shall apply herbicide in accordance with manufacturers published instructions. Vendor shall not apply herbicide when wind speeds are greater than two (2) miles per hour. Vendor shall provide and be responsible for all chemicals used.

B4.8 Weed Control in Turf: Vendor shall apply as necessary according to environmental and seasonal conditions, chemicals to control weeds in turf. Vendor shall provide proper maintenance of turfgrass including mowing, irrigation, and fertilization. Care shall be taken not to apply herbicides on newly mowed turf or turf under stress. Vendor shall have on staff a Certified Pest Control Operator who is licensed through the Florida Department of Agriculture and Consumer Services ("DACS"). This designation Shall prove proper licensing necessary to apply insecticides, fungicides, and

herbicides to county property. The County may require at any time during the performance of the resulting contract with copies of the Certified Pest Control Operator's license and proof of insurance. Vendor shall provide and be responsible for all chemicals used.

- B5. Mulch: Vendor shall apply a two (2) to three (3) inch layer of mulch around all palms, shrubs, groundcover, and all other plant beds one (1) time per year. Mulch shall be applied just outside the root ball, never touching the trunk or stem of trees or shrubs. Pine products shall be the first preference as they improve soil. Vendor shall avoid using rock or lime products as these change the pH and compact the soil.

B5.1 Mulching shall be performed each visit.

- B6. Trees: Vendor shall utilize 10-0-8 with 6% Fe chelate, 6% Mg, 4% Mn, 40% slow-release soluble N to be in sulfate form Sulfur coated urea for slow release No Phosphorous Late Winter: 0.3 pounds per inch prior to flush and 0.5 pounds per inch after flush; Summer: 0.5 pounds per inch; and Late Fall: 0.5 pounds per inch.

- B7. Erosion: Vendor shall monitor all areas for potential erosion. Vendor shall notify the County within twenty-four (24) hours of any identified eroded area. Vendor shall be responsible to correct each eroded area immediately upon identification.

- B8. Sidewalks: Vendor shall ensure sidewalks are clean and free of debris and sand during each Site Visit.

- B9. Fences: Vendor shall ensure fencing along rights-of-way shall be maintained and free of debris and weed.

- B10. Landscaping Maintenance: Areas within the mowing limits of some of the facilities, require a "landscaped" appearance and must be maintained accordingly. These areas shall require weeding of beds, string trimming, edging of curbs & sidewalks, annual mulch replacement and pruning of shrubs and trees. Mulch shall be replaced at a three (3) inch thickness with Red Mulch or Natural Cypress. Prior to placing mulch, Vendor shall obtain written approval from the Facilities Maintenance or Road representative as to what type of mulch is to be used at each location.

B10.1 Landscape maintenance shall be performed each Site Visit as described in Section II.

- B11. Vendor shall prevent the introduction of non-native vegetation by following the procedures for equipment inspection and cleaning as outlined in the publication: U.S. Department of the Interior, Bureau of Reclamation, Denver, Colorado, Technical Memorandum No. 86-68220-07-05, Inspection and Cleaning Manual for Equipment and Vehicles to Prevent the Spread of Invasive Species, May 2010.

C. Irrigation System:

- C1. Vendor shall check irrigation system each Site Visit for proper functioning, including start/stop times. Vendor shall ensure rain sensor is maintained and in working order at all times.
- C2. Vendor shall program automatic programmable valve controllers for optimum watering of plant materials while maintaining water conservation practices. Vendor shall adjust irrigation program to compensate for seasonal water requirements.
- C3. Vendor shall repair damaged heads or laterals as needed. Vendor shall replace damaged irrigation components, which have been deemed unrepairable, with new functioning components by same manufacturer, including the batteries where applicable. Acceptable expenditures include replacement of damaged sprinkler heads, batteries, valve controllers, and laterals/riser. All expenditures shall be documented on monthly invoices. Vendor shall not exceed One Hundred Fifty Dollars and 00/100 (\$150.00) per month on expenditures without prior written approval from the Facilities Maintenance or Road representative.
- C4. Vendor shall adjust the system for more frequent watering in very dry times or drought conditions. Vendor shall start watering cycle so that watering ends by 6:00AM ET on water cycle days. Vendor shall properly water locations of new planting as necessary.

