



**NON-MANDATORY PRE-BID MEETING
DECEMBER 17, 2018 AT 10:00 AM
LANDSCAPE MAINTENANCE FOR POLICE, FIRE, & OTHER
FACILITIES
950 BELLEVIEW AVENUE #500, DAYTONA BEACH, FL 32114
ITB No. 19221**

PURPOSE OF PRE-BID MEETING:

- Introductions
- Review Bid / Contract Requirements
- Review Project Scope

INTRODUCTION:

City Staff: Kirk Zimmerman, Buyer
 Mark Pinchett, Project Manager

DISCUSSION:

1. Non-Mandatory Pre-Bid Conference for **ITB 19221, LANDSCAPE MAINTENANCE FOR POLICE, FIRE, & OTHER FACILITIES**. Attendees, please sign registration roster. *Please print clearly!*
2. Submit one original Bid to the Purchasing Division; 301 S. Ridgewood Ave., Room 146, Daytona Beach, FL 32114 at **2:00 pm. sharp on JANUARY 10, 2019**. No Proposals will be accepted after **2:00 pm**.
3. All questions or requests for interpretation must be submitted in writing to Kirk Zimmerman, at **Fax Number (386) 671-3964** or via email to **purchasing@codb.us**. All clarifications or corrections to the solicitation documents will be accomplished by written Addendum to all those currently listed as being in possession of the ITB. To be given consideration, such requests should be received 10 days prior to the Bid Opening Date (January 2, 2019).
4. The City of Daytona Beach Commissioners reserves the right to accept or reject any or all Bids.
5. Bid format:
 - Fill out in ink, initial any corrections, redlines, etc. and properly execute.
 - Submit one original

- Acknowledge receipt of any and all addenda on the Bid Proposal Form.
6. Bidders must indicate the following on the OUTSIDE of their sealed bid envelope:
 - ITB Number –19221
 - Date of Opening – JANUARY 10, 2019
 - Name of Bidder
 - Return Address of the Bidder
 7. DRUG FREE WORKPLACE: The awarded firm must provide the Drug Free Workplace Form in accordance with Florida Statute 287.087, prior to Contract award.
 8. Proposers should be aware of The City of Daytona Beach's Minority Business Enterprise (MBE) requirements contained in Chapter 30, Purchasing Code.
 9. REFERENCES: The contact person(s) listed as a reference shall be someone who has personal knowledge of the contractor's performance during the referenced project. Contact persons must have been informed that they are being used as a reference and that the City may be calling them. More than one person can be listed but all must have knowledge of the project. DO NOT list principals or officers who will not be able to answer specific questions regarding the project.
 10. LOCAL PREFERENCE: Local preference is applicable to this project. Chapter 30 of the City's Code of Ordinances defines "local vendor" and outlines the procedure for requesting best and final offers from the low bidder and the lowest priced local vendor within 10% of the low bid. Bidders claiming Local Preference must complete and submit the Local Preference Affidavit with their Bid.
 11. City Commission has the sole authority to bind the City to the terms and conditions of a contract.
 12. RESERVED
 13. RESERVED
 14. BOND REQUIREMENTS: No bonding is required for this project.
 15. Insurance Provisions: Commercial General Liability, Auto Liability, limits not less than \$1 million/occurrence; with general aggregate not less than \$2 million. City named as additional insured for Commercial General Liability. Statutory Workers' Compensation limits not less than \$500,000/accident.

16. Special Instructions:

SI 1. NON-EXCLUSIVE CONTRACT. Award of this Contract will impose no obligation on the part of the City to use the successful Bidder for all work of this type that may be required during the Contract period. This is not an exclusive contract. The City specifically reserves the right to concurrently contract with other companies for similar work if the City deems such action to be in the City's best interests. In the case of multiple term contracts, this provision will apply separately to each item.

