

**APPENDIX A – TECHNICAL SPECIFICATIONS**  
**029-19 FACILITIES LANDSCAPE MAINTENANCE – OPEN MARKET**

**1. SCOPE**

It is the intent of this solicitation to secure economical pricing for basic landscape maintenance. These services must be performed in a safe manner, and the results must be aesthetically pleasing as these facilities represent JEA to the rate-paying public. The specifications also ensure that the Contractor performs these maintenance activities with skilled personnel in a safe and professional manner adhering to all JEA, City, County and State regulations and requirements. Work will be performed at approximately 854 JEA facilities located in Duval, Nassau, St. Johns and Clay Counties in Florida as listed in the bid workbook. These locations include exteriors of buildings, lots, lift stations, electric substations, wells, water treatment plants, waste water treatment plants, communication towers, road access, fences, area around electric power lines, highway, exterior of generating plants, and trails.

**2. CODES AND STANDARDS**

All work done shall be executed in strict compliance with the applicable specifications, regulations, standards, regulations, and/or codes governed by bodies/agencies listed below:

- 2.1. NAA Pruning Standards for shade trees.
- 2.2. Local Tree and Landscape Ordinances.
- 2.3. National Electric Code (NEC).
- 2.4. National Electric Safety Code ANSI Z133.
- 2.5. Occupational Safety & Health Administration (OSHA).
- 2.6. Federal (EPA), State (FDEP) and Local Environmental Protection Agencies.
- 2.7. The Department of Agriculture.

**3. GENERAL REQUIREMENTS**

- 3.1. Although sub-contracting will be allowed, the Company shall be responsible for satisfactory results.
- 3.2. The Company shall supervise and direct the work efficiently and with its best skill and attention. The Company shall be solely responsible for the means, methods, techniques, and procedures of maintenance and for the supervision of its employees and subcontractors while performing work under this contract.
- 3.3. **The Company shall designate a “Quality Control Inspector” who will verify that all items reported as complete are in conformance with the quality standards set forth in these contract documents.**
- 3.4. At the start of the contract, the Company shall furnish the JEA Contract Administrator with a single phone number where service management personnel can be contacted by JEA. The Company shall provide the JEA Contract Administrator the revised phone number at least 5 (five) days prior to any change.
- 3.5. The Company must respond to the JEA Contract Administrator’s phone call within two (2) hours.

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- 3.6. The Bid Workbooks is based on annual expected needs and is to be used as a guideline and is not a guarantee of work. JEA may take action to perform work in house and, thereby, reduce Company workload.
- 3.7. JEA shall have the right to add or delete facilities or services throughout the duration of the contract; pricing shall be negotiated consistent with bid pricing and with the solicitation requirements.
- 3.8. The Company will be accountable for timely clean-up and remediation associated with any contaminant spills, accidental or otherwise, including, but not limited to chemicals, diesel fuel, gasoline, lubricants, cleaning fluids, or toxic chemicals.
- 3.9. The Company will be responsible for damages caused by negligence and required to immediately notify the JEA Contract Administrator of any damages to JEA's property or systems, including but not limited to the groundwater recovery system, process piping and the liner of the dredge spoils cell located at 4215 Talleyrand Ave, 32206.

#### **4. DISPOSAL OF WASTE GENERATED DUE TO COMPANY WORK**

- 4.1. The Company must dispose of all waste generated as a result of the contract at an officially permitted location.
- 4.2. JEA will not pay additional charges/fees for waste disposal; therefore, any fees and/or charges associated with this disposal should be included in the bid price of the work.

#### **5. PERMITS**

- 5.1. The Company shall secure and pay for all permits which may be required to accomplish the specified work and shall conduct work in accordance with the permit requirements.

#### **6. SITE CONDITIONS**

- 6.1. The Company shall prevent access by the public to materials, tools, and equipment during the course of the work.
- 6.2. All doors and gates shall be locked and secured at all times when unattended.
- 6.3. The Company shall be responsible for securing and clean-up of its equipment at the facility daily, and, after all work has been completed.
- 6.4. It is the policy of JEA to provide healthy, tobacco-free facilities for all employees and visitors. This policy prohibits the smoking of any tobacco product and the use of oral tobacco products, as well as e-cigarettes and it applies to employees, contractors and visitors. Company employees and its subcontractors will not use tobacco products while on JEA property or in the course of performing work on behalf of JEA.
- 6.5. In general, the Company shall perform all work during daylight hours. For special operations, night work may be allowed if authorized in writing by the Contract Administrator although such work will be at no additional cost to JEA. No work shall be done when weather conditions limit visibility to less than 500 feet.