D. Replacement of Trees, Shrubs, and Other Items:

- D1. Where replacement of Trees, Shrubs, and other items due to a third-party damage and/or to correct problems by plant vegetation that obstructs the view and become a safety issues, Vendor shall provide a passthrough cost for this type of service and provide cost verification with breakdown of labor rates. No work shall be completed without prior written approval from the Facilities Maintenance or Road representative.

D1.1 Trees, shrubs, and other landscaping shall be inspected each Site Visit as described in Section II.

E. Monthly Maintenance Service Reports:

- E1. Monthly Maintenance Service Reports shall be signed by the Vendor and submitted to the Facilities Maintenance and Road Department prior to the processing of the invoice(s) for that month's maintenance service.

- F. Mowing Area Maps, attached hereto as Attachment "II" are included for informational purposes only. The green shaded areas are to be considered a guide, showing the approximate area(s) to be mowed and/or landscaped. It is the Vendor's responsibility to visit each site and provide pricing accordingly.

G. Business Hours and Holidays:

- G1. These services shall be conducted during the hours of Monday through Friday between 8:00am and 5:00pm ET, unless prior arrangements are agreed upon by both parties.
- G1.1 Services at the James Page Governmental Complex and the Public Services Building shall not be done during the business hours listed above in Section G1 due to the high volume of vehicles parked at or near the medians. The scheduling of services at the James Page Governmental Complex and the Public Services Building shall be coordinated with and approved by the Facilities Maintenance or Road representative prior to the performance or work.
- G2. These services shall follow the County's Holiday schedule. To view the County's current Holiday Schedule, including the days of observance, please visit the County's website (<https://www.nassaucountyfl.com/31/For-Residents>).
- G2.1 The following is a list of holidays on which contract services will not be performed unless advanced, written approval is provided to the Vendor from the County:
- New Year's Day
 - Martin Luther King, Jr. Birthday
 - Good Friday
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Veteran's Day
 - Thanksgiving Day
 - Friday after Thanksgiving
 - Christmas Eve
 - Christmas Day

E. Debris Disposal:

- E1. It is the Vendor's responsibility to remove and properly dispose of all of the debris generated by work done under this agreement shall be the sole responsibility of and at the expense of the Vendor in a manner and/or at a disposal site approved by the Facilities Maintenance or Road representative. The site must be clean upon completion.
- E2. Vendor shall rake the surrounding area, removing and properly disposing of related debris.

- E3. Vendor shall not leave debris on the work site. All debris must be disposed of upon the completion of the assignment or within twenty-four (24) hours of the assignment, whichever comes first. Any remaining debris must be outside of the clear zone of any roadway by the end of the day.
- E4. Stockpiling of Vendor generated debris for later disposal shall not exceed the completion of the assignment or within twenty-four (24) hours of the assignment without written authorization by the County.
 - E4.1 Debris disposal shall include the removal of debris and dead vegetation from work site, including along the fence line where applicable, during regular Site Visits. Special precaution should be made for removal of plants with insect or disease infestations. Proper disposal of invasive or exotic insects or diseases must follow Florida Department of Environmental Protection (“DEP”) or Florida’s DACS guidelines.
- E5. Vendor shall be responsible to ensure frequent pick-up and disposal of all refuse, rubbish, scrap materials and debris that result from operations so that work site remains neat and orderly.
- E6. All debris must be disposed of upon the completion of the assignment or within forty-eight (48) hours of the assignment, whichever comes first. Any remaining debris must be outside of the clear zone of any roadway by the end of the day.
- E7. Stockpiling of Vendor generated debris for later disposal shall not exceed the completion of the assignment or within forty-eight (48) hours of the assignment without written authorization by the County.
- E8. Vendor shall not use debris or rubbish as fill on the work sites.
- F. **Pricing:** The price to mow provided in the Price Sheet, attached hereto as Exhibit “B”, shall be deemed to provide full compensation to the Vendor for labor, equipment use, travel time, and any other element of cost or price. Equipment included in this price shall include all equipment and other tools normally used during the performance of work described herein.
 - F1. Traffic control as required shall be included in the price to mow provided in the Price Sheet, attached hereto as Exhibit “B”.
 - F2. The County may require modifications and changes to this contract, as it relates to crew size and equipment requirements. The Vendor shall provide County with written cost proposals for such additional services on an as needed basis.
 - F3. Payment will not be authorized for work performed by the Vendor without proof of a written request by the County.

