



TOWN OF PALM BEACH

RFP No. 2019-10

WORTH AVENUE COMMERCIAL DISTRICT MAINTENANCE PROGRAM

SCOPE OF SERVICES

BACKGROUND

The location/area to be maintained include those within the public right of way and easements on Worth Avenue, between Cocoanut Row and South Ocean Boulevard, including the improvements contained within and adjacent to the intersections of Cocoanut Row and South Ocean Boulevard, and the area surrounding the clock tower at the east terminus of Worth Avenue. The area also includes the public right of way of Cocoanut Row between Peruvian Avenue and Worth Avenue, Hibiscus Avenue between Peruvian Avenue and Worth Avenue, and South County Road between Peruvian Avenue and the mid-block alley south of Worth Avenue. All sidewalks that are constructed with decorative tabby concrete, whether they are located in the right of way or not, are to be maintained under this contract.

The work generally includes cleaning, landscape and garden maintenance (including turf and planter areas), irrigation system maintenance and repair, bi-annual pressure washing of the tabby sidewalk, crosswalks and concrete curbing and gutter (in Late April and late October), and once a year sealing (after the pressure washing in October). The Town requires that a maintenance schedule be established, approved by the Contract Coordinator and followed by the awarded contractor. A sample schedule is attached (to be used as a template only).

RFP ITEM DESCRIPTIONS

The following explanations of the items to be priced (as shown on the Proposal Pages) are provided; however, the omission of reference to any item shall not alter the intent of the Proposal Pages or relieve the Proposer of the necessity of providing a complete schedule of maintenance under this Contract.

The pricing provided by the Proposer for the various items of work are intended to establish a total price for completion of the maintenance on an annual basis in its entirety.

The quantities set forth on the Proposal Pages are the minimum amount of quantities/services and are given to establish a uniform basis for the comparison of RFPs. The Town reserves the right to increase or decrease the quantity of any item or portion of the work during the maintenance period in accordance with the terms of the Contract. The Proposal Pages shall serve as a basis of developing additive or deductive Change Orders.

Unit prices are used as a means for computing the proposal, for Contract purposes, for periodic payments, and for determining value of additions or deletions. Payment shall be made for the items listed on the Proposal Pages on the basis of the work actually performed and completed, such work including but not limited to, the furnishing of all necessary labor, materials, equipment, tools, transportation, delivery, disposal of waste and surplus material, restoration and all other appurtenances necessary to complete the maintenance operations as described in this document.

Unforeseen conditions may arise that create the need to provide services for work elements that were not contemplated on the Proposal Pages. In this case, Proposers are instructed to provide hourly rates for the various labor forces and equipment listed on the Proposal Pages as a cost basis for these unforeseen assignments. Materials and subcontracted services will be paid for by the Town on a cost



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plus basis with the percentage listed on the RFP item list being added to the actual material cost. A copy of the Contractor's invoice from his subcontractor and/or supplier for such parts and materials shall be submitted with the Contractor's invoice for payment. Invoices for parts, materials, and labor shall indicate a description of the location at which the work was performed. A written quotation shall be submitted to the Town for approval before any work is undertaken to address any unforeseen conditions.

Unforeseen conditions include, but are not necessarily limited to, the following:

- Irrigation System Repair beyond the items described on the RFP Item list
- Any other Items that may arise throughout the course of the contract that are not accounted for on the proposal.

The Town has the right to require that three competitive quotations be obtained by the maintenance contractor for any subcontracted services and material orders prior to the execution of the work. The Town may elect to procure the services of other contractors on an as needed basis during the term of the agreement to address unforeseen items that may arise during the course of the maintenance period at the Town's sole discretion.

Repair work shall be performed at the project site whenever possible. However, should the nature of repairs make it necessary to remove Town-owned item to the Contractor's shop for repairs, the Contractor shall, prior to removal, contact the Town and inform them what repairs are required and obtain approval for removal of said item. Transportation charges to and from the Contractor's shop shall be the sole responsibility of the Contractor. The Contractor shall be responsible for loss of, or damage to, any item while it is in the possession of the Contractor or in transit to and from Contractor's shop for repairs and service.

