

Dear Jason Lee

Renewal of Agreement for Landscape Maintenance at Robert M. Foster Justice Center

This letter confirms the renewal of the Contract on the terms set out below.

17 JUN 19 AM

General information

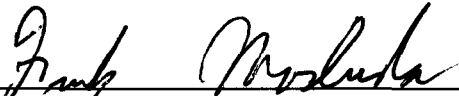
No.	Topic	Details
1	Department	Name: Facilities Maintenance
2	Vendor	Name: Trim All Lawn Service, Inc.
3	Contract	Contract title: Landscape Maintenance at Robert M. Foster Justice Center Contract tracking number: CM2152-AR3

Contract Renewal

On behalf of the Nassau County Board of County Commissioners, the Department gives notice that it wishes to exercise the option to extend the term of the Contract for one (1) year, beginning October 1, 2017 and ending September 30, 2018, in accordance with clause in section 1, Duration of Contract.

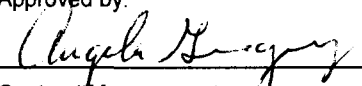
If you need more information or would like to discuss this matter further, please contact Angela Gregory on 904-530-6040 or at agregory@nassuacountyfl.com

Yours sincerely



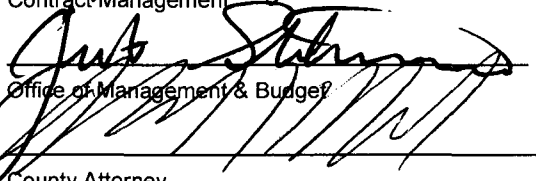
Frank Mashuda

6-13-17
Date

Approved by:


Contract Management

6-15-17
Date



Office of Management & Budget
County Attorney

6/22/17
Date
6-21-17
Date

COUNTY MANAGER – FINAL SIGNATURE APPROVAL



Shanea Jones, County Manager

6-23-17
Date

05-14-23

RECEIVED

CONTRACT MANAGEMENT

2014 AUG 12 AM 11:56

CONTRACT APPROVAL FORM

(Contract Management Use only)
CONTRACT TRACKING NO.
<u>Cmaisa</u>

CONTRACTOR INFORMATION

Name: Trim All Lawn Service, Inc.

Address: 97030 Elk Creek Court Fernandina Beach Florida 32034
City State Zip

Contractor's Administrator Name: Cassandra Faulk Title: Account Representative

Tel#: 904-206-2710 Fax#: 904-491-8710 Email: trimall@gmail.com

CONTRACT INFORMATION

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

Brief Description: Landscape Maintenance Agreement at the Justice Center Maintenance, Irrigation, Fertilization and Mulch or FY 14/15 \$2,449.17 payable in 12 monthly installments.

Contract Dates: From: 10/1/14 - 9/30/15 Status: New Renew Amend# WA/Task Order

How Procured: Sole Source Single Source ITB RFP RFQ Coop. Other 3w/1m quote 8/25/14

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] 8/11/14 01074712-534013 \$29,390.04
Department Head Signature Date Funding Source/Acct #
- Charlotte Young 8-21-14
Contract Management Date
- [Signature] 8-27-14
Office of Management & Budget Date
- [Signature] 9.15.14
County Attorney (approved as to form only) Date

Comments: _____

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

Ted Selby [Signature] 9/17/14
Date

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

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

RECEIVED
 COUNTY MANAGERS
 OFFICE
 14 AUG 22 AM 10:11

RECEIVED
 COUNTY MANAGERS
 OFFICE
 14 SEP 16 PM 12:58

2014 SEP 17 PM 3:05
 CONTRACT MANAGEMENT

RECEIVED

Trim All Lawn Service

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

August 6, 2014

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

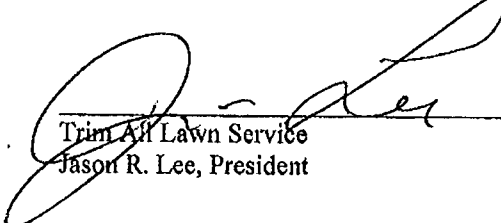
Trim All Lawn Service is a fully insured landscape maintenance company with fifteen years of experience in the greens industry. Our services include lawn maintenance, irrigation installation and repairs, and pest control and fertilization of turf and ornamentals and more. Trim All Lawn Service maintains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