- F4. Vendor shall provide the price to mow each site described on bid Price Sheet, attached hereto as Exhibit “B”, for the following mowing schedules described in Section A1 and A2 of this solicitation.
- F5. Payment will not be authorized for work performed by the Vendor without proof of a written request by the County.

G. Equipment:

- G1. Only equipment designed for performance of work described herein will be acceptable for work performed under this agreement. The equipment used must be in good, safe operating condition at all times. The County may inspect the equipment prior to awarding the bid, and anytime during the course of the resulting contract. All safety devices shall be properly installed and maintained at all times the equipment is in use.
- G2. Vendor shall be responsible for the security of all equipment, tools, and materials left at the work site.
- G3. Vendor shall be responsible for safe conduct and proper use of equipment during the performance for work and on the work site at all times.
- G4. Vendor shall have sufficient equipment to meet the needs of the resulting contract and all applicable safety equipment including guards/shields that shall be installed, secured, and in good working order at all times.

H. Traffic Control:

- H1. Vendor and its subcontractors shall be responsible for safely maintaining vehicular, bicycle and pedestrian traffic while performing work under this contract and complying with traffic safety requirements for all contract operations.
- H2. Vendor is not permitted to isolate residences or places of business.
- H3. Before the commencement of performance of work described herein, the Vendor shall notify residents of property adjoining the location of the work at least twenty-four (24) hours before the start of the tree maintenance operation on that street. The Vendor is responsible for posting “temporary no parking” signs at least twenty-four (24) hours before using the parking lane for performance of work described herein. Efforts shall be made by the Vendor to minimize the duration of driveway blocking and to notify the residents of this need in advance. Further, the Vendor shall provide access to each residential or commercial establishment each evening.
- H4. No County roadway will be closed at any time without written notification to the Facilities Maintenance or Road representative and approval therefrom prior to the

closure and must adhere to the County's Road Closure Policy which is available on the County's website (<https://www.nassaucountyfl.com/120/Construction-Forms>).

- H5. Vendor shall be responsible for traffic control during operations performed by the Vendor's personnel and/or subcontractors.
- H6. Vendor shall furnish, erect, and maintain all necessary traffic control and safety devices.
- H7. Traffic control shall be in conformance with the Federal Highway Administration, Manual on Uniform Traffic Control Devices, latest edition and the Florida Department of Transportation Roadway and Traffic Design Standards, latest edition.
- H8. The foregoing requirements are to be considered as minimum and the Vendor's compliance shall in no way relieve the Vendor of final responsibility for providing adequate traffic control devices and personnel for the protection of its employees and the public throughout the work areas.
- H9. Vendor shall have at least one (1) full-time employee certified in Florida Department of Transportation ("FDOT"), Maintenance of Traffic Work Zone Safety, Intermediate Level as a minimum.
- H10. A copy of the employee's certification of FDOT maintenance of traffic training is required to be submitted with the Vendor's proposal.
- H11. All persons flagging traffic shall have in their possession: current, valid certification of FDOT Basic Maintenance of Traffic training as a minimum requirement.
- H12. County may at any time request that the Vendor's flaggers produce proof of current, valid certification of FDOT Maintenance of Traffic training.
- H13. County reserves the right to stop the Vendor's work if flaggers are unable to produce proof of current, valid training upon request.
- H14. Vendor shall endeavor to keep the project site free of rubbish and debris and as safe a condition as possible.
- H15. All costs associated with maintenance of traffic are the responsibility of the Vendor.

I. Limitation of Operations:

- I1. No equipment shall be left on the road right-of-way overnight or the median, regardless of right-of-way or median width.

