

CS-13-29

RECEIVED

CONTRACT APPROVAL FORM **CONTRACT MANAGEMENT**

(Contract Management Use only)
CONTRACT TRACKING NO.
cm2019

2013 SEP -6 AM 10: 36

CONTRACTOR INFORMATION

Name: Trim All Lawn Service, Inc.
Address: 97030 Elk Creek Court Fernandina Beach Florida 32034
City State Zip
Contractor's Administrator Name: Jason R. Lee, Title: President
Tel#: 904-491-3232 Fax#: 904-491-8710 Email: trimalllawn@aol.com

CONTRACT INFORMATION

Contract Name: Landscape Maintenance Contract Value: \$ 29,390.04

Brief Description: Landscape Maintenance: Agreement at the Judicial Annex.

Contract Dates : From: 10/1/13 - 9/30/14 Status: New Renew Amend# WA/Task Order

How Procured: Sole Source Single Source ITB RFP RFO Coop. Other

If Processing an Amendment:

Contract #: _____ Increase Amount of Existing Contract: _____ No Increase _____

New Contract Dates: _____ to _____ TOTAL OR AMENDMENT AMOUNT: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- [Signature] 9/15/13
Department Head Signature Date

Funding Source/Acct #
01189712-534013 \$29,390.04
01074712-534013
2/9/13
- [Signature] 9-13-13
Contract Management Date
- [Signature] 9-14-13
Office of Management & Budget Date
- [Signature] 9/20/13
County Attorney (approved as to form only) Date

Comments: _____

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 9/20/13
Ted Selby Date

RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Clerk's Services; Contractor (original or certified copy)
- Department
- Office of Management & Budget
- Contract Management
- Clerk Finance

2013 SEP 16 PM 2:20
Original Copy
CONTRACT MANAGEMENT
RECEIVED
Revised 9/24/2012

2013 SEP 23 AM 11:09
CONTRACT MANAGEMENT

RECEIVED

13 SEP 20 AM 11:34

RECEIVED
COUNTY MANAGER'S
OFFICE

13 SEP 13 AM 10:53

RECEIVED
COUNTY MANAGER'S
OFFICE

**97030 Elk Creek Court
Fernandina Beach, FL.32034
Phone (904) 491-3232
Fax (904) 491-8710**

August 15, 2013

**TRIM ALL LAWN SERVICE
Landscape Maintenance Contract**

**Board of County Commissioners of Nassau County, FL
Nassau County Judicial Annex
76347 Veterans Way
Yulee, FL 32097**


Trim All Lawn Service is a fully insured landscape maintenance company with ten years of experience in the greens industry. Our services include lawn maintenance, irrigation installation and repairs, and pest control and fertilization of turf and ornamentals and more. Trim All Lawn Service maintains a drug- free work place. All employees are uniformed and professional. References are available upon request.

Board of County Commissioners of Nassau County, hereinafter called the "Owner" and Trim All Lawn Service, hereinafter called the "Contractor," in consideration of the mutual covenants herein contained and of other good and valuable consideration, the receipt of which is hereby acknowledged, hereby agrees as follows:

1. **Duration of Contract.** The contractor shall perform its services under this contract, as set forth on Exhibit A, from October 1, 2013 until and including September 30, 2014. This contract may be cancelled by either party upon thirty (30) days written notice.
2. **Services.** The Contractor, who shall be considered an independent contractor of the Owner, shall perform the services set out in the maintenance program attached hereto as Exhibit A. The Contractor shall perform its services upon the premises of Owner located at 76347 Veterans Way, Yulee, FL 32097. All such services shall conform to the practices in the landscape maintenance industry and with applicable law. The Contractor's employees shall wear appropriate uniforms while performing services for the Contractor hereunder. The Contractor shall have a reasonable time, not exceeding 20 working days, to obtain uniforms for new employees. Contractor shall maintain the proper insurance in full force and effect for the duration of this contract. Certificates of insurance will be provided upon request.

3. **Payment.** The Owner shall pay to the Contractor for services under this Contract the sum of **\$2,449.17** monthly due on the first day of the month after the service is performed. Additional services requested by Owner and performed by the Contractor beyond the scope of this contract for monthly maintenance, will be billed to Owner separately. Payments shall be remitted to: Trim All Lawn Service, 97030 Elk Creek Court, Fernandina Beach, FL. 32034.

The Parties have signed and agreed to this contract as of the date set forth below.



