

Holiday Park General Rules and Regulations shall be modified as follows:

L. Maintaining Carports.

- a) Resident are not permitted to use their carports as storage area.
- b) Carports shall not be used as outdoor living space. No furniture or appliance of any type will be permitted. Patio furniture and BBQ grill will be allowed.
- c) Residents must remove ***all loose exterior items, including*** hanging baskets, barbeque grills, bicycles, ***flower pots*** and figurines during hurricane warnings and when leaving for thirty days or more. ***Waste cans are to be removed or secured.***

M. Homes and Grounds.

- a) Residents and owners are responsible for removal of mildew from their homes and paint when necessary.
- b) All planting beds, front, sides and rear of home must be kept weed free. Shrubs and trees must be pruned when needed. Dead shrubs and limbs must be removed.
- c) Trees which are removed must have the trunks (base of tree) ground down below the surface of the lawn.

O. Fees.

- a) ~~When park personnel or outside contractors are used to correct violations, the owner will be billed accordingly.~~ ***Homeowners who, in the opinion of the Park Manager or his designee, are in violation of the provisions of Paragraph M, above shall be notified by the Park Administration of such violation. If the violation is not corrected within fifteen (15) days of notification, the Park Manager or designee may cause the violation to be corrected. The Homeowner shall be invoiced for the cost of remediation, in addition to a one hundred dollar (\$100) administrative fee for each violation. Labor shall be billed at actual cost, but not less than twenty (\$20) per hour, with a one-hour minimum charge. Mailing of a notice to the property owner's address on file in the Holiday Park office shall be considered "notification" for purposes of the fifteen (15) days' notice, above. If the invoice is not paid by the homeowner within thirty (30) days of invoice date, a lien may be placed on the property for the value of the invoice, plus any fees associated with attaching the lien.***

P. Operations in an Emergency

- a) ***In the event of a weather emergency such as tornado, hurricane or flood, Park management is responsible first and foremost for repairing damage by clearing roadways, securing public buildings and lands, and taking appropriate action to reopen facilities. Homeowners who are not in residence are to contact their caretaker or neighbor to inquire as to their property's condition. The Holiday Park office will not be available to answer***

homeowners' or residents' inquiries regarding private property until the Park is secured, repaired and fully operational.

P. Q. Repair Work

REQUEST FOR PROPOSAL
LAWN MAINTENANCE
FOR 2018/19 SEASON

The attached bid specification is for the **Holiday Park Park and Recreation District** Located at 5401 Holiday Park Blvd North Port, FL 34287.

Your bid proposal shall be due on or before November 10, 2017 at 3PM. Please submit your proposal to Holiday Park, 5401 Holiday Park Blvd North Port, FL 34287 or fax to 941 423-1084 Attn: Wayne Schofield.

Should you have any questions concerning these specifications, you may contact Wayne Schofield, District Manager, at 941 426-1585.

We believe this specification reflects the services and interests of Holiday Park. It enables us to compare contractors on fair and equitable bases. If there is any section in this specification that you feel needs improvement, we welcome your comments.

Except as otherwise stipulated herein, the contractor shall furnish all materials, equipment and labor necessary to complete the work described in this contract; further, it shall be the contractor's sole responsibility to make arrangements for all required material procurement, transportation, off site storage and preparation.

1. GENERAL STANDARDS

- 1.1** The contractor is required to accept direction from the manager or assigning trustee.
- 1.2** The contractor shall be familiar with the project premises and how the existing conditions shall affect his work during the service term of agreement.
- 1.3** Throughout the term of this agreement, contractor shall maintain at their sole expense the following minimum insurance limits:
 - 1.3.1** A Worker's Compensation for statutory limits in compliance with applicable State and Federal Laws and Employee Liability with a minimum limit of \$500,000.00
 - 1.3.2** Comprehensive General Liability including Contractor's Protective covering the Indemnification/Hold harmless clause as set forth in Paragraph 1.4 below and Broad Form Property Damage with no less than the following minimum limits:
\$1,000,000. Any one occurrence combined for Bodily and Personal Injury and Property Damage.
 - 1.3.3** Automobile Liability including owned, non-owned and hired automobiles with no less than the following limits:
\$500,000. Any one occurrence combined for Bodily and Personal Injury and Property Damage.
- 1.4** Insurance Certificates: Before starting work the Contractor shall furnish the District with Certificates of Insurance signed by insurer acceptable to the District, indicating that the District will receive at least 30 days prior written notice of cancellation or modification of the insurance that may affect the District interest. The Contractor assumes the responsibility for securing Certificate of Insurance for his subcontractors.
- 1.5** The contractor agrees to indemnify and hold harmless the District, its Board members, agents, employees, manager, heirs and assigns from loss, damage, liability or expense on account of damage to property and injuries, including death, to all persons, including the

contractor's employees, arising or in any manner growing out of the performance of any work or supplying of any material under this contract, regardless of whether or not it is caused in any part by the act or omission, whether negligent or not, of a party indemnified hereunder, and shall defend at its own expense any suits or other proceedings brought against the District, its trustees, agents, and employees or any of them, on account thereof and pay all expenses and satisfy all judgements which may be insured by or rendered against them or any of them in connection therewith.

