January 9, 2017

To: Potential Bidders
From: Mark M. Tamblyn, Field Projects Coordinator
Subject: Flagler & Volusia Counties 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 9, 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
Flagler & Volusia Counties
Site Mowing Project
Bid Package
January 9, 2017
Dredge Material Management Areas (DMMA’s) FL-3, FL-8 and FL-12 are located in Flagler County, and DMMA’s V-22 and V-29 are located in Volusia County, Florida. The Florida Inland Navigation District manages dredged materials from the Atlantic Intracoastal Waterway on these sites. The specific locations of these five (5) sites are referenced in Attachments A.

The contractor will mow all designated areas within the five (5) 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, and boom mowers for the berms, elevated slopes, perimeter ditches, and other mowable areas on these District sites. Attachments B, figures 1-5 show site locations to be mowed. The estimated area of mowing is in Attachments A, under each site. The contractor will also mow along the fence perimeters, as well as the access to and around District monitoring wells on the sites.
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 five (5) District properties known as V-22 (Oak Hill), V-29 (Daytona Beach), in Volusia and FL-3 (N. Palm Coast), FL-8 (Central, Palm Coast), and FL-12 (S. Palm Coast) in Flagler County. See Attachment B - Overall Map.

SECTION 2.0 PROPERTY DESCRIPTION V-22
The location and boundaries of Site V-22 are shown in Attachment B, FIG. 1. The Site is 91 acres. The area to be mowed is approximately 45 acres. This site consists of a very large open space area, it has a fence which runs the perimeter of the site, and monitoring wells which are located throughout the site.

SECTION 2.1 PROPERTY DESCRIPTION V-29
The location and boundaries of the Site V-29 are shown in Attachment B, FIG. 2. The site is 19 acres. The area to be mowed is approximately 9 acres. This site consists of a large berm area, a landscaped area, it has perimeter ditches which lie outside of the berm area, and monitoring wells are on site, the extent of the mowing will be within the fenced area of the site.

SECTION 2.2 PROPERTY DESCRIPTION FL-12
The location and boundaries of the Site FL-12 are shown in Attachment B, FIG. 3. The Site is 37 acres. The area to be mowed is approximately 14 acres. This site consists of a large open space area, it has a fence which runs the perimeter of the site, there has been a buffer revegetation project which has placed plant materials along the entire linear property line. The linear buffer and wetland area that will not be entered or mowed.

SECTION 2.3 PROPERTY DESCRIPTION FL-8
The location and boundaries of the Site FL-8 are shown in Attachment B, FIG. 4. The Site is 213 acres. The area to be mowed is approximately 115 acres. This site consists of a very large open space area, it has a fence which runs the perimeter of the site, there are some natural ditches that run through the center of the site.

SECTION 2.4 PROPERTY DESCRIPTION FL-3
The location and boundaries of the Site FL-3 are shown in Attachment B, FIG. 5. The Site is 103 acres. The area to be mowed is approximately 50 acres. This site consists of a very large open space area, it has a fence which runs the perimeter of the site, there are some natural ditches that run along the road way through the center of 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 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.

SECTION 3.1 PROJECT DESCRIPTION CONTINUED
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 such as boom mowers. Ditch areas that are saturated with water or too wet for standard mowing equipment will be required to be mowed by hand or 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 (6”) 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 and require mowing or extend the contract for another year.

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 on these Districts sites. 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 will be provided within the bid pack and should 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 Flagler–Volusia Mowing Project” and shall be submitted inside another envelope. All bids are due by 3:00 pm February 9, 2017. Bid information will be located on the District’s website at aicw.org Under the bid link Flagler/Volusia Mowing. Bidders should check the website for any bid modifications prior to submitting their bid.

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.

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 a District certification form along with 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

FLAGLER & VOLUSIA 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
Bids are to be made on a total cost basis and shall include all costs necessary to complete one mowing event of the five (5) 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