Trim All Lawn Service
Jason R. Lee, President

9/5/2013
Date



Representative
Nassau County Board of County Commissioners

9/20/13
Date

EXHIBIT A

MAINTENANCE PROGRAM

- Mow all turf areas each week during growing season and as needed during dormant period.
- Edge all walkways, flower beds, roadways, etc.
- Trim all shrubs as needed.
- Weeds in beds will be removed by manual or chemical application.
- Remove all landscape debris and blow property after every service.
- Trash pick-up prior to each cut.
- Clean all storm drains weekly
- 52 weeks per year

Cost of Maintenance for Judicial Annex: \$23,283.96 per year

- **Payable in 12 monthly installments of \$1,940.33**

Fertilization, weed, and pest control of turf:

- Insecticides will be applied as needed to keep insect populations down. Additional treatments, if needed, will be at no additional charge.
- Herbicides will be applied for broadleaf weeds.
- Fertilization will be a slow release type designed for professional use.
- Turf will be treated 4 times per year.

Fertilization and pest control of ornamentals:

- Slow release fertilizers will be applied to all ornamental plant material.
- Insecticides will be added to control all insect activity.
- Ornamentals will be treated 4 times per year or as needed to promote healthy ornamental plants.

Cost of Fertilization and Pest Control: \$3,400.08 per year

- **Payable in 12 monthly installments of \$283.34**

Irrigation system checks:

- Activation each zone and visually inspection for broken or out of adjustment irrigation heads.
- Adjusting all sprinklers as needed.
- Adjusting all clocks to meet demand for turf and ornamental areas.
- All repairs necessary will be reported before work is to begin.
- All calls for irrigation problems will be addressed immediately.
- Additional sprinkler repairs will be completed on an hourly basis at a rate of \$ **65.00** per hour, plus parts.

Irrigation Monthly System Checks: \$1,020.00 per year

- **Payable in 12 monthly installments of \$85.00**

OTHER SERVICES INCLUDED IN CONTRACT:

- Installation of Mulch— installed 1 x per year
Mulch Installation: \$1,686.00 per year
 - **Payable in 12 monthly installments of \$140.50**

Total for Lawn Maintenance Package
(Maintenance, Turf Fertilization, Irrigation & Mulch)
\$29,390.04 per year payable in 12 monthly installments of \$2,449.17

Judicial Annex and Emergency Operations Quote Tabulation.

Quote Summary	10/1/13 - 9/30/14	Broke out for accounting purpose	
Vendor	Annual Service Agreement	JA	EOC
Trim All Lawn Service	\$ 35,390.04	\$ 29,390.04	\$ 6,000.00
Martex Services	\$ 37,704.00	\$ 33,840.00	\$ 3,864.00
Turf Masters	\$ 46,800.00	\$ 40,680.00	\$ 6,120.00

Nassau County Board of County Commissioners
Request for Quotation Form

Requesting Department: Facilities Maintenance Department Date: 8-13-13

Department Address: 45195 Musslewhite Rd., Callahan, FL, 32011

Contact: Bill Howard

Contact email: bhoward@nassaucountyfl.com

Department Phone: 904-548-4969 office, 904-753-0373 cell

Department Fax: 904-548-4509

Product(s)/Service(s) to be purchased (list all specifications and requirements):

Please fill out and return request for quote form with scope of work referenced and attached along with quote. Please provide a quote for the Judicial Annex lawn care maintenance contract for the term of October 1, 2013 through September 30, 2014. Contract shall consist of scope of work attached for the areas identified in attached photo including the lawns associated with the Nassau County Judicial Annex, Nassau County Record Storage Facility, and the Nassau County Emergency Operations Center. Call Bill Howard to set up a walk around of complex to view all of the areas involved in the contract.

➤ If additional/alternate scope of service or product is recommended, please provide as a separate attachment: Additional Attachment Yes No

*All payments for products /services are as per Florida Statutes 218.73 & 218.74 (Terms net 45 days). *

Please submit written response by: 8-21-13
(Date)

Faxed / Scanned to Vendor on _____ to the attention of _____

To be completed by vendor:

Vendor Name: Trim All Lawn Service, Inc.

Address: 97030 Elk Creek Court

Fernandina Beach, FL 32034

Phone: 904-491-3232 Fax: 904-491-8710

Contact: Jason Lee

Email: trimalllawn@gmail.com

Attached is a written quote from our company, which is valid for _____ days.