Nassau County Judicial Annex, 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, 2014 until and including September 30, 2015. This contract shall automatically renew on its anniversary date for same terms and conditions, and any price adjustments shall be made on that anniversary date.
2. **Termination, Cancellation, and Nonrenewal of Contract:**
This agreement may be terminated, at any time, with or without cause, by either party by giving the other written notice, 30 days in advance, of the termination.
3. **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.

4. **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. In the event of significantly rising fuel costs during the term of the contract, a surcharge may be requested. Payments shall be remitted to: Trim All Lawn Service, 97030 Elk Creek Court, Fernandina Beach, FL. 32034. If payment is delinquent, service will be placed on a temporary hold until payment is received.

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


Trim All Lawn Service
Jason R. Lee, President

8-19-14
Date


Nassau County Board of County Commissioners

9/17/14
Date

EXHIBIT A

MAINTENANCE PROGRAM

- Mow all turf areas each week during growing season (March 1-November 30) and bi-weekly during dormant period (December 1-February 28).
- 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 and roads after every service.
- Trash pick-up prior to each cut.

Cost of Maintenance: \$23,283.96 per year ✓
➤ Payable in 12 monthly installments of \$1,940.33

IRRIGATION SYSTEM CHECKS:

- Activation each zone and visually inspection for broken or out of adjustment irrigation heads monthly.
- 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.

Cost of Irrigation: \$1,020.00 per year ✓
➤ Payable in 12 monthly installments of \$85.00

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 6 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 2 times per year or as needed to promote healthy ornamental plants.

Cost of Fertilization & Pest Control: \$3,400.08 per year
➤ Payable in 12 monthly installments of \$283.34

OTHER SERVICES INCLUDED IN CONTRACT:

- Installation of Mulch-installed 1 time per year
Mulch installation: \$1,686.00 per year ✓
Payable in 12 monthly installments of \$140.50

Total for Maintenance, Irrigation, Fertilization and Mulch
\$29,390.04 per year payable in 12 monthly installments of \$2,449.17



CERTIFICATE OF LIABILITY INSURANCE

TRIMA-1

OP ID: 21

DATE (MM/DD/YYYY)

12/31/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER John T. Pereira Insurance 483820 State Rd. 200 Suite 101 Yulee, FL 32087 Shaun Wolashin	Phone: 904-548-2280 Fax: 904-548-2330	CONTACT NAME PHONE (A/C, No, Ext) E-MAIL ADDRESS	FAX (A/C, No)
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Trim All Lawn Service, Inc. Mr. Jason Lee 97030 Elk Creek Court Fernandina Beach, FL 32034	INSURER A: Allied Property & Casualty Ins		42579
	INSURER B: Bridgeford Casualty Ins Co		10335
	INSURER C: The Hartford Insurance Company		
	INSURER D:		
	INSURER E:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CLASS	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR		ACP GLPOR006933187	01/01/2014	01/01/2016	EACH OCCURRENCE: \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence): \$ 300,000 MED EXP (Any one person): \$ 10,000 PERSONAL & ADV INJURY: \$ 1,000,000 GENERAL AGGREGATE: \$ 2,000,000 PRODUCTS - COMP/OP AGG: \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO <input type="checkbox"/> LOC					
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		ACP HAPC6906933187	01/01/2014	01/01/2016	COMBINED SINGLE LIMIT (Per accident): \$ 1,000,000 BODILY INJURY (Per person): \$ BODILY INJURY (Per accident): \$ PROPERTY DAMAGE (Per occurrence): \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION: 10000		ACP CAP 6906933187	01/01/2014	01/01/2016	EACH OCCURRENCE: \$ 1,000,000 AGGREGATE: \$ 1,000,000
B	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	83031790	01/01/2014	01/01/2016	SCHEDULED LIMITS: \$ SCHEDULED LIMITS: \$ SCHEDULED LIMITS: \$
		N/A				SCHEDULED LIMITS: \$ 500,000 SCHEDULED LIMITS: \$ 500,000 SCHEDULED LIMITS: \$ 500,000
C	Inland Marine		21MS VN6803	01/01/2014	01/01/2016	Scheduled: 71,500 Unscheduled: 14,272

