

**046-19 APPENDIX A**  
**TECHNICAL SPECIFICATIONS**

Restoration of Disturbed Sod (JSEB Sheltered Market)

**1. SCOPE OF WORK**

In the course of operating and maintaining the electric system and water and wastewater collection and distribution system, JEA sometimes disturbs existing landscape and sod. The purpose of this solicitation is to seek bids from qualified Companies primarily for the restoration of sod in City, County and FDOT rights of way and easements. The work may also include hydro seeding, fill placement, moderate compacting, and removal and hauling of site debris and extra fill to another site. The Company shall provide cellular communications equipment for each crew in the field.

Territory - Work will be in JEA Service Territory on the North and West Side of the St. John's River; also to include parts of Nassau and Clay Counties.

**2. APPLICABLE PORTIONS OF CITY STANDARD SPECIFICATIONS AND DETAILS**

In addition to this set of Contract Documents entitled: RESTORING DISTURBED SOD DIRT AND LANDSCAPED AREAS, the current "City Standard Specifications" and "City Standard Details," including all revisions published on-line prior to the Bid Date by the Department of Public Works, City of Jacksonville, Florida, shall be incorporated into and shall become a part of this set of specifications, insofar as the applicable sections apply to the proposed work called for on the Contract Drawings or any addenda thereto.

The following sections in the City Standard Specifications will not be required on this project:

140 Grassing, Seeding & Sodding  
441 Grassing

**3. WORK TICKET (Request for Service)**

The Contractor shall receive a separate work ticket to cover each job. Each work ticket will be charged to a particular account or project number. More than one ticket may be issued concurrently within 500 feet of the original job, in which case the Contractor will be entitled to only one mobilization charge. The Contractor is not to proceed with any work before receiving a work ticket covering said work.

**4. OCCUPYING PRIVATE LAND**

The Contractor shall not (except after written permission from the property owner) enter or occupy with men, tools, or equipment, any land outside the rights-of-way or easement. A copy of the written permission shall be given to the JEA Project Manager prior to entry of private property.

**5. CONTRACTOR'S RESPONSIBILITY/LIQUIDATED DAMAGES**

The Contractor shall begin and complete the work within 5 days, excluding Sundays and holidays, after receiving a work ticket or being notified by the JEA representative that there is a disturbed grass area ready to be restored. If required to complete the work on time, the Contractor shall add extra crews and work Saturdays, but must notify the JEA site rehab office by email in advance. Sunday work is strictly prohibited, except as specifically approved by the JEA Project Manager. If Contractor fails to meet the time limits described herein, Liquidated Damages shall be assessed in accordance with the following:

If the Company fails to properly complete any Work Ticket within 5 days after the Work Ticket is issued by JEA, excluding Sundays and Holidays, the Company shall be considered late and shall pay JEA a **\$25 per day per Work Ticket** starting on the 6th business day as defined by the Backlog Report (See Appendix A, Technical Specifications, Attachment 2, Backlog Report Definition). Note: Exceptions may be considered by JEA on a case-by-case basis.

The Company understands and agrees that said daily sum is to be paid not as a penalty, but as compensation

to JEA as fixed and reasonable liquidated damages for losses that JEA will suffer because of such late performance, whether through increased administrative and engineering costs, interference with JEA's normal operations, other tangible and intangible costs, or otherwise, which costs will be impossible or impractical to measure or ascertain with any reasonable specificity.

Liquidated damages may, at JEA's sole discretion, be deducted from any monies held by JEA that are otherwise payable to Company. The Company's responsibility for liquidated damages shall in no way relieve the Company of any other obligations under the Contract, nor does it relieve them from completion of said job.

## **6. ACCEPTANCE OF WORK**

The Contract Administrator will make the determination when work is completed and there is acceptance by JEA. Acceptance will be made by JEA only in writing, in accordance with Contract Documents per the Site Restoration Process (See Attachment 1, Site Restoration Process Overview). JEA will reject any items delivered by the Company that are not in accordance with the Contract, and shall not be deemed to have accepted any items until JEA has had reasonable time to inspect them following delivery or, if later, within a reasonable time after any latent defect in the items has become apparent. JEA may partially accept the Work items. If JEA elects to accept nonconforming items, it may in addition to other remedies, be entitled to deduct a reasonable amount from the price as compensation for the nonconformity. Any Acceptance by JEA, even if non-conditional, shall not be deemed a waiver, or settlement or acceptance of any defect.

## **7. DAILY COMPLETION REPORT**

The Contractor shall notify the Site Rehab Office each day by submitting a completion report detailing all the work completed the prior day, to allow for a timely pick up of barricades. Notification of completed work means that the repair work has been totally completed including all required clean up in accordance with the Contract Documents per the Contractor Daily Completion Report (See Attachment 3, Contractor Daily Completion Report Definition). Completion is defined as all debris and rubbish removed, landscaping/sod work as detailed performed and the site is to grade and clean. Acceptance by JEA of the daily report does not certify the work is final and ready for payment. JEA will post-inspect the completed repair work prior to approving an invoice for payment.

## **8. INSPECTION FEE**

If notification of completion is made and JEA is required to inspect the site and finds that the area is not ready for inspection or has FAILED inspection based on the described completion criteria in item 7 above an Inspection Fee of \$50.00 will be assessed on the contractor. Inspection Fees may, at JEA's sole discretion, be deducted from any monies held by JEA that are otherwise payable to Company.

