

APPENDIX A – TECHNICAL SPECIFICATIONS
1411059446 FACILITIES LANDSCAPE MAINTENANCE – SHELTERED MARKET

1. SCOPE

The purpose of this Request for Proposal (RFP) is to evaluate and select a vendor that can provide economical pricing for basic landscape maintenance and chemical spraying for the included JEA facilities. These services shall be performed in a safe manner, and the results must be aesthetically pleasing as these facilities represent JEA to our customers. The specifications require that the Company 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 446 JEA facilities located in Duval and Nassau county, in Florida as listed in Appendix B - Proposal Workbook. These locations include exteriors of buildings, lots, lift stations, electric substations, wells, ditches, water treatment plants, communication towers, road access, fences, area around electric power lines, highway, exterior of generating plants, and trails.

JEA, in its sole discretion, may award one or more contracts for the districts or a combination of the districts. JEA's primary goal is to make an award to the best Company for the Scope of Services; however, any synergies gained through award of multiple districts in a single contract will be evaluated as provided in Section 1.3.1. of this Solicitation. Proposers may provide proposals for one (1) or more of the districts.

2. CODES AND STANDARDS

All work done must 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. Company must maintain a branch office, located within a 50 mile radius of JEA Headquarters, located in downtown Jacksonville, Florida for the life of contract.
- 3.2. Although sub-contracting will be allowed for the weed control portion, the awarded Company will be responsible for satisfactory results.
- 3.3. The Company must supervise and direct the work efficiently and with its best skill and attention. The Company will solely be 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.
- 3.4. The Company must 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.

APPENDIX A – TECHNICAL SPECIFICATIONS
1411059446 FACILITIES LANDSCAPE MAINTENANCE – SHELTERED MARKET

- 3.5. At the start of the contract, the Company must provide the JEA Contract Administrator with a single phone number where service management personnel can be contacted by JEA. The Company must provide the JEA Contract Administrator the revised phone number at least five (5) days prior to any change.
- 3.6. The Company must respond to the JEA Contract Administrator's phone call within two (2) hours.
- 3.7. The Workbook is based on annual expected needs and is to be used as a guideline and is not a guarantee of work.
- 3.8. JEA may take action to perform work in house and, thereby, reduce Company workload. Throughout the duration of this contract and based on Company's performance, JEA reserves the right to temporarily add or delete facilities sites or services by outsourcing to a third party company to reduce the Company's workload. Invoices submitted to Accounts Payable should reflect these changes. Pricing for additions to the workload must be negotiated and be consistent with Unit Prices stated in the Contract Documents.
- 3.9. JEA reserves the right to terminate the contract at any time due to vendor performance issues or JEA business process changes. In the case of JSEB performance issues, reference Appendix C - Facility Vendor Scorecard Policy in the solicitation.
- 3.10. 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.

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 must secure and pay for all permits which may be required to accomplish the specified work and must conduct work in accordance with the permit requirements.

6. SITE CONDITIONS

- 6.1. The Company must prevent access by the public to materials, tools, and equipment during the course of the work.
- 6.2. All doors and gates must be locked and secured at all times when unattended.
- 6.3. The Company must 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 will not use tobacco products while on JEA property or in the course of performing work on behalf of JEA.

APPENDIX A – TECHNICAL SPECIFICATIONS
1411059446 FACILITIES LANDSCAPE MAINTENANCE – SHELTERED MARKET

- 6.5. In general, the Company must 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. Please refer to sections 13.1 & 13.2.

7. SAFETY

- 7.1. The Company must familiarize all employees with fire and safety regulations recommended by OSHA and other industry or local governmental groups and must 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 must take all precautions to protect the safety of its employees and others. Work safety requirements must 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
- 7.4. The Company must 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 must 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 must be responsible for all damages to JEA property and personal injury caused by non-compliance with Safety and training requirements.
- 7.6. The Company shall also provide all employees, 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 must 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 must be immediately notified of the location of such incident.
- 7.9. The Company must 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 must maintain the beds on the plaza at the Tower and Customer Care Buildings during the hours of 5:00 – 6:00 PM Eastern Standard Time (6:00 - 7:00 PM Daylight Saving Time) to avoid exposure by JEA customers and employees if utilizing loud equipment
- 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

APPENDIX A – TECHNICAL SPECIFICATIONS
1411059446 FACILITIES LANDSCAPE MAINTENANCE – SHELTERED MARKET

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 must include all labor expenses including, but not limited to, 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. Invoices must be submitted no later than thirty (30) calendar days after the service is provided.
- 9.2. The Company should only bill for work completed.
- 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.

