

Exhibit A - Scope of Services

ITB No.: C007087

Project: Landscape Maintenance Services

SECTION 1. SCOPE OF SERVICES OVERVIEW

- 1.1** The Central Florida Tourism Oversight District ("District") requests proposals from experienced and qualified firms for Landscape Maintenance services for District roadways, rights-of-way & other designated properties.
- 1.2** Full and complete care of all turf areas, shrub beds, annual beds, trees, slopes, retention ponds, wood lines, and ditches, which includes removal, planting, fertilizing, weeding, mowing, trimming, edging, weed eating, irrigation, and pest control. Owner is guaranteed that every planting mass, turf grass, trees, shrubs, ground cover annual/perennials, and flower containers shall maintain a healthy vigorous appearance and shall at all times be of the finest quality.

Note: The Contractor shall perform the basic services between the **hours of 3 a.m. and 5 p.m.**, Monday through Friday or as deemed necessary and approved by Owner. Work within areas directly adjacent to Resort areas **shall not begin until after 8 a.m.** All work adjacent to the District Fire Stations will not commence **until after 7 a.m.** These hours are subject to change depending on the time of year and as a result of special events or holidays.

- 1.3** For informational purposes, the current contractor has approximately 65 employees working on this project. The total area included in the landscape maintenance services is approximately **1,452 acres**.
- 1.4** For maps of the areas where the services will be performed, please refer to the link below.

<https://experience.arcgis.com/experience/407594a18d3b4c0fab0d97de70bf68cd>

SECTION 2. SCOPE OF SERVICES

2.1 General Requirements:

- A.** Contractor shall provide all labor, material, equipment, supervision, transportation, tools, incidentals, and all other requirements necessary to perform landscape maintenance including, but not limited to, the following:
 - 1.** Full and complete care of all turf areas, shrub beds, annual beds, trees, slopes, retention ponds, wood lines, and ditches, which includes removal, planting, fertilizing, weeding, mowing, trimming, edging, weed eating, irrigation, pest and litter control. Owner is guaranteed that every planting mass, turf grass, trees, shrubs, ground cover annual/perennials, and flower containers shall maintain a healthy vigorous appearance and shall at all times be of the finest quality.
- B. Compliance with Resolution # 518:** The Contractor shall perform all fertilization and related landscape maintenance services in strict accordance with Central Florida Tourism Oversight District Resolution No. 518, Protection of Water Quality, as amended or superseded by the Central Florida Tourism Oversight District (CFTOD), and **Rule 5E-1.003, Florida Administrative Code (F.A.C.), as applicable**. The Contractor shall comply with all applicable fertilizer content restrictions, application practices, fertilizer-

free zones, low maintenance zone requirements, and best management practices (BMPs). **Grass clippings, fertilizer, vegetative matter, and other landscape debris shall not be blown, swept, discharged, or otherwise allowed to enter stormwater inlets, pipes, drainage systems, wetlands, waterways, or other water bodies.** Any violation of these requirements shall be promptly corrected at the Contractor's expense.

- C. Contract shall make weekly walk/ride -through reviews of the entire site related to visual observations and shall make necessary repairs and adjustments. Owner may attend the weekly walk/ride-through.

2.2 Work Activities and Frequencies

The following activities shall be performed at the frequencies specified below. The activities listed are not intended to be all-inclusive and are not limited to those specifically identified herein. Contractor shall perform all other related services necessary to ensure the satisfactory completion of the work.

Activity #1 and #2 – St Augustine Mow & Weed Eat Turf

Frequency: Weekly – March-November; Twice Monthly December-February

1. St. Augustine grass shall be kept at a minimum height of 3-1/2 inches and a maximum height of 5 inches unless otherwise specified within the Agreement.
2. Trash/litter shall be picked up prior to all mowing. If litter is mowed over, it will be the responsibility of the contractor to remove all debris.
3. Grass clippings shall not be blown, swept, or otherwise discharged into ornamental beds, sidewalks, roadways, storm drains, inlets, drainage systems, waterways, or other areas where they may accumulate or cause obstruction. The Contractor shall properly manage and remove excess clippings generated during routine mowing, and no piles or accumulations of clippings shall be left in the mowing area. If excess turf clippings are found, the Contractor shall be notified and shall be responsible for removing them within twenty-four (24) hours of notification.
4. Contractor shall immediately disperse excess clippings or remove and dispose of at certified composting facility/landfill. This task shall be performed the same day as mowing. If an instance is reported, the contractor is required to correct this w/n 24 hours of notification.
5. During St. Augustine mowing, the Contractor shall neatly edge around all plant beds, sidewalks, curbs, trees, plants, all in-ground utility covers, etc., and maintain the shape and configuration of all planting areas in a clean manner free of imperfections at the same frequency as mowing and same day as mowing. Any damage caused during work will be the responsibility of the contractor to repair.
6. During St. Augustine mowing, all sidewalks, streets, and roadways shall be immediately swept, blown, or vacuumed to maintain a clean, well-groomed appearance.
7. During St. Augustine mowing, all areas inaccessible to mower, and/or otherwise un-mowable due to trees, light poles, signs, rocks, culverts, etc., shall be trimmed at the same height the same day and the same frequency as mowing.
8. The Owner reserves the right to adjust the calendar schedule as necessary to accommodate weather conditions that affect turf growth, including temperature extremes and excessive or insufficient precipitation.