The Contractor shall prepare a work ticket in duplicate for each maintenance visit performed. A copy of the work ticket shall be delivered or emailed to the Town Contract Coordinator within one (1) week after completion of the work. The Contractor shall retain the duplicate work ticket for his records. A sample work ticket is provided as an attachment to this RFP. The work ticket shall include the following information at a minimum:

- Name of contractor
- Date of service
- Description of services performed
- List of parts replaced, if applicable
- Issues or potential future issues the Town should be made aware of
- Signature of maintenance contractor representative

These tickets will form the basis of payment for the monthly payment applications submitted to the Town by the Contractor.

Any damage caused by the maintenance contractor while carrying out maintenance operations shall be repaired by the maintenance contractor without charge to the Town.



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The Contract Coordinator will perform inspection of all areas on an as needed basis. The inspection report will be sent to the awarded contractor (a sample report is attached).

PUBLIC SAFETY AND CONVENIENCE

In the Contractor's use of streets and highways for the work to be done under these specifications, they shall conform to all Municipal, County, State and Federal laws and regulations as applicable.

The Contractor shall at all times so conduct their work as to insure the least possible obstruction to normal pedestrian and vehicular traffic including access to all public and private properties during all stages of construction, and inconvenience to the general public and the residents in the vicinity of the work, and to insure the protection of persons and property, in a manner satisfactory to the Contract Coordinator. No more than one-half (1/2) of the road or street shall be closed and traffic shall be controlled, so as to provide minimum hindrance. There shall be no obstruction of the travel lanes between the hours of 7:00 A.M. to 9:00 A.M. and 4:00 P.M. to 6:00 P.M. without approval from the Contract Coordinator. No road or street shall be closed to the public, except with the permission of the Town Engineer and proper governmental authority. Fire hydrants on or adjacent to the work shall be kept accessible to fire-fighting equipment at all times. Temporary provisions shall be made by the Contractor to insure the use of sidewalks, and the proper functioning of all gutters, sewer inlets, drainage ditches, and irrigation ditches.

A description of the RFP items follows:

SECTION 1- PRESSURE CLEANING

Items 1.1-1.4 - Pressure Cleaning:

Pressure cleaning (Item Nos. 1 through 4) shall be performed over the areas indicated on the Proposal Pages and at the frequency indicated on the Proposal Pages on an annual basis. Area wide pressure cleaning is to occur in May and October of each year and is typically performed during hours where there is low pedestrian impact. The contractor will use steam as the pressure washing method of cleaning. The Town desires the use of a steam cleaner/pressure washer with nozzle output capable of 250-degrees Fahrenheit to clean the sidewalks as to not unduly impact the decorative tabby sidewalks. The Town further requires that any chemical agents used in the process of steam-pressure washing are approved by the Town prior to beginning any cleaning by the Contract Coordinator. The pressure cleaning line items costs shall include storefront window washing by a professional window cleaning business with experience in cleaning storefronts. Window washing shall be performed immediately after pressure cleaning and after tabby concrete sealing to remove debris that is deposited on the storefronts during pressure cleaning. Non-glass surfaces shall receive a light washing to remove debris on walls. Pressure washing may only occur during non-business hours and within the time periods established by the Town of Palm Beach at the discretion of the Facilities Maintenance Manager or their designee.

This item does not include street sweeping or commercial garbage collection. Both of these services are already provided by the Town of Palm Beach Public Works Department under a separate contract.



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Item 1.5 - Tabby Concrete Sealing:

On a frequency of once per year in October, immediately after pressure cleaning the tabby concrete surfaces, a concrete sealant shall be applied to all tabby concrete sidewalks in accordance with the sealant manufacturer's application instructions. Sealant to be used is Increte Systems' Clear-Seal, a pure acrylic crystal clear, non-yellowing sealer. Other sealers matching the same ingredients and composition may be used upon written approval by Town staff. Historically, this service has been performed during the overnight hours due to the quiet nature of the operation and limited pedestrian traffic. Contractor must gain verbal permission from the Facilities Maintenance Manager or Contract Coordinator prior to beginning the sealing.