## **9. JEA'S REMEDY FOR CONTRACTOR'S NONPERFORMANCE**

If the Contractor does not begin and complete the work within 5 days, excluding Sundays and holidays, JEA may declare the Contractor to be in material breach, terminate the Contract and complete the work with JEA crews or third party Contractor. The Contractor shall be responsible for all costs associated with such breach of the Contract, including, but not limited to, all administrative costs in addition to actual costs of the work, and JEA may charge these costs against the Contractor both owing to the Contractor. JEA reserves all rights and remedies on against the Contractor both under the Contract and under the law, and JEA's failure to avail itself or its rights and remedies on any incremental restoration of disturbed grass areas ordered under any individual work ticket shall not be construed as a waiver of JEA's rights and remedies on any other work being performed by the Contractor under this Contract.

## **10. PAYMENT PROCESSING**

This process begins when the Contractor submits the Daily Completion Report described in item 7 above. JEA will verify work is completed per specifications and successfully PASSED the post inspection. Acceptance will be made only in writing by JEA in the form of the Rehab Work Orders Ready for Invoicing Report (See Attachment 4, Rehab Work Orders Ready for Invoice Report Definition). Invoicing for work orders must

follow this process **before any invoice can be submitted for payment.** After payment is made, JEA's rights and entitlements remain in force as stipulated in item 6 above, and the unconditional warranty.

#### **11. MAINTENANCE OF TRAFFIC**

The Contractor shall not close or obstruct any portion of a street, road or private way without obtaining permits from the proper authorities. If any street or private way shall be rendered unsafe by the Contractor's operations, he shall make such repairs or provide such temporary ways or guards as shall be required in accordance with safety requirements of JEA, the City of Jacksonville, Department of Public Works and the City Building Code or the FDOT as appropriate.

Streets, roads, private ways, and walks not closed shall be maintained passable by the Contractor at his/her expense, and the Contractor shall assume full responsibility for the adequacy and safety of provisions made.

The Contractor shall furnish detour and construction signing and lighting as required in the Florida Department of Transportation Manual on Traffic Controls and Safe Practices for Street and Highway Construction, and other special advanced detour signs as required by the Traffic Engineer for the City of Jacksonville or the FDOT as appropriate.

#### **12. CONDUCT OF WORK**

All work shall be executed in such a manner as not to interfere with the operation of the Owner's utility system. The method of conducting work shall, at all times, be subject to the approval of the Owner without in any way relieving the Contractor of responsibility of same.

#### **13. CONSTRUCTION QUESTIONS**

Questions during construction should be directed to the JEA Contracts Manager at (904) 665-8946, or to the Rehab Office Coordinator at 904-665-8392.

#### **14. CONSTRUCTION MATERIALS**

##### **14.1 TOPSOIL**

Topsoil shall have the same relative composition and structure as the surrounding soil. It shall be free of roots, clods and stones larger than 1-inch in diameter, pockets of coarse sand, noxious weeds, sticks, brush and other litter. It shall not contain nematodes or other undesirable insects and plant disease organisms. Topsoil shall be suitable to sustain growth of the plants specified.

##### **14.2 ORGANIC SOIL AMENDMENT**

Compost is to be 100% organic yard and tree trimmings with a 25/1 carbon/nitrogen ratio, mature and stable, free of pathogens, weed seeds, and debris, composted for a minimum of 15 days at 131 degrees F. with at least 3 turnings, then shredded to pass through a 1/2-inch mesh screen. Compost may also be clean, weed free processed pine bark, 1/2" diameter.

##### **14.3 FERTILIZER**

Fertilizing materials shall comply with the applicable requirements of the Florida State Food and Agricultural Code. All fertilizing materials shall be packaged, first grade, commercial quality products identified as to source, type of material, weight and manufacturer's guaranteed analysis. Fertilizing material shall not contain toxic ingredients or fillers in quantities harmful to human life, animals, or plants. Fertilizer shall be 8-8-8 ratio for plant beds and seeded areas and 16-4-8 for sod areas, both with minor elements and at least 25% of the nitrogen in a water insoluble form. For hydroseeding, use controlled release fertilizer, Agriform 16-7-12 plus 2 percent iron, composed of pills coated with plastic resin to provide continuous release of fertilizer for at least six months.

## **15. MULCH**

### **15.1 MULCH FOR LANDSCAPE PLANTS**

Surface mulch shall be clean, Grade A dry mulch free of disease, weeds and debris and shall be shredded cypress, pine bark or pine straw to match existing.

### **15.2 MULCH FOR SEEDING**

This mulch material shall be straw or hay, consisting of oats, rye or wheat straw, or a Pangolin, Peanut, Bermuda or Bahia grass hay. Mulch shall be free from undesirable weeds and other undesirable grasses. Straw in an advanced state of decomposition will not be acceptable.

### **15.3 DECORATIVE MULCH**

Decorative mulch shall be organic mulch such as shredded cypress, pine bark etc., as well as decorative landscape gravel material. The specific material used shall match existing on-site decorative mulch.

