



TOWN OF PALM BEACH

Bid No. 2019-31 – Landscape Maintenance

I. GENERAL CONDITIONS

The Town of Palm Beach is seeking bids from qualified landscape and gardening maintenance contractors to perform landscape maintenance for the Town of Palm Beach. Duties include maintenance of the turf, hedges, grounds to keep the common areas free of weeds, debris, errant plant growth. The intent of this bid is to provide gardening and landscape type services with an emphasis on retaining the quality and beauty of each site serviced within the Town. The awarded contractor shall be able to identify and remove weeds throughout bedding areas, sidewalk cracks, trim/remove errant plant growth, provide landscape labor and equipment for project work. The awarded vendor shall perform routine cleaning at beach access points, park benches, waste containers, parking lots, sidewalks and other common areas with hardscape. This contract will commence on October 1, 2019.

The successful bidder shall provide services in each of the following areas/zones designated in the scope of work. The contractor shall provide all necessary equipment, labor and materials to clean these areas. It is the intent of this contract to perform services as needed to keep the respective service area free of weeds, debris, litter, sand, errant plant growth, etc. to have a consistent maintained/groomed appearance. The Town desires (although not requiring) that the contractor begin each service week on Mondays and to have all properties completed by Friday of the same week.

1) AREAS/ZONES

ZONE 1: Wells Road north to Palm Beach Inlet Dock – includes Wrightsman/Dean Park, Town Nursery and Inlet Park.

ZONE 2: Wells Road south to Royal Poinciana Way [South Edge] – includes three (3) 6th St. properties in West Palm Beach, and Bradley Park.

ZONE 3: Royal Poinciana Way south to Gulfstream Way – includes Public Works facility in West Palm Beach, Lakeside Park and Mid-Town beach area.

ZONE 4: Gulfstream Rd to south Town limits, Post Causeway, Ibis Isle and Phipps Ocean Park.

2) EXEMPTIONS

The following locations are exempt from this Landscape Maintenance contract [see attachment(s) labeled Landscape Images for exact locations]: Town Square, Worth Ave, Royal Poinciana Circular Beds, and the Southern Boulevard Traffic Circle.

1) REQUIREMENTS

The Contractor shall provide all necessary labor, management, supervision, trucks, tractors, mowers, edging equipment, gas, oil, safety equipment, hand trimmers, or any other materials and equipment necessary for debris pickup, weeding (hand, machine, scuffle hoe, or non-toxic applications only) vegetation mowing, trimming and any other function that may be required to properly maintain the areas of responsibility. A list of all equipment available to complete the services of this contract must be included with the submission of this Invitation to Bid. Other requirements for performing these services are as follows:

The Contractor shall notify the Contract Coordinator in the event of scheduling delays, changes or comments/complaints received from the general public.

- a. Contractor shall provide enough staff for the manual pulling of weeds (if requested/required) to present a weed free area/zone, including but not limited to: planting beds, bench pads, sidewalks, curbs, green spaces, hedges/shrubs, tree rings, walk paths, etc.
- b. Contractor's employees shall present a neat, clean, well-groomed appearance and shall conduct themselves in a respectable manner while performing the duties of this bid and while on Town Property.
- c. Response time shall be eight (8) hours (or next business day if a call is made after 4:00 PM).
- d. Unless specifically authorized, contractor shall park only on streets or designated parking areas. There shall absolutely be no parking in turf areas under shade trees, entrance areas to parks etc. whereby doing so presents less than a professional image for contractor and the Town.
- e. Contractor's employees shall obtain a photo ID from the Town of Palm Beach Police Department before beginning any work for the Town.
- f. Contractor's employees shall wear uniforms at all times while on the job. Name of contractor shall be on shirts. Uniforms are to be free of holes, paint and oily stains. Shirts are to be worn at all times while working in the Town of Palm Beach.
- g. Any questions regarding this operation (landscape maintenance) shall be directed to the Contract Coordinator.
- h. A safety vest, meeting FDOT standards, or highly visible apparel shall be worn at all times when employee is working in roadways or right-of-ways.
- i. The Contract Coordinator shall meet with contractor weekly to review areas serviced by contractor's employees.
- j. All vehicles shall be plainly marked with the company name.
- k. The Contractor shall have their crew supervised by a qualified supervisor/foreman able to speak English. As a fully authorized agent of the Contractor, the foreman must be capable of making on-site decisions to perform the work in accordance with the specifications contained in this Bid.
- l. If any area that the contractor services does not meet Town specifications, contractor shall be required to perform the work



TOWN OF PALM BEACH

Bid No. 2019-31 – Landscape Maintenance

until specifications are met at no additional cost to the Town of Palm Beach. Failure to comply with this requirement shall result in contract termination.

