

**VICTORY DRIVE MEDIAN MAINTENANCE**

**EVENT NO. 6284**

**SPECIFICATIONS AND SPECIAL CONDITIONS**

- 4.0 The purpose of these specifications is to describe requirements for an annual contract for grounds maintenance services within the median of Victory Drive.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. To enter pricing manually, complete the attached bid proposal form. Manually submitted bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, 1375 Chatham Parkway, 2<sup>nd</sup> floor, Savannah, Georgia 31405. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

- 4.1 Project location: The area of maintenance shall be the median of Victory Drive starting at Ogeechee Road and running east to Downing Avenue.

- 4.2 General requirements: Maintenance shall be provided at a resort quality level; neat and well-groomed with no tolerance for litter, weeds, and/or wild growth in shrubbery, landscaped beds, or mulched areas. All grounds maintenance services shall be provided in accordance with the City of Savannah grounds maintenance Specifications noted below.

- 4.2.1 Qualifications: Bidders must submit proof of performance of professional grounds maintenance services as their primary livelihood for preferably the past three (3) years, and, unless otherwise specified, must have performed satisfactorily on at least three (3) commercial or government projects of similar size and scope, and at least one (1) project for more than twelve (12) months. Bidders must provide three (3) references indicating past performance on Attachment 1. Attachment 1 must be submitted with a bid to be further considered.

Any provider of pesticide, herbicide, or growth regulator applications must possess a current Georgia Commercial Pesticide Applicators License with the appropriate endorsement(s) and provide a copy of any applicable licenses with a bid to be further considered. The authorizing department reserves the right of determining the adequacy of the vendor's qualifications.

- 4.2.2 Quality control and supervision: The successful bidder must provide adequate training, supervision, and quality control over the services provided. The successful bidder, or its designated agent, must ensure that all services have been provided according to these specifications and must notify the authorizing department upon completion of any maintenance cycles or special services. Invoices shall not be submitted for payment until all services have been provided according to these specifications. Performance will be considered unsatisfactory when, upon inspection, it can be demonstrated that certain areas or aspects of the project have not been maintained in accordance with these specifications.

- 4.2.3 Conflict of interest: The vendor, vendor's employees, and/or vendor's representatives, must not do anything which may be in conflict with the interests of the City of Savannah. They must not perform any activities on public property other than the services described herein, unless authorized by the

City of Savannah. They must not accept any form of compensation from any person, except the authorized payment from the City of Savannah for the services provided, for any services provided for the project(s) described herein, unless authorized by the City of Savannah.

- 4.2.4 Reporting and responding: The vendor shall provide reasonable protection of all surrounding structures, infrastructure, hardscape, and landscape features, and all other private and public property during grounds maintenance operations.
- a) The vendor or its designated agent must report any damage, complaints received, vandalism, or suspicious activities immediately to the authorizing department.
  - b) The vendor or its designated agent is expected to respond to all notices and complaints from the authorizing department.
  - c) The vendor shall repair or replace, at its own expense, any and all damage caused by grounds maintenance employees and any equipment or operations including, but not limited to: drainage structures, broken irrigation fixtures, trees, shrubs, fences, public and private utilities and other public and private property.
  - d) Excessive tire rutting that causes drainage problems, brings complaints from citizens or that constitutes a hazard to the public shall be immediately repaired by the contractor at its own expense.
  - e) The vendor or its designated agent must notify the authorizing department immediately if it experiences any difficulty in performing grounds maintenance as specified for any reason.
- 4.2.5 Grounds maintenance employees: The vendor shall employ a workforce adequate to provide all services to the project in accordance with these specifications. Any employee(s) of the vendor must be properly trained and qualified to perform any tasks assigned on the project(s) specified. The vendor and any and all employees thereof must be neat and professional in appearance and must wear uniforms with the company logo clear and visible while performing work on the specified project(s). Uniforms shall include shirts, long pants, and safety shoes, and shall be subject to the approval of the authorizing department. No clothing with offensive print or designs will be allowed. The vendor must be able to meet payroll obligations of all employees. The authorizing department reserves the right of determining the adequacy of the vendor's employees.
- 4.2.6 Personnel, operational, and public safety: The vendor shall provide adequate safety training and personal protective equipment to all personnel assigned to the project(s) specified. All safety devices on vehicles and equipment must be functional and properly used during any operations. The vendor shall provide for pedestrian and vehicular safety in the work zone, and shall provide warning devices, personnel, and/or signs as needed in accordance with local, state, and federal regulations, including the Manual of Uniform Traffic Control Devices. All work shall be performed in accordance with all applicable Occupational Safety and Health Administration regulations. The contractor shall comply with all applicable local, state, and federal laws. Any work performed on state or federal rights-of-way must comply with Georgia Department of Transportation regulations.
- 4.2.7 Service vehicles: Any vehicles used on the project, or for transporting personnel, equipment, fuel and/or supplies to and from the project, must be clearly marked with the company name. Vehicles must be in safe, working order and in full compliance with all Department of Transportation (D.O.T.) regulations. The authorizing department reserves the right of determining the adequacy of the vendor's vehicles.
- 4.2.8 Equipment: Unless otherwise specified, the vendor must own any equipment to be used on the specified project(s) or provide documentation of a lease-purchase agreement on equipment, in effect at the notification of contract award. In case of equipment failures, the vendor must also demonstrate the ability to obtain back-up equipment, either through ownership or rental of such equipment. All