10. COMPANY PERSONNEL

- 10.1. The Company must provide competent, experienced employees. Any worker employed by the Company, who exhibits inadequate experience and knowledge or is incapable in his/her field, shall be removed from the work site at the discretion of the JEA Contract Administrator.
- 10.2. All services must be rendered by uniformed employees wearing company identified shirts or aprons, at all times during performance of this work.
- 10.3. Shirts with offensive logos or messages, ripped jeans, shorts, and sleeveless shirts are not acceptable.
- 10.4. As required and at no additional cost to JEA, the Company is responsible for completing a Seven (7) Year Background Check for each employee assigned to work at any JEA site prior to a JEA badge being issued for unescorted access to JEA facilities. For each background check, the Company must send the completed **Personnel Risk Assessment (PRA)** form to security@jea.com, (The PRA template is attached as Appendix C - JEA Contractor Personnel Risk Assessment (PRA) Jan. 2023).
- 10.5. The JEA Security team will review the completed PRA for "Meets Requirements" / "Does Not Meet Requirements" based on Florida statutes. Any Company employee with a "Does Not Meet Requirements" determination shall be disqualified for unescorted access to JEA facilities.

APPENDIX A – TECHNICAL SPECIFICATIONS
1411059446 FACILITIES LANDSCAPE MAINTENANCE – SHELTERED MARKET

- 10.6. Assigned Company personnel must be issued JEA badges and access to non-occupied areas. This badging process may require mandatory training and may take up to two (2) weeks for approval. Badges must be visible at all times while on JEA Property.
 - 10.6.1. The Company should allow two (2) weeks for background checks and badge processing.
 - 10.6.2. **No sharing of JEA badges is allowed and no Company employee will be granted access without his/her JEA badge.**
 - 10.6.3. Should a Company employee's badge become inactive due to non-use for a period of ninety (90) or more days, the Company may be asked to provide an additional Seven (7) Year Background Check on that employee at no additional cost to JEA prior the reactivating the badge.
 - 10.6.4. The JEA Contract Administrator will be notified within twelve (12) hours of any worker, that resigns and immediately if an employee is dismissed for cause or if a badge is lost or stolen. Badges should be turned in to the JEA Contract Administrator.
- 10.7. Parking is the responsibility of the Company. Parking on JEA property may be approved at the sole discretion of the JEA Contract Administrator.
- 10.8. All vehicles must display company identification and must be moved when requested by the JEA Contract Administrator (or his/her designee) or Security Personnel.
- 10.9. 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. COMPANY QUALITY CONTROL REPRESENTATIVE

- 11.1. At the start of the contract, the Company must provide the JEA Contract Administrator with the name and cell phone number of the Company Quality Control Representative.
- 11.2. The Quality Control Representative must respond to all JEA concerns or inspection deficiencies within 24 hours.
- 11.3. The Quality Control Representative must immediately report corrections to all concerns and inspection deficiencies to the JEA Contract Administrator, once completed.
- 11.4. All corrections of the Company's work will be reviewed by the JEA Contract Administrator (or his/her designee).
- 11.5. The Quality Control Representative must 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.

12. SECURITY

- 12.1. 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.
- 12.2. Gate keys issued by JEA and signed for by the Company shall not be duplicated.
- 12.3. 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

APPENDIX A – TECHNICAL SPECIFICATIONS
1411059446 FACILITIES LANDSCAPE MAINTENANCE – SHELTERED MARKET

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.

- 12.4. At each maintenance visit, the Company must be responsible for any personal injury or equipment damage that might occur due to the failure of the Company to comply with security procedures.
 - 12.5. No firearms are allowed on JEA facilities at any time or under any circumstance.
 - 12.6. 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 at 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.**
 - 12.7. At each maintenance visit, the Company must be responsible for notifying JEA Security or the Contract Administrator immediately for any security breaches or suspicious personnel, vehicles, or any other activities.
13. **REGULARLY SCHEDULED MAINTENANCE AND LANDSCAPE ACTIVITIES**
- This applies to all Tabs of "Appendix B – Proposal Workbook" including Districts 1A, 1B, 5A and 2N.**
- 13.1. The following required yard maintenance and landscape activities must be conducted Monday through Sundays 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).
 - 13.2. The work must 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).
 - 13.3. Work performed outside these scheduled hours must be approved in advance by the JEA Contract Administrator.
 - 13.4. **Mowing**
 - 13.4.1. At each maintenance visit, the Company must mow all grass areas within the boundaries of the JEA owned property.
 - 13.4.2. At each maintenance visit, the Company must 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.
 - 13.4.3. At each maintenance visit, all turf must be mowed at its recommended height, typically between 1.5 to 3 inches depending on the species.
 - 13.4.4. At each maintenance visit, excess grass clippings remaining on mowed landscape areas needs to be picked up by the Company to avoid killing the grass underneath.
 - 13.4.5. At each maintenance visit, ditches and retaining areas must be mowed with string trimmers or a regular push or a self-propelled mower (22" or less) only. Ditches are expected to be cut to the bevel. Absolutely no farm/large tractor with "bush-hog" or herbicides will be used in ditches and retaining areas. Unless approved by a JEA representative.
 - 13.4.6. 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