## **16. SOD**

The price for Sod shall be the same for whatever type of sod is needed, whether it is installed in the 1 to 25 SF range, 26 to 200 SF range, 201 to 500 SF range, or over 500 SF. All sod shall match the type and grade of existing grass for the area. This may mean that in one area more than one type of sod will be required. If so, it shall all be paid for and placed at the same unit price. Only one measurement shall be made for the total area sodded even if more than one type of sod is required. The sod shall be commercial sized rectangles or rolls. The sod shall be sufficiently thick to secure a dense stand of live grass and shall be live, fresh, and uninjured at the time of planting. It shall have a soil mat of sufficient thickness and adhering to the roots to withstand all necessary handling. The sod shall be free of weeds and other grasses, disease, and insects. Sod shall conform to "Nursery Grown" grade as established by American Sod Producers Association (ASPA).

## **17. SEED**

Unless other types of seed are called for, seed shall be a mixture of 20 parts of hulled Bermuda seed and 80 parts Argentina Bahia seed thoroughly dry mixed immediately before sowing. Seed, which has become wet or moldy, shall not be used. The Bahia seed shall be scarified seed, 80% minimum seed purity, 85% germination, and 15% maximum weed content. During the period of October 15 to February 15, Rye grass seed shall be added and thoroughly dry mixed with the regular mixture at the rate of 20 pounds Rye seed per 100 pounds of regular seed mixture. All seed shall meet the requirements of the State Department of Agriculture and Consumer Services and all applicable Florida State and local laws.

## **18. WATER**

Water shall be suitable quality for irrigation. Salt or contaminated water shall not be used. The Contractor shall not use any water from a private source. Reuse water should be used whenever possible.

## **19. DOORKNOB HANGERS**

JEA will supply the Contractor with door knob hangers, which shall be placed on home owners' doors, outlining their responsibilities for continuing the watering of newly sodded, seeded, and/or landscaped areas.

## **20. UNAVAILABILITY OF SOD**

IF SOD IS UNAVAILABLE, THE CONTRACTOR SHALL NOT BE PENALIZED FOR THE DELAY, PROVIDED THEY CLEAN UP AND PREPARE THE AREA TO BE SODDED. THE CONTRACTOR SHALL SUBMIT PROOF OF UNAVAILABILITY, AND RETURN TO THE SITE WHEN SOD IS AVAILABLE AND CONTINUES WITH THE SODDING OPERATION FOR A TIMELY COMPLETION. SOD MUST BE UNAVAILABLE FROM ALL REASONABLE

SOURCES. THE CONTRACTOR WILL ONLY BE ENTITLED TO ONE MOBILIZATION FEE.

## **21. MATERIALS, MEASUREMENTS, AND PAYMENT**

### **21.1 MOBILIZATION PAYMENT**

The Contractor shall receive the fixed cost shown in Line Items 1-4 of the Bid Form for mobilizing manpower and equipment to each repair site, excluding sites to be Hydroseeded or Seeded and Mulched and excluding repairs with greater than 500 square feet of sod. Several repair sites can be issued concurrently within the 500 foot radius of the center most ticket. A site is to be construed to be any work performed within 500 feet of the center most restoration. When a second work ticket is issued, that is greater than 500 feet away from the initial work site, the Contractor will receive a second mobilization payment.

### **21.2 PRIORITY RESPONSE**

The Contractor is required to respond to a priority call within two (2) hours of JEA's request for service. A Priority response generally is requested when the work is near a school, church, or hospital, or presents a public hazard. The Contractor shall be notified of such needs in one of two ways: (1) the written request will have typed on it "Priority Response," or (2) JEA shall notify the Contractor verbally, by the phone number provided, after issuing the Purchase Order or request for service.

The Contractor will be compensated for this additional response, for rerouting crews from previously scheduled work sites, by the price given in Line Item 5 of the Bid Form. Response to a request for Priority work is mandatory.

### **21.3 FILL**

Payment for all items in this section shall be for the cubic volume determination by JEA crew's actual measurement of the excavation and shall be listed on the request for the service. The Inspector will measure the length, width and depth to the bottom of the hole (excluding the first three (3) inches), all in feet, will be recorded, multiplied together, and divided by 27. The volume of work will be paid for at the unit price established on the Bid Form. Only excavations deeper than three (3) inches from the adjacent sub-grade will qualify for payment of fill.

Suitable fill is determined by JEA and can be existing fill on site or may be required to be brought in by the contractor. See examples in attachment 5.

#### **21.3.1 Place and Provide Fill Up to 12"**

Payment for this section shall be for providing; placement and compaction of suitable fill in the excavation. Fill for this section shall be for those excavations greater than three (3) inches from the adjacent subgrade up to twelve (12) inches deep (this number will exclude the first three (3) inches required by Fill Specification 21.3).

#### **21.3.2 Place and Provide Fill Up to 24"**

Payment for this section shall be for providing, placement and compaction of suitable fill in the excavation. Fill for this section shall be for those excavations greater than twelve (12) inches from the adjacent sub-grade up to twenty-four (24) inches deep (this number will exclude the first three (3) inches required by Fill Specification 21.3).

#### **21.3.3 Place and Provide Fill in Excess of 24"**

Payment for this section shall be for providing, placement and compaction of suitable fill in the excavation. Fill for this section shall be for those excavations greater than twenty-four (24) inches from the adjacent sub-grade (this number will exclude the first three (3) inches required by Fill Specification 21.3).