Activity #3 and #4 – Bahia Mow & Weed eat Turf**Frequency: Weekly – March-November; Twice Monthly December-February**

1. Bahia grass shall be kept at a minimum height of 3-1/2 inches and a maximum height of 5 inches, to include seed heads, for maximum root development and for the best photosynthetic opportunity, unless otherwise specified within the Agreement.
2. Bahia grass for slopes shall be kept at a minimum height of 3.5 inches and a maximum height of 5 inches for maximum root development and for the best photosynthetic opportunity. Unless otherwise specified within the Agreement.
3. Trash/litter shall be picked up prior to all mowing. If litter is mowed over, it will be the responsibility of the contractor to remove all debris.
4. Grass clippings shall not be blown, swept, or otherwise discharged into ornamental beds, sidewalks, roadways, storm drains, inlets, drainage systems, waterways, or other areas where they may accumulate or cause obstruction. The Contractor shall properly manage and remove excess clippings generated during routine mowing, and no piles or accumulations of clippings shall be left in the mowing area. If excess turf clippings are found, the Contractor shall be notified and shall be responsible for removing them within twenty-four (24) hours of notification.
5. During Bahia mowing, the Contractor shall neatly edge around all plant beds, sidewalks, curbs, trees, plants, all in-ground utility covers, etc., and maintain the shape and configuration of all planting areas in a clean manner free of imperfections at the same frequency as mowing and same day as mowing. Any damage caused during work will be the responsibility of the contractor to repair.
6. During Bahia mowing, all sidewalks, streets, and roadways shall be immediately swept, blown, or vacuumed to maintain a clean, well-groomed appearance.
7. During Bahia mowing, all areas inaccessible to mower, and/or otherwise un-mowable due to trees, light poles, signs, rocks, culverts, etc., shall be trimmed at the same height the same day and the same frequency as mowing.
8. The Owner reserves the right to adjust the calendar schedule as necessary to accommodate weather conditions that affect turf growth, including temperature extremes and excessive or insufficient precipitation.

Activity #5 and #6 – Zoysia Mow & Weed eat Turf**Frequency: Weekly – March-November; Twice Monthly December-February**

1. Zoysia grass shall be kept at a minimum height of 2-1/2 inches and a maximum height of 3-1/2 inches for maximum root development and for the best photosynthetic opportunity. Unless otherwise specified within the Agreement.
2. Grass clippings shall not be blown, swept, or otherwise discharged into ornamental beds, sidewalks, roadways, storm drains, inlets, drainage systems, waterways, or other areas where they may accumulate or cause obstruction. The Contractor shall properly manage and remove excess clippings generated during routine mowing, and no piles or accumulations of clippings shall be left in the mowing area. If excess turf clippings are found, the Contractor shall be notified and shall be responsible for removing them within twenty-four (24) hours of notification.

3. Contractor shall immediately disperse excess clippings or remove and dispose at certified composting facility/landfill. This task shall be performed the same day of mowing. If an instance is reported, the contractor is required to correct this w/n 24hours of notification.
4. During Zoysia mowing, the Contractor shall neatly edge around all plant beds, sidewalks, curbs, trees, plants, all in-ground utility covers, etc., and maintain the shape and configuration of all planting areas in a clean manner free of imperfections at the same frequency as mowing and same day as mowing. Any damage caused during work will be the responsibility of the contractor to repair.
5. During Zoysia mowing, all sidewalks, streets, and roadways shall be immediately swept, blown, or vacuumed to maintain a clean, well-groomed appearance.
6. During Zoysia mowing, all areas inaccessible to mower, and/or otherwise un-mowable due to trees, light poles, signs, rocks, culverts, etc., shall be trimmed at the same height the same day and the same frequency as mowing.
7. The Owner reserves the right to adjust the calendar schedule as necessary to accommodate weather conditions that affect turf growth, including temperature extremes and excessive or insufficient precipitation.

Activity #7 and #8 – Edge Zoysia (Curbs, Beds, Signs, and Tree rings)**Frequency: Weekly – March-November; Twice Monthly December-February**

1. The Contractor shall neatly edge around all plant beds, sidewalks, curbs, trees, plants, all in-ground utility covers, etc., and maintain the shape and configuration of all planting areas in a clean manner free of imperfections at the same frequency as mowing and same day as mowing.
2. All turf areas shall be edged according to specified frequency unless indicated within this document. (Reference the Fee Breakdown Form)
3. Contractor shall edge around all drainage inlets, manholes and pipe end treatments to ensure free and clear drainage flow.
4. All sidewalks, streets, and roadways shall be immediately swept, blown, or vacuumed to maintain a clean, well-groomed appearance.
5. Chemical treatment or burning shall not be used for edging activities on any turf areas.
6. The Owner reserves the right to adjust the calendar schedule as necessary to accommodate weather conditions that affect turf growth, including temperature extremes and excessive or insufficient precipitation.