APPENDIX A – TECHNICAL SPECIFICATIONS
1411059446 FACILITIES LANDSCAPE MAINTENANCE – SHELTERED MARKET

preventing the area to be trim, the Company is to contact the Contract Administrator immediately so that on site personnel can be notified.

13.5. Edging

- 13.5.1. At each maintenance visit, the Company must edge all perimeter lawn areas including walkways, curbing, sidewalks, concrete driveways, parking lots and landscape beds with a mechanical edger.
- 13.5.2. At each maintenance visit, areas inaccessible by a mechanical edger must be edged with a “string” mechanical edger in order to maintain a neat and trimmed appearance.
- 13.5.3. To prevent injury to tree rings, a mechanical edger must not be used to edge trees.
- 13.5.4. At each maintenance visit, the Company must 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 must be cut with string type hand-held mowers.
- 11.5.5. At each maintenance visit, all tanks and buildings must be edged with a “string” mechanical edger (No weed killer must be sprayed around tanks and buildings).

13.6. Weeding

- 13.6.2. At each maintenance visit, all weeds and vines must be removed in order to maintain a healthy and weed free appearance in the landscaped areas of all JEA Facilities.
- 13.6.3. At each maintenance visit, the Company must 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.
- 11.6.4. At each maintenance visit, all gravel and concrete areas must be maintained to be free of weeds, grass, and vines at all times.

13.7. Tree Pruning

- 13.7.1. At each maintenance visit, pruning, shearing and trimming of trees (up to three (3) inches in diameter), ornamental plants, shrubs and groundcover must be accomplished to provide foliage growth, health, budding and blooming; this activity is to be done in accordance with recommended horticultural practices.
- 13.7.2. At each maintenance visit, ornamental shrubbery must 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.
- 13.7.3. Palmettos must be cut down low or removed from within ornamental shrubbery or within planter beds where they do not belong. Palmettos should not be present in any shrubbery unless it is obvious that it was intended to be there. If a location is in question, the Contract Administrator should be contacted for clarification.
- 13.7.4. At each maintenance visit, trees must 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 should be removed from the trunk or the base of the tree as they emerge. Great care must be taken so as not to injure or scar trees.