Jason Lee
Signature

8-19-2013
Date

Comments: _____

SCOPE OF WORK

NASSAU COUNTY JUDICIAL ANNEX AND EMERGENCY OPERATIONS CENTER LANDSCAPE MAINTENANCE ANNUAL CONTRACT SCOPE OF WORK

- PART I.** Area is comprised of all landscaped areas on Judicial Annex property and the Emergency Operations Center. Site plan is attached as part of this scope of work.
- 1.1 MOWING:** Turf will be mowed in intervals not to exceed once every seven (7) days, during the growing season (March 1 through November 30) and bi-weekly 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. In no case shall mowing intervals be greater than fifteen (15) days. Bermuda shall be cut to a height of ½ to ¾ inches and St. Augustine, Bahia, and mixed turf areas to 2.5 to 3 inches under normal conditions. Clippings shall either be vacuumed or blown off all hard surfaces. Any and all clippings that clump or remain visible after mowing shall be mechanically removed at the time mowing is completed in a given area.
- 1.2 EDGING:** The Contractor shall edge plant beds, walkways, roadway edges and all asphalt and hard surfaces by mechanical means every visit. Clippings shall either be vacuumed or blown off walks, roads and curbs, and material shall be removed and disposed of properly.
- 1.3 STRING TRIMMING:** The Contractor shall use a string trimmer around trees, fences, fire hydrants, buildings signs, etc., every visit. Care should be taken that trees and shrubs are not scarred and that fences, buildings, signs, etc., are not damaged.
- 1.4 TURF FERTILIZATION:** The Contractor shall apply fertilizers to all turf areas using a complete fertilizer having a minimum 4:1:2 ratio such as 16:4:8, and containing a minimum of 25% slow release nitrogen. Fertilizer is to be applied at the rate of 1 lb. of nitrogen per 1,000 square feet and will be applied in March, May, July and September, or as determined by the County.
- 1.5 INSECTS IN TURF:** The Contractor is 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 Contractor. Should the population of the above listed insects reach levels where any grass damage begins to occur, those areas of infestation will be retreated at the Contractor's expense.
- 1.6 DISEASE IN TURF:** Turf damage by disease and fungus shall be chemically treated to maintain all turf in a healthy and attractive condition.
- 1.7 WEED CONTROL IN TURF:** The Contractor shall apply as necessary according to environmental and seasonal conditions, chemicals to control weeds in turf. Care shall be taken not to apply herbicides on newly mowed turf or turf under stress. The Contractor shall have on staff a Certified Pest Control Operator who is licensed through the Florida DACS. This designation will prove proper licensing necessary to apply insecticides.

fungicides, and herbicides to county property. The County is to be provided with copies of the Certified Pest Control Operator's license and proof of insurance. The Contractor shall provide all chemicals. Applications of all chemicals shall be performed by employee of Contractor and shall be covered by Contractor's Workman's Compensation Insurance.

- 1.8 **INTERSECTIONS:** The Contractor shall maintain cord grass at all intersections to a height level that allows a clear view of oncoming traffic at all times.
- 1.9 **PARKING AREAS:** The Contractor shall allow ample time to complete all required work in the parking areas either before the start of normal business hours at 8:00 am or after 5 pm when normal business hours end. This will alleviate the need to work around vehicles and ensure all areas are mowed, trimmed and edged as needed.

PART 2: SHRUB, GROUND COVER, AND BED MAINTENANCE

2.1 **PRUNING:** Plants and shrubs shall be pruned by the Contractor 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; they will be pruned in accordance with the intended function of the plant in its present location, and as often as needed to maintain health and appearance. Pruning is an art that must be performed under the supervision of a highly trained foreman. The Contractor shall remove non-hedge growth from hedges and shrubs, such as Spanish moss, vines and grasses. Prune or head back plants in keeping with natural character of plants. Do not uniformly shear plants.

2.2 **FERTILIZATION:** All plant material shall be fertilized by the Contractor using the following schedule.

2.2.1 **Ground Cover:** Areas where plants more or less cover the entire surface area shall be fertilized at a rate of 1 lb. of Nitrogen per application, per 1,000 square feet, four times per year in March, June, September and December. Fertilizer shall be completed and approximately balanced as a 10-10-10.

2.2.2 **Shrubs:** Use a complete and approximately balanced fertilizer such as a 10-10-10. Apply at the rate of 1 lb. of Nitrogen per 1,000 square feet. Broadcast over the entire area under shrubs, four times per year in March, June, September and December.

2.3 **INSECTS AND DISEASE CONTROL FOR PLANTS:** The Contractor is 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. Inspect plants weekly. The applications will be administered on an as needed basis.

2.4 **WEED CONTROL IN PLANTS BEDS:**

2.4.1 The Contractor shall inspect and weck plant beds weekly for any weeds and errant grasses.

2.4.2 Control weeds with use of herbicides, pre-emergent, and preferably, by proper manual removal of weeds and their root systems.

- 2.4.3 Remove noxious weeds common to the area from planting areas by mechanical means and dispose of properly. Do not leave uprooted weeds in beds.
 - 2.4.4 Apply herbicide in accordance with manufacturers published instructions.
 - 2.4.5 Do not apply herbicide when wind speeds are greater than 2 miles per hour. The Contractor shall provide all chemicals.
- 2.5 **MULCH:** The Contractor shall apply a 3" layer of mulch around all palms, shrubs, and groundcover and all other plant beds one time per year.
- 2.6 **PALM TREES:** Palm trees are to be fertilized using 16-4-8 or 12-4-8 with minor elements. Apply 2/3 lb. of fertilizer per inch of palm trunk in a diameter four times per year in March, June, September and December. Adjust rates if you use other analysis. Palm tree trimming will be one time per year, scheduled according to the seed pod growth.