equipment must be maintained in safe and working order to provide high-quality maintenance. Blades on mowing equipment shall be kept sharp, and guards should be in place to minimize objects being thrown from beneath mowers. No equipment is to be left unattended on City property without the permission of the authorizing department. Any equipment left onsite must be parked in designated areas and is left at the risk of the vendor. Bidders shall provide an equipment list on Attachment 2. Attachment 2 must be submitted with a bid to be further considered.

Major repairs to vehicles and equipment shall not be completed on City of Savannah property. The changing of engine oil, hydraulic oil, greases, or other fluids of any vehicle or piece of equipment shall not be allowed on City of Savannah property. The fueling of vehicles and equipment shall not occur within 20 feet of any canal or ditch within the City of Savannah. Any and all fuel or other hydrocarbon spills shall be immediately reported to the authorizing department and pursuant to state law the Georgia Environmental Protection Division, as applicable. The vendor is responsible, at its own expense, for any and all spill remediation required by law. The authorizing department reserves the right of determining the adequacy of the Contractor's equipment.

- 4.2.9 Invoicing: The vendor, or its designated agent, must ensure that all services have been provided according to these specifications and must notify the authorizing department upon completion of any maintenance cycles or special services. Invoices shall not be submitted for payment until all services have been provided according to these specifications. Invoices should include the project name, services provided, date(s) of services and the signature of an authorized representative of the vendor. Invoices failing to meet these requirements or missing information will not be entertained for payment. No invoices will be paid until the work has been inspected by the authorizing department and found to have been completed in accordance with these specifications.

Invoices should include the project name, services provided, date(s) of services, r. Invoices shall include the ditch segment identification numbers, footage and the date(s) of mowing services for each ditch, grouped by neighborhood, and the total invoice mileage or fractions thereof, and the total dollar amount of the invoice.

- 4.2.10 Duration and frequency of services: Unless otherwise specified, the duration of the service will be for twelve (12) consecutive months. Some services may be required only during designated seasons, while many services will be required year-round. Specified work must be completed satisfactorily within the designated maintenance cycle at the designated frequency.
- 4.2.11 Litter and trash removal: All litter and trash, material not naturally occurring in the environment, shall be removed from the rights-of-way prior to performing maintenance services. The vendor must ensure that its employees are collecting and legally disposing of all trash and debris from the project and be able to provide documentation of the legal disposal of debris upon request. Litter and trash must be removed from the median whether or not turf is present, from all mulched areas, from the curb and/or gutter around the median, and from any culverts, catch basins, or storm drainage systems. Litter and trash must be removed from any turf areas prior to mowing operations. Litter shredded and distributed by mowing operations shall be immediately removed by the vendor at no further cost to the City of Savannah.
- 4.2.12 Leaf and debris removal: Unless otherwise specified, appropriate mulch should be left around shrubs, small trees, or flower beds in accordance with the mulching specifications herein. All fallen leaves, twigs, fruit, and other vegetative debris shall be removed from turf areas and from any ditches, culverts, or storm drainage systems within the project. Any fallen limbs, moss, and vegetative debris generated by typical thunderstorms shall be removed. Any additional debris generated by grounds maintenance operations must also be removed and legally disposed. Leaves, twigs, fruit, and other vegetative debris can be mulched into turf areas provided no debris remains visible. Any noticeable accumulation of leaves, twigs, fruit, or vegetative debris must be collected and removed from the project. Fallen leaves, twigs, fruit, and other vegetative debris may be blown into piles for collection; however, no such debris may be blown into wooded areas ditches, culverts, roadways, or the storm drainage system and no piles shall be left on any project(s) overnight.