APPENDIX A – TECHNICAL SPECIFICATIONS
1411059446 FACILITIES LANDSCAPE MAINTENANCE – SHELTERED MARKET

- 13.7.5. Palmettos or vegetation that does not belong or fit in with the surrounding landscaping must be removed upon Contract Administrator request.
- 13.7.6. At each maintenance visit, only dead limbs that have fallen on the ground and/or those that are easily accessible and can be removed with a pole saw must be removed from the Facility during each maintenance visit.
- 13.7.7. At each maintenance visit, all over-hanging limbs (up to three (3) inches in diameter) that could damage vehicles must be removed from all parking areas.
- 13.7.8. At each maintenance visit, all over-hanging limbs (up to three (3) inches in diameter) that could damage above ground process piping, must be removed.
- 13.7.9. If work is necessary on larger trees, branches, or limbs (greater than three (3) inches in diameter), the Company must notify the JEA Contract Administrator immediately by email. JEA will not require the Company to provide this service.
- 13.8. **Sweeping, Vacuuming and Blowing** At each maintenance visit, all paved areas such as streets, driveways, parking lots and sidewalks must be swept, vacuumed or blown clean of sand, grass clippings, trash, and debris.
 - 13.8.2. At each maintenance visit, all areas around vehicles must be vacuumed.
 - 13.8.3. At each maintenance visit, leaves/pine straw must be removed from existing flower beds, removed within the area of a lift station and inside fenced areas to maintain acceptable appearance to facilities.
 - 13.8.4. 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.
- 13.9. **Trash and Debris Removal at each scheduled maintenance visit**
 - 13.9.1. At each maintenance visit, all trash and debris such as but not limited to tree limbs, bottles, cans, paper, plastic bags must be completely removed from the areas to be maintained before mowing and other maintenance activities begin.
 - 13.9.2. At each maintenance visit, all trash, debris, and trimmings/leaves must be removed from all areas within the boundaries of the JEA Facility as well as the road right-of-way adjacent to the site.
 - 13.9.3. At each maintenance visit, all trash and debris must 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 Proposal Workbook.
 - 13.9.4. At each maintenance visit, all trash and debris picked up by the Company must be removed from the site by the Company and disposed of at a permitted landfill.
 - 13.9.5. At each maintenance visit to Commonwealth location, the two trash cans, or any trash containers located outside or containers intended for outside trash must be emptied and replaced at proper location. Trash must be removed and disposed of at a permitted landfill. Any trash or debris pulled from the wet well inside of a lift station will not be the responsibility of the Company. The Company is responsible for contacting the Contract Administrator to notify the waste water required for removal.
- 13.10. **Miscellaneous Regular Maintenance**
 - 13.10.1. At each maintenance visit, the Company must remove Spanish moss from all trees up to ten (10) feet high on JEA property.

APPENDIX A – TECHNICAL SPECIFICATIONS
1411059446 FACILITIES LANDSCAPE MAINTENANCE – SHELTERED MARKET

13.10.2. The Company must trim crepe myrtles bushes/trees once a year during the month of February or March. Trimming must be similar to other crepe myrtles in the surrounding neighborhood.

14. MOWING SCHEDULE

14.1. The mowing schedule for each JEA facility is provided on Appendix B – Proposal Workbook.

14.2. The scheduled cut dates are as follows:

14.2.1. All months containing one (1) cut must be cut within the first week of each month.

14.2.2. All months containing two (2) cuts must be cut within the first and third week of each month (at least 14 days apart).

14.2.3. The months containing three (3) cuts must be cut every nine days of each month.

14.2.4. Any Facility containing more than three cuts per month must be cut once a week.

14.3. Mowing must be completed within one (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.

14.4. 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.

14.5. Additional or unscheduled mowing will be conducted at the unit price cost when directed by the JEA Contract Administrator.

14.6. The Company may request an extension of mowing schedule by providing the reason and an estimate of time required. The JEA Contract Administrator must respond within twenty-four (24) hours of receipt of request.

15. CHEMICAL WEED CONTROL

This portion can be subcontracted to a licensed Chemical Control Applicator. All subcontractors are subject to the same security requirements as the Prime Contractor and the Prime is responsible for the work of all subcontractors.

15.1. The Company is responsible for the chemical weed treatment affecting all rocky areas, plants, groundcover, shrubs and trees. It is critical that there must be no growth in the rocky beds in the electric substations. The Company is responsible for pre-emergence and spot spraying to ensure no growth is present.

15.2. The chemical spray applications applied once per month for a total of twelve applications.

APPENDIX A – TECHNICAL SPECIFICATIONS
1411059446 FACILITIES LANDSCAPE MAINTENANCE – SHELTERED MARKET

- 15.3. Spraying of the fence line will be allowed with great caution to not overspray any ornamentals. Company would be responsible for replacement of any damaged ornamentals owned by JEA or other property owners.
- 15.4. Company must use only Environmental Protection Agency (EPA) approved chemical for weeds.
- 15.5. Application of chemicals must be done in accordance with Local, State and Federal Regulations by a licensed Chemical Control Applicator.
- 15.6. License must be presented upon request by the JEA representative.
- 15.7. Care must be taken to spray when weather is favorable.
- 15.8. The Company will be responsible for any losses of landscaping, lawns, shrubs, plants and flowers due to improper application of chemical(s) or fertilizer(s).
- 15.9. All Chemicals used in the process of removing weeds by chemical means will be supplied by the Company.
- 15.10. Chemical used for weed control will have green or blue dye added to the mixture to be easily identifiable to the quality control inspector.