PART 3: LITTER REMOVAL

- 3.1 Remove litter and dead vegetation from job site during regular weekly maintenance visits.

PART 4: IRRIGATION SYSTEM

- 4.1 Check irrigation system monthly for proper functioning, including start/stop times.
- 4.2 Program automatic programmable valve controllers for optimum watering of plant materials while maintaining water conservation practices. Adjust irrigation program to compensate for seasonal water requirements.
- 4.3 Repair damaged heads or laterals. Replace damaged irrigation components, which cannot be repaired, with new functioning components by same manufacturer, including the batteries where applicable. The Contractor shall not exceed \$150.00 per month without prior written approval from the County. Acceptable expenditures include replacement of damaged sprinkler heads, batteries, valve controllers, and laterals/riser. All expenditures shall be documented on monthly invoices.
- 4.4 Adjust the system for more frequent watering in very dry times or drought conditions. Start watering cycle so that watering ends by 6:00 AM on water cycle days. Properly water locations of new planting as necessary.

PART 5: SAFETY

- 5.1 Contractor will be responsible for safe conduct and use of equipment on job site.
- 5.2 Contractor, and any subcontractors, shall provide Material Safety Data Sheets for all chemicals used. This shall include any chemicals such as pest control or fertilization products.

- 5.3 When chemicals are applied, by Contractor or any subcontractor, notices shall be posted in the appropriate areas advising what was applied and any restrictions of use of the area, i.e. stay off the grass for specified time period.

PART 6: ADDITIONAL REQUIREMENTS

- 6.1 Contractor shall provide to maintenance staff a written record of work performed each visit.

37,704.00

August 26, 2013

Nassau County Board of Commissioners
C/o Bill Howard
76347 Veterans Way
Yulee, FL 32097

Dear Bill:

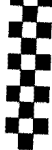
Martex Services is pleased to submit our bid for the landscape maintenance of the Nassau County Judicial Annex complex. Our bid is \$2,820.00 per month (\$33,840.00 annually) for the Judicial Complex, and \$322.00 per month (\$3,864.00) for the EOC portion of the complex. Our bid is based on the specifications you have provided.

Martex possesses the proper licenses and insurance requirements along with the equipment, labor and expertise to manage your grounds maintenance needs. Should we be awarded this contract, we will produce all required documentation.

Thank you for the opportunity to provide you with this bid. Please contact me if you have any questions.

Sincerely,

Thomas H. Livingston
Vice President



Bill Howard

Martex

From: Bill Howard
Sent: Thursday, August 15, 2013 10:48 AM
To: Tom Livingston
Subject: Lawn care maintenance request fro quote for the Nassau County Judicial Complex for fiscal year 13/14

Attachments: lawn care contract request for quote 8-13-13.doc; Lawn Care Maintenance Scope of Work 8-13-13.doc; border outline of lawn care area for contract services 8-13-13.doc

Tom please review the attachments and provide a quote if interested. Please let me know as soon as possible if you will be quoting.

Thanks,

Bill Howard - Facilities Supervisor
Nassau County Facilities Maintenance Department
904-548-4969 office
904-548-4509 fax
904-753-0373 cell
email - bhoward@nassaucountyfl.com

Nassau County Board of County Commissioners
Request for Quotation Form

Requesting Department: Facilities Maintenance Department Date: 8-13-13

Department Address: 45195 Musslewhite Rd., Callahan, FL, 32011

Contact: Bill Howard
Contact email: bhoward@nassaucountyfl.com
Department Phone: 904-548-4969 office, 904-753-0373 cell
Department Fax: 904-548-4509

Product(s)/Service(s) to be purchased (list all specifications and requirements):

Please fill out and return request for quote form with scope of work referenced and attached along with quote. Please provide a quote for the Judicial Annex lawn care maintenance contract for the term of October 1, 2013 through September 30, 2014. Contract shall consist of scope of work attached for the areas identified in attached photo including the lawns associated with the Nassau County Judicial Annex, Nassau County Record Storage Facility, and the Nassau County Emergency Operations Center. Call Bill Howard to set up a walk around of complex to view all of the areas involved in the contract.

➤ If additional/alternate scope of service or product is recommended, please provide as a separate attachment: Additional Attachment Yes No

*All payments for products /services are as per Florida Statutes 218.73 & 218.74 (Terms net 45 days). *

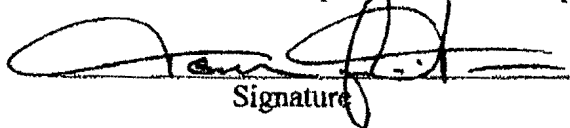
Please submit written response by: 8-21-13
(Date)

Faxed / Scanned to Vendor on _____ to the attention of _____

To be completed by vendor:

Vendor Name: MARTEX SERVICES
Address: 1417 AVERY RD. SUITE 200
AMELIA ISLAND, FL 32034
Phone: 904-261-5364 Fax: 904-261-0821
Contact: TOM LIVINGSTON
Email: tlivingston@martexlandscape.com

Attached is a written quote from our company, which is valid for 30 days.