### **21.4 SOD**

Payment for sod shall include: sod, sod placement, all necessary preparation and grading/raking of the ground, fertilization, removal of surplus fill and materials (this includes the area that shall be scarified, loosened or removed to a depth of (3) inches from grade), clean up, and watering and shall be determined by the contract unit price per square foot as established on the Bid Form. There may be more areas to be sodded due to more than one cut at a site. However, the total square feet for all cuts shall govern the amount to be paid at the applicable price per square foot on the Bid Form for each site. Each site is to include ALL work within 500 feet of the center most cut. Final quantities shall be determined by field measurements of acceptable sodded areas. The type(s) of sod (St. Augustine, Argentina Bahia, Bermuda, or Centipede, or some combination of 2 or more) to be used shall be established by JEA at the time each cut ticket is issued. If the type of sod is not specified in the work ticket, the Contractor shall install sod matching the surrounding area. It is the Contractor's responsibility to choose the correct type of sod. When the work ticket specifies a sod type different from the surrounding sod, the Contractor shall call the Rehab Office/Inspector for guidance.

#### **21.5 SEEDING AND MULCHING AND HYDROSEEDING**

Payment for Seeding and Mulching and Hydroseeding, including preparation of ground, fertilization, removal of surplus materials, clean up and watering shall be determined by the contract unit price per square yard as established in the Proposal. Final quantities shall be determined by field measurements of acceptable areas.

#### **21.6 DECORATIVE MULCH**

Decorative mulch in open areas shall be paid for by the cubic yard, as quoted in the bid price. Also, organic mulch must be placed around plants and trees and should be included in the cost of said plants and trees.

#### **21.7. MISCELLANEOUS CHARGES**

Supplemental Work Authorization (SWA).

When work not covered in this specification is required, such work may be charged to the SWA account in Line Item 26. However, JEA's verbal approval is required for all charges up to \$1,000; and JEA's "written approval" is required for all charges over \$1,000.

### **22. CONSTRUCTION METHODS**

#### **ORDER OF WORK**

Upon notification to the Contractor that an area is ready for restoration, either as a priority response or a normal repair, the order of work shall be as follows:

1. Pump visible water from excavation.
2. Replace or install meter box and valve jacket.
3. Place and compact fill material as needed.
4. Place sod, seed and/or landscape plants and water in as required.
5. Clean up the site.
6. Remove signs and barricades and place neatly in a stack for JEA to arrange to pick up.
7. Hand out door hangers.

### **23. SITE PREPARATION AND MAINTENANCE**

The Contractor shall keep the working area free at all times of materials and equipment not essential to the progress of the work.

For sod adjacent to paving, where excess fill has washed or flowed into ditches, gutters, drains, and catch

basins, the Contractor shall remove and satisfactorily dispose of the washed out fill. Company shall then refill and compact the washed out area.

The Contractor shall haul off and properly dispose of old grass, bushes and debris left behind by JEA's construction. No asphalt, concrete or piping will be required to be hauled off.

**24. BARRICADES**

JEA will place barricades deemed necessary for protecting and marking a hazard to the Public. These barricades will remain in place for the Contractor's convenience until the Contractor has completed the repair and clean up. Any additional signs or barricades are required to conform to the State of Florida Manual on Traffic Control and Safe Practices shall be furnished by the Contractor.

**25. METER BOXES AND VALVE BOXES**

Place the JEA provided meter boxes and valve boxes where indicated and install in accordance with the JEA Standards Plate W-2, W-3, W-4. The top of the meter box shall be plumb with the adjacent grades and set at an elevation to be flush with the top of grass in a lawn area or 1 inch above the mulch in a plant bed area.

**26. COMPACTING AND BACKFILLING**

Upon completion of repairs, JEA will typically backfill and compact the area to a level sufficiently above/up to the repair to assure proper bedding or to a level to ensure safety to the public. The Contractor shall be responsible for completing the backfilling operation including pumping visible water from the excavation if JEA is unable to do so.

**27. USE OF MATERIALS FOUND ON THE SITE AND HAULING**

Unless otherwise directed, all excess fill found in the roadway and disturbed area or remaining after the completion of the work shall become the property of the Contractor and shall be disposed of by him/her. In areas where no fill is required for the grassing, a maximum of one-half (1/2) cubic yard per 100 square feet of sod shall be hauled and shall be included in the unit price of sod, seed or Hydro-seeding or mulch.

**28. DEWATERING**

The Contractor shall remove all water from the area and maintain the area free of water while backfilling is being accomplished.

**29. FILLING**

Trenches shall be backfilled with fine, loose earth, free from large clods, stones, wood, stumps, roots or other deleterious matter. Backfilling shall be accomplished in a careful manner in order not to place undue strains on the repaired JEA equipment. Backfill material shall be compacted to a firmness approximately equal to that of the soil adjacent to the excavation. Compaction by flooding in very porous sands may be used. In general, the addition of water should be limited to achieving optimum moisture content for compaction purposes.

Whenever trenches have not been properly filled, or if settlement occurs, they shall be refilled, smoothed off, and made to conform to the proper finished elevation.

**30. FINAL GRADING**

Final grading and cleaning shall be completed prior to the preparation of ground for grassing. The areas to be grassed shall be scarified or loosened to a depth of three (3) inches. All areas shall be smooth and free of large clods, roots and other materials, in excess of 1" diameter, which may interfere with the work or future mowing and maintenance operation. Final grade shall be as needed to provide the finished grassing at a level that is smooth and even with the existing adjacent areas.

**31. SILTATION AND EROSION**

The Contractor shall take steps and make suitable provisions to minimize siltation and erosion which may result from its operations during the course of construction. The contractor shall be responsible for any required National Pollution Discharge Elimination System (NPDES) permit requirements.