16. TOOLS AND EQUIPMENT

- 16.1. Company personnel must exercise good judgment regarding the tools used for this task. Any mechanical/electrical tool used must be in accordance with proper safety procedures. The Company personnel must 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.
- 16.2. The Company must 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.
- 16.3. The Company must 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.
- 16.4. At each maintenance visit, the Company's equipment must be subject to rejection by JEA if inappropriate or dangerous.
- 16.5. The Company's equipment must be kept in neat appearance and in good operating condition at all times.
- 16.6. At each maintenance visit, the Company must furnish adequate first aid supplies as part of the standard equipment of all vehicles.
- 16.7. At each maintenance visit, the Company must have adequate equipment to perform the Commercial Landscape work for JEA projects as specified in the technical specifications.

17. MINIMUM EQUIPMENT REQUIRED FOR EACH DISTRICT AWARDED

- 17.1. Vehicle capable of transporting workers and equipment: All vehicles must meet FDOT guidelines and all operators must have a valid driver's license.
- 17.2. Two (2) each: Lawn edger – 25 CC gasoline powered engine minimum.
- 17.3. Two (2) each: String trimmer – 25 CC gasoline powered engine minimum.
- 17.4. Two (2) each: Hedge trimmer – 28 CC gasoline powered engine minimum.

APPENDIX A – TECHNICAL SPECIFICATIONS
1411059446 FACILITIES LANDSCAPE MAINTENANCE – SHELTERED MARKET

- 17.5. Two (2) each: Riding mower – 42" deck minimum and 8 HP minimum
- 17.6. Two (2) each: Blower – gasoline powered
- 17.7. One (1) set per truck: Dead bolt cutters which can be used for jammed locks (new locks will be supplied by JEA).

18. REMEDIATION ACTION

- 18.1. When Facility Service Requests (FSRs), Emergency requests and Failed Inspections arise, JEA Contract administrator will email Company informing defects and requesting remediation. Defects must be resolved within the following time period (The FSR template is attached as Appendix C - Remediation Task List Template):
 - 18.1.1. **Priority # 1** to be completed within 24 hrs of receiving notification.
 - 18.1.2. **Priority # 2** to be completed within 2 business days of receiving notification.
 - 18.1.3. **Priority # 3** to be completed within 5 business days of receiving notification.
- 18.2. The Company must acknowledge email and must comply with remediation time requirements, based on the priority number above.
- 18.3. The Company must email JEA Contract administrator and provide remediation photos upon completion.

19. NOTIFICATION OF COMPLETED WORK AND REPORTING

- 19.1. The Company must provide daily Cut Sheets and Task Lists items completed via email to the JEA Contract Administrator. The Cut Sheets have been attached as Appendix C - Daily Cut Sheet Report. These daily Cut Sheets and Task Lists 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 Cut Sheets and Task Lists must 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 Cut Sheets and Task Lists in its own format to be approved by JEA.
- 19.2. The Company must report any discovered facility deficiencies (broken fences, gates, locks, etc.) to the JEA Contract Administrator in the daily Completed Work Report.
- 19.3. Invoices will be held up for payment until previous month's work can be verified. Cut Sheets and Task List Items must be submitted daily NO exceptions.

20. VENDOR PERFORMANCE EVALUATION

- 20.1. 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 C – Vendor Performance Scorecard. One area of great importance to JEA is the Company's successful rating on JEA's random daily inspection reports.
- 20.2. 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 will be held with the Company to address the defects and a performance improvement plan must

APPENDIX A – TECHNICAL SPECIFICATIONS
1411059446 FACILITIES LANDSCAPE MAINTENANCE – SHELTERED MARKET

be implemented by the Company. If the scorecard is for a JSEB firm, the JSEB Manager and the Office of the Ombudsman will be included.

- 20.3. Documentation for vendor performance scores, correspondence and site inspections based on previous day mowing schedules as well as JEA internal and external customer complaints will be sent by email.
- 20.4. Note – If the Company receives two consecutive Monthly Scorecards which are evaluated as “Below Standard” due to daily inspection defects, this is considered unacceptable performance, JEA may terminate the Contract immediately if it is determined by JEA that insufficient attention has been dedicated to remediation efforts. If the unacceptable performance involves a JSEB firm, the JSEB Manager and the Office of the Ombudsman will be to be notified. The Office of the Ombudsman will provide guidance and a recommendation. If the contract is terminated due to unacceptable performance, the Company may be subject to debarment or suspension in accordance with JEA’s Procurement Code. Below is the Facilities scoring matrix:
- 20.4.1. **4= (22-24 points) – Exceeds Standard**
 - 20.4.2. **3= (18-22 points) – Meets Standard**
 - 20.4.3. **2= (15-17 points) – Needs Improvement**
 - 20.4.4. **1= (0-14 points) – Below Standard**