SECTION 2 - Weekly Maintenance & Cleaning

ITEM 2.1 - Bermuda Grass & Turf Maintenance:

Mowing, edging and string trimming will occur/be performed in conjunction at the same time. All turf grass areas will be mowed a minimum of once a week on Wednesday with Thursday the alternate day in the event of weather issues. The contractor will mow the entire project area in a singular day. Depending on growth rate and other factors the Town may desire a second weekly mowing. The turf will be mowed with a reel mower; use of a string trimmer in replace of the mower is unacceptable. The contractor will use a grass catcher to catch the clippings and must dispose of the clippings to an offsite facility of their choice. Use a Bermuda 9-blade reel type lawn mower with grass catcher. The height will be adjusted and maintained as determined by the Contract Coordinator Edges shall be trimmed to maintain a neat appearance. The contractor shall also keep the islands and turf areas of Bermuda grass level with existing curbs and sidewalks by applying topdressing sand as needed to areas where the turf has become lower than the adjacent structure to minimize tripping hazards. This shall be done on an as needed basis and/or at the request of the contract coordinator.

Note – Fertilization of the turf area is the responsibility of the vendor. This shall be done on an as needed basis and/or at the request of the contract coordinator. Fertilizer; Maximum 5 lbs. per 1000 sq. ft. of Nitrogen per year applied at or below label rate. No Nitrogen or Phosphorus to be applied between June 1st and September 30th. All fertilizer applications will be following soil analysis recommendations and in accordance with Town Ordinance. Recommended palm fertilizer with macro and micro minerals (magnesium and iron). Fungus: Fungicides should be applied prior to disease development at a preventative rate as conditions warrant. A Contractor shall be responsible for adjusting/modifying the fertilizer application to maintain the proper appearance of all turf areas. The vendor will follow the Town Ordinance regarding fertilizer application. All fertilizers and fungicide applications shall be applied per town ordinances and be scheduled with the contract coordinator prior to any application.

ITEM 2.2 - Tri-weekly Cleaning:



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On a three times per week schedule the contractor will supply sufficient labor to Tri-weekly cleaning duties to remove litter, trash, debris, gum, vegetation, and general cleaning of the Avenue and pertinent structures, including but not limited to: fencing, benches, plaques, bollards, chains, light poles, hydrants, pier lights, pier screening, etc. These services must occur on Mondays, Wednesday and Fridays and may, at the contractor's discretion, coincide with other work occurring on the Avenue such as mowing or trimming.

The contractor is required to dispose of material such as litter and trash in approved devices and receptacles however, landscaping debris, or large debris/trash items must be taken off-site by the contractor upon discovery. The contractor is to be mindful to and adhere to all Town ordinances regarding work start and end times based on the calendar year and noise restrictions on equipment. This information may be found at www.townofpalmbeach.com. The contractor must also be mindful of the commercial nature of the Avenue as many stores have open doors throughout the day - the contractor must finish blowing-off of areas prior to 10AM when the majority of the shops open. The contractor shall maintain all benches, trash containers and potted plants are cleaned and free of animal excrement, droppings, gum, tobacco products, etc., all fountains and the pool are free of debris animal excrement, droppings, gum, tobacco products, etc. The Town shall be notified of any equipment or system that is in need of repair whose repair is not otherwise covered under these items. The sidewalk shall also be free of all animal waste.

ITEM 2.3 - Weekly Irrigation System Control Check:

On Friday of each week, the contractor shall inspect the irrigation system for leaks and necessary repair items. Each zone shall be visually inspected for proper operation and written report provided to the Contract Coordinator. The contractor shall make every effort to repair all identified items on the same day as the inspection, pending approval by the Contract Coordinator.

Weekly Irrigation System Control Check includes an inspection of the irrigation system on a weekly basis performed on Friday, to ensure proper operation. Irrigation heads shall be adjusted as required to provide proper coverage and minimize overspray. Irrigation time clocks shall be adjusted as required based on vegetation watering needs. Clogged heads shall be cleaned and reinstalled to ensure proper operation. All irrigation controller alarm conditions will be identified and repaired within 3 days unless Contract Coordinator approves delaying repairs.