**32. LAWN FERTILIZING**

The planting area shall be brought to finished grade prior to spreading the fertilizers specified. Immediately before seeding, 8-8-8 commercial fertilizer shall be spread uniformly over the area to be seeded by machine spreading at the rate of twenty (20) pounds per five thousand (5000) square feet. After the fertilizer is spread, it shall be raked and thoroughly mixed with the soil to a depth of approximately two inches. Do not fertilize planting areas to be sodded, prior to placing sod. Refer to **Sod** or **Grass** in the **Warranty** section of the Contract Documents, for fertilizing requirements for sod areas.

**33. SEEDING AND MULCHING**

Seeding shall be done immediately after fertilizing, while the soil is still loose and moist. The seed shall be scattered uniformly over the area to be grassed by a mechanical hand spreader. The rate of spreading shall be five (5) pounds per one thousand (1000) square feet.

Immediately after completion of seeding, dry mulch measuring approximately two (2) inches loose thickness shall be uniformly applied over the seeded area. The mulch shall then be cut uniformly into the soil so as to produce a loose mulched thickness of three (3) to four (4) inches and rolled with a cultipacker, traffic roller or other suitable equipment. After seeding and mulching is completed, the entire area shall be watered thoroughly to a depth of 4" so as to provide optimum growth conditions for establishment of grass.

**34. HYDROSEEDING**

If hydroseeding is used, mix seed, fertilizer, water and wood cellulose fiber to produce homogeneous slurry. Apply the aqueous mixture at a minimum rate of 3000 gal. per acre with approved hydraulic spreader. If fertilizer is mixed into a slurry, apply within 4 hours after mixing at a rate of 870 pounds per acre. Add wood cellulose fiber after seed, water, and fertilizers have been thoroughly mixed and apply at the rate of 200 pounds per acre dry weight. When hydraulically sprayed on the ground, material shall form a blotter-like cover impregnated uniformly with grass seed. Immediately following the application of the slurry mix, make separate application of wood cellulose mulch at the rate of 1,000 pounds, dry weight, per acre. A green coloring additive shall be added to the slurry for visual inspection purposes. Cover shall allow rainfall or applied water to percolate to underlying soil.

**35. PLACEMENT OF SOD:**

The sod shall be placed on the prepared surface within 36 hours of stripping at farm. Lay sod in straight (not curved) parallel rows with edges in close contact to form a solid mass with tightly fitted joints, without overlap. Entire sodded area shall be firmly and smoothly embedded by light tamping with appropriate tools or rolled with a 200-lb roller. The finished elevation of the sod shall be smooth and even with the adjacent existing areas. The sub-grade shall be moist but not wet when sod is laid.

Where sod is to be laid in drainage ditches, the setting of pieces shall be staggered such as to avoid a continuous seam along the line of flow. Along the edges of such staggered areas, the offset of individual strips shall not exceed six (6) inches. In order to prevent erosion caused by vertical edges at the outer limits, the outer pieces shall be taped so as to produce a featheredge effect.

Any pieces of sod which, after placing, shows an appearance of extreme dryness shall be removed and replaced.

Within two (2) hours after installing sod and before rolling, the sod shall be lightly irrigated. Immediately after rolling, the sodded area shall be thoroughly watered to sufficiently moisten the soil to a depth of four (4) inches.

Where sod is to be laid on a sloping grade, the sod shall be adequately anchored to allow for the establishment of the root system.



**36. DECORATIVE MULCH:**

Place decorative mulch to match type and depth of existing.

**37. FINAL CLEAN UP**

Upon completion of the work and before inspection, acceptance and payment, the Contractor shall remove from the work site all surplus and discarded materials, and restore the entire area, including adjacent streets, walks, and drives to neat and presentable conditions.

**38. DOORKNOB HANGERS**

Upon completion of work and before inspection, acceptance, and payment, the Contractor shall hang the supplied doorknob hangers on the affected residences.

**39. VEHICLES AND EQUIPMENT**

Contractors must show verifiable proof that they own or lease the following vehicles and equipment necessary to perform this contract: Bobcat/loader, dump trucks, trailers, and pickup trucks, tools and equipment such as mobile water tanks, sod cutters, and augers, etc. **PRIOR TO COMMENCEMENT OF WORK.**

**40. OPERATIONAL ACCOUNTING SYSTEM**

Contractor must show proof that it has a fully operational accounting system capable of tracking over 2,000 projects and invoices per year, **PRIOR TO COMMENCEMENT OF WORK.**

**41. ARBORIST**

If an Arborist is needed, the Contractor will bill the cost to JEA with no mark-up.

**42. Bid Item Definitions per Bid Form Item Number**

**1. Duval County Mobilization Fee Per Site:** This is the total cost per ticket for mobilization to each jobsite located within Duval County. Each ticket shall receive a one-time mobilization fee unless the ticket extends across a distance of greater than 500 feet. In that case, a second mobilization fee will be allowed.

**2. St Johns County Mobilization Fee Per Site:** This is the total cost per ticket for mobilization to each jobsite located within St Johns County. Each ticket shall receive a one-time mobilization fee unless the ticket extends across a distance of greater than 500 feet. In that case, a second mobilization fee will be allowed.

**3. Nassau County Mobilization Fee Per Site:** This is the total cost per ticket for mobilization to each jobsite located within Nassau County. Each ticket shall receive a one-time mobilization fee unless the ticket extends across a distance of greater than 500 feet. In that case, a second mobilization fee will be allowed.