Signature

8/15/13
Date

Comments: _____



Martex Services

LANDSCAPE MANAGEMENT

August 19, 2013

Nassau County Board of Commissioners
C/o Bill Howard
76347 Veterans Way
Yulee, FL 32097

Dear Bill:

Martex Services is pleased to submit our bid for the landscape maintenance of the Nassau County Judicial Annex complex. Our bid is \$3,142.00 per month (\$37,704.00 annually), and is based on the specifications you have provided.

Martex possesses the proper licenses and insurance requirements along with the equipment, labor and expertise to manage your grounds maintenance needs. Should we be awarded this contract, we will produce all required documentation.

Thank you for the opportunity to provide you with this bid. Please contact me if you have any questions.

Sincerely,

Thomas H. Livingston
Vice President

SCOPE OF WORK

NASSAU COUNTY JUDICIAL ANNEX AND EMERGENCY OPERATIONS CENTER LANDSCAPE MAINTENANCE ANNUAL CONTRACT SCOPE OF WORK

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- 1.1 **MOWING:** Turf will be mowed in intervals not to exceed once every seven (7) days, during the growing season (March 1 through November 30) and bi-weekly 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. In no case shall mowing intervals be greater than fifteen (15) days. Bermuda shall be cut to a height of $\frac{1}{2}$ to $\frac{3}{4}$ inches and St. Augustine, Bahia, and mixed turf areas to 2.5 to 3 inches under normal conditions. Clippings shall either be vacuumed or blown off all hard surfaces. Any and all clippings that clump or remain visible after mowing shall be mechanically removed at the time mowing is completed in a given area.
- 1.2 **EDGING:** The Contractor shall edge plant beds, walkways, roadway edges and all asphalt and hard surfaces by mechanical means every visit. Clippings shall either be vacuumed or blown off walks, roads and curbs, and material shall be removed and disposed of properly.
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fungicides, and herbicides to county property. The County is to be provided with copies of the Certified Pest Control Operator's license and proof of insurance. The Contractor shall provide all chemicals. Applications of all chemicals shall be performed by employee of Contractor and shall be covered by Contractor's Workman's Compensation Insurance.

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- 2.2.2 **Shrubs:** Use a complete and approximately balanced fertilizer such as a 10-10-10. Apply at the rate of 1 lb. of Nitrogen per 1,000 square feet. Broadcast over the entire area under shrubs, four times per year in March, June, September and December.
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- 2.4.1 The Contractor shall inspect and weed plant beds weekly for any weeds and errant grasses.
- 2.4.2 Control weeds with use of herbicides, pre-emergent, and preferably, by proper manual removal of weeds and their root systems.

- 2.4.3 Remove noxious weeds common to the area from planting areas by mechanical means and dispose of properly. Do not leave uprooted weeds in beds.
 - 2.4.4 Apply herbicide in accordance with manufacturers published instructions.
 - 2.4.5 Do not apply herbicide when wind speeds are greater than 2 miles per hour. The Contractor shall provide all chemicals.
- 2.5 **MULCH:** The Contractor shall apply a 3" layer of mulch around all palms, shrubs, and groundcover and all other plant beds one time per year.
- 2.6 **PALM TREES:** Palm trees are to be fertilized using 16-4-8 or 12-4-8 with minor elements. Apply 2/3 lb. of fertilizer per inch of palm trunk in a diameter four times per year in March, June, September and December. Adjust rates if you use other analysis. Palm tree trimming will be one time per year, scheduled according to the seed pod growth.

PART 3: LITTER REMOVAL

- 3.1 Remove litter and dead vegetation from job site during regular weekly maintenance visits.

PART 4: IRRIGATION SYSTEM

- 4.1 Check irrigation system monthly for proper functioning, including start/stop times.
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- 5.3 When chemicals are applied, by Contractor or any subcontractor, notices shall be posted in the appropriate areas advising what was applied and any restrictions of use of the area, i.e. stay off the grass for specified time period.

PART 6: ADDITIONAL REQUIREMENTS

- 6.1 Contractor shall provide to maintenance staff a written record of work performed each visit.