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**7. SAFETY**

- 7.1. The Company shall familiarize all employees with fire and safety regulations recommended by OSHA and other industry or local governmental groups and shall maintain a safe working environment at all times.
- 7.2. All Company personnel who perform work on JEA property must be JEA safety certified and adhere to JEA Safety and Training regulations.
- 7.3. The Company shall take all precautions to protect the safety of its employees and others. Work safety requirements shall comply with JEA Company Safe Work Practices Manual, available on-line at:  
[https://www.jea.com/About/Procurement/Become\\_a\\_Vendor/Contractor\\_Safety/Contractor\\_Safety\\_Manual.aspx](https://www.jea.com/About/Procurement/Become_a_Vendor/Contractor_Safety/Contractor_Safety_Manual.aspx)
- 7.4. The Company shall provide and personnel must wear Personal Protective Equipment (PPE), as required by OSHA and JEA. PPE minimums include steel toed boots, plastic hard hat (no metal), and safety glasses. Hearing protection is required while operating machinery or equipment (including saws) or other loud equipment. Boots must have steel toe caps. The company must comply with all future OSHA and JEA PPE requirements and training. In addition, the Company shall provide JEA with a copy of written proof of compliance within 48 hours of request by the JEA Contract Administrator or Safety representative.
- 7.5. The Company shall provide 40 hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training to personnel who will perform work at 4215 Talleyrand Ave, 32206. Certifications shall be completed within thirty (30) days after award and must be maintained current throughout the duration of the contract.
- 7.6. The Company shall be responsible for all damages to JEA property and personal injury caused by negligence or non-compliance with Safety and training requirements.
- 7.6. The Company shall also provide all employees, as well as sub-contractors, National Center for Construction Education and Research (NCCER), Substation, Supervisor Leadership and First-Aid training at no additional cost to JEA.
- 7.7. All chemicals used must have labels along with the most current Safety Data Sheets and maintained in the Company truck with the chemical. The Safety Data Sheets shall be made available to the JEA Contract Administrator upon request.
- 7.8. The Company shall exercise extreme care when working around energized lines or equipment to prevent accidents and interrupting service. If any such incident should result, the JEA Contract Administrator shall be immediately notified of the location of such incident.
- 7.9. The Company shall ensure that all maintenance crews consist of at least two (2) individuals. For Safety reasons, no Company employee is to work alone at a site.
- 7.10. The Company shall maintain the beds on the plaza at the Tower and Customer Care Buildings during the hours of 5:00 – 6:00 Eastern Standard Time (6:00 - 7:00 PM Daylight Saving Time) to avoid exposure by JEA customers and employees if utilizing loud equipment

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- 7.11. The Contract Administrator shall have the authority to suspend work, wholly or in part, for such periods as he/she deems necessary. These periods of suspension include adverse weather conditions, heavy traffic conditions due to special events, and other situations which may cause a hazardous condition for motorists and/or pedestrians. The Contract Administrator will order such suspensions of work explaining the reasons for the suspension. Normal operations may resume when directed by the Contract Administrator.

**8. ADMINISTRATIVE COST AND PROFIT**

- 8.1. The administrative cost, profit and other indirect Company costs will not be permitted as separate billable costs. These costs should be included in the Bid Price.
- 8.2. Travel costs and travel time will not be paid by JEA.
- 8.3. Unit prices shall include all labor expenses including, but not limited to, small tools, supplies, meals, per diem, salaries, benefits, and consumables needed to perform the work.
- 8.4. There shall be no truck fee, trip fee, or fuel adjustment.

**9. INVOICING**

- 9.1. The Company will only bill for work completed.
- 9.2. Invoices shall be submitted no later than 30 days after the service is provided.
- 9.3. Annotated on the Company's letterhead invoice (containing company name and address) will be the JEA work order number (if provided) and the JEA purchase order number. Included on the invoice will be the date, location of service provided, service performed, amount payable, and JSEB forms, if applicable, and unit cost.
- 9.4. No invoice will be paid without the required information.
- 9.5. Invoiced pricing must agree with the contract bid pricing.
- 9.6. Invoices that do not comply to these requirements will be rejected.
- 9.7. A copy of the completed invoice must be submitted electronically to the Contract Administrator simultaneously as the hard copy is submitted to JEA Accounts Payable.

**10. COMPANY PERSONNEL**

- 10.1. The Company shall employ skilled labor capable of performing the kind of work assigned. Skilled workers shall have thorough knowledge of their craft, have experience in their respective fields, and have tools and equipment common to their trades.
- 10.2. Any worker employed by the Company who exhibits inadequate experience or is incapable in his/her duties shall be removed from the work site at the discretion of the JEA Contract Administrator.
- 10.3. The Company shall maintain documentation verifying employee skills in the form of resumes and job applications which will document employees' ability in their duties. This includes proof of all JEA required Safety & Supervisor training as well as TWIX and JaxPort badges and I.D. as required. Documentation will be made available to the JEA Contract Administrator within

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two (2) days of request.