- m. Two (2) Parking permits shall be issued; otherwise regulatory signs for parking shall be followed. Contractor shall provide a daily log of activities for each respective area(s) at the end of each week. This daily log shall be submitted to the contract coordinator. If a task was not performed and was indicated as such on the vendors log sheet without prior notification, the vendor shall rectify deficiencies within the next business day.

2) MINIMUM EQUIPMENT REQUIREMENTS

All equipment shall be commercial grade and shall be maintained in good, safe operating conditions. The contractor shall provide enough equipment and manpower to meet the requirements of the job in a single day, therefore the following minimum equipment requirements must be met:

The contractor must have at its disposal a minimum of:

- a. No less than two (2) 60"-deck width riding mowers with at least 25-hp or more engine power
- b. At least four (4) mowers of any combination size between 36" and 60" deck widths of varying engine horsepower abilities
- c. No less than seven (7) string-trimmers, edger's and battery operated backpack blowers respectively.

It is suggested that the contractor have at least one 'street' vacuum such as a billy goat to address any debris or cuttings in parking lots and streets.

Any loss of materials or equipment due to theft, vandalism, etc., shall be the responsibility of the Contractor. Such losses shall be replaced or repaired by the contractor with no additional charges to the Town of Palm Beach.

3) HOURS OF WORK

Contractor shall comply with Sections 42-198 & 42-199, and Sections 42-226 thru 229 of the Town Code which regulate noise, equipment operation, and work hours. Contractor is obligated to be familiar and comply with all Town ordinances and regulations pertaining to construction operations. The following Hours of Operation must be followed, unless specific construction contract exceptions are made:

- a. **In Season** (Monday before Thanksgiving thru April 30th):
 1. Landscaping on Sundays, legal holidays, including the Friday after Thanksgiving
 2. Landscaping allowed Monday – Friday, 9:00 a.m. to 5:00 p.m.
- b. **All other times of the year:**
 1. No Construction or Landscaping on Sundays, legal holidays, including the Friday after Thanksgiving
 2. Landscaping allowed Monday – Friday, 9:00 a.m. to 6:00 p.m.

II. SCOPE OF SERVICES

All areas/zones serviced by contractor shall be started and completed in the same day.

1) TURF MAINTENANCE AND MOWING (ITEMS A-H)

1. The Contractor shall not mow over litter and must clean the areas of all debris prior to servicing, removing from the site any debris, palm fronds, branches or any other items prior to mowing.
2. Gas-powered lawnmowers shall be used (with sharp blades) and adjustable to current condition of turf.
3. Grass shall be evenly mowed to the proper height and level for the kind of grass and with no scalping or leaving any "missed," uncut grass. Mower blade height adjustment shall be measured from level floor surface to the parallel and level plane of the mower blade.
4. For predominately St. Augustine turfed areas the mowing height shall not be lower than 4" between March thru October and no less than 3.5" during the remaining portions of the year. For areas where there is no dominant species of turfgrass the contractor shall be advised what height of cut to use by the contract coordinator.
5. At no time shall mowers discharge into planter or bedding areas.
6. All mower blades, wheels, tires and platforms shall be treated with Pine-Sol or other approved cleaning chemical between each location to prevent the spread of Sugarcane Mosaic Virus.

A) STRING TRIMMING

1. Gas-powered equipment shall be used.



TOWN OF PALM BEACH

Bid No. 2019-31 – Landscape Maintenance

2. String trimming shall be level with the mowed turf except where doing so is warranted such as underneath fences, shrubs and other objects to prevent grass or weeds from entering. The contractor is expected to weed eat any and all places within the scope of work where mowers cannot operate and failure to control the turf or weeds in that spot would detract from the overall appearance of the property.