**4. Clay County Mobilization Fee Per Site:** This is the total cost per ticket for mobilization to each jobsite located within Clay County. Each ticket shall receive a one-time mobilization fee unless the ticket extends across a distance of greater than 500 feet. In that case, a second mobilization fee will be allowed.

**5. Priority Response –** This is the total cost, per priority ticket, to be paid in addition to the mobilization fee listed in the bid form for priority rehabilitation tickets. These tickets will be identified by JEA at the time of ticket issuance and will require a two hour response time to begin work due to location or potential safety hazards to the general public.

**6. Installation of Meter Boxes & Valve Jackets –** This is the total to provide all labor, equipment and equipment necessary to install a meter box or a valve jacket to correct grade. Meter boxes and valve jackets will be provided by JEA and may be picked up at 2434 N. Pearl Street.

**7. Sod, 1 to 25 SF –** This is the total cost, per square foot, for all labor, equipment and material costs to

provide and install 1 to 25 square feet of sod. Unit price includes ground preparation, sod placement to include the removal of the first three (3) inches of fill from grade, continued watering, and any debris removal and disposal from the area.

**8. Sod, 26 to 200 SF** – This is the total cost, per square foot, for all labor, equipment and material costs to provide and install 26 to 200 square feet of sod. Unit price includes ground preparation, sod placement to include the removal of the first three (3) inches of fill from grade, continued watering, and any debris removal and disposal from the area.

**9. Sod, 201 to 500 SF** – This is the total cost, per square foot, for all labor, equipment and material costs to provide and install 201 to 500 square feet of sod. Unit price includes ground preparation, sod placement to include the removal of the first three (3) inches of fill from grade, continued watering, and any debris removal and disposal from the area.

**10. Sod, Greater Than 500 SF** – This is the total cost, per square foot, for all labor, equipment and material costs to provide and install greater than 500 square feet of sod. Unit price includes ground preparation, sod placement to include the removal of the first three (3) inches of fill from grade, continued watering, and any debris removal and disposal from the area.

**11. Seed and Mulch (100 SY)** – This is the total cost, per square yard, for all labor, equipment and material costs to provide and install seed and mulch. Unit price includes ground preparation, seed and mulch placement, continued watering, and any debris removal and disposal from the area.

**12. Hydro-seeding (100 SY)** – This is the total cost, per square yard, for all labor, equipment and material costs to provide and install hydro-seeding. Unit price includes ground preparation, hydro-seed placement, continued watering, and any debris removal and disposal from the area.

**13. Decorative Organic Mulch**– This is the total cost, per cubic yard, for all labor, equipment and material costs to provide and spread decorative organic mulch. Unit price includes ground preparation, spreading of mulch to proper thickness and debris removal and disposal from the area.

**14. Decorative Gravel Mulch**– This is the total cost, per cubic yard, for all labor, equipment and material costs to provide and spread decorative gravel mulch. Unit price includes ground preparation, spreading of mulch to proper thickness and debris removal and disposal from the area.

**15. Place and Provide Fill Up to 12"** Payment for this section shall be for providing, placement and compaction of suitable fill in the excavation (excluding the first three (3) inches from grade). Fill for this section shall be for those excavations greater than three (3) inches from the adjacent subgrade up to twelve (12) inches deep.

**16. Place and Provide Fill Up to 24"** Payment for this section shall be for providing, placement and compaction of suitable fill in the excavation (excluding the first three (3) inches from grade). Fill for this section shall be for those excavations greater than twelve (12) inches from the adjacent subgrade up to twenty-four (24) inches deep.

**17. Place and Provide Fill in Excess of 24"** Payment for this section shall be for providing, placement and compaction of suitable fill in the excavation (excluding the first three (3) inches from grade). Fill for this section shall be for those excavations greater than twenty-four (24) inches from the adjacent subgrade.

**18. Removal of Surplus Fill and Materials** Payment for this section shall be for the removal and disposal of unsuitable surplus fill and materials in excess of 0.5 cubic yards. The measurement for payment for unsuitable surplus fill and materials will be determined by the JEA Inspector by measuring the length, width and height of the material pile from grade. Note: This surplus excludes the three (3) inches removed for the installation of sod accounted for in bid items above, 7 – 10.

**19. Supplemental Work Authorization** - The Supplemental Work Authorization bid item includes any items requested by JEA not covered by one of the bid items listed in items 1 thru 18. This item is to be used only when additional work is requested by JEA. The contractor shall not be reimbursed for any work charged to this bid item