SI 2. BIDDER QUALIFICATIONS AND REQUIRED SUBMISSIONS

- (a) Contractor or Subcontractor Licensing and Minimum Qualifications. - The Contractor or Subcontractor will provide all necessary documentation to demonstrate compliance with the following minimum qualifications prior to the commencing to perform any services pursuant to this Agreement.
- (b) Licenses - Contractor or Subcontractor must be fully licensed with all required State and/or Local government licenses and permits for pest control, irrigation, horticultural services, fertilizer applications and any other license or permit required to perform the scope of work outlined in this contract.
- (c) Education and Degree - Contractor or Subcontractor must have at least one full time employee with a minimum Associates degree in turf management, agronomy, horticulture or a related field to manage this project. Include a copy of diploma with your submittal.
- (d) Pesticide Certification - Contractor or Subcontractor must have a certified pesticide operator through the State of Florida, Florida Department of Agriculture and Consumer Services This individual will perform any pesticide applications for this project. Additionally, a list of personnel authorized to apply pesticides under that license will be provided and available for review at the City's request.
- (e) Tree Trimmer- The Contractor or its subcontractor will perform tree pruning in accordance with the procedures set forth by the American National Standard Institute (ANSI 300).

17. Supplemental Conditions:

SGC1. ADDITIONAL NPDES REQUIREMENTS.

- A. CONTRACTOR will at all times ensure certification and licensing from the Florida Department of Agriculture and Consumer Services (FDACS) of all of CONTRACTOR's personnel and subcontractors who apply pesticides or herbicides on City property or public right-of-way pursuant to the Contract. All such personnel and subcontractors who apply fertilizer will be trained and certified through the "Green Industry BMP Program" and FDACS; and will have a limited certification for urban

landscape commercial fertilizer application under Section 482.1562, F.S

- B. All commercial applicators of fertilizer will have and carry in their possession at all time when applying fertilizer, evidence of certifications by the Florida Department of Agricultural and Consumer Services and a Commercial Fertilizer Applicator License as per 5E-14.117(18) FAC.
- C. All Contractors shall comply with the minimum requirements of the Urban Turf Fertilizer Rule RE-1.003(2) FAC.
- D. Fertilizer used will meet Florida-friendly fertilizer requirements pursuant to Section 403.9337 F.S.
- E. Fertilizer and Pesticide application must meet minimum requirements of the most recent edition of the Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industries, 2008.
- F. Fertilizer should not be applied within 10 feet of any inlet, curb and gutter, public street, pond, stream watercourse, lake, canal, or wetland as defined by the FDEP Chapter 62-340 FAC. Fertilizer may be applied within 3 ft. of a water body only if the applicator is equipped with a spreader deflector.
- G. A 10-foot wide Low Maintenance Zone is required from any pond, stream, watercourse, canal, ditch, lakes wetland or from the top of a seawall. No mowed or cut vegetative material may be deposited in any water body. Care must be taken to prevent erosion of the surface soils in this Zone. Contractor shall set mechanical mowers to prevent the exposing of bare soil on pond slopes, ditches, wetlands, stream and lakes. This Zone shall be suitably vegetated at all times to ensure soil stability.
- H. Fertilizers applied to turf shall be formulated and applied in accordance with requirements and direction provided by Rule 5E-1.003(2) FAC, Labeling for Urban Turf Fertilizers.
- I. In no case shall grass clipping, vegetative material, and /or vegetative debris be washed, swept or blown off into stormwater drains, curbs and gutters, ditches, conveyance, water bodies, wetlands or sidewalks or roadway. Any material that is accidentally so deposited shall be immediately removed to the maximum extent practicable.
- J. The monthly invoices shall include
 - (1) A summary of the type and amount of fertilizer used at each location.
 - (2) A summary of the type and amount of any chemicals and /or pesticides used at each pond, ditch, roadway or park location.