- I2. With prior written approval from the County and at the Vendor's risk, it may be possible for the Vendor to leave equipment overnight on County property other than road right-of-ways or medians.
- I3. Vendor shall preserve from damaging any property associated with, or which is in the vicinity of, or is in any way affected by the work. This applies to public and private property and/or utilities.
- I4. Vendor shall immediately provide written notification to the County of damages when they occur.
- I5. Any damages occurring to such area/properties shall be immediately repaired at the expense of the Vendor to a condition equal to or better than that existing before such damage occurred.
- I6. Vendor shall not enter onto private property while conducting work for the County without the written consent of the private property owner.

J. Specifications:

- J1. Prior to commencing work, Vendor shall document all pre-existing damages in the area of work to be performed and submit documentation to the Facilities Maintenance or Road representative.
- J2. All precautions must be taken to ensure no damage to surrounding landscape, structures or amenities will occur.
- J3. NO CHEMICALS may be used without prior written approval from the County. Safety Data Sheets shall be provided by the vendor within twenty-four (24) hours of identified need and wait for approval from the Facilities Maintenance or Road representative, before making any unauthorized chemicals.
- J4. Work shall be scheduled with minimal disruption to the surrounding landscape, structures or amenities, as determined by the County.
- J5. All debris removed from these processes shall be removed in accordance to the *Debris Disposal* section above or as directed by the Facilities Maintenance or Road representative.

K. County's Responsibilities:

- K1. County will provide contact person(s) name, phone number, and email address for the vendor to report all problems noted.
- K2. County will provide the Vendor with an executed work authorization or purchase order of work requested to be performed under this agreement.

- K3. All work shall be done subject to the supervision and direction of the Facilities Maintenance or Road representative who shall have access to all of the work.
- K4. Facilities Maintenance or Road representative will have the authority to suspend the work either wholly, or in part, due to failure to carry out provisions of the contract; for failure to carry out orders; for such periods as he/she deems necessary due to unsuitable weather conditions; or for conditions or reasons deemed to be in the public interest.
- K5. Facilities Maintenance or Road representative will have the authority to require the immediate removal of any person employed by the Vendor who appears to be incompetent or to act in a disorderly or improper manner.
- K6. County will allow Vendor to provide their locks to areas the Vendor will need to access during the course of the resulting contract.

L. Vendor's Responsibilities:

- L1. Vendor shall provide a trained staff of competent personnel for the performance of the services described.
- L2. Vendor shall always provide supervision of all work crews while performing work under this contract.
- L3. Vendor shall be responsible and liable for all injuries or damages to persons or property that occur as a result of their fault or negligence in connection with the work assigned. Vendor's personnel shall immediately report any such injuries, damage, abnormalities to Facilities Maintenance or Road representative as soon as possible.
- L4. Vendor is responsible for all underground utilities located before the commencement of work.
- L5. Vendor's personnel shall be readily identifiable by wearing uniforms that clearly designate their company's name. Similarly, service vehicles shall clearly designate the company's name.
- L6. Vendor shall designate a supervisor as a contact person and provide the county with this person's phone number and email address. This supervisor shall be available to tour work areas within twenty-four (24) hours of completion.
- L7. Vendor shall provide a contact phone number and email for invoicing issues. Calls shall be returned within twenty-four (24) hours, Monday through Friday between 8:00am and 5:00pm ET, unless prior arrangements are agreed upon by both parties.