SECTION 3 – LANDSCAPE & STREETScape MAINTENANCE

ITEM 3.1 - Bougainvillea Trimming and Training-

The contractor will trim all shrubs and vines including all bougainvillea's (see attached: Town owned bougainvillea) throughout the Avenue in the first week of each month. The contractor will ensure that all the lower portions of the bougainvillea vines are free of spikes, thorns and growth that may be a hazard to pedestrians. The contractor will either trim or weave the bougainvillea (as needed) to continue the training of the plant against the various walls and structures.

ITEM 3.2 - Hedge, Shrub, Ornamental Tree and Plant Trimming:



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The contractor will perform maintenance trimming in ornamental trees (up to a height of 10') as per the direction of the Contract Coordinator or Town Arborist. The contractor will further hand prune other ornamental hedges, shrubs and plants such as bromeliads away from benches, waste receptacles, and walkways.

ITEM 3.3 - Ground Cover Trimming:

The contractor will keep all Carissa beds at a uniform height and away from GFI receptacles and other inanimate objects ensuring consistent spacing between such items. Jasmine mini-mound should be trimmed level on an as needed basis; keeping the median height at 5"

ITEM 3.4 - Bed Cleaning:

Weed pulling and cleaning of all landscaping beds shall be performed once a week by hand or with a scuffle hoe or similar equipment. Under no circumstance will synthetic chemical weed control be permitted; The contractor will maintain a weed-free and debris free condition, in all ornamental beds and turf grass at all times. The contractor will further ensure that all irrigation lines remain hidden under soil and other plantings. The contractor shall observe and make note of any electrical outlet receptacle covers missing or needing replacement. The contractor is expected to keep all sidewalk expansion joints, beds, turf, gutter curbing and control joints, and similar places weed-free at all times. Atlas 3000 amendment shall be used to supplement any bare or open areas after bed cleaning.

ITEM 3.5 - Flowering Annuals Replacement:

All of the annual beds throughout the Avenue are typically changed twice a year. The bi-annual design/schedule will be provided to the contractor in advance of the plant replacement activity. The contractor will install the Town provided top-quality annuals at each specified location according to the schedule. Generally, the annuals are to be changed in May and October of each calendar year (refer to the sample schedule, attached). In most cases the plant sizes are under 6".

The vendor will also have the opportunity to provide and install the annuals. The vendor can provide the cost to the Town and the Town, at its discretion, can authorize the purchase of the plant materials.

ITEM 3.6 - Holiday Planting Schedule:

Immediately following the Thanksgiving Day Holiday the contractor will remove the plantings in the bed located at the southern tip of Hibiscus Ave. and mulch the location in preparation for the annual holiday tree installation (typically the Friday preceding the first weekend before the Thanksgiving holiday). In addition, the contractor will remove any annuals present in the bed in the Avenue (at the south end of Hibiscus Ave.) and install a pre-determined amount of 10" poinsettias.

On the first week of each new year, after the holiday tree removal, the contractor will replant the end of Hibiscus Ave. with the alternate plants and the bed across the street with an annual appropriate for the season, in consultation with the Contract Coordinator.



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The vendor will also have the opportunity to provide and install these plantings. The vendor can provide the cost to the Town and the Town, at its discretion, can authorize the purchase of the plant materials.

ITEM 3.7 - Verticutting of Bermuda Grass:

Once per year during the month of June the contractor shall verticut all of the Bermudagrass in the project area. The verticutting depth shall be between ½" and 1". The contractor will clean all debris in progress through the project area.

ITEM 3.8 - Topdressing of Bermuda Grass:

Immediately upon completion of the annual verticutting process, the contractor shall apply topdressing sand for re-growth and fill of the Bermuda grass lawn throughout the project area. The sand shall be of medium particle size and grit and free of organic matter. The contractor shall apply between 1/8" and 1/4" of the topdressing sand evenly across the Bermuda grass.