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER PROOF02 Proof of Insurance	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Jason Lee</i>
--	--

© 1988-2010 ACORD CORPORATION. All rights reserved.

ACORD 25 (2010/05)

The ACORD name and logo are registered marks of ACORD

Received Time Aug. 8, 2014 2:40PM No. 8964

FW: Bid

Bill Howard <bhoward@nassaucountyfl.com>

Fri 8/8/2014 2:56 PM

To: Suzie Fontes <sfontes@nassaucountyfl.com>;

📎 1 attachment

SKMBT_C35140805085800.pdf;

Suzie, I am sending you the emailed bids for the 3 vendors on the 14-15 fiscal year grounds maintenance for the Justice Center. They are as follows. I am also faxing over the quotes and a P.O. Request. I am unsure how contract management wants to handle this. We could just issue a P.O. # To Trim All if that is what they want us to do. The other 2 bids will follow in next emails.

Trim all - \$29,390.04
Martex - \$36,888.00
Turf Masters - \$34,788.00
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: Tom Livingston [mailto:tlivingston@martexlandscape.com]
Sent: Tuesday, August 05, 2014 10:07 AM
To: Bill Howard
Subject: Bid

Good morning Bill. Thanks for the opportunity to bid on your property again. Please contact me if you have any questions.

Best regards,

Tom

Thomas Livingston
Vice President
Martex Services
904-261-5364
904-261-0821 (fax)
www.martexlandscape.com

Nassau County Board of County Commissioners
Request for Quotation Form

Requesting Department: Facilities Maintenance Date: 7-23-14

Department Address: 45195 Musslewhite Road, 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 form with bid. Please provide a quote for the attached scope of work and property overview attached for the period of 1 year commencing on October 1, 2014 thru September 30, 2015. This proposal is for the Nassau County Robert M. Foster Justice Center located at 76347 Veterans Way, Yulee, FL, 32097. Vendor shall provide copies of insurance and licensing and list all subcontractors and attach the insurance and licensing for all subcontractors as well. Once vendor is selected they shall provide Nassau County Contract Management any required documents needed to finalize contract setup. A site visit may be scheduled by contacting Bill Howard at the above listed contacts to view the property and irrigation site plans.

► 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: 8-8-2014
(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: 904-206-2710 Fax: 904-491-8710
Contact: Cassandra Fawc
Email: Cassandra.trimall@gmail.com

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

Cassandra Fawc
Signature Date 8/6/2014

Comments: _____

STATE OF FLORIDA
Department of Agriculture and Consumer Services
BUREAU OF ENTOMOLOGY & PEST CONTROL

