

CITY OF WINTER HAVEN CODE ENFORCEMENT

LOT CLEARING SPECIFICATIONS

GENERAL:

1. The City of Winter Haven requests the submittal of bids from contractor(s) that are interested in providing the necessary labor, material, and equipment to perform lot clearing to correct code violations. Award will be based on the lowest two (2) bids.
2. The low bidder will be called first to perform work under this bid, and if not available, the second low bidder will be called.
3. The contractor(s) will be allowed forty-eight (48) hours to respond to standard service requests, and four (4) hours for emergency service requests.
4. The contractor(s) must have the ability to receive service requests, and submit documentation and invoices electronically.
5. The Code Enforcement Supervisor reserves the right to reject any or all bids and/or waive any minor irregularities in the bids received, whichever is in the best interest of the City.
6. The areas of work are within the incorporated boundaries of the City of Winter Haven.
7. The contractor will be responsible for correcting violations relating to overgrowth of grass and weeds, and accumulation of junk, trash, and/or debris.
8. All work is to be performed on lots, size 60' x 100' (.17 acre). Bid price shall be based on mowing and removal of debris for lots this size. Bid price shall include cost for disposal of debris at the Landfill.
9. The price for work to be performed on lots that are smaller or larger than a standard 60' x 100' lot will be adjusted according to the percentage of acreage smaller or larger.
10. **Mowing equipment must be sufficient** to cut excessive overgrowth, large parcels of land, and all vegetation in excess of twelve (12) inches in height down to no more than three (3) inches in height. Bid shall include the cost of transportation for all equipment.

11. **The contractor must remove and dispose of all junk, trash, and debris** prior to mowing. This includes all material that could become a projectile and all material that can be shredded and distributed by the mowing equipment.
12. **All sidewalks and paved surfaces** must be cleared of grass clippings. All clippings must be disposed of in a proper manner, i.e., bundled and delivered to the Landfill.
13. **Reworking** required due to negligence or inadequate procedures of the contractor will be the sole responsibility of the contractor and shall be completed within three (3) days of notification. No additional payment will be due for the reworking of non-acceptable areas.
14. **The contractor shall preserve from damage** all property associated with, or which is in the vicinity of, or is in any way affected by, the work. This applies to public and private property and/or utilities. Any damage occurring to such properties shall be immediately repaired at the expense of the contractor.
15. **The contractor shall document** the condition of the property prior to any work being performed, and the condition of the property after work is performed. Documentation shall be in the form of photographs and shall be submitted prior to, or with invoicing for work performed.
16. **The contractor is responsible** for contacting the Code Enforcement Division for re-inspection of the property prior to submitting an invoice for any work performed. All re-inspections must be requested within twenty-four (24) hours of work being performed.
17. **The contractor(s) must carry workers compensation, general liability and automobile insurance in an amount and form acceptable to the City, with limits of no less than one-million dollars. A current copy listing the City of Winter Haven as an additional insured must be provided to the City within 48 hours after award.**

ADDITIONS/REVISIONS/DELETIONS:

18. Additions, revisions or deletions to the general conditions, specifications or bid price sheets that change the intent of the bid will cause the bid to be invalid and the bid will not be considered. The Code Enforcement Supervisor shall be the sole judge as to whether or not any addition, revision or deletion changes the intent of the bid.

PERFORMANCE OF WORK:

19. The work required under this bid shall be performed by the entity submitting the bid, and shall not be sub-contracted to another party.

20. The period of performance for this bid is one (1) year from the date of award. It may be extended for four (4) additional one (1) year periods at the same terms and conditions, with the mutual agreement of all parties. If the contract is extended, the City is amenable to an annual increase in cost equal to the Federal Consumer Price Index on the increase for the upcoming 12-month period (renewals only). The increase will be added to the purchase price at the beginning of the term of the contract extension. The City will use CPI information provided by the United States Department of Labor.
21. All prices shall remain unchanged during the period of performance, as specified herein, and as may be adjusted in accordance with item #20.
22. The Code Enforcement Supervisor reserves the right to terminate or suspend the award of this bid, in whole or in part, when it is in the best interest of the City to do so. The Procurement Division Director will notify the contractor(s), in writing, of any such action with notice of the effective date of termination or suspension. This notice shall also specify the state of the work at the time of termination or suspension.
23. If the Code Enforcement Supervisor determines that performance of the contractor does not comply with bid requirements all work may be immediately suspended. The contractor will be notified of the performance issue(s) and shall correct the deficiency within five (5) days of notification.
24. For further bid information, contact Tanya Ayers, Code Enforcement Supervisor at 863-298-7802, or tayers@mywinterhaven.com.