- 10.4. All Company and sub-contractor personnel will attend necessary safety and supervisor classes required by JEA at no additional cost to JEA.
- 10.5. All services rendered shall be by uniformed employees (company identified shirts) of the Company. Shirts with offensive logos or messages, ripped jeans, shorts, capri pants, cut-offs, tennis shoes, and sleeveless shirts are not acceptable.
- 10.6. The Company shall complete a Seven (7) Year Background Check for each employee and subcontracted employee assigned to work at any JEA site at no additional cost to JEA. Each background check shall be performed through First Coast Security through which JEA has obtained pricing of \$70.00 per background check. In the event of a price increase, JEA will either pay the surplus amount in excess of \$70.00 per background check, or at its discretion, source an alternative provider to complete the Seven (7) Year Background Check for an amount not to exceed \$70.00. First Coast Security shall review each background check for “Meets Requirements/Does Not Meet Requirements” determinations based on Florida statutes. Any Company or subcontractor employee with a “Does Not Meet” determination shall be disqualified for JEA service.
- 10.7. Assigned Company personnel shall be issued JEA badges and access to non-occupied areas. This badging process will require background checks (see Section above) and mandatory training. Badges must be visible at all times while on JEA Property.
  - 10.7.1. **No sharing of JEA badges is allowed and no Company employee shall be granted access without his/her JEA badge.**
  - 10.7.2. The Company should allow three (3) weeks for background checks and badge processing.
  - 10.7.3. Should a Company employee’s badge become inactive due to non-use for a period of 90 or more days, the Company must provide an additional Seven (7) Year Background Check on that employee at no additional cost to JEA prior to reactivating the badge.
- 10.8. Parking is the responsibility of the Company. Parking on JEA property may be approved at the sole discretion of the JEA Contract Administrator.
- 10.9. All vehicles must display company identification and shall be moved when requested by the JEA Contract Administrator (or his/her designee) or Security Personnel.
- 10.10. The JEA Contract Administrator will be notified within six (6) hours of any workers that are dismissed or resign or if a badge is lost or stolen. Badges should be turned in to the JEA Contract Administrator.

## 11. REGULARLY SCHEDULED MAINTENANCE AND LANDSCAPE ACTIVITIES

### 11.1 Scheduled Maintenance Times

- 11.1.1 The following required yard maintenance and landscape activities shall be conducted Monday through Saturday, during the hours of 7:00 am through 6:00 pm during Eastern Standard Time (from the first Sunday of November through the second Sunday of March).

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- 11.1.2 The work shall be conducted Monday through Saturday, during the hours of 7:00 am through 9:00 pm during Daylight Savings Time (from the second Sunday of March through the first Sunday of November).
- 11.1.3 Work performed outside these scheduled hours must be approved in advance by the JEA Contract Administrator.

#### **11.2. Mowing**

- 11.2.1. At each maintenance visit, the Company shall mow all grass areas within the boundaries of the JEA owned property.
- 11.2.2. At each maintenance visit, the Company shall mow any grassed area(s) not accessible to large mowers on JEA owned property. This may require use of a seven horsepower mower or other equipment in accordance in accord with JEA safety standards.
- 11.2.3. At each maintenance visit, all turf shall be mowed at its recommended height, typically between 1.5 to 3 inches depending on the species.
- 11.2.4. At each maintenance visit, excess grass clippings remaining on mowed landscape areas will be picked up by the Company.
- 11.2.5. At each maintenance visit, ditches and retaining areas shall be mowed with string trimmers or a regular push or a self-propelled mower (22" or less) only. Absolutely no farm/large tractor with "bush-hog" or herbicides will be used in ditches and retaining areas.
- 11.2.6 At each maintenance visit, any area(s) that has construction debris or equipment present, or is treated as a laydown yard will be trimmed with string trimmers within 6" or as close as possible, exercising caution as to not damage any equipment. If barriers exist preventing the area to be trim, the Company is to contact the Contract Administrator immediately so that on site personnel can be notified.

#### **11.3. Edging**

- 11.3.1. At each maintenance visit, the Company shall edge all perimeter lawn areas including walkways, curbing, sidewalks, concrete driveways, parking lots and landscape beds with a mechanical edger.
- 11.3.2. At each maintenance visit, areas inaccessible by a mechanical edger shall be edged with a "string" mechanical edger in order to maintain a neat and trimmed appearance.
- 11.3.3. To prevent injury to tree rings, a mechanical edger shall not be used to edge trees.
- 11.3.4. At each maintenance visit, the Company shall remove any limbs or brush growing over or through a fence to the fence line. Any grass or weeds along fence lines not accessible for cutting by mechanical mowers shall be cut with string type hand-held mowers.
- 11.3.5. At each maintenance visit, all tanks and buildings shall be edged with a "string"

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mechanical edger (No weed killer shall be sprayed around tanks, buildings or fence lines).

**11.4. Weeding**

- 11.4.1. At each maintenance visit, all weeds and vines shall be removed in order to maintain a healthy and weed free appearance in the landscaped areas of all JEA Facilities.
- 11.4.2. At each maintenance visit, the Company shall ensure that all weeds are removed from cement and asphalt cracks and expansion joints. This includes the containment areas around the Tanks and Rock Beds at all locations, including rocked areas, flower beds, etc.
- 11.4.3. At each maintenance visit, weeds and grass along fence lines, tanks and buildings shall be controlled with mechanical devices only. Herbicides shall not be used along fence lines, tanks and around buildings.
- 11.4.4. At each maintenance visit, all gravel and concrete areas shall be maintained to be free of weeds, grass, and vines at all times.