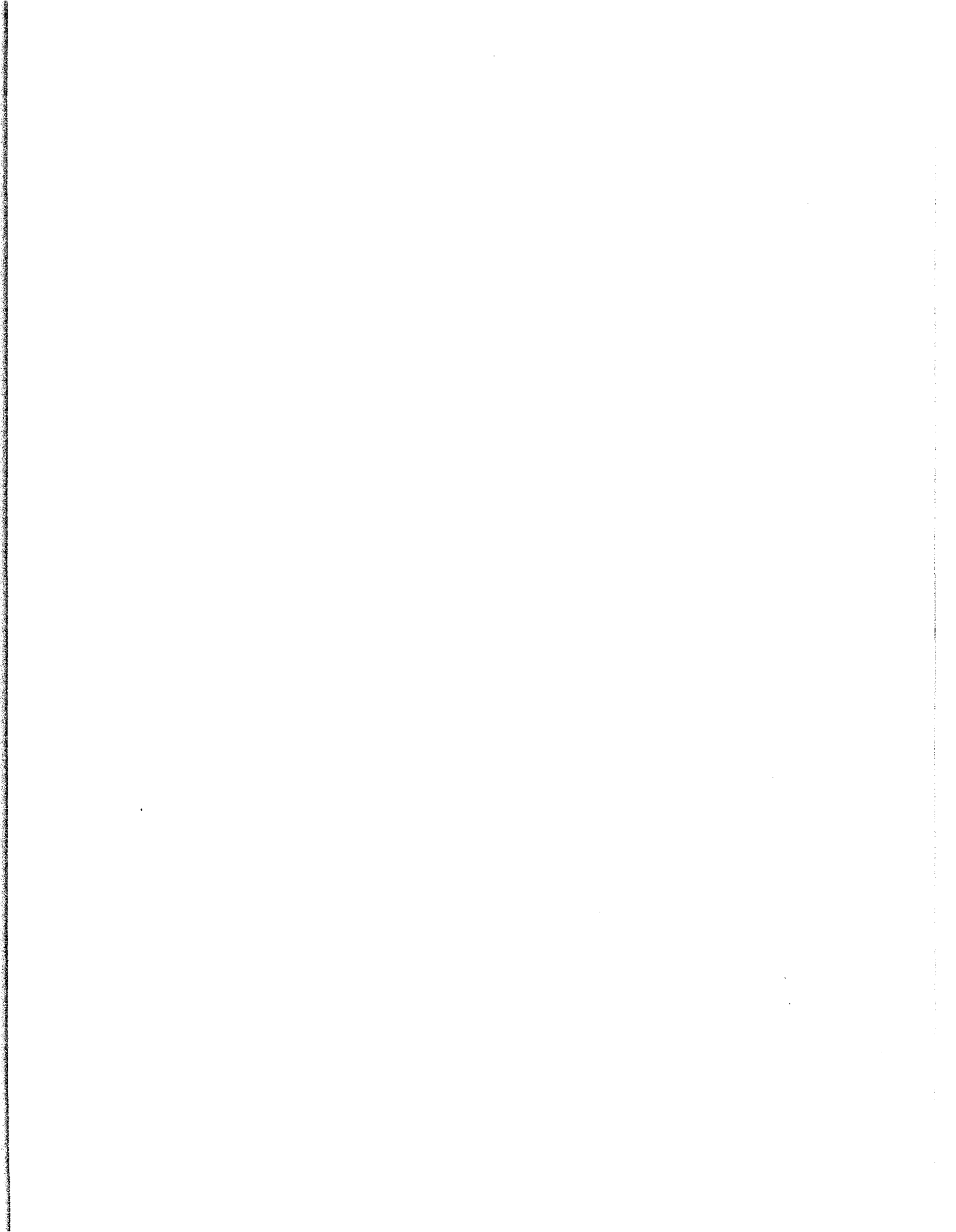
TRIM ALL LAWN SERVICE, INC.
97030 ELK CREEK CT
PEST CONTROL FIRM

JB179079

HAS PAID THE FEE REQUIRED BY CHAPTER 482 FOR THE PERIOD
EXPIRING April 30, 2013

Signature


COMMISSIONER



Nassau County Board of County Commissioners
Request for Quotation Form

Requesting Department: Facilities Maintenance Date: 7-23-14

Department Address: 45195 Musslewhite Road, 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 form with bid. Please provide a quote for the attached scope of work and property overview attached for the period of 1 year commencing on October 1, 2014 thru September 30, 2015. This proposal is for the Nassau County Robert M. Foster Justice Center located at 76347 Veterans Way, Yulee, FL, 32097. Vendor shall provide copies of insurance and licensing and list all subcontractors and attach the insurance and licensing for all subcontractors as well. Once vendor is selected they shall provide Nassau County Contract Management any required documents needed to finalize contract setup. A site visit may be scheduled by contacting Bill Howard at the above listed contacts to view the property and irrigation site plans.