B) EDGING

The Contractor shall edge along walks, curbs, hedges, and beds as required to maintain a neat appearance and to prevent the growth of plant material that may encroach onto sidewalks, curbs, easements, and plant beds. The contractor shall ring around the valve and irrigation boxes with a blade edger to allow for proper access of sprinkler systems and prevent plant material encroachment with every service. The contractor shall keep or in some cases shall keep tree-rings free of turf and weeds around every tree within the scope of work. All tree rings shall be circular in nature and have generally even spacing or circumference around individual trees.

1. Gas-powered equipment shall be used with a 6-inch blade.
2. The vertical edges shall be at a minimum depth of 1-inch below ground level to prevent encroachment. A blade-edger must be used. String trimmer edging is not acceptable.
3. Edging shall be performed in a manner which shall not cause the edged area to expand the original width of the bed. If this occurs, the contractor shall be responsible for returning it to its original width.
4. Edging shall be done in a straight, even line along curbs and sidewalks, and shall follow the contour of the grassed areas.
5. Grass runners, weeds, or leaves, shall be removed from shrubs and flower beds.

C) USE OF CHEMICALS/HERBICIDES

Note – Fertilization of the turf area is the responsibility of the vendor. This shall be done on an as needed basis and/or at the request of the contract coordinator. Fertilizer; Maximum 5 lbs. per 1000 sq. ft. of Nitrogen per year applied at or below label rate. No Nitrogen or Phosphorus to be applied between June 1st and September 30th. All fertilizer applications shall be following soil analysis recommendations and in accordance with Town Ordinance. Recommended ornamental plant and palm fertilizer with macro and micro minerals (magnesium and iron). Fungus: Fungicides should be applied prior to disease development at a preventative rate as conditions warrant. A Contractor shall be responsible for adjusting/modifying the fertilizer application to maintain the proper appearance of all turf areas. The vendor shall follow the Town Ordinance regarding fertilizer application. All fertilizers and fungicide applications shall be applied per town ordinances and be scheduled with the contract coordinator prior to any application.

The Contractor shall utilize organic “Green” defoliant, herbicide, or growth regulator whenever possible. The use of synthetic chemicals is prohibited without the prior approval of the Contract Coordinator.

1. If authorization is granted to utilize a growth regulator, the contractor shall not spray around inanimate objects. String trimming around items such as signs, poles and valve boxes shall be performed by line trimmer.
2. There shall be NO over-spraying of herbicides onto grassy areas.
3. Contractor’s employees shall use appropriate safety equipment and apply as specified on product label.

D) CLEAN-UP

All clippings, trimmings, branches, etc., shall be removed upon completion of that day’s work. Disposal of all such debris in a proper manner shall be the responsibility of the Contractor. Debris shall not be deposited into Town or privately owned trash receptacles or dumpsters without prior authorization. The Contractor shall clean up each site upon completion of that day’s service leaving a neat and aesthetically pleasing appearance.

1. After all areas are mowed, edged, and trimmed by string trimmer; debris shall be blown off curbs, sidewalks, and roadways back onto the cut surface.
2. Change to Town Ordinance 42- 197 restricting the use of gas powered blowers.
3. Any accumulation of grass shall be removed by the contractor and properly disposed of, which shall meet the requirements of all applicable Federal, State, and Local laws, ordinances, rules, and regulations.

E) TRIMMING OF ORNAMENTAL PLANTS AND TREES

Contractor shall use equipment to effectively manage branches, sucker growth, fronds, corrective pruning of trees and ornamentals up to a level of 10’ feet in height in Town property serviced. Contractor is responsible for the growth management and shaping of all plants at each site as directed by the Contract Coordinator or Town Arborist.



TOWN OF PALM BEACH

Bid No. 2019-31 – Landscape Maintenance

F) WEED AND ERRANT PLANT CONTROL

Contractor shall control weeds in all ornamental beds for every site serviced. Contractor shall identify weeds and errant plants by recognizing the dominant plant themes of any bed and remove all material not associated with the bed during each site visit. This includes weed removal via mechanical or hand pulling. No synthetic chemical control shall be allowed without the approval of the Contract Coordinator. Weeds shall be removed at the edges of beds, at the base of planters & statues & decorative pots. Invasive plant removal shall be performed by removing the errant plant(s) at the base (by roots). Contractor shall keep all bedding areas, sidewalks and all non-turfgrassed areas at each site weed free at all times. Contractor shall consistently remove and eradicate invasive species [such as Brazilian Pepper, Seaside Mahoe, Scaveola, railroad vine, air potato], from all areas serviced. The contractor shall further remove volunteer native species that create a disturbance within the design of ornamental plantings [such as sabal palm seedlings, palmetto's, seagrapes and any other plants that do not belong in the bedding areas].