which has not first been requested by, or authorized by, JEA

**Please see Attachments 1-5 on the following the pages.**

## **Attachment 1 – Site Rehabilitation Process Overview**

1. JEA Requires Site Rehab Work
  - a. Work order is created by JEA for the address/area.
  - b. A pre-inspection is performed by JEA Inspector.
    - i. Measurements are taken per local, state and federal requirements.
    - ii. Measurements are painted and work site is marked for work to be performed.
    - iii. Pictures are taken of the area of work
  - c. Work order is updated with pre-inspection remarks (i.e. measurements, notes) by the JEA Inspector.
  - d. Work order is attached and sent via e-mail by the JEA Inspector to the contractor with the notice to proceed to perform the work as described on the work order.
2. Contractor Receives Work Order from JEA with the Notice to Proceed
  - a. Contractor reviews work order.
  - b. Contractor previews job site and/or schedules work to be completed per work order.
  - c. Contractor performs work as directed and contained on the work order.
  - d. Discrepancies, questions and/or concerns with the work order:
    - i. If the Contractor has a question or does not agree with the location, measurements or description of work per the work order the Contractor is to call the JEA Inspector for that work order for clarification.
    - ii. If the Contractor calls the JEA Inspector during the job preview they shall not proceed until clarification from JEA Inspector is received.
    - iii. If the Contractor is on site to perform the work and the JEA Inspector does not answer, leave a message.
    - iv. If the JEA Inspector does not return the call in a timely manner while you are on site to perform the work (10-15 minutes) or has not returned your call after the pre-work is complete attempt another telephone call.
    - v. If the JEA Inspector does not answer pull off of the job site (it is understood that JEA will be charged 2 mobilizations fees)
    - vi. Send the JEA Inspector an e-mail with the question contained and copy the REHAB CONTRACTORS EMAIL
    - vii. If changes are made verbally per the JEA Inspector's direction make a note on the work order of the changes along with the JEA Inspectors name (this is required for documentation purposes). The JEA Inspector will send an e-mail to the Contractor for documentation purposes. Also note the changes on the Contractor Completion Report under the 'Comments' Section. **NOTE:** JEA Inspector will update the work order in JEA's system of record to speed up the reconciliation and billing process
    - viii. If changes are made via e-mail, follow the same path as above.
3. Contractor sends the Completion Report daily to JEA via e-mail of the work orders completed on that day (completed jobs are understood to be all work that is completed and the Contractor does not need to visit the site again). NOTE: See Completion Report Detail Document
4. JEA's Site Rehab Office receives the daily Completion Report via e-mail and updates the work order in JEA's system of record with the work items/quantities completed by the Contractor per the Completion Report.
5. JEA schedules the post-inspection to be performed by the JEA Inspector.
  - a. The Post Inspection is governed by the Contract between JEA and the Contractor/Vendor as the approval method for payment. A post inspection must be completed and passed prior to payment.
    - i. The work site is inspected for verification that the work directed by the work order was completed by the contractor to a JEA standard.

- ii. The work site is inspected for per the Contract for local, state and federal guidelines.
  - iii. The work is inspected for quality per the Contract in regards to workmanship and completeness.
  - iv. Each work ticket is field reconciled and updated by the JEA Inspector per the Contract for documentation purposes.
  - v. Upon completion of the post inspection the work order is updated with pass or fail.
- b. Work orders that pass post inspection:
  - i. The work order is updated and closed in JEA's system of record as passed.
  - ii. Work Orders are updated daily on the Rehab Work Orders Ready for Invoicing report. The report is sent via e-mail daily to the Contractor. NOTE: See Rehab Work Orders Ready for Invoicing Detail Document.
  - iii. Upon Contractor's receipt of the Rehab Work Orders Ready for Invoicing report the Contract will proceed to invoice JEA for the work orders within the report.
- c. Work orders that fail post inspection:
  - i. The work order is closed as 'failed' and updated with the failure remarks
  - ii. A new work order is created per the process and e-mailed to the Contractor
  - iii. The process starts over as documented above including sending the work order on the Contractors Completion Report.
- 6. Contractor mails or hand delivers the invoice to JEA's Accounts Payable Department and e-mails a copy of the invoice to the Site Rehab Contractor Email (the e-mail allows the Site Rehab Office to start on processing the payment in advance. This step reduces the time cycle for payment).
- 7. The invoice is reconciled in JEA's payment processing system with the work order system of record.(The time associated with this step is reduced when the process is followed with the upfront reconciliation efforts – Contractor daily Completion Report, Post Inspection process, Rehab Work Orders Ready for Invoicing Report)
- 8. Invoice/Requisition is approved for payment.
- 9. Contractor receives payment.

### **Attachment 2 - Back Log Report**

- This report is sent to the contractor daily. It lists all work orders that have been sent to the contractor and are not completed.
- This report contains the following information:
  - Date Sent – This is the day the Work Order was sent
  - Priority – This gives the urgency of the Work Order
    - 3 – Normal Cycle Time to complete Work
    - 4 – Rush: This indicates the work needs to be moved to the top of the schedule so it can be completed sooner than normal cycle time.
    - 5 – Priority: This falls within the contract details under Priority Work
  - Priority Justification – This gives an explanation for the given Priority
  - WO # - This number should be used on all correspondence when referring to a particular job.
  - Description – This gives the physical location of the job
  - Cycle Time – Number of days this job has been on the book
  - Comments – The contractor may use this area to make any comments back to JEA on individual work orders.
  - REHB Dept Remark – Any Comments that JEA may have noted on the Work Order
  - Lead – Inspector assigned to that Work Order (noted as employee’s “4+2”)
- Cycle Time is displayed on the report using a color code method to show the number of days that a work order has been open.
  - Green – Work Orders are within Contract Cycle Time
  - Yellow – Work Orders are approaching end of Cycle Time
  - Red – Work Orders are outside of Cycle Time