**11.5. Tree Pruning**

- 11.5.1. At each maintenance visit, pruning, shearing and trimming of trees (up to three (3) inches in diameter), ornamental plants, shrubs and groundcover shall be accomplished to provide foliage growth, health, budding and blooming; this activity is to be done in accordance with recommended horticultural practices.
- 11.5.2. At each maintenance visit, ornamental shrubbery shall be neatly trimmed and free of vines in order to maintain a neat and orderly appearance and maintained at their present height or as directed by the JEA Contract Administrator.
- 11.5.3. Palmettos shall be cut down low or removed from within ornamental shrubbery or within planter beds where they do not belong.
- 11.5.4. At each maintenance visit, trees shall be maintained free of any low hanging branches or limbs (up to three (3) inches diameter) which interfere with vehicular (up to 13 feet) or pedestrian traffic, Security Beams and Security Cameras. Suckers shall be removed from the trunk or the base of the tree as they emerge. Great care shall be taken so as not to injure or scar trees.
- 11.5.5. Palmettos or vegetation that does not belong or fit in with the surrounding landscaping shall be removed upon Contract Administrator request.
- 11.5.6. At each maintenance visit, dead limbs shall be removed from all trees and palms. Any fallen limbs or palm fronds shall be removed from the Facility during each maintenance visit.
- 11.5.7. At each maintenance visit, all over-hanging limbs (up to three (3) inches in diameter) that could damage vehicles shall be removed from all parking areas.

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- 11.5.8. If work is necessary on larger trees, branches, or limbs (greater than three (3) inches in diameter), the Company shall notify the JEA Contract Administrator immediately by email. JEA will not require the Company to provide this service.
- 11.5.9. At each maintenance visit, all over-hanging limbs (up to three (3) inches in diameter) that could damage above ground process piping, shall be removed.

#### **11.6. Sweeping, Vacuuming and Blowing**

- 11.6.1. At each maintenance visit, all paved areas such as streets, driveways, parking lots and sidewalks shall be swept, vacuumed or blown clean of sand, grass clippings, trash, and debris.
- 11.6.2. At each maintenance visit, all areas around vehicles shall be vacuumed.
- 11.6.3. At each maintenance visit, leaves/pine straw shall be removed from plant beds and inside fenced areas to maintain acceptable appearance to facilities. All leaves/pine straw shall be removed from the site by the Company.
- 11.6.4. At each maintenance visit, a mechanical blower may be used to blow the leaves to a pick-up area but may not be used to blow leaves into the street or into storm drains or into non-JEA yards.

#### **11.7. Trash and Debris Removal at each scheduled maintenance visit**

- 11.7.1. At each maintenance visit, all trash and debris such as but not limited to tree limbs, bottles, cans, paper, plastic bags shall be completely removed from the areas to be maintained before mowing and other maintenance activities begin.
- 11.7.2. Any trash or debris pulled from from the wet well inside of a lift station will not need to be removed. Make note of the debris and be sure to contact the contract administrator to notify waste water for removal.
- 11.7.3. At each maintenance visit, all trash, debris, and trimmings/leaves shall be removed from all areas within the boundaries of the JEA Facility as well as the road right-of-way adjacent to the site.
- 11.7.4. At each maintenance visit, all trash and debris shall be removed from all JEA owned vacant lots adjacent to the Facility, but within the boundaries of the JEA owned property as listed in the Bid Workbook.
- 11.7.5. At each maintenance visit, all trash and debris picked up by the Company shall be removed from the site by the Company and disposed of at a permitted landfill.
- 11.7.6. At each maintenance visit, all trash cans, any trash containers located outside or containers intended for outside trash shall be emptied and replaced at proper location. Trash will be removed and disposed of at a permitted landfill.



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**11.8. Miscellaneous Regular Maintenance**

- 11.8.1. At each maintenance visit, the Company shall remove Spanish moss from all trees up to ten (10) feet high on JEA property.
- 11.8.2. The Company shall trim crepe myrtles bushes/trees once a year during the month of February or March. Trimming shall be similar to other crepe myrtles in the surrounding neighborhood.

**12. MOWING SCHEDULE**

- 12.1. The mowing schedule for each JEA facility is provided on Appendix B – Bid Workbook.
- 12.2. The scheduled cut dates are as follows:
  - All months containing one (1) cut shall be cut within the first week of each month.
  - All months containing two (2) cuts shall be cut within the first and third week of each month (at least 14 days apart).
  - All months containing three (3) cuts shall be cut every nine days of each month.
  - Any facility containing more than three cuts per month shall be cut once a week.Mowing shall be completed within 1 day of the scheduled cut dates. The Company and the JEA Contract Administrator will negotiate a specific cut schedule if inclement weather has prevented the cuts.
- 12.3. Partial completion will be accepted only in areas approved by the JEA Contract Administrator (or his/her designee). Designated areas must be completed before the next scheduled cut in order to receive payment.
- 12.4. Additional or unscheduled mowing will be conducted at the unit price cost when directed by the JEA Contract Administrator.
- 12.5. The Company may request an extension of mowing schedule by providing the reason and an estimate of time required. The JEA Contract Administrator shall respond within twenty-four (24) hours of receipt of request.