➤ 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 not 45 days). *

Please submit written response by: 8-8-2014
(Date)

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

To be completed by vendor:

Vendor Name: MARTEX SERVICES
Address: 1417 ANCHY 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

8/5/14
Date

Comments: _____



Martex Services

LANDSCAPE MANAGEMENT

August 5, 2014

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 \$3,074.00 per month (\$36,888.00 annually). 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

Nassau County Board of County Commissioners Request for Quotation Form

Requesting Department: Facilities Maintenance Date: 7-23-14

Department Address: 45195 Musslewhite Road, 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 form with bid. Please provide a quote for the attached scope of work and property overview attached for the period of 1 year commencing on October 1, 2014 thru September 30, 2015. This proposal is for the Nassau County Robert M. Foster Justice Center located at 76347 Veterans Way, Yulee, FL, 32097. Vendor shall provide copies of insurance and licensing and list all subcontractors and attach the insurance and licensing for all subcontractors as well. Once vendor is selected they shall provide Nassau County Contract Management any required documents needed to finalize contract setup. A site visit may be scheduled by contacting Bill Howard at the above listed contacts to view the property and irrigation site plans.

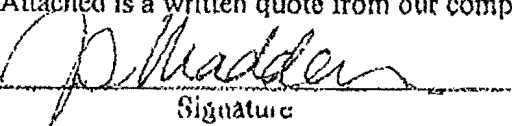
► If additional/alternate scope of service or product is recommended, please provide as a separate attachment: Additional Attachment Yes No

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

Please submit written response by: 8-8-2014
(Date)

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

To be completed by vendor:
Vendor Name: Clayton Services Inc., dba Turf-masters
Address: 7727 Alton Avenue
Jacksonville, FL 32211
Phone: (904) 724-9114 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.
 August 6, 2014
Signature Date

Comments: Turf-masters will comply with all specifications as set forth and designated in the "Scope of Work" for NASSAU COUNTY JUDICIAL ANNEX AND EMERGENCY OPERATIONS CENTER LANDSCAPE MAINTENANCE ANNUAL CONTRACT



Turf-masters

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

Fax

To: Bill Howard **From:** Josh Madden 724-9114 Ext. 17

Fax: 904-548-4509 **Pages:** 3 (including this cover page)

Phone: 904-548-4969 office
904-753-0373 cell **Date:** 8/6/2014

Re: Response to RFQ for Full-service **CC:**
Landscaping at Nassau County Robert
M. Foster Justice Center

Urgent For Review Please Comment Please Reply Please Recycle

• **Comments**

Mr. Howard

Thank you for your interest in Turf-masters and another opportunity to bid on the landscaping for this complex. Our response is attached. If you have any questions at all, or if there is anything more Turf-masters can do to earn your business, please let me know.

Again, thank you for the opportunity. Have a wonderful day!

Best regards,

Josh Madden
Business Development Manager
904.724.9114 ext. 17 (Office)
904.720.2048 (Fax)
josh@turfmastersjax.com

I have emailed copies, as well, along with current Col and all pertinent licenses. Please confirm receipt of all. Thank you.



Turf-Masters

7727 ALTON AVE,
 JACKSONVILLE, FL 32211
 PHONE (904) 724-9114
 FAX (904) 720-2040
 www.turfmastersjax.com

**Landscape Maintenance Service Proposal
 Nassau County Robert M. Foster Justice Center
 76347 Veterans Way
 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, 2014 and end on September 30, 2015. 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: \$2,899.00 per month

Total Annual Cost for the above specified Program: \$34,788.00

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

 Joshua Madden

Authorized Turf-masters Representative

08/05/2014

This proposal valid for 90 days

Contractor/Owner/Authorized Representative

Date accepted



THIS MAP HAS BEEN COMPILED FROM THE MOST AUTHENTIC INFORMATION AVAILABLE. NEITHER NASSAU COUNTY, ITS MUNICIPALITIES, NOR THE NASSAU COUNTY PROPERTY APPRAISER'S OFFICE ASSUMES RESPONSIBILITY FOR ERRORS OR OMISSIONS CONTAINED HEREIN. THIS IS NOT A SURVEY.