- L8. Vendor shall notify the appropriate Facilities Maintenance or Road representative when the work is completed enabling the County to inspect the work for acceptance within twenty-four (24) hours of completion.
- L9. Vender shall thoroughly document work assignments upon arrival and upon assignment completion through photographs. Subsequent documentation shall be provided to the Facilities Maintenance or Road representative within twenty-four (24) hours of assignment completion.
- L10. In case of an emergency which threatens injury or loss of property and/or injury to life or persons, the Vendor shall promptly take such action, without previous instructions from the Facilities Maintenance or Road representative as the situation may reasonably warrant. Vendor shall notify the Facilities Maintenance or Road representative immediately thereafter and any additional compensation claimed by the Vendor therefore, together with evidence of the expense incurred in acting in such emergency, shall be submitted to the County and the amount of compensation due, if any, shall be determined by mutual agreement.
- L11. Vendor must abide by any local, state, or federal laws and regulations.
- L12. Vendor shall obtain all necessary permits and pay any associated fees at their own expense.
- L13. Vendor shall perform services in a competent and professional manner. In addition, roadside work shall be performed according to Florida Department of Transportation Roadway and Traffic Design Standards and may require signage and other measures to be taken to safely work alongside or in a roadway.
- L14. When finished working, doors/gates should be left locked and secured.
- L.15 Vendor will be responsible for following all applicable guidelines from relevant agencies including: DEP, Florida's DACS, Florida Department of Transportation (FODT), and University of Florida Institute of Food and Agricultural Sciences.

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EXHIBIT “B”
REVISED PRICE SHEET – ADDENDUM NO. 1

Vendor shall provide Mowing, Landscape Maintenance, and Other Related Services in accordance with Exhibit A, Scope of Services at the prices below.

LOCATION	NUMBER ON MAP	ESTI. ACREAGE*	EST. CUBIC YARD OF MULCHING*	COST PER MOW CYCLE	TOTAL COST	MULCHING COSTS
SUBSTATION CR 121 10432 CR 121 Bryceville, FL 32009	1	1.4 Acres		\$	\$	
CALLAHAN COMMUNITY CENTER 45401 Mickler Street Callahan FL 32011 CALLAHAN HEALTH DEPARTMENT 45377 Mickler Street Callahan FL 32011	2	1.6 Acres	8 Cubic Yards	\$	\$	\$
MULTI-USE/CALLAHAN EXTENSION OFFICE 543350 US-1 Callahan, FL 32011	3	0.8 Acres		\$	\$	
HILLIARD COMMUNITY CENTER 37177 Pecan Street Hilliard, FL 32046 HILLIARD HEALTH DEPARTMENT 37203 Pecan Street Hilliard, FL 32046	4	1.05 Acres	8 Cubic Yards	\$	\$	\$
HILLIARD LIBRARY 15821 CR 108 Hilliard, FL 32046	5	1.05 Acres	7 Cubic Yards	\$	\$	\$
FIRE STATION #11 (NASSAU OAKS) 56300 Nassau Oaks Drive Callahan, FL 32011	6	0.9 Acres		\$	\$	
WILLIAM BURGESS MEDIAN Intersection of William Burgess Boulevard and SR200 Yulee, FL 32097	7	0.1 Acres		\$	\$	
YULEE HEALTH CLINIC 86014 Pages Dairy Road Yulee, FL 32097 YULEE COUNTY BUILDING 86026 Pages Dairy Road Yulee, FL 32097	8	1.94 Acres	5 Cubic Yards	\$	\$	\$

LOCATION	NUMBER ON MAP	ESTI. ACREAGE*	EST. CUBIC YARD OF MULCHING*	COST PER MOW CYCLE	TOTAL COST	MULCHING COSTS
SIGNAL SHOP 540507 Lem Turner Road Callahan, FL 32011	18	0.40 Acres		\$	\$	
SR200 MEDIANS SR200 Medians from Amelia Island Parkway to Lime Street Fernandina Beach, FL 32034	19	2.4 Acres		\$	\$	
			TOTAL	\$	\$	\$

**The estimated acreages or cubic yards provided above are merely estimates and should not be taken as the actual acreage to be mowed.*

ADDITIONAL AREAS	
Per Acre Cost for Additional Areas that may be Added During Contract Term	\$

The undersigned declares that they have examined the Notice to Bidders, Instructions to Bidders, and Technical Specifications/Scope of Work and is informed fully with regard to all terms and conditions pertaining thereto and agrees under these specifications at the prices set forth above.