ITEM 3.9 - Additional topdressing Bermuda grass:

The contractor shall apply this same sand to low areas around curbs, sidewalks and the medians on Hibiscus Ave periodically as the turf becomes lower than the adjoining surfaces creating trip hazards.

SECTION 4 – IRRIGATION SYSTEM EQUIPMENT REPAIR & REPLACEMENT

ITEM 4.1 - Head Replacement:

To include the replacement of any irrigation head that is broken or otherwise cannot be returned to proper operation. This item shall include all piping, heads, excavation, and restoration required to replace any type of irrigation head and return the system to normal operation.

ITEM 4.2 – Irrigation Control Valve Replacement:

To include the replacement of any irrigation control valve that is broken or otherwise cannot be returned to proper operation. This item shall include all piping, valves, wiring, excavation, and restoration required to replace any type of irrigation control valve and return the system to normal operation.

ITEM 4.3 - Irrigation Line Replacement:

To include any replacement of irrigation line that is broken and in needing repair. The contractor shall replace broken line or piping with the same diameter and strength as is being repaired. Under no circumstance shall an irrigation line remain exposed after repairs are completed

SECTION 5 – LANDSCAPE REPLACEMENT



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ITEM 5.1 - Bed Amendment and Planting Soil:

This service shall be provided on an as needed basis. The vendor shall remove and replace soil in planting beds up to a depth of 6". Additional soil amendments may be supplied by the Town and added by the vendor during this process. In all locations, the vendor will be responsible for removal and off-site dumping of the soil.

ITEM 5.2 - Black Atlas 3000 Amendment:

All beds shall be replenished as required and shall be top dressed with 1 – 2 inches of fresh amendment annually.

ITEMS 5.3-5.9: Landscape Replacement

Shall include landscaping removal, hauling, disposal, installation of new landscaping, landscape staking/support as required, and restoration as required in the event removal and replacement of any of the landscaping within the project area is required.

The Town may review and approve a photograph of any palm or ornamental tree prior to its delivery to the site. The maintenance contractor shall make the Town aware of any vegetation that appears to be in need of replacement. The Town shall then judge whether this vegetation requires replacement and then provide the maintenance contractor approval to perform the replacement before any work is performed. Replacement shall occur within 10 days after an item is deemed by the Town in need of replacement.

In the event that landscaping replacement is required, the contractor must schedule the work with the Contract Coordinator. Contractor will be responsible to protect pedestrians, vehicular traffic and storefronts. All barricades and traffic/parking control the responsibility of the vendor.

SECTION 6 – ADDITIONAL ITEMS

ITEM 6.1 - Debris Vacuuming:

To include the vacuuming of debris instead of blowing and raking cuttings, clippings or other debris. The Town may request that this service be performed in specific areas.

ITEM 6.2 - Decorative Vaso Pots – Remove and replace plants on Hibiscus Ave:

Periodically, all of the plantings in the decorative pots are to be removed and replaced. The design/schedule/plant type will be provided to the contractor in advance of the activity. The successful contractor will provide multiple quotes for the plant types suggested, and supply and install top-quality annuals at the specified size according to the schedule.

ITEM 6.3 - Decorative Succulent Pots – Remove and replace plants at the Hibiscus Ave Fountain:

Periodically, all of the succulent plantings in the decorative pots are to be removed and replaced. The design/schedule will be provided to the contractor in advance of the activity. The successful contractor



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will provide multiple quotes of the suggested plant types, supply and install top-quality succulents at the specified size according to the contract coordinator.

ITEM 6.4 - Painting of Utility Boxes:

This is an annual service, performed during the first week of November, where all utility boxes are cleaned, prepared and painted as per manufacturer's recommendation. Paint will be provided by the Town.

ITEM 6.5 - Porter Service:

The vendor shall provide a daily porter service from December 1 through April 15 from the hours of 1:30pm to 3:00pm, Monday through Friday. This porter will be responsible for collection of any and all debris on the sidewalks, turf areas or concrete gutters.

ITEM 6.6 - Hourly Repair Labor Rate:

The Town is seeking a hourly labor rate for miscellaneous repairs or services on an as needed basis.