G) DEBRIS REMOVAL

Contractor shall remove leaves, sticks, palm fronds, boots, all debris and assorted material from under plants during each site visit ensuring a clean and aesthetically pleasing appearance at all times. Contractor shall remove assorted debris, leaf drop, trimmings from mulched areas- refreshing mulch as necessary by turning and shaping. Contractor shall remove plants, branches, trash, litter, fronds, and all materials not intended with the site during each site visit. Contractor may utilize the Town's trash set out services provided the area being serviced falls within the specific setout period.

H) HARDSCAPE [Parking Lots, sidewalks, etc.] MAINTENANCE – SERVICES TO BE PROVIDED

The contractor shall effectively keep all hardscape surfaces clear of weeds, vegetation and debris as described below.

a. Blowing

- 1) Battery powered equipment shall be used.
- 2) Contractor is responsible for blowing off of Town parking lots, sidewalks, building entrances, walkways, decks and any other similar structure during each service visit within the scope of work including portions of the street immediately adjacent to sidewalks or turf areas within the scope of work. This portion of the bid extends well beyond any debris that may have been caused by the mowing operation and is meant to remove hardscapes of sand, heavy accumulation of leaves, litter, and other items not previously described.
- 3) The contractor is expected to diligently work around cars, structures and other inanimate objects to accomplish the blowing of the hardscape.

b. Vegetation & Weed Control

The Contractor is expected to control weeds from emerging between sidewalk cracks, sidewalk edges, parking stalls & bumper stops, curbs and any other hardscape surface within the scope of work. The contractor may use string-trimmers or organic control to accomplish this. This shall be performed each service visit wherever necessary within the scope of work. The contractor is expected to control weeds at the edges of beds where there is no turf or mulch such as parking lot islands and borders up to the beginning of hedges and or desirable plants.

c. Gum and Pet Waste

This contractor shall remove all gum from decorative sidewalks in respective areas during servicing. Scraping, freezing, or utilization of a gum removal product shall be utilized (no marring, gouging, or scraper marks of any kind on the concrete sidewalks shall be accepted. Removal, disposal and cleaning of animal waste on sidewalks shall be the responsibility of this vendor. Vendor shall remove, dispose and sanitize the area with light bleach & water solution.

2) HEDGE TRIMMING

The Town of Palm Beach has hedges of various heights and types located in common areas, parks and adjacent Town buildings. The awarded bidder shall be asked to maintain and enhance the aesthetic appearance of hedges within the respective locations/zones.

- a. In cases where more than one of the shrubs or hedge material has various trimming heights, Contract Coordinator shall advise.
- b. Width of the shrubs or hedges shall be established by the width of the bed or edge of the sidewalk. If no line can be determined, the Contract Coordinator shall advise.
- c. All areas shall be completed on the same day of start. Any areas that need to be re-trimmed shall be done within 24 hours of first trimming.
- d. Trimming of shrubs and hedge material shall be specified by the Contract Coordinator.



TOWN OF PALM BEACH

Bid No. 2019-31 – Landscape Maintenance

- e. One trimming in the spring shall be designated as a full cut back of hedge material. Contract coordinator shall determine when this cut back shall occur and notify the vendor.
- f. Gas-powered equipment shall be used unless prohibited/restricted by Town Ordinance 42-197 (Backpack Blower)

3) BEACH ACCESS SITE MANAGEMENT

The contractor is responsible for the total site management of the following Town beach accesses: Indian Rd, Arabian Rd, Caribbean Rd, Mediterranean Rd, Angler Ave, Merrain Rd, Palmo Way, La Puerta Way, El Pueblo Way, Wells Rd, Dunbar Rd, Atlantic Ave, Sunset Ave, Clarke Ave, Brazilian Ave, Chilean Ave, Gulfstream Rd, Phipps Ocean Park. The beach accesses vary greatly in the design and maintenance requirements from each other. Specific maintenance items required at each beach access include string trimming, trimming errant plant removal, trash and garbage removal from the site (not the emptying of waste containers), sand removal from patio stones, boardwalks, sidewalks etc. Additional requirements include maintenance of vista requirements- especially at Phipps Ocean Park & Midtown beach. Each beach access shall be visited twice monthly for inspection to perform services. Specific requirements at individual accesses are listed below:

- a. **Indian, Arabian, Caribbean and Mediterranean Accesses:** Relatively long dirt paths through heavily wooded & vegetated areas- contractor shall keep width of accesses wide enough for two people to walk side by side through the accesses until the dune line where Scope of Service ends. Contractor shall remove branches, weeds, sticks and assorted materials keeping accesses clear for beachgoers at all times Contractor shall keep waste receptacles free and clear of vegetation.
- b. **Angler, Merrain, Palmo, Kenlyn, La Puerta and El Pueblo Accesses:** Contractor shall keep waste receptacles free and clear of vegetation. Hedges to be kept at fence height - sides trimmed for path access, string trimming of turf grass as applicable, sand blown off of patio stones, concrete and wooden steps as applicable. Where applicable, contractor shall keep vegetation at least 1' away from steps, fencing and handrails at all times. Contractor shall also keep vegetation a minimum of 3' away from road surface.
- c. **Wells, Dunbar, Atlantic, and Sunset Accesses:** Contractor shall keep waste receptacles free and clear of vegetation. Hedge material hedges to be kept at 5' maximum height - sides trimmed for path access, string trimming of Bermuda Grass as applicable, sand blown off of patio stones, concrete and wooden steps as applicable. Where applicable, contractor shall keep vegetation at a minimum of 1' away from steps, fencing and handrails at all times. Contractor shall also keep vegetation at a minimum of 3' away from road surface.
- d. **Clarke, Brazilian, Chilean and Gulfstream Accesses (Midtown Beach Accesses):** Contractor is required to keep all woody vegetation on the eastern side of the seawall trimmed at or below the height of the seawall for vista quality at all times. This requirement begins approximately 100-yards north of Royal Palm Way and ends at the Gulfstream Access. Grassy vegetation, such as sea oats is not to be trimmed. Contractor shall also blow off all access ramps completely each visit and ensure at a minimum of 1' set back of all vegetative materials at all times from handrails, ramps and other access structures on the eastern side of the seawall.
- e. **Phipps Ocean Park Accesses:** Contractor shall keep all vegetation a minimum of 1' away from all ramps, stairs and boardwalks on the eastern side of the dune line towards the beach at all times. Contractor shall blow sand off and away from ramps and stairs and cabana areas each visit. In addition this vendor shall trim and maintain vegetation away from all chickee huts at minimum of 6' as well as the vegetation behind the wood fencing at each chickee hut location. The height of this vegetation shall be no higher than 6" below the top railing.

4) BENCH MAINTENANCE

Bench Maintenance: Contractor is responsible to ensure seating areas / benches are cleaned & maintained with a minimum of 18" clear of vegetation. Pads under benches shall be cleaned at each visit. Waste containers, sign posts and doggie stations shall be edged and kept free and clear of vegetation. See exhibits A-D for full list of benches per zone.

5) MULCH LOCATIONS AND APPROXIMATE QUANTITIES

One application of 100% organic shredded hardwood mulch shall be applied via a "blown-in" method one (1) time per year between October 15 and November 15 of each year before the Thanksgiving Day Holiday week to provide a layer of at least two and one-half (2.5") inches.



TOWN OF PALM BEACH

Bid No. 2019-31 – Landscape Maintenance

The same mulch shall be applied to each area within the scope of work- all of the mulch should come from the same source (mill or other origination source) so that there is no discrepancy in texture or color. Mulch shall contain no wood products with chromate copper arsenate (CCA) or reprocessed pallets. All mulch must be approved by the Mulch and Soil Council. No Cypress mulch and no blended mulch containing Cypress may be used on any plant beds, medians or associated areas within the Scope of Work.

The specific sites where mulch is to be applied are listed below. The area within each site has been measured for size and square footage however; these measurements do not include any plant material within the beds. Contractor is highly encouraged to measure each location individually. Locations without special instructions should be understood as location without exception and that all appropriate beds, tree rings etc. shall receive a new layer of mulch.



TOWN OF PALM BEACH

Bid No. 2019-31 – Landscape Maintenance

ZONE MAP