- 4.2.13 Weed and wild growth removal: Unless otherwise specified, all shrub beds, flower beds, groundcover areas, mulched areas, curbs, paved areas (roadways and walkways, including expansion joints), areas around obstacles, and any other non-mowing areas shall be kept free of wild growth and weeds for the duration of the service period. Weeds and wild growth in gutters, ditches, culverts, or storm drainage systems must also be removed to allow for drainage. Unless otherwise specified, weeds and wild growth may be treated with appropriate growth regulators in accordance with these specifications to prevent re-sprouting. All chemicals must be approved by the authorizing department prior to its applications.
- 4.2.14 Turf maintenance: All turf areas shall be mowed and trimmed at the designated frequency (cycle) to provide a neat and well-groomed appearance. Grass cuttings shall be mulched back into turf provided the cut grass is unnoticeable. Any noticeable accumulation of grass or vegetative debris must be collected and removed from the project. The vendor shall trim and/or edge around all structures or obstacles including trees, shrubs, structures, equipment, monuments, markers, coping, curbing, poles, signs, water spigots, sidewalks, etc. Unless otherwise specified, the height of grass shall be cut at no less than two inches (2") and no more than four inches (4"). All grass cuttings, leaves, and debris must be swept or blown from structures and paved surfaces.
- 4.2.15 Growth regulator applications: Unless otherwise specified, the vendor, or its designated agent, may apply growth regulators to reduce maintenance, provided the applicator possess a current Georgia Commercial Pesticide Applicators License and all applications conform to applicable federal and state regulations. Non-selective herbicides may be applied as needed to reduce need for trimming and edging around signs, guy wires, utility poles, hydrants, obstacles, and structures. The spray pattern shall not exceed four inches (4") from the obstacle or structure. All turf lines around mulched beds, curbs, and sidewalks must be edged mechanically. Chemical edging is not allowed. All chemicals must be approved by the authorizing department prior to its applications. The vendor must maintain accurate records of all chemical applications and submit to the authorizing department upon request.
- 4.2.16 Shrubbery maintenance: Shrubbery shall be pruned, as required, to preserve the natural form and to control size if necessary. Shrubbery shall also be pruned to remove suckers, broken branches, dead wood, limbs interfering with pedestrian or vehicular traffic, and to prevent sight line restrictions. Pruning is to be performed with loppers and hand pruners. Hedging or shearing of shrubbery is unacceptable and not permitted unless specifically approved by the authorizing department. Plant material must be inspected to detect pests, disease, or cultural problems. Any such problems must be reported to the authorizing department.
- 4.2.17 Mulching: All mulched areas shall be refreshed twice per year with pine bark mini nuggets to maintain a minimum depth of two inches (2"). Mulching material must be approved by the authorizing department prior to its installation and must not be in contact with the trunk of trees. Mulch must also be kept from washing into ditches, culverts, or storm drainage systems. Additional mulching may be necessary and shall be provided at the same rate at the discretion of the authorizing department.
- 4.2.18 Fertilization: Fertilizer, if required, should be applied in accordance with label requirements. Label must be submitted to, and approved by authorizing department prior to application.
- a) Fertilization of turf: Unless otherwise specified, a complete 16-4-8 fertilizer, including micronutrients and having at least 50% of the nitrogen in slow release form, should be applied to turf once per year between March 1 and March 31.
  - b) Fertilization of landscaped areas: Unless otherwise specified, a complete fertilizer, including micronutrients and having at least 50% of the nitrogen in slow release form, should be applied to turf once per year between March 1 and March 31.
- 4.2.19 Irrigation systems: The vendor, or its designated agent, shall visually inspect the irrigation systems, where present, and report any leaks, broken or missing fixtures, or other problems such as too much