Company: _____

Address: _____

City, State, Zip code: _____

Phone Number: _____ Email: _____

Authorized Signature: _____ Printed Name: _____

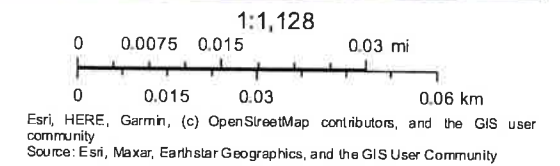
Title: _____ Date: _____

ATTACHMENT "II"

REVISED MOWING MAP MOWING MAP 1



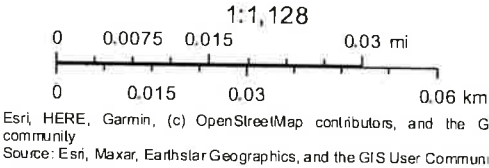
June 27, 2023

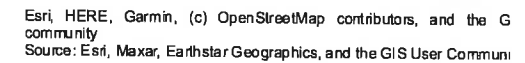
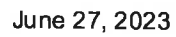


MOWING MAP 2



June 27, 2023

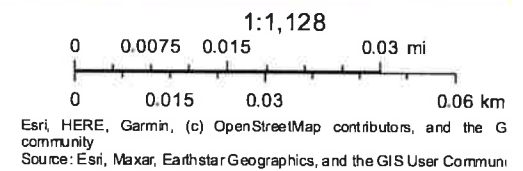




MOWING MAP 4



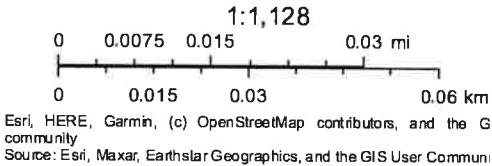
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MOWING MAP 5



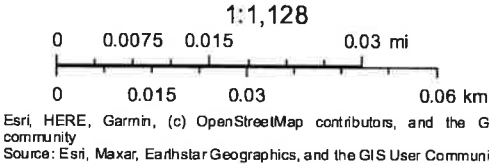
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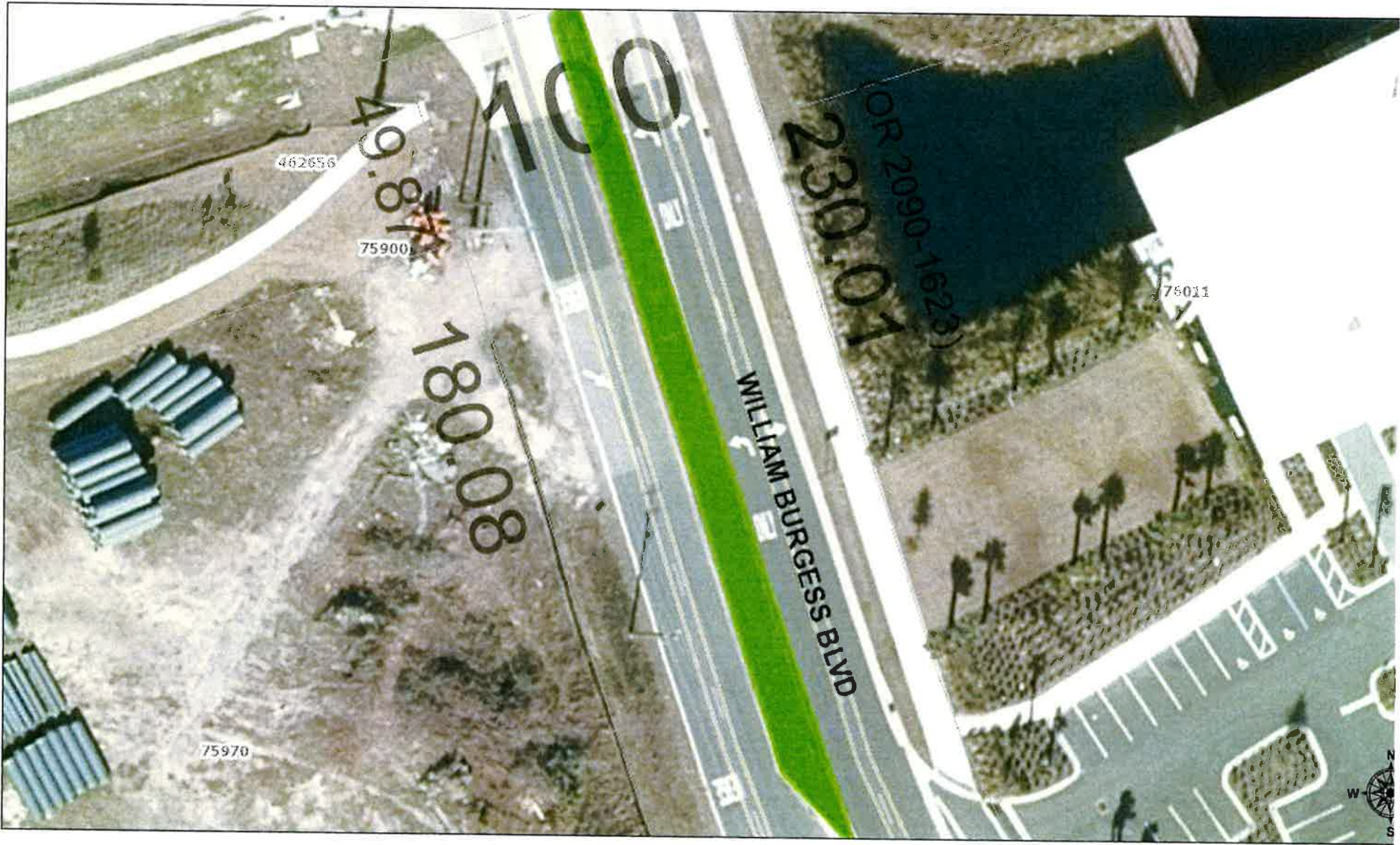
MOWING MAP 6