- 1.6** Itemized bills that refer to line items in the contract shall be submitted, for payment, on the following days to guarantee prompt payment:

25th of each month for payment by the 3rd of the month.

- 1.7** All work shall be performed to the highest standard of horticultural excellence and shall be in accordance with accepted standard practices. All work shall be performed with all applicable laws, codes, ordinances and regulations of all local, state and federal government agencies; and it will be the responsibility of the contractor to obtain at their cost all necessary certificates, permits and licenses required by such agencies and to provide the District with copies of the same.
- 1.8** All personnel of contractor shall be properly trained and licensed (if necessary) and shall conduct their work in a professional manner at all times, while on the District property. The workers shall be supervised, neat in appearance, and wear a standard shirt or uniform that identifies the contractor.
- 1.9** The contractor agrees to include with the bid proposal, a list of any work which is intended to be performed by a subcontractor. All subcontractors shall require approval by the District.
- 1.10** Notice will be provided and replacement if necessary for any damage to utilities, buildings, signage, and/or landscape.
- 1.11** The District reserves the right to cancel this contract with a written 30 day certified mail, return receipt requested, notice to the contractor.
- 1.12** This contract shall be awarded when executed by an authorized representative of the District on the enclosed bid form. An original copy of this executed contract shall be forwarded to the successful bidder.
- 1.13** Holiday Park has the right to accept or reject any or all bids.

2. SCOPE OF WORK

- 2.1** Furnish all labor, equipment and material necessary to complete the maintenance of turf and plantings as specified herein. The work to be completed, but not limited to, shall include:

3. Mowing

- 3.1** All lawn areas shall be mowed non-growing season (Jan- Mar and Nov- Dec) every other week and growing season (April- Oct) every week. Lawn areas include all common areas and 865 residential lots.
- 3.2** Mowing shall take place between the hours of 7am-7pm.
- 3.3** There shall be 38 mowing and trimming cycles per year.
- 3.4** Contractor will have sufficient employees and equipment to complete the job in two (2) consecutive days.
- 3.5** Edging shall be done every other week during mowing cycle.
- 3.6** Avoid blowing grass at windows, walls, signs, planting beds, lanais and carports, etc.

- 3.7 Mow parallel to grading contours and not across so as to prevent scalping.
- 3.8 Grass along sidewalks, curbs, walls, pavement and other structures shall be edged by mechanical means only with equipment designed specifically for this work. Line trimmers shall be permitted only where access does not permit the use of mechanical edger. Any damages caused by the use of line trimmers shall be the responsibility of the Contractor.
- 3.9 Any divots created on the premises will be repaired.
- 3.10 Rear entrance shall be mowed 40 feet on both sides outside of the gate.
- 3.11 Mowing shall be performed without disturbing bed areas, cable, electric, shrubbery or structures.
- 3.12 Grass clippings, leaves or other debris will be swept (blown) and removed from all walkways, curbs, streets, street gutters, walls, air conditioner, driveways, beds and fences and will be removed from the District's property.
- 3.13 Litter, debris on lawn areas will be removed prior to mowing.
- 3.14 Mowing around all planted beds, planted trees and tree wells and any living areas shall be such that all grass clippings are directed AWAY from these areas.
- 3.15 During December, January and February when mowing is not needed due to lack of growth from extreme temperatures or drought conditions, equal time will be spent attending to other landscaping issues. For example, weeding, trimming, bed maintenance, refreshing mulch, etc. The manager or other authorized agent for the District will schedule these activities.

4. Trimming

- 4.1 All lawn areas adjacent, but not limited to buildings, walkways, curbs, lights, signs, trees, beds and fences, including compounds shall be trimmed. Weed whackers or equal, shall **not be permitted** adjacent to ornamental shrubs, wooden posts, building siding or any other building façade.

5. Edging

- 5.1 Edging walkways, sidewalks, roadways and curbs to be done on a bi-weekly basis. But **not** to create a trenched area or canal for water to undermine the integrity of the walkway, sidewalk or curb structures. Turf along all walkways will be cut with a mechanical or manual edger, producing a well-defined edge, bearing the above stipulation in mind.
- 5.2 All debris will be removed and discarded off-site.
- 5.3 All growth in cracks in sidewalks, roadways, and curbs shall be cleared of all growing vegetation. The curb shall be sprayed with an all vegetation kill, but is not to discolor the curb, walkways or sidewalks.

6. Swales

- 6.1 Swales shall be cleaned and all debris removed from Holiday Park four times per year; April, July, October, and December.
- 6.2 If heavy rains prevail and swales cannot be mowed it shall be performed with line stringer to edge of concrete.
- 6.3 All swales shall be edged with mechanical edger once per month.
- 6.4 All swales shall be mowed or edged to conform to mowing cycle.