**13. NOTIFICATION OF COMPLETED WORK AND REPORTING**

- 13.1. The Company shall provide daily reports of completed work and cuts via email to the JEA Contract Administrator. These daily Completed Work Reports should be received by the JEA Contract Administrator no later than 08:30 AM on the day after the work is performed (excluding weekends and JEA holidays). The daily Completed Work Report shall include a column where the Company verifies the completion of scheduled cuts. JEA will use this list to randomly select sites for inspections and for invoice review. Company may submit daily Work Reports in its own format to be approved by JEA.
- 13.2. The Company shall report any discovered facility deficiencies (broken fences, gates, locks, etc.) to the JEA Contract Administrator in the daily Completed Work Report.

**14. SECURITY**

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- 14.1. At each maintenance visit, due to the critical nature of these facilities, JEA requires that a high degree of security be maintained. All gates and control of building doors shall be closed and locked after entering and leaving the facility. Anyone entering an electric substation must call **Station 5 at 665-7152** requesting permission to enter. The Company must also call Station 5 prior to leaving the facility.
- 14.2. Gate keys issued by JEA and signed for by the Company shall not be duplicated.
- 14.3. At each maintenance visit, the Company must disarm security alarms using a code or I.D. badge for entrance. The Company must rearm the security alarms when their work is completed and they leave the premises. It is the Company's responsibility to ensure the system is rearmed before leaving the premises. (Badges and Codes will be issued after contract award. See 10.7 above.)
- 14.4. At each maintenance visit, the Company shall be responsible for any personal injury or equipment damage that might occur due to the failure of the Company to comply with security procedures.
- 14.5. No firearms are allowed on JEA facilities at any time or under any circumstance.
- 14.6. At each maintenance visit, the Company must ensure that all sites are left armed. Training will be provided to the Company for the proper arming and disarming of badge readers and written instructions will be provided by JEA for reference. The Company must notify security @ 665-8200 if the alarm system does not rearm when they are leaving the premises. **Company must not leave the site until the alarm is rearmed.**
- 14.7. At each maintenance visit, the Company shall be responsible for notifying JEA Security or the Contract Administrator immediately for any security breaches or suspicious personnel, vehicles, or any other activities.

#### 15. TOOLS AND EQUIPMENT

- 15.1. Company personnel shall exercise good judgment regarding the tools used for this task. Any mechanical/electrical tool used shall be in accordance with proper safety procedures. The Company personnel shall avoid using mechanical/electrical tools that could cause rocks or other objects to be thrown around which could result in damage to facilities and equipment or injury.
- 15.2. The Company shall exercise extreme care when cutting grass, brush or trees that are close to or touching wires to prevent breaking or wrapping the wires together or otherwise interrupting service.
- 15.3. The Company shall furnish all the necessary equipment including hand tools and worker's equipment. This will include all necessary safety and personnel protective equipment required by the JEA Safety Department.
- 15.4. At each maintenance visit, the Company's equipment shall be subject to rejection by JEA if inappropriate or dangerous.
- 15.5. The Company's equipment shall be kept in neat appearance and in good operating condition at all times.
- 15.6. At each maintenance visit, the Company shall furnish adequate first aid supplies as part of the

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standard equipment of all vehicles.

- 15.7. At each maintenance visit, the Company shall have adequate equipment to perform the Commercial Landscape work for JEA projects as specified in the technical specifications.

**16. MINIMUM EQUIPMENT REQUIRED FOR AWARD**

Prior to award, JEA may inspect the highest evaluated Proposer(s) for confirmation of the following equipment requirements per district. Failure to pass inspection may result in loss of award.

**16.1 Minimum Equipment Requirements per district**

- 16.1.1. Vehicle capable of transporting workers and equipment: All vehicles must meet FDOT guidelines and all operators must have a valid driver's license.
- 16.1.2. Two (2): Lawn edger – 25 CC gasoline powered engine minimum.
- 16.1.3. Two (2): String trimmer – 25 CC gasoline powered engine minimum.
- 16.1.4. Two (2): Hedge trimmer – 28 CC gasoline powered engine minimum.
- 16.1.5. Two (2): Riding mower – 42" deck minimum and 8 HP minimum
- 16.1.6. Two (2): Blower – gasoline powered
- 16.1.7. One (1) set per truck: Dead bolt cutters which can be used for jammed locks (new locks will be supplied by JEA).