46,800

Suzie Fontes

From: Bill Howard
Sent: Monday, August 26, 2013 10:22 AM
To: Suzie Fontes; Tammy Conley; Bob Knott
Subject: FW: Nassau County Judicial Complex price break out for Judicial Annex and EOC

See below for Turf Masters break out of pricing for lawn care contract for EOC and J.C.
Thanks,

Bill Howard - Facilities Supervisor
Nassau County Facilities Maintenance Department
904-548-4969 office
904-548-4509 fax
904-753-0373 cell
email - bhoward@nassaucountyfl.com

From: Josh Madden [mailto:josh@turfmastersjax.com]
Sent: Monday, August 26, 2013 10:16 AM
To: Bill Howard
Subject: RE: Nassau County Judicial Complex price break out for Judicial Annex and EOC

Good morning Bill,

Hope you had a great weekend!!

Do you need me to re-submit the bid, or can I just give you the break down?

Here's how it breaks down, FYI...

EOC Side -	\$ 510.00 / month	} 46,800 ⁰⁰
Judicial Annex Side -	\$3,390.00 / month	
TOTAL -	\$3,900.00 / month	

6/20
40,680⁰⁰

The significant differences are obviously the amounts of mulch and the fact that there is no irrigation system on the EOC side.

I'm happy to put this into Proposal form if you need me to.

Thank you, and have a great week!!

Best regards,

Josh Madden
Business Development Manager

Turf-masters
7727 Alton Ave
Jacksonville, FL 32211-7801
904.724.9114 ext. 17 (Office)
904.720.2048 (Fax)

Bill Howard*Turf MASTER*

From: Bill Howard
Sent: Thursday, August 15, 2013 11:09 AM
To: josh@turfmastersjax.com
Subject: Nassau County Judicial Complex lawn care maintenance contract for fiscal year 13/14
Attachments: Lawn Care Maintenance Scope of Work 8-13-13.doc; lawn care contract request for quote 8-13-13.doc; border outline of lawn care area for contract services 8-13-13.doc

Bill Howard - Facilities Supervisor
Nassau County Facilities Maintenance Department
904-548-4969 office
904-548-4509 fax
904-753-0373 cell
email - bhoward@nassaucountyfl.com

8/22/2013



Nassau County Board of County Commissioners Request for Quotation Form

Requesting Department: Facilities Maintenance Department Date: 8-13-13

Department Address: 45195 Musslewhite Rd., Callahan, FL 32011

Contact: Bill Howard

Contact email: bhoward@nassaucountyfl.com

Department Phone: 904-548-4969 office, 904-753-0373 cell

Department Fax: 904-548-4509

Product(s)/Service(s) to be purchased (list all specifications and requirements):

Please fill out and return request for quote form with scope of work referenced and attached along with quote. Please provide a quote for the Judicial Annex lawn care maintenance contract for the term of October 1, 2013 through September 30, 2014. Contract shall consist of scope of work attached for the areas identified in attached photo including the lawns associated with the Nassau County Judicial Annex, Nassau County Record Storage Facility, and the Nassau County Emergency Operations Center. Call Bill Howard to set up a walk around of complex to view all of the areas involved in the contract.

➤ If additional/alternate scope of service or product is recommended, please provide as a separate attachment: Additional Attachment Yes No

*All payments for products /services are as per Florida Statutes 218.73 & 218.74 (Terms net 45 days). *

Please submit written response by: 8-21-13
(Date)

Faxed / Scanned to Vendor on _____ to the attention of _____

To be completed by vendor:

Vendor Name: TURF-MASTERS

Address: 7727 ALTON AVENUE
JACKSONVILLE, FL 32211

Phone: 904-724-9114 ext. 17 Fax: 904-720-2048

Contact: JOSH MADDEN, BUSINESS DEVELOPMENT MANAGER

Email: josh@turfmastersjax.com

Attached is a written quote from our company, which is valid for 90 days.


Signature

08-19-2013
Date

Comments: TURF-MASTERS WILL COMPLY WITH ALL SPECIFICATIONS AS DESIGNATED IN RFQ. THANK-YOU FOR THE OPPORTUNITY!!



Turf-Masters

7727 ALTON AVE.
JACKSONVILLE, FL 32211
PHONE (904) 724-9114
FAX (904) 720-2048
www.turfmastersjax.com

Landscape Maintenance Service Proposal **Nassau County Judicial Annex Complex** **76347 Veterans Parkway** **Yulee, FL 32097**

Full-Service Maintenance

*Turf-masters' Full-Service Maintenance program is individually tailored to address the unique needs of each property we service. Our technicians are well trained in assessing and responding to any areas that need special attention, ensuring your property is always well-groomed and a pleasure to enjoy spending time in. Proposal is based on a one year contract to commence on October 1, 2013 and end on September 30, 2014. The property shall be serviced for the following weekly March 1 through November 30 and bi-weekly December 1 through February 28, unless otherwise noted or requested. This proposal is in response to RFQ issued by Bill Howard, Manager, Facilities Maintenance Department. **Turf-masters agrees to comply with ALL terms and conditions defined in RFQ Scope of Work.***