7. Shrub and Ground Maintenance

7.1 Prune and shape shrubs with trained personnel, in the accordance with sound horticultural practices in the following areas:

- Front Entrance way
- Two water fountains on Tuscola
- Two gazebos
- Holiday Parkway
- Phase I Clubhouse
- Phase II Clubhouse
- Walkway Phase II
- Center Island Phase II
- Swimming Pool Areas Phase I & II
- Horseshoe Pits
- Rear Gate

8. Bed Maintenance(District Only)

8.1 All planting beds, including any around ornamental trees shall be maintained.

8.2 All weeds, not controlled by herbicide program shall be removed by hand. Any plant damage caused by chemicals, applied by contractor, will be the sole responsibility of the contractor.

8.3 Post-emergent herbicides shall be applied in accordance with manufacturer's recommendations and specification requirements to control weeds not controlled by pre-emergent programs. Any plant damage caused by chemicals, applied by contractor, will be the sole responsibility of the contractor.

8.4 The District Manager or authorized agent for the District is to schedule these activities with the contractor.

9. Palm Tree Maintenance

9.1 Work shall be limited to only those trees in the common areas.

9.2 Prune and/or shape as needed annually with trained personnel, in accordance with sound horticultural practices.

9.3 Work will be done in the fall in the following areas:

- Tuscola Blvd(including two fountains)
- Phase I & II Clubhouse
- Phase I & II Pool Areas

9.4 The District Manager or authorized agent for the District is to schedule these activities with the contractor.

10. Fertilization

10.1 Common areas shall be fertilized 2 x a year.

10.2 The Contractor shall provide advanced notice to the District in writing each time fertilizer is applied, noting the areas where applied.

11. General Cleanup

11.1 The District property shall be cleaned of debris including tree limbs by the Contractor during mowing cycle.

11.2 All residential properties shall have grass clippings and edging blown from sidewalks, carports and patios in a timely manner.

12. Termination of Agreement

12.1 Holiday Park may terminate this agreement by a 30 day certified mail, return receipt requested, written notice.

13. Agreement

13.1 Holiday Park, Park and Recreation District and _____ agree to the above contract as presented on this _____ day of _____ 20____.

Chairman - Board of Trustees

State of Florida
County of Sarasota

The foregoing instrument was acknowledged before me this _____ day of 20____, by _____ who is personally known to me.

Signature of Notary Public

1st Vice Chairman

State of Florida
County of Sarasota

The foregoing instrument was acknowledged before me this _____ day of 20____, by _____ who is personally known to me.

Signature of Notary Public

(Contractors Signature)

State of Florida
County of Sarasota

The foregoing instrument was acknowledged before me this _____ day of 20____, by _____ who is personally known/has produced driver's license.

Signature of Notary Public

Work Schedule Jan. Feb. Mar. Apr. May Jun. July Aug. Sept. Oct. Nov. Dec. Total

TURF

| | | | | | | | | | | | | | | |
|-----------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|----|
| Mow/Trim | 2 | 2 | 2 | 2 | 3 | 5 | 4 | 5 | 4 | 4 | 3 | 2 | 2 | 38 |
| Edge/Every other week | 2 | 2 | 2 | 2 | 2 | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 25 |
| Fertilization | | | | | 1 | | | | | | | | 1 | 2 |

BEDS AND SHRUBS

| | | | | | | | | | | | | | | |
|------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|----|
| Pruning | | | | | 1 | 1 | 1 | 1 | 1 | 1 | | | | 5 |
| Ornamental Grass | | | | | | 1 | | | | | | | | 1 |
| Weeding | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 12 |

TREES

| | | | | | | | | | | | | | | |
|------|--|--|--|--|--|--|--|--|--|--|--|--|--|---|
| Trim | | | | | | | | | | | | | | 1 |
|------|--|--|--|--|--|--|--|--|--|--|--|--|--|---|

HARDSCAPES

| | | | | | | | | | | | | | | |
|-----------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|----|
| Remove all grass from roads | 2 | 2 | 2 | 2 | 3 | 5 | 4 | 5 | 4 | 4 | 3 | 2 | 2 | 38 |
| Blow all driveways | | | | | | | | | | | | | | |
| Walkways Common/Residential | 2 | 2 | 2 | 2 | 3 | 5 | 4 | 5 | 4 | 4 | 3 | 2 | 2 | 38 |
| Patios and parking lots | | | | | | | | | | | | | | |

SWALES

| | | | | | | | | | | | | | | |
|--------------|---|---|---|---|---|---|---|---|---|---|---|---|---|----|
| Edge | 2 | 2 | 2 | 2 | 2 | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 25 |
| Clean Swales | | | | | 1 | | | 1 | | | 1 | | 1 | 4 |

Holiday Park requests references of 4 similar sized sites that you have had the landscape maintenance contract for greater than two years. This sheet must be turned in with your package.

Name of Building:

Address of Site:

Property Manager:

Point of Contact:

Title:

Phone Number:

Email Address:

Years Serviced:

Turn In Bid Sheet

Final Landscape Maintenance Bid Sheet

**** This page must be in your packet ****

Company Bidding _____ Contact _____

Contract Amount per Year _____

While the following items are to be included in your pricing we ask that you break out the details for our review.

Swales Cost per Year _____

Trees Cost per Year _____

Shrub Maintenance Cost per Year _____

Signature _____ Date _____