or too little moisture. Broken sprinklers or leaks must be reported immediately to the authorizing department. Damage caused by caused by employees, equipment, or operations of the vendor shall be repaired or replaced at its own expense.

- 4.2.20 Paved areas: Unless otherwise specified, the vendor, or its designated agent, shall apply non-selective herbicides as needed to any vegetation growing on roadways, driveways, walkways, shoulders, parking areas, or any other paved surfaces, including curbs, gutters, and expansion joints. All chemicals must be approved by the authorizing department prior to its applications. The vendor must maintain accurate records of all chemical applications and submit to the authorizing department upon request. All paved surfaces within the specified project(s), including any curbs and/or gutters surrounding the project, shall be cleaned off by sweeping or blowing.
- 4.2.21 Removal of unauthorized signs: Any sign other than those installed by the City, state, or federal government are not permitted on public property and shall be removed and turned in to the authorizing department. This includes advertising signs, political signs, yard sale notices, etc.
- 4.2.22 Site restoration: All work areas shall be cleaned up at the end of each work day. No debris, clippings, or trash bags shall be left on site overnight.
- 4.2.23 Maintenance of landscaped areas: All landscaped areas shall be maintained in a neat and well-groomed manner, free of trash, weeds, and debris. Any wood chips or bark nuggets which have washed out of mulched areas must be raked back into mulched areas. All paved surfaces shall be cleaned by sweeping or blowing. Open ground between plants in mulched areas shall be kept free of weeds at all times, by mechanical (hand weeding) and/or chemical control. Weeds and vines growing in shrubbery shall be removed manually. Any plant material damaged by the use of herbicides shall be replaced by the vendor at its own cost.
- 4.2.24 Maintenance schedules: Unless otherwise specified, or upon prior approval of the authorizing department as may be necessary at times, work should be completed between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, excluding City Holidays. No work may be performed which will impede or restrict traffic flow during the hours of 7:00 – 9:00 a.m. or 4:00 – 6:00 p.m., Monday through Friday. The vendor must furnish a written maintenance schedule to the authorizing department one (1) week prior to performing any mowing work.
- 4.2.25 Mowing service requests: Citizens will, from time to time, call the City with mowing service requests. These additional calls for service may be forwarded to the contractor for action at the City's discretion. This additional mowing work, if assigned, will be paid for outside of the per cycle rate. Therefore, it is required that an additional per mile mowing rate be quoted to cover the cost of this additional work, if assigned.

### 4.3 Insurance Requirements

#### 4.3.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no "x, c or u" exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis.

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

#### 4.3.2 Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles.

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

#### 4.3.3 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law.

Minimum employer's liability limits:

- \$500, 000 each accident
- \$500, 000 each employee (disease)
- \$500, 000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

#### 4.3.4 Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits: \$1,000,000 per occurrence  
\$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

#### 4.3.5 General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A(minus), X, or better.

Any modifications to specifications must be approved by the City.

4.4 This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to three (3) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. The first term of this contract shall begin upon award and shall end on December 31, 2019. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.

#### 5.0 General Conditions

5.1 The bid response must include the following documents in this order:

- Bid Proposal Form (as a cover sheet)
- Exception Sheet
- Non-Discrimination Statement
- Proposed Schedule of DBE Participation
- Other submittals as stated

All referenced documents must be completed and returned in their entirety to constitute a complete bid.

5.2 Original invoices should be sent to:

City of Savannah  
Accounts Payable  
P.O. Box 1027  
Savannah, Georgia 31402

5.3 The vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued for this event must be acknowledged in order for a bid to be considered.

5.4 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at [www.savannahga.gov](http://www.savannahga.gov).

5.5 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.