### **Attachment 3 - Completion Report**

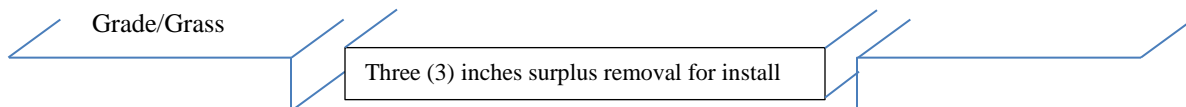
- This report should be provided daily if possible and must include the following information:
  - Work Order Number / Physical location address
  - Size and scope of work Completed
  - Date Completed
  - Comments as needed
- The Completion Report is not to be submitted by the contractor until after all work is completed, all debris and rubbish are removed, the site is swept clean, and all form boards have been removed.
- Daily reports allows for quicker updates on the work orders so that the work can be Post Inspected. Post Inspections are performed on all work orders to ensure work is completed in accordance with Contract terms and is accepted by JEA and ready for payment to the contractor.
- Benefits of the Report:
  - JEA is able to schedule and inspect the jobs for completion and payment as directed by the contract.
  - Completing this work prior to invoicing facilitates the reconciliation of the billing process
  - Prevents re-work(Sending the job to be invoiced more than once if a failure occurs)
- The Completion report is not an acknowledgment that the performed work is acceptable and ready to be invoiced.

#### **Attachment 4 - Rehab WO for Invoicing Report**

- This report is sent to the contractor daily to inform of status of completed work orders. The report shows the work orders in two stages:
  - Pass Work Orders – This indicates that the work order has been Post Inspected and has passed inspection. This is shown in the column named “JEA Trouble Tag” with the word “PASS” and the column named “PLUSD Work Group” will reflect “WWRSSACCT”
  - Work Orders to be Post inspected – This is work that has not yet been post inspected. The column named “Status” will reflect “INPRG-INSP” and the column named “PLUSD Work Group” will reflect “WWRSSPOST”. Also the column “JEA Trouble Tag” will be blank.
- Utilizing this report ensures that invoices will not be submitted for work that has not yet been post inspected and accepted by JEA through the post inspection process.

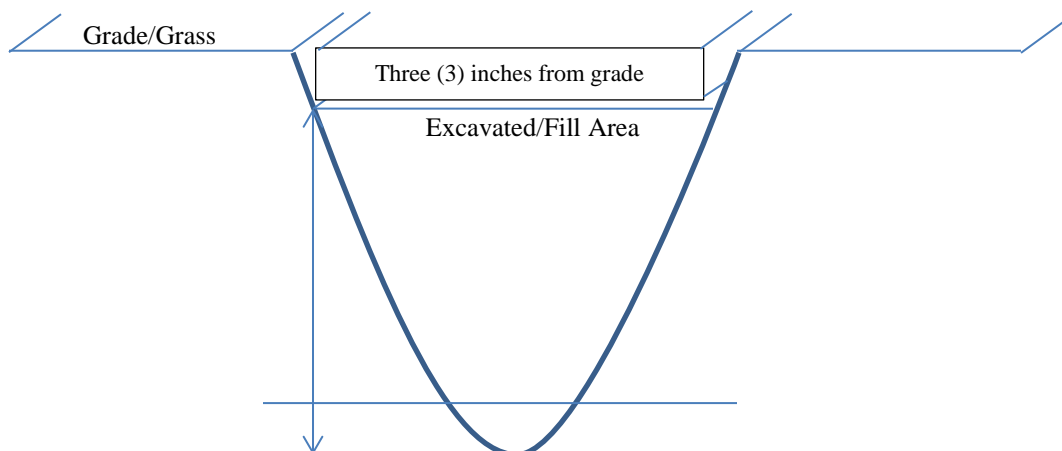
### Attachment 5 - Sod Installation Diagrams

- Example: Installation of Sodded area



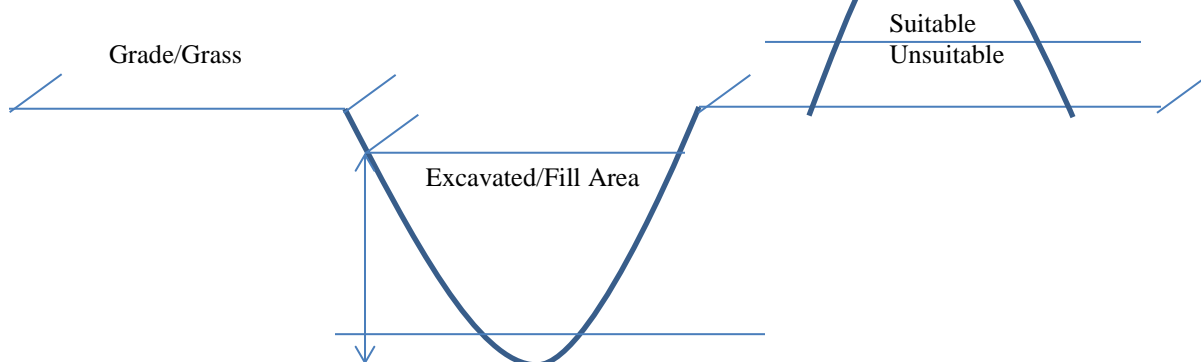
This diagram shows the three (3) inches of removed fill for the installation of sod, this will be included in the line item cost for sod placement. See section 21.4 in the Technical Specifications.

- Example: Fill



Excavated areas will be brought back up to a level of three (3) inches less than grade for the installation of Sod. See section 21.3 in the Technical Specifications.

- Example: Surplus Fill Suitable/Unsuitable



This shows having surplus fill for “Suitable” and “Unsuitable” usage. In this case “Suitable” will be used to back fill the excavated area, the “Unsuitable” will be disposed of as per section 42 item number 18.