Printed: Jul 23, 2014

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. 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, Bahla, 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 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.
- 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 heads, batteries, valve controllers, and laterals/lines. 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.

6.2

ERROSION:

Landscape Contractor to be responsible to monitor grounds for any erosion problems. When erosion is found the landscape contractor will be responsible for re-contouring and re-planting the eroded area.

25-14-178

CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT TRACKING NO.

CM2152-A1

CONTRACTOR INFORMATION

Name: Trim All Lawn Service

Address: 97030 Elk Creek Court, Fernandina Beach, FL 32034

Contractor's Administrator Name: Cassandra Faulk City _____ State _____ Zip _____ Title: Account Representative

Tel#: 904-206-2710 Fax: 904-491-8710 Email: trimall@gmail.com

CONTRACT INFORMATION

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

Brief Description: Amendment No. 1/First Extension to the agreement for landscape maintenance for the Robert M. Foster Justice Center.

Contract Dates : From: _____ to _____ Status: ___ New ___ Renew ___ Amend# ___ WA/Task Order

How Procured: ___ Sole Source ___ Single Source ___ ITB ___ RFP ___ RFQ ___ Coop. ___ Other _____

If Processing an Amendment:

Contract #: CM2152-A1 Increase Amount of Existing Contract: No increase

New Contract Dates: 10/01/2015 to 09/30/2016 TOTAL OR AMENDMENT AMOUNT: \$29,390.04 ✓

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

1. [Signature] 5/21/15
Department Head Signature Date Funding Source/Acct # 01074712-534013
2. [Signature] 5/26/15
Contract Management Date
3. [Signature] 5-26-15
Office of Management & Budget Date
4. [Signature] 5-26-15
County Attorney (approved as to form only) Date

15 MAY 22 PM 2:58

Comments: _____

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 5/27/15
Ted Selby Date

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

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

AMENDMENT NO. 1 / FIRST EXTENSION TO THE
AGREEMENT FOR LANDSCAPE MAINTENANCE
ROBERT M. FOSTER JUSTICE CENTER

THIS ADDENDUM entered into this 27th day of May, 2015 by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA**, a political subdivision of the State of Florida, (hereinafter referred to as "County") and **TRIM ALL LAWN SERVICE**, 97030 Elk Creek Court, Fernandina Beach, FL 32034, (hereinafter referred to as "Contractor").

WHEREAS, the parties entered into an Agreement dated September 17, 2014; and

WHEREAS, the original agreement provided for an initial term of one (1) year beginning October 1, 2014 and ending September 30, 2015, with an option to automatically renew on its anniversary date for same terms and conditions; and

WHEREAS, the parties desire to renew said Agreement.

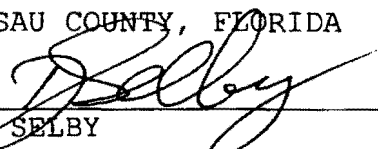
NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. In accordance with Section 1 of the Agreement for Landscape Maintenance for the Robert M. Foster Justice Center (formerly the Nassau County Judicial Annex) dated September 17, 2014, the performance

period is hereby extended for an additional one (1) year beginning October 1, 2015 and ending September 30, 2016.

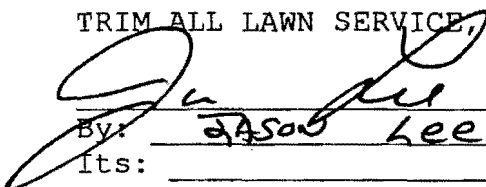
- 2. All other provisions of said Agreement not in conflict with this Addendum shall remain in full force and effect.
- 3. Time is of the essence.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA



 TED SELBY
 ITS: COUNTY MANAGER

TRIM ALL LAWN SERVICE, INC.