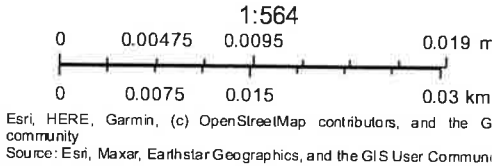
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MOWING MAP 7



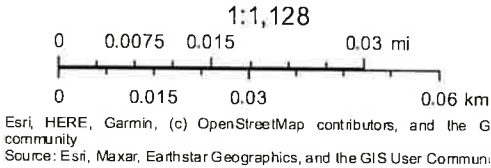
June 27, 2023



MOWING MAP 8



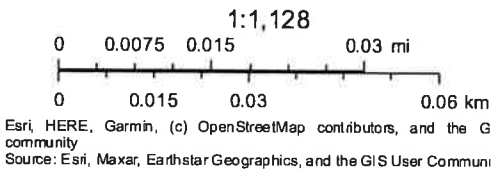
June 27, 2023



MOWING MAP 9



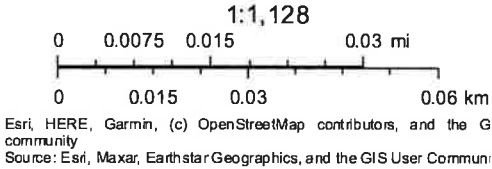
June 27, 2023



MOWING MAP 10



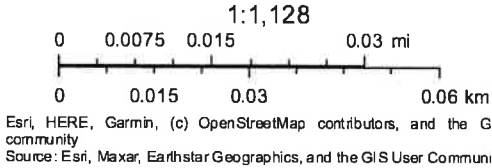
June 27, 2023



MOWING MAP 11



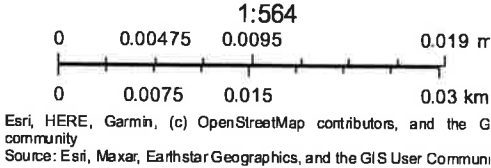
June 27, 2023



MOWING MAP 12



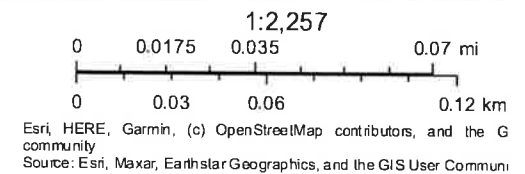
June 27, 2023



MOWING MAP 13



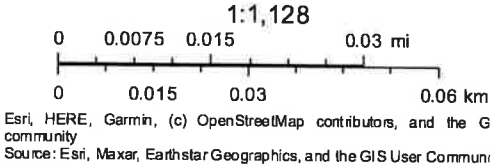
June 27, 2023



MOWING MAP 14



June 27, 2023





MOWING MAP 16



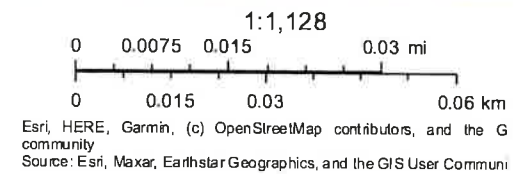
June 27, 2023

Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the G
community
Source: Esri, Maxar, Earthstar Geographics, and the GIS User Communi

MOWING MAP 17



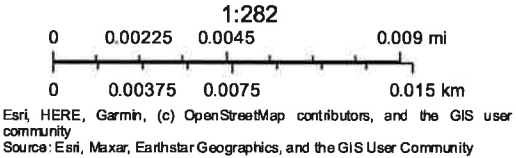
June 27, 2023



MOWING MAP 18



June 29, 2023



MOWING MAP 19

Lime Street

Amelia Island Parkway

Jackson Cr

ST 14TH ST

City of
Fernandina
Beach

108

200

FIRST COAST RAILROAD

AMIA





NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS

Procurement Department
 96135 Nassau Place, Suite 2
 Yulee, Florida 32097
 Phone: (904) 530-6040
 Email: procurement@nassaucountyfl.com

PRE-BID MEETING

NC23-055-ITB MOWING, LANDSCAPE MAINTENANCE, AND OTHER RELATED SERVICES
DATE: SEPTEMBER 22, 2023 9:00AM

ATTENDEE (PRINT NAME)	COMPANY	SIGNATURE
Doug Podiak	Nassau County	
Jeff Little	Nassau County	
David Hearn	Nassau County	
Cameron Hansen	Nassau County	
Darren Marsh	Nassau County	
Brittany Contardi	Nassau County	Brittany Contardi
Wyatt Collins	Collins Law Corp	Wyatt Collins
Max Englert	Coastal Greenery	Max Englert
T Bodwin	Coastal Greenery	T Bodwin
Tico Arazoza	Arazoza Bros	Tico Arazoza
Chris Cesaro	Arazoza Bros	Chris Cesaro