**17. COMPANY QUALITY CONTROL REPRESENTATIVE**

- 17.1. At the start of the contract, the Company shall provide the JEA Contract Administrator with the name and cell phone number of the Company Quality Control Representative.
- 17.2. The Quality Control Representative shall respond to all JEA concerns or inspection deficiencies within 24 hours.
- 17.3. The Quality Control Representative shall immediately report corrections to all concerns and inspection deficiencies to the JEA Contract Administrator, once completed.
- 17.4. All corrections of the Company's work will be reviewed by the JEA Contract Administrator (or his/her designee).
- 17.5. The Quality Control Representative shall be responsible for the safety and security of company personnel, and ensure that all have required PPE and documentation of safety and security training while on JEA property.

**18. VENDOR PERFORMANCE EVALUATION**

- 18.1. The JEA Vendor Performance Scorecard Program as mentioned in the "Solicitation Document" will be administered to hold the Company accountable for successful performance. An example of Vendor Performance Evaluation Scorecards showing various items of performance is included as "Appendix A – Vendor Performance Scorecard." One area of great importance to JEA is the Company's successful rating on JEA's random daily inspection reports.
- 18.2. Random Daily Inspections -- Defects exceeding 3% on the daily inspection reports will result in an "Unacceptable Performance" rating on the Monthly Vendor Scorecard, and a formal meeting

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will be held with the Company to address the defects and a performance improvement plan shall be implemented by the Company.

- 18.3. Documentation for vendor performance scoring will be by emails, correspondence and site inspections based on previous day mowing schedules as well as JEA internal and external customer complaints.
- 18.4. Note – If two consecutive Monthly Scorecards are evaluated as “Unacceptable Performance” due to daily inspection defects, JEA may terminate the Contract immediately.

#### **19. CHEMICAL WEED CONTROL**

- 19.1 The Contractor shall be responsible for the chemical weed treatment affecting all rocked all rocked areas, turf, plants, groundcover, shrubs and trees. It is critical that there shall be no growth in the rock beds in the electric substations. The contractor is responsible for pre-emergence and spot spraying to ensure no growth is present.
- 19.2 The Contractor shall be responsible for the chemical weed treatment along the route of the recovery well system piping (at ground level and to a breadth of 2’ on either side of the piping system), immediately surrounding the monitoring wells and piezometers and near the exposed liner of the dredge cell located at 4215 Talleyrand Avenue.
- 19.3 Contractor shall use only Environmental Protection Agency (EPA) approved chemical for weeds.
- 19.4 Application of chemicals shall be done in accordance with Local, State and Federal Regulations by a licensed Chemical Control Applicator. License shall be presented upon request by the JEA representative.
- 19.5 Care shall be taken to spray when weathers are favorable.
- 19.6 The contractor will be responsible for any losses of landscaping, lawns, shrubs, plants and flowers due to improper application of chemicals or fertilizer.
- 19.7 All Chemicals used in the process of removing weeds by chemical means will be supplied by the contractor.
- 19.8 Chemical used for weed control will have green or blue dye added to the mixture to be easily identifiable to the quality control inspector.

#### **20. SITE MOWING AND CLEARING AT FORMER WOOD TREATING SITE AT KENNEDY GENERATING STATION (4215 TALLEYRAND AVENUE)**

##### **20.1 Background**

The JEA Kennedy Generating Station (KGS) site includes a former wood treating plant site that is the subject of a RCRA Corrective Action Order for past hazardous waste/substance activities, the cleanup of which is regulated by and overseen by the Florida Department of Environmental Protection (FDEP) in Tallahassee. The site contains a groundwater monitoring network, a groundwater recovery and pretreatment system, and a former dredge spoils containment site with a lined cell that contains contaminated sediments from the St. John’s River navigation channel bottom.

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#### **20.2 Activities**

Contractor is to mow the interior and top of the berm at Dredge Cell A and the access paths to the monitoring wells at KGS. The area to be mowed is shown with red crosshatching in Attachment 1. The exact area to be mowed will depend on site conditions, including the presence of standing water, debris and other obstacles to safe operation of mowing equipment. However, it should be assumed that each mowing event will include the area specified above and shown in the Figure.

Contractor is to clear areas that are not mowed with a “bush hog” or similar equipment. Clearing will be required along the shoreline and the south property boundary. Brush and tree limbs that overhang the top of the berms around Dredge Cell A and the Surface Impoundment are required to be trimmed as part of the clearing event. Contractor is to remove trees from berms weir structures, along the raised recovery system piping, and shoreline as directed by JEA during the clearing events.

In addition to the clearing event mentioned above, a separate more extensive clearing event will be performed along the shoreline. The area for the shoreline clearing event extends from the red crosshatching along the shoreline to the east to the waterline. Tree trimming and removal as well as “bush hogging” will be required during this event.

Vegetation along the route of the recovery system piping that is at ground level shall be controlled underneath the piping and to a breadth of 2’ on either side of the piping using Roundup Extended Control, AquaNeat, or equivalent. Vegetation immediately surrounding the monitoring wells and piezometers and near the exposed Dredge cell liner shall also be controlled using Roundup Extended Control, AquaNeat or equivalent. The areas mentioned are both required to be addressed during a herbicide control event.