LANDSCAPE MAINTENANCE FOR POLICE, FIRE, CRA, & OTHER FACILITIES

ITB #19221

FEE SCHEDULE

Location A : HEADQUARTERS - 129 VALOR DR.		UOM	Qty	Unit price	Annual amount
Base Maintenance	Monthly	12		\$	-
Irrigation Service - 18 Zones	Monthly	12		\$	-
Fert/Pest Control- Tree/Shrub	Per Service	4		\$	-
Fert/Pest Control- Turf	Per Service	6		\$	-
Mulch - Installed as Needed	Per Yard	150		\$	-
Subtotal					\$ -
Location B : SOUTH YARD/K-9 LOT - 129 VALOR DR.					
Base Maintenance	Monthly	12		\$	-
Fert/Pest Control- Turf	Per Service	6		\$	-
Fert/Pest Control- Tree/Shrub	Per Service	4		\$	-
Mulch - Installed as Needed	Per Yard	50		\$	-
Subtotal					\$ -
Location C : A1A - MID TOWN SUBSTATION - 995 ORANGE AVE.					
Base Maintenance	Monthly	12		\$	-
Irrigation Service - 4 Zones	Monthly	12		\$	-
Fert/Pest Control- Turf	Per Service	6		\$	-
Fert/Pest Control- Tree/Shrub	Per Service	4		\$	-
Mulch - Installed as Needed	Per Yard	100		\$	-
Subtotal					\$ -
Location D : DISTRICT TWO - 510 HARVEY ST.					
Base Maintenance	Monthly	12		\$	-
Irrigation Service - 5 Zones	Monthly	12		\$	-
Fert/Pest Control- Turf	Per Service	6		\$	-
Fert/Pest Control- Tree/Shrub	Per Service	4		\$	-
Mulch - Installed as Needed	Per Yard	100		\$	-
Subtotal					\$ -
Location E : LOT - 638 MADISON AVE.					
Base Maintenance	Monthly	12		\$	-
Irrigation Service - 4 Zones	Monthly	12		\$	-
Fert/Pest Control- Turf	Each	6		\$	-
Fert/Pest Control- Tree/Shrub	Each	4		\$	-
Mulch - Installed as Needed	Each	100		\$	-
Subtotal					\$ -
Location F : STATION 1 - 301 S. BEACH ST.		UOM	Qty	Unit price	Annual amount
Base Maintenance	Monthly	12		\$	-
Irrigation Service - 2 Zones	Monthly	12		\$	-
Fert/Pest Control- Tree/Shrub	Per Service	4		\$	-
Fert/Pest Control- Turf	Per Service	6		\$	-
Mulch - Installed as Needed	Per Yard	100		\$	-
Subtotal					\$ -
Location G : STATION 2 - 126 BOTEFUHR AVE.					
Base Maintenance	Monthly	12		\$	-
Irrigation Service - Zones	Monthly	12		\$	-
Fert/Pest Control- Turf	Per Service	6		\$	-
Fert/Pest Control- Tree/Shrub	Per Service	4		\$	-
Mulch - Installed as Needed	Per Yard	100		\$	-
Subtotal					\$ -
Location H : STATION 4 - 1675 MASON AVE.					
Base Maintenance	Monthly	12		\$	-
Irrigation Service - 6 Zones	Per Service	12		\$	-
Fert/Pest Control- Turf	Per Service	6		\$	-
Fert/Pest Control- Tree/Shrub	Per Service	4		\$	-
Mulch - Installed as Needed	Per Yard	150		\$	-
Subtotal					\$ -
Location I : STATION 5 - 627 N NOVA RD.					

