January 9, 2017

To: Potential Bidders
From: Mark M. Tamblyn, Field Projects Coordinator
Subject: Brevard County Site Mowing Project.

Enclosed are the bid documents and scope of work for the referenced project. **Bids are due in the District office no later than 3:00 PM on February 8, 2017.** A bid will consist of the completed bid submittal forms. Sealed bids are required in accordance with Section 5.0 of the Project Specification and shall be mailed or hand delivered.

There will be one award of this contract to the lowest qualified bidder, however, the District reserves the right to not award a contract based on its discretion. The District also reserves the right to expand or reduce the scope of work of this contract upon negotiation with contractor.

Please contact me should you have any questions concerning this matter.
FLORIDA INLAND NAVIGATION DISTRICT
Brevard County
Site Mowing Project
Bid Package
January 9, 2017
SCOPE OF WORK
BREVARD COUNTY SITE MOWING PROJECT

JANUARY 9, 2017

Dredge Material Management Areas (DMMA’s) BV-2, BV-4, BV-11, BV-40, BV-52, BV-R & BV-NASA are located in Brevard County Florida. The Florida Inland Navigation District manages dredged materials from the Atlantic Intracoastal Waterway on these sites. The specific locations of the seven (7) sites are referenced in Attachments A.

The contractor will mow the designated grassed areas within the selected seven (7) District sites up to four (4) times a year for a period of three (3) years as directed by the District. The contractor will use flat bed mowers for the level planes, boom mowers for the earthen berms, elevated slopes, perimeter ditches, and other mowable areas on these District sites. Attachments B, Fig. 1-7 show the site locations to be mowed. The estimated area of mowing is in Attachments A, under each site. The contractor will also mow along fence perimeters as well as the access to and around District monitoring wells on the sites.
ATTACHMENT A

BREVARD COUNTY SITE MOWING PROJECT

PROJECT SPECIFICATIONS FY-2017-20

SECTION 1.0 GENERAL
The Florida Inland Navigation District, hereinafter referred to as the "District", desires to enter into an agreement with a qualified and insured mowing contractor, hereinafter referred to as the "Contractor", to mow SEVEN (7) District properties known as BV-2 (SCOTTTSMORE), BV-4 (MIMS), BV-11 (MERRITT ISLAND), BV-40 (WICKHAM ROAD), BV-52 (PALM BAY), BV-R (ROCKLEDGE) BV-NASA (KENNEDY SPACE CENTER) in Brevard County.

SECTION 2.0 PROPERTY DESCRIPTION BV-2C
The location of Site BV-2C are shown in Attachments B, FIG. 1. The Site is 311 acres. The area to be mowed is approximately 187 acres. This site consists of a very large berm area, a landscaped area, and it has monitoring wells throughout the site. The inner basin area shall be mowed to maintain uniform ground cover. This site has been recently been cleared of exotic vegetation and many new open space areas have been opened up, these new areas will be mowed.

SECTION 2.1 PROPERTY DESCRIPTION BV-4B
The location of Site BV-4B are shown in Attachments B, FIG. 2. The Site is 101 acres. The area to be mowed is approximately 77 acres. This site has been recently cleared of exotic vegetation and many new open space areas have been created, these new areas will be maintained by mowing them. This site has monitoring wells throughout the site.

SECTION 2.2 PROPERTY DESCRIPTION BV-NASA
The location of the Site BV-NASA are shown in Attachments B, FIG. 3. The Site is 32 acres. The area to be mowed is approximately 14 acres. This site consists of a one medium large open space area, berm road perimeter ditch and basin area. This parcel is fenced and access can only be gained by having a security gate pass for the KSC. The gate pass will be issued by Kennedy Space Center.

SECTION 2.3 PROPERTY DESCRIPTION BV-11
The location of Site BV-11 are shown in Attachments B, FIG. 4. The Site is 95 acres. The area to be mowed is approximately 60 acres. This site consists of a very large open area, it has a large wetland on it, and it has monitoring wells throughout the site.

SECTION 2.4 PROPERTY DESCRIPTION BV-R
The location of the Site BV-R are shown in Attachments B, FIG. 5. The Site is 79 acres. The area to be mowed is approximately 26 acres. This site consists of a one very large open space area, and one large lake, both of these parcel are fenced and they are stradled by an FPL easement.
SECTION 2.5 PROPERTY DESCRIPTION BV-40
The location of the Site BV-40 are shown in Attachments B, FIG. 6. The Site is 42 acres. The area to be mowed is approximately 25 acres. This site consists of a very large open space, a cypress island within the open space. This site has regulated access due to the school adjacent to it.

SECTION 2.6 PROPERTY DESCRIPTION BV-52
The location of Site BV-52 are shown in Attachments B, FIG. 7. The Site is 25 acres. The area to be mowed is approximately 12 acres. This site consists of a very large berm area, a landscaped area, it has flat mowing, mowing inside the basin shall be completed as well in areas that are not underwater. This site also has monitoring wells throughout the site.

SECTION 3.0 PROJECT DESCRIPTION
Project work will consist of the routine mowing of level grassed areas with conventional high production style mowing equipment and the mowing of sloped areas that will require the use of specialized equipment. Hand labor and small machine mowers may be required to perform the specified work in certain areas or during certain times of the year.