- Mowing of all turf areas; Bermuda to a height of 1/2 to 3/4 inches and St. Augustine, Bahia and mixed turf areas to 2 1/2 to 3 inches under normal conditions. (*Turf-masters recommends mowing St. Augustine turf to 4" for healthy appearance.)
- Edging of curbs, walkways, paved areas and beds
- String-line trimming around obstacles
- Blowing all landscape-generated debris from curbs, walkways, paved areas and parking lots
- Hedging and pruning shrubs, ground cover, and flowers
- Controlling weed growth in all plant beds by hand and with post-emergent treatments
- Controlling weed growth in all concrete joints/cracks
- Removing litter from landscape areas
- Pruning all trees one-third of tree height, up to 8 feet, to remove low-hanging or distressed limbs
- Trimming of all palm trees, once per year, to remove distressed, dying or dead fronds
- Monthly inspection of irrigation system to ensure proper coverage, adjust watering schedule and ensure that system is in proper working order providing adequate coverage (Repair parts and labor NOT included)
- Four turf treatments to include fertilization, broadleaf weed control, insect control and disease control.
- Four shrub treatments to include fertilization, insect control and disease control
- Annual installation of a 3 inch layer of Red Cypress mulch around all palms, shrubs and groundcover and in all other plant beds.
- Monthly contact from a designated Account Manager to ensure customer satisfaction.

42 Visits per year: \$3,900.00 per month

Total Annual Cost for the above specified Program: \$46,800.00

Other Services Available (Not included in this proposal):

- Landscape design/renovation and installation of new plant materials, including sod.
- Specialty tree work performed by a licensed tree surgeon, billed as work is performed.
- Always feel free to ask if you think of anything we have not mentioned above; we are a *full-service* landscape company

Special notes:

We propose to provide material and labor for these specifications at the sum listed above. All material is guaranteed as specified. Material availability will depend on jobs start. All work to be completed in a workman like manner according to industry standards. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above this proposal. All agreements are contingent upon strikes, accidents, weather or delays beyond our control.

Joshua Madden

Authorized Turf-masters Representative

8/19/2013

This proposal valid for 90 days

Contractor/Owner/Authorized Rep.

Date accepted

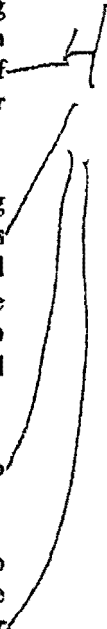
SCOPE OF WORK

**NASSAU COUNTY JUDICIAL ANNEX AND EMERGENCY OPERATIONS CENTER
LANDSCAPE MAINTENANCE ANNUAL CONTRACT
SCOPE OF WORK**

PART I. Area is comprised of all landscaped areas on Judicial Annex property and the Emergency Operations Center. Site plan is attached as part of this scope of work.

- 1.1 **MOWING:** Turf will be mowed in intervals not to exceed once every seven (7) days, during the growing season (March 1 through November 30) and bi-weekly 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. In no case shall mowing intervals be greater than fifteen (15) days. Bermuda shall be cut to a height of 1/4 to 3/4 inches and St. Augustine, Bahia, and mixed turf areas to 2.5 to 3 inches under normal conditions. Clippings shall either be vacuumed or blown off all hard surfaces. Any and all clippings that clump or remain visible after mowing shall be mechanically removed at the time mowing is completed in a given area.
- 1.2 **EDGING:** The Contractor shall edge plant beds, walkways, roadway edges and all asphalt and hard surfaces by mechanical means every visit. Clippings shall either be vacuumed or blown off walks, roads and curbs, and material shall be removed and disposed of properly.
- 1.3 **STRING TRIMMING:** The Contractor shall use a string trimmer around trees, fences, fire hydrants, buildings signs, etc., every visit. Care should be taken that trees and shrubs are not scarred and that fences, buildings, signs, etc., are not damaged.
- 1.4 **TURF FERTILIZATION:** The Contractor shall apply fertilizers to all turf areas using a complete fertilizer having a minimum 4:1:2 ratio such as 16:4:8, and containing a minimum of 25% slow release nitrogen. Fertilizer is to be applied at the rate of 1 lb. of nitrogen per 1,000 square feet and will be applied in March, May, July and September, or as determined by the County.
- 1.5 **INSECTS IN TURF:** The Contractor is 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 Contractor. Should the population of the above listed insects reach levels where any grass damage begins to occur, those areas of infestation will be retreated at the Contractor's expense.
- 1.6 **DISEASE IN TURF:** Turf damage by disease and fungus shall be chemically treated to maintain all turf in a healthy and attractive condition.
- 1.7 **WEED CONTROL IN TURF:** The Contractor shall apply as necessary according to environmental and seasonal conditions, chemicals to control weeds in turf. Care shall be taken not to apply herbicides on newly mowed turf or turf under stress. The Contractor shall have on staff a Certified Pest Control Operator who is licensed through the Florida DACS. This designation will prove proper licensing necessary to apply insecticides,

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fungicides, and herbicides to county property. The County is to be provided with copies of the Certified Pest Control Operator's license and proof of insurance. The Contractor shall provide all chemicals. Applications of all chemicals shall be performed by employee of Contractor and shall be covered by Contractor's Workman's Compensation Insurance.