Base Maintenance	Monthly	12		\$ -
Irrigation Service - 4 Zones	Monthly	12		\$ -
Fert/Pest Control- Turf	Per Service	6		\$ -
Fert/Pest Control- Tree/Shrub	Per Service	4		\$ -
Mulch - Installed as Needed	Per Yard	100		\$ -
Subtotal				\$ -
Location J : STATION 6 – 2020 BEVILLE RD.				
Base Maintenance	Monthly	12		\$ -
Irrigation Service - 6 Zones	Monthly	12		\$ -
Fert/Pest Control- Turf	Each	6		\$ -
Fert/Pest Control- Tree/Shrub	Each	4		\$ -
Mulch - Installed as Needed	Each	100		\$ -
Subtotal				\$ -
Location K : STATION 7 – 2545 LPGA BLVD		UOM	Qty	Unit price Annual amount
Base Maintenance	Monthly	12		\$ -
Irrigation Service - 6 Zones	Monthly	12		\$ -
Fert/Pest Control- Tree/Shrub	Per Service	4		\$ -
Fert/Pest Control- Turf	Per Service	6		\$ -
Mulch - Installed as Needed	Per Yard	100		\$ -
Subtotal				\$ -
Location L : 847 ORANGE AVENUE				
Base Maintenance	Monthly	12		\$ -
Fert/Pest Control- Turf	Per Service	6		\$ -
Fert/Pest Control- Tree/Shrub	Per Service	4		\$ -
Mulch - Installed as Needed	Per Yard	100		\$ -
Subtotal				\$ -
Location M : 412 GRANDVIEW AVENUE (CRA)				
Base Maintenance	Monthly	12		\$ -
Fert/Pest Control- Turf	Per Service	6		\$ -
Fert/Pest Control- Tree/Shrub	Per Service	4		\$ -
Mulch - Installed as Needed	Per Yard	100		\$ -
Subtotal				\$ -
Location N : 146/148 GRANDVIEW AVENUE				
Base Maintenance	Monthly	12		\$ -
Fert/Pest Control- Turf	Per Service	6		\$ -
Fert/Pest Control- Tree/Shrub	Per Service	4		\$ -
Mulch - Installed as Needed	Per Yard	150		\$ -
Subtotal				\$ -
Location O : 34 GRANDVIEW AVENUE				
Base Maintenance	Monthly	12		\$ -
Fert/Pest Control- Turf	Each	6		\$ -
Fert/Pest Control- Tree/Shrub	Each	4		\$ -
Mulch - Installed as Needed	Each	100		\$ -
Subtotal				\$ -
Location P : 41 OLEANDER AVENUE		UOM	Qty	Unit price Annual amount
Base Maintenance	Monthly	12		\$ -
Fert/Pest Control- Tree/Shrub	Per Service	4		\$ -
Fert/Pest Control- Turf	Per Service	6		\$ -
Mulch - Installed as Needed	Per Yard	50		\$ -
Subtotal				\$ -
Location Q : 32 HOLLYWOOD AVENUE				
Base Maintenance	Monthly	12		\$ -
Fert/Pest Control- Turf	Per Service	6		\$ -
Fert/Pest Control- Tree/Shrub	Per Service	4		\$ -
Mulch - Installed as Needed	Per Yard	50		\$ -
Subtotal				\$ -
Location R : 525 MADISON AVENUE				
Base Maintenance	Monthly	12		\$ -
Fert/Pest Control- Turf	Per Service	6		\$ -
Fert/Pest Control- Tree/Shrub	Per Service	4		\$ -

Mulch - Installed as Needed	Per Yard	50		\$	-
					Subtotal \$ -
Location S : LOT – 990 ORANGE AVENUE (old Police Station)					
Base Maintenance	Monthly	12		\$	-
Fert/Pest Control– Turf	Per Service	6		\$	-
Fert/Pest Control– Tree/Shrub	Per Service	4		\$	-
Mulch - Installed as Needed	Per Yard	50		\$	-
					Subtotal \$ -
Location T : 129 VALOR- “Pump” (water tank)					
Base Maintenance	Monthly	12		\$	-
Fert/Pest Control– Turf	Each	6		\$	-
Fert/Pest Control– Tree/Shrub	Each	4		\$	-
Mulch - Installed	Per Yard	50		\$	-
					Subtotal \$ -
IRRIGATION PARTS COST -- INSTALLED COST:					
Rainbird TBOS battery operated controller	Each	10		\$	-
Hunter 1 ½” ICV-FS electric valves	Each	25		\$	-
Hunter 1 ” ICV-FS electric valves	Each	5		\$	-
Hunter PRS-30 12” pop-up spray heads	Each	50		\$	-
Hunter PRS-30 6” pop-up spray heads	Each	100		\$	-
Hunter PGP Rotor heads	Each	100		\$	-
					Subtotal \$ -
IRRIGATION PARTS COST – INSTALLED COST:					
Forman	Per Hour	96		\$	-
Technician	Per Hour	96		\$	-
Laborer	Per Hour	96		\$	-
					Subtotal \$ -
PLANT MATERIAL PRICING:					
Zamia furfuracea	each	15		\$	-
Muhlenbergia capillaris	each	50		\$	-
Illex Vomitora "nana"	each	50		\$	-
Rhaphiolepis indica	each	50		\$	-
Schefflera Arboricola	each	50		\$	-
Hamelia Patens	each	50		\$	-
Pennisetum setaceum	each	50		\$	-
Tulbaghia Viblacea	each	100		\$	-
Lantana	each	100		\$	-
					Subtotal \$ -
PALM TREE TRIMMING - PRICING:					
Palm Tree Trimming - SABLE	Per Tree	200		\$	-
Palm Tree Trimming - OTHER	Per Tree	200		\$	-
Palm Tree Trimming - WASHINGTONIAN	Per Tree	12		\$	-
					Subtotal \$ -
					GRAND TOTAL \$ -

19. Addenda issued to date: ADDENDUM 1

20. SCOPE DISCUSSION by Mark Pinchett, Project Manager.

MEETING NOTES: _____