Vegetation to be mowed will consist of all grasses, part grass and part weed growth, or all weed growth within the areas to be mowed. The sloped areas to be mowed consist of a dike, which includes the top, back and front slopes. The dike ramps, the grassed areas around the dike and the perimeter ditching. If the interior of the dike is ponded it will not require mowing.

The dike slopes will be mowed with equipment that will not damage the dike or the grasses. These areas will normally require specially designed mowing equipment. The Ditch area will be mowed at minimum once (1) per year, preferably during the winter or dry season. Ditch areas that are saturated with water or too wet for standard mowing equipment will be required to be mowed by hand or mowed with specialized mowing equipment. No rutting or damage to the ditches or the dike will be allowed. Damage of this nature will be the contractor’s responsibility to repair at no cost to the District. All grasses and vegetation will be cut to a height of six inches maximum.

The sites will be mowed up to four (4) times annually on an as needed basis. The District will determine the mowing schedule. The District reserves the right to expand this contract as additional properties are developed or extend the contract for subsequent years with the Board of Commissioner approval, and a executed project agreement amendment.

SECTION 3.1 MOWING THE ACCESS & AROUND MONITORING WELLS
Vegetation will be mowed along access to the monitoring wells and around the physical wells during every mowing event. Access to these areas is critical and it shall be maintained to allow easy access to and from well locations on all site where wells are present.
SECTION 4.0 EQUIPMENT
The Contractor will be required to use the minimum of one (1) flat bed mower or bat wing mower for the level surfaces, and one (1) slope or boom mower to mow the surfaces which are on contoured slopes, or mowing of perimeter ditches. The equipment used by the contractor must be in good repair and shall be maintained as to produce a clean, sharp cut and uniform distribution of the cuttings at all times. The Contractor will provide a complete list of the equipment, which will be utilized on these District sites. This list shall accompany the bid form upon submittal.

SECTION 4.1 FUELING
Fueling on site will be conducted with authorized and approved fueling containers and or equipment to avoid spillage. The fueling activities shall be conducted on level ground and on the most appropriate a hard, road base surface on site. All spills shall be immediately reported to the District. The spill shall be immediately contained, and the impacted soil shall be excavated and placed into an impervious container to be removed from the District property by the Contractor.

SECTION 5.0 BIDS
Bids shall be submitted on Attachment D the Bid Submittal Form. The total bid amount shall include all costs to perform one (1) mowing event of all sites. Qualified bids or bids with exceptions will not be accepted. A qualified bid will also include a completed Equipment List Form which is Attachment C. Bids will be made by sealed bid only. The sealed bid shall be marked clearly on its outside “Sealed Bid Brevard –Indian River Mowing Project” and shall be submitted inside another envelope. Bids can be mailed or hand delivered. All bids are due by 3:00 pm February 8, 2017.

SECTION 6.0 PROJECT MANAGER
The District’s project manager for this agreement will be Mark M. Tamblyn. He can be contacted at the District office 1314 Marcinski Road, Jupiter, Florida 33477 Telephone (561) 627-3386, Fax (561) 624-6480 email.

SECTION 7.0 PROJECT SUPERVISION
The District’s Project Manager shall give notice regarding the approximate date and time of the initial mowing and completion of the mowing. The project manager will make available personnel to assist in the resolution of any questions or problems that may arise. The District sites are locked and secured, and will remain this way prior to mowing and upon completions of mowing activities. The contractor will maintain security of gates and notify the District of damage or vandalism to them at the time of mowing events.

SECTION 8.0 INSURANCE REQUIREMENTS
The contractor will be required to provide a minimum of $ 500,000.00 insurance policy covering general liability and workman’s compensation coverage with the District as an insured party.

SECTION 9.0 PAYMENT
The contractor will submit to the District an invoice at the completion of a mowing event. Upon District inspection and approval the District will release payment to the contractor.
ATTACHMENT C

FLORIDA INLAND NAVIGATION DISTRICT

BREVARD COUNTY SITE
MOWING PROJECT

EQUIPMENT LIST FORM

NAME OF FIRM: ____________________________

ADDRESS: __________________________________________

____________________________________________________________________________

TELEPHONE AND FAX: ____________________________

LISTING OF EQUIPMENT TO BE USED ON THIS DISTRICT PROJECT:

1. ____________________________________________

____________________________________________________________________________

2. ____________________________________________

____________________________________________________________________________

3. ____________________________________________

____________________________________________________________________________

4. ____________________________________________

____________________________________________________________________________

Signature

Title
ATTACHMENT D

FLORIDA INLAND NAVIGATION DISTRICT

BREVARD COUNTY SITE
MOWING PROJECT

Bid Submittal Form

Bids are to be made on a total cost basis and shall include all costs necessary to complete one mowing event of the SEVEN (7) sites in the specification. Bids shall not be qualified, incomplete or include extra costs to be determined later or on a unit basis. One award will be made to the low qualified bidder.

NAME OF FIRM: ____________________________

ADDRESS: __________________________________

________________________________________________________________________

TELEPHONE: ________________________________

REFERENCES: (Name, Address, Phone, Contact Person)

1. _______________________________________
   _______________________________________
   _______________________________________

2. _______________________________________
   _______________________________________
   _______________________________________

TOTAL PROJECT BID COST $________________

________________________________________
Signature

________________________________________
Title