 By: Jason Lee
 Its: _____

STATE OF Florida
COUNTY OF Nassau

Before me personally appeared, Jason Lee, who is personally known X or produced _____ as identification, known to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that he/she executed said instrument for the purposes therein expressed.

WITNESS my hand and official seal, this 18 day of May, 2015.



 Notary Signature



Notary-Public-State of Florida at large
 My Commission expires: September 30, 2018

CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT TRACKING NO.
CM2152-A2

CONTRACTOR INFORMATION

Name: Trim All Lawn Service, Inc.

Address: 97030 Elk Creek Court Fernandina Beach, FL 32034

City State Zip

Contractor's Administrator Name: Jason Lee Title: President

Tel#: (904) 206-2710 Fax: (904) 491-8710 Email: Cassandra.trimall@gmail.com

CONTRACT INFORMATION

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

Brief Description: Amendment No. 2/Second Extension to the Agreement for Landscape Maintenance at the Robert M. Foster Justice Center.

Contract Dates : From: _____ to: _____ Status: ___ New ___ Renew Amend# ___ WA/Task Order

How Procured: ___ Sole Source ___ Single Source ___ ITB ___ RFP ___ RFQ ___ Coop. ___ Other _____

If Processing an Amendment:

Contract #: _____ Increase Amount of Existing Contract: _____

New Contract Dates: 10/1/16 to 9/30/16 TOTAL OR AMENDMENT AMOUNT: \$29,390.04

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- | | |
|--|--|
| <p>1. <u>William Steyer</u> <u>9-9-16</u>
Department Head Signature Date</p> <p>2. <u>[Signature]</u> <u>9/12/16</u>
Contract Management Date</p> <p>3. <u>[Signature]</u> <u>9-13-16</u>
Office of Management & Budget Date</p> <p>4. <u>[Signature]</u> <u>9/14/16</u>
County Attorney (approved as to form only) Date</p> | <p><u>Facilities Maintenance Dept.</u>
Submitting Department</p> <p><u>01074712-534013</u>
Funding Source/Acct #</p> |
|--|--|

Comments: _____

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

Ted Selby [Signature] 9/16/16
Date

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

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

AMENDMENT NO. 2 / SECOND EXTENSION TO THE
AGREEMENT FOR LANDSCAPE MAINTENANCE
ROBERT M. FOSTER JUSTICE CENTER

THIS ADDENDUM entered into this 16th day of September, 2016 by and between the BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, a political subdivision of the State of Florida, (hereinafter referred to as "County") and TRIM ALL LAWN SERVICE, 97030 Elk Creek Court, Fernandina Beach, FL 32034, (hereinafter referred to as "Contractor").

WHEREAS, the parties entered into an Agreement dated September 17, 2014; and

WHEREAS, the original agreement provided for an initial term of one (1) year beginning October 1, 2014 and ending September 30, 2015, with an option to automatically renew on its anniversary date for same terms and conditions; and

WHEREAS, the parties entered into a renewal for the period of October 1, 2015 through September 30, 2016; and

WHEREAS, the parties desire to renew said Agreement.

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. In accordance with Section 1 of the Agreement for Landscape Maintenance for the Robert M. Foster Justice Center (formerly the Nassau County Judicial Annex)

dated September 17, 2014, the performance period is hereby extended for an additional one (1) year beginning October 1, 2016 and ending September 30, 2017.

- 2. All other provisions of said Agreement not in conflict with this Addendum shall remain in full force and effect.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA

[Signature]
TED SELBY
Its: COUNTY MANAGER

TRIM ALL LAWN SERVICE, INC.
[Signature]
By: Jason Lee
Its: owner

STATE OF Florida
COUNTY OF Nassau

Before me personally appeared,
Jason Lee, who is personally known or produced _____ as identification, known to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that he/she executed said instrument for the purposes therein expressed.

WITNESS my hand and official seal, this 6th day of September, 2016.

[Signature]
Notary Signature



Notary-Public-State of Florida at large
My Commission expires: September 30, 2018