Care must be taken not to damage any of the components of the groundwater recovery system installed on site. Contractor is to be responsible for any damages to the groundwater recovery system or the liner for Dredge Cell A. Any damages to the system or liner are to be reported immediately to Matt McClure (904-665-6253), Jaclyn Vu (904-665-4243) and to Golder Associates, David McDaniels (904-451-5409) and Hersie Brooks (904-463-8350.)

Contractor shall coordinate the events with JEA providing 2 weeks advance notice before any work is performed. JEA contacts include Matt McClure (904-665-6253) and Jaclyn Vu (904-665-4243).

#### **20.3 Schedule**

The scope of work includes nine mowing, six herbicide control, four clearing and one shoreline clearing event each year over the contract period. The nine mowing events will be scheduled monthly during the spring/summer and bi-monthly during the fall/winter and will be mutually agreed during contract execution. The herbicide control events will be conducted bi-monthly (every other month). Four clearing events shall take place on a quarterly basis. One extensive shoreline clearing event is expected each year.

**APPENDIX A – TECHNICAL SPECIFICATIONS**  
**029-19 FACILITIES LANDSCAPE MAINTENANCE – OPEN MARKET**

**20.4 Other Requirements**

All on-site mowing and other equipment operator(s) will be required to have current 40-hour OSHA HAZWOPER training certificates within thirty (30) days after award. Contractor shall have completed the requirements to be JEA Safety Qualified. JEA Safety Qualification information is available online at [jea.com](http://jea.com). Please note that it may take up to five (5) business days for a Company to be approved as JEA Safety Qualified. It is the Company's responsibility to ensure it is JEA Safety Qualified. A list of Safety Qualified vendors can be found on [jea.com](http://jea.com). For additional information, contact Jerry Fulop at (904) 665-5810.

APPENDIX B – MINIMUM QUALIFICATIONS FORM  
029-19 FACILITIES LANDSCAPE MAINTENANCE – OPEN MARKET

**GENERAL**

**THE MINIMUM QUALIFICATIONS SHALL BE SUBMITTED ON THIS FORM. IN ORDER TO BE CONSIDERED A QUALIFIED RESPONDENT BY JEA YOU MUST MEET THE MINIMUM QUALIFICATIONS LISTED BELOW, AND BE ABLE TO PROVIDE ALL THE SERVICES LISTED IN THIS SOLICITATION.**

**THE RESPONDENT MUST COMPLETE THE RESPONDENT INFORMATION SECTION BELOW AND PROVIDE ANY OTHER INFORMATION OR REFERENCE REQUESTED. THE RESPONDENT MUST ALSO PROVIDE ANY ATTACHMENTS REQUESTED WITH THIS MINIMUM QUALIFICATIONS FORM.**

**THE RESPONDENT SHALL SUBMIT ONE (1) ORIGINAL PROPOSAL, THREE (3) DUPLICATES (HARDCOPIES), AND ONE (1) CD OR THUMB DRIVE.**

**RESPONDENT INFORMATION**

COMPANY NAME:\_\_\_\_\_

BUSINESS ADDRESS:\_\_\_\_\_

CITY, STATE, ZIP CODE:\_\_\_\_\_

TELEPHONE:\_\_\_\_\_

FAX:\_\_\_\_\_

E-MAIL:\_\_\_\_\_

PRINT NAME OF AUTHORIZED REPRESENTATIVE:\_\_\_\_\_

SIGNATURE OF AUTHORIZED REPRESENTATIVE:\_\_\_\_\_

TITLE OF AUTHORIZED REPRESENTATIVE:\_\_\_\_\_

**MINIMUM QUALIFICATIONS:**

The Respondent shall meet the following Minimum Qualifications to be considered eligible to submit a Response to this ITN. **JEA reserves the right to ask for additional back up documentation or additional reference projects to confirm the Respondent meets the requirements stated below.** A Respondent not meeting all of the following criteria will have their Response rejected:

- Proposer must have successfully completed two (2) similar Commercial Landscaping contracts (as described in the Technical Specifications) within the last five (5) years ending November 30, 2018. Each similar contract must be valued at \$100,000.00 per year or greater, and encompass at least thirty (30) separate sites.