1.8 **INTERSECTIONS:** The Contractor shall maintain cord grass at all intersections to a height level that allows a clear view of oncoming traffic at all times.



1.9 **PARKING AREAS:** The Contractor shall allow ample time to complete all required work in the parking areas either before the start of normal business hours at 8:00 am or after 5 pm when normal business hours end. This will alleviate the need to work around vehicles and ensure all areas are mowed, trimmed and edged as needed.



PART 2: SHRUB, GROUND COVER, AND BED MAINTENANCE

2.1 **PRUNING:** Plants and shrubs shall be pruned by the Contractor 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; they will be pruned in accordance with the intended function of the plant in its present location, and as often as needed to maintain health and appearance. Pruning is an art that must be performed under the supervision of a highly trained foreman. The Contractor shall remove non-hedge growth from hedges and shrubs, such as Spanish moss, vines and grasses. Prune or head back plants in keeping with natural character of plants. Do not uniformly shear plants.

2.2 **FERTILIZATION:** All plant material shall be fertilized by the Contractor using the following schedule.

2.2.1 **Ground Cover:** Areas where plants more or less cover the entire surface area shall be fertilized at a rate of 1 lb. of Nitrogen per application, per 1,000 square feet, four times per year in March, June, September and December. Fertilizer shall be completed and approximately balanced as a 10-10-10.

2.2.2 **Shrubs:** Use a complete and approximately balanced fertilizer such as a 10-10-10. Apply at the rate of 1 lb. of Nitrogen per 1,000 square feet. Broadcast over the entire area under shrubs, four times per year in March, June, September and December.



2.3 **INSECTS AND DISEASE CONTROL FOR PLANTS:** The Contractor is 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. Inspect plants weekly. The applications will be administered on an as needed basis.

2.4 **WEED CONTROL IN PLANTS BEDS:**

2.4.1 The Contractor shall inspect and weed plant beds weekly for any weeds and errant grasses.

2.4.2 Control weeds with use of herbicides, pre-emergent, and preferably, by proper manual removal of weeds and their root systems.



- 2.4.3 Remove noxious weeds common to the area from planting areas by mechanical means and dispose of properly. Do not leave uprooted weeds in beds.
- 2.4.4 Apply herbicide in accordance with manufacturers published instructions.
- 2.4.5 Do not apply herbicide when wind speeds are greater than 2 miles per hour. The Contractor shall provide all chemicals.

2.5 **MULCH:** The Contractor shall apply a 3" layer of mulch around all palms, shrubs, and groundcover and all other plant beds one time per year.

2.6 **PALM TREES:** Palm trees are to be fertilized using 16-4-8 or 12-4-8 with minor elements. Apply 2/3 lb. of fertilizer per inch of palm trunk in a diameter four times per year in March, June, September and December. Adjust rates if you use other analysis. Palm tree trimming will be one time per year, scheduled according to the seed pod growth.

PART 3: LITTER REMOVAL

3.1 Remove litter and dead vegetation from job site during regular weekly maintenance visits.

PART 4: IRRIGATION SYSTEM

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- 4.1 Check irrigation system monthly for proper functioning, including start/stop times.
- 4.2 Program automatic programmable valve controllers for optimum watering of plant materials while maintaining water conservation practices. Adjust irrigation program to compensate for seasonal water requirements.
- 4.3 Repair damaged heads or laterals. Replace damaged irrigation components, which cannot be repaired, with new functioning components by same manufacturer, including the batteries where applicable. The Contractor shall not exceed \$150.00 per month without prior written approval from the County. Acceptable expenditures include replacement of damaged sprinkler heads, batteries, valve controllers, and laterals/riser. All expenditures shall be documented on monthly invoices.
- 4.4 Adjust the system for more frequent watering in very dry times or drought conditions. Start watering cycle so that watering ends by 6:00 AM on water cycle days. Properly water locations of new planting as necessary.

PART 5: SAFETY

- 5.1 Contractor will be responsible for safe conduct and use of equipment on job site.
- 5.2 Contractor, and any subcontractors, shall provide Material Safety Data Sheets for all chemicals used. This shall include any chemicals such as pest control or fertilization products.

5.3 When chemicals are applied, by Contractor or any subcontractor, notices shall be posted in the appropriate areas advising what was applied and any restrictions of use of the area, i.e. stay off the grass for specified time period.

PART 6: ADDITIONAL REQUIREMENTS

6.1 Contractor shall provide to maintenance staff a written record of work performed each visit.

