January 9, 2017

To: Potential Bidders  
From: Mark M. Tamblyn, Field Projects Coordinator  
Subject: Martin & Palm Beach 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 10, 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.
SCOPE OF WORK
MARTIN & PALM BEACH COUNTIES
MOWING PROJECT FY-2017-20

January 9, 2017

Dredge Material Management Areas (DMMA’s) MSA-617, MSA-640, MSA-641, are located in Palm Beach County, DMMA’s M-8, M-12, O-23, O-35, MSA-524 and MSA-504 are located in Martin County, Florida. The Florida Inland Navigation District manages dredged materials from the Atlantic Intracoastal Waterway on these sites. The specific locations of the nine (9) sites are referenced in Attachments A.

The contractor will mow the designated grassed areas within the selected nine (9) 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 berms, elevated slopes, perimeter ditches, and other mow able areas on these District sites.

Attachments B, Fig. 1-9 show site locations to be mowed. The estimated area of mowing is in Attachments A, under each site. The contractor will also mow along perimeter fences as well as the access to and around District monitoring wells on the sites.
ATTACHMENT A

MARTIN AND PALM BEACH COUNTIES 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 nine (9) District properties known as MSA-617 (JunoBeach), MSA-640 (Gulfstream), MSA-641 (Delray Beach, W), in Palm Beach County, MSA-524 (Tequesta.), MSA-504 (Hobe Sound), O-35 (Palm City), O-23 (Jensen Beach) and M-8 (N. Indian River Drive), and M-12 (S. Indian River Drive) in Martin County.

SECTION 2.0 PROPERTY DESCRIPTION MSA-641
The location and boundaries of the Site MSA-641 are shown in Attachments B, FIG. 1. The Site is 11 acres. The area to be mowed is approximately 7 acres. This site consists of a large open space area, a proposed landscape area, and monitoring wells are on site, the property exist off of US1 in Delray Beach/Gulfstream.

SECTION 2.1 PROPERTY DESCRIPTION MSA-640
The location and boundaries of the Site MSA-640 are shown in Attachments B, FIG. 2. The Site is 7 acres. The area to be mowed is approximately 5 acres. This site consists of a large open space area, a landscaped area, and monitoring wells are on site, the property exist off of US1 in Gulfstream.

SECTION 2.2 PROPERTY DESCRIPTION MSA-617
The location and boundaries of Site MSA-617 are shown in Attachments B, FIG. 3. The Site is 13 acres. The area to be mowed is approximately 10 acres. This site consists of a large open space area, two (2) landscaped areas, and monitoring wells are on site the property exist on Ellison Wilson road, in Juno Beach.

SECTION 2.3 PROPERTY DESCRIPTION MSA-524
The location and boundaries of the Site MSA-524 are shown in Attachments B, FIG. 4. The Site is 19.34 acres. The area to be mowed is approximately 10 acres. This site consists of a large open space with topo changes present, a small area to be mowed in the access off of US 1, the property exist in Tequesta.

SECTION 2.4 PROPERTY DESCRIPTION MSA-504
The location and boundaries of the Site MSA-504 are shown in Attachments B, FIG. 5. The Site is 65 acres. The area to be mowed is approximately 15 acres. This site consists of a large open space, the property exist off of Gomez in Hobe Sound.
SECTION 2.5 PROPERTY DESCRIPTION O-35
The location and boundaries of the Site O-35 are shown in Attachments B, FIG. 6. The Site is 126.72 acres. The area to be mowed is approximately 109 acres. This site consists of a large open space area, a portion of the site was once used for a vegetable farming western 1/3 the property exist on the northern extent of Boat ramp road north of Citrus in Palm City.

SECTION 2.6 PROPERTY DESCRIPTION O-23
The location and boundaries of the Site O-23 are shown in Attachments B, FIG. 7. The Site is 30 acres. The area to be mowed is approximately 7 acres. This site consists of a large open space area, and existing drainage infrastructure is on site, the property exist on Savanah road in Jensen Beach.

SECTION 2.7 PROPERTY DESCRIPTION M-12
The location and boundaries of the Site M-12 are shown in Attachments B, FIG. 8. The Site is 53 acres. The area to be mowed is approximately 10 acres. This site consists of a large open space area, the property exist on County line road and Indian River Drive, in Jensen Beach.

SECTION 2.8 PROPERTY DESCRIPTION M-8
The location and boundaries of the Site M-8 are shown in Attachments B FIG. 9. The Site is 56 acres. The area to be mowed is approximately 8 acres. This site consists of a very long strait line mowing within the fence area, and mowing along indian river drive adjacent to the lagoon this property exist in Port St. Lucie.

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.

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. 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
SECTION 3.0 PROJECT DESCRIPTION (continued)

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 and require mowing or extend the contract for subsequent years.

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. 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 Palm Beach–Martin 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 10, 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 Marcinkski 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 $300,000.00 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 the District certification form along with an invoice at the completion of a moving event. Upon District inspection and approval the District will release payment to the contractor.
ATTACHMENT C

FLORIDA INLAND NAVIGATION DISTRICT

MARTIN & PALM BEACH DISTRICT 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

MARTIN AND PALM BEACH COUNTIES 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 nine (9) 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
______________________________________________