APPENDIX B – MINIMUM QUALIFICATIONS FORM  
029-19 FACILITIES LANDSCAPE MAINTENANCE – OPEN MARKET

**Please provide the reference verification information requested below pertaining to this contract.**

**1. REFERENCE**

Reference Name \_\_\_\_\_

Reference Phone Number \_\_\_\_\_

Reference Company Name \_\_\_\_\_

Address of Work \_\_\_\_\_

Reference E-Mail Address \_\_\_\_\_

Dates of Work/\$ Amount \_\_\_\_\_

Description of Work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. REFERENCE**

Reference Name \_\_\_\_\_

Reference Phone Number \_\_\_\_\_

Reference Company Name \_\_\_\_\_

Address of Work \_\_\_\_\_

Reference E-Mail Address \_\_\_\_\_

Dates of Work/\$ Amount \_\_\_\_\_

Description of Work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



APPENDIX B – RESPONSE FORM  
029-19 FACILITIES LANDSCAPE MAINTENANCE – OPEN MARKET

**RESPONDENT INFORMATION:**

RESPONDENT NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL OF CONTACT: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

**1.4.1. QUOTATION OF RATES**

**Maximum points for this criterion: 60 points**

Respondent shall provide pricing for the Contract by completing the enclosed **Appendix B - Response Workbook and Response Form**. The rates provided shall be all-inclusive and shall include all profit, taxes, benefits, travel, and all other overhead items.

Please note, the rates or lump sums quoted by Respondent on the Response Form must be firm prices, not estimates. ANY MODIFICATIONS, EXCEPTIONS, OR OBJECTIONS CONTAINED WITHIN THE PROPOSAL FORM SHALL SUBJECT THE PROPOSAL TO DISQUALIFICATION.

Description of Services	Total Three (3) Year Response Price
Total Three (3) Year Response Price for all Districts Combined – Transfer total from Appendix B – Response Workbook (Includes Districts 2D, 3A, 3B, 3C, 6ESS, 7WTR and KGS	\$

**1.4.2. PROFESSIONAL EXPERIENCE, LOCATION, AND AVAILABILITY OF PROPOSER'S STAFF**

**Maximum points for this criterion: 20 points**

Respondent shall provide one (1) resume of for the Account Manager available to work on the JEA engagement. At minimum, the resume shall present the employee's name, title, years of service with the company, applicable professional registrations, education and work experience. The Respondent shall also submit a verifiable local business address for this person, their availability and their expected average response time to JEA.

Proposer may provide this information in its own format to be attached to **Appendix B - Response Form**.

**1.4.3. QUALITY METRICS**

**Maximum points for this criterion: 20 points**

APPENDIX B – RESPONSE FORM  
029-19 FACILITIES LANDSCAPE MAINTENANCE – OPEN MARKET

Respondent shall submit a written "Quality Plan" addressing, at a minimum, the following elements for JEA:

1.) Coverage, Adequacy and Frequency of Inspection

- 1.1 How will Respondent determine if the specified Service Levels are being met across all sites?
- 1.2 What will be inspected?
- 1.3 Who will complete the inspections?
- 1.4 What will be the frequency of inspections?
- 1.5 What will be the coverage (Frequency of all sites receiving inspections)?

2.) Frequency and Delivery of Metric Reporting

- 2.1 What Quality Metrics will be tracked?
- 2.2 How often will reporting be provided to JEA?
- 2.3 How will the data be made available to JEA?
- 2.4 How will the reporting be delivered? Electronically or via hard copy?

3.) Follow Up Action Plan for Failed Inspections

- 3.1 Please propose a "Follow Up Action Plan" for any failed inspections.

**Please use your own form for this section. The approach to consulting services is limited to a maximum of five (5) pages.**

**Respondent's Certification**

By submitting this Response, the Respondent certifies (1) that the Respondent has read and reviewed all of the documents pertaining to this RFP and agrees to abide by the terms and conditions set forth therein, (2) that the person signing below is an authorized representative of the Respondent, and (3) that the Respondent is legally authorized to do business and maintains an active status, in the State of Florida. The Company certifies that its recent, current, and projected workload will not interfere with the Respondent's ability to Work in a professional, diligent and timely manner.

The Respondent certifies, under penalty of perjury, that it holds all licenses, permits, certifications, insurances, bonds, and other credentials required by law, contract or practice to perform the Work. The Respondent also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Respondent shall immediately notify JEA of status change.

We have received addenda \_\_\_\_\_ through \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorize Officer of Respondent or Agent

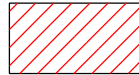
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Date

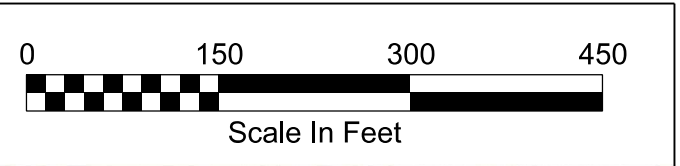
\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Phone Number



**LEGEND**

- = UPPER SAND UNIT WELL
- = LOWER SAND UNIT WELL
- △ = UPPER/LOWER SAND UNDIFFERENTIATED
- ◇ = LIMESTONE UNIT WELL
- ⊞ = FREE PRODUCT RECOVERY WELL
-  = TO BE MOWED AS CONDITIONS ALLOW



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**CH2MHILL**  
9428 BAYMEADOWS RD SUITE 300  
JACKSONVILLE, FLORIDA 32256

JEA KENNEDY GENERATING STATION  
MONITORING WELLS AND  
MOWED AREAS

ATTACHMENT  
1