Stacy Montoya	The Greenery, Inc. / Martex	Stacy Montoya
Billy Genovese	Verdego	Billy Genovese
Bruno Perez	Verdego	Bruno Perez

Name

Amber Bishara

Tony Lombardi

Company

Kelly Klean LLC

Nassau County

Sign

Am Bishara



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
Procurement Department
96135 Nassau Place, Suite 2
Yulee, Florida 32097
Ph: 904-530-6040

TO: All Prospective Bidders

FROM: Brittany Contardi, Senior Procurement Specialist

SUBJECT: **Addendum No. 2**
Mowing, Landscape Maintenance, and Other Related Services
Solicitation Number: NC23-055-ITB

DATE: October 11, 2023

This addendum is hereby incorporated into the solicitation documents of the solicitation referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to, and shall take precedence over, the original documents.

Meeting Questions and Answers:

1. What’s the bid currently?

Answer: This is the first time this project has been bid. There is not a current bid for this work.
2. Can you send out the map of # 19 on the location list (on page 29) for SR200 Medians from Amelia Island Pkwy to Lime Street? I didn’t see that map with the areas to maintain highlighted in the bid packet (unless I missed it).

Answer: Please refer to Revised Mowing Map, attached to Addendum No.1 as Attachment “II”.
3. Is there a previous bid tabulation sheet from prior contracts?

Answer: This is the first time this project has been bid. There is not a current bid for this work.
4. Can you provide the previous bid tabulation for this project??

Answer: This is the first time this project has been bid. There is not a current bid for this work.

The solicitation due date and opening time remains: **October 18, 2023 at 10:00 a.m. eastern time.**

VENDOR HEREBY ACKNOWLEDGES THIS ADDENDUM ELECTRONICALLY THROUGH PLANETBIDS BY ITS BID SUBMISSION.