Activity #9 and #10 – Edge St. Augustine (Curbs, Beds, Signs, and Tree rings)**Frequency: Weekly – March-November; Twice Monthly December-February**

1. The Contractor shall neatly edge around all plant beds, sidewalks, curbs, trees, plants, all in-ground utility covers, etc., and maintain the shape and configuration of all planting areas in a clean manner free of imperfections at the same frequency as mowing and same day as mowing.
2. All turf areas shall be edged according to specified frequency unless indicated within this document. (Reference the Fee Breakdown Form)
3. Contractor shall edge around all drainage inlets, manholes and pipe end treatments to ensure free

and clear drainage flow.

4. All sidewalks, streets, and roadways shall be immediately swept, blown, or vacuumed to maintain a clean, well-groomed appearance.
5. Edging for all in bound St. Augustine beds on Hotel Plaza Blvd. shall be edged no later than 6am and outbound no later than 9am. Any alterations must be approved by District representative prior to changing.
6. Chemical treatment or burning shall not be used for edging activities on any turf areas.
7. The Owner reserves the right to adjust the calendar schedule as necessary to accommodate weather conditions that affect turf growth, including temperature extremes and excessive or insufficient precipitation.

Activity #11 and #12 – Edge Bahia (Curbs, Beds, Signs, and Tree rings)

Frequency: Weekly – March-September and Twice Monthly, October-February

1. The Contractor shall neatly edge around all plant beds, sidewalks, curbs, trees, plants, all in-ground utility covers, etc., and maintain the shape and configuration of all planting areas in a clean manner free of imperfections at the same frequency as mowing and same day as mowing.
2. All turf areas shall be edged according to specified frequency unless indicated within this document. (Reference the Fee Breakdown Form)
3. Contractor shall edge around all drainage inlets, manholes and pipe end treatments to ensure free and clear drainage flow.
4. All sidewalks, streets, and roadways shall be immediately swept, blown, or vacuumed to maintain a clean, well-groomed appearance.
5. All non-curb Bahia shall be edged **at least quarterly (four times per year)**. During the active year of the contract, the Contractor shall monitor all non-curb roadways and perform additional edging as necessary or as requested by the Owner to prevent turf buildup from impeding pavement runoff. This should include maintaining the edge of road markings (white or yellow) present on District roadways, ensuring all markings remain clear of vegetation, including turf and shrubs. All required edging and additional services shall be included in the Contractor's pricing.
6. Chemical treatment or burning shall not be used for edging activities on any turf areas.
7. The Owner reserves the right to adjust the calendar schedule as necessary to accommodate weather conditions that affect turf growth, including temperature extremes and excessive or insufficient precipitation.

Activity #13 Turf (Litter, Trash, and Debris removal)

Frequency: One time per week throughout the year

1. Contractor required at least once a week ensure turf areas are clear of litter, trash and debris during scheduled maintenance services. Contractor could be requested to address any issues found outside of the routine at an additional fee to the owner.

Activity #14 – Hard Pruning on All Ornamental Grasses**Frequency: January – February once a year**

1. Contractor required to perform hard cutbacks to industry standards on all ornamental grasses w/n landscapes managed under agreement unless otherwise directed.
2. Contractor required to provide tools, labor & equipment to remove debris from site to a designated location. The District Material Recovery Facility is available to dispose of cuttings.
3. All cut debris must be removed at the end of each day of work. All beds should be cleared of all clippings.
4. Proper TTC must be followed while cutting back grasses adjacent to roadways.

Activity #15 – Spread Pine Straw/Mulch (Labor only)**Frequency: October – March once a year**

1. All beds shall be mulched once a year unless otherwise specified by the Owner.
2. Mulch and pine straw will be provided by the Owner. Contractor required to provide the quantities of material needed along with a schedule of application. Mulch may only be provided as bagged.
3. Additional requests may be made at an additional fee to the District.
4. Old mulch shall be cleared away and removed prior to new mulch application.
5. Mulch and pine straw shall be applied at no more than 2" deep and not less than 1 1/2" at any time and evenly across shrub beds.
6. At no time shall mulch be piled up around shrub crowns.
7. Mulching of signs, light poles, etc. shall be performed by Contractor once a year (winter) or as otherwise specified by the Owner.
8. Contractor required to provide proper transportation of material from staging area to the work site.

Activity #16 – Shrub Bed Maintenance (Weed Control, Litter, Trash, and Debris Removal, Pruning, Replacements, Etc.) Hard Pruning February – March**Frequency: Weekly**

1. No allowances will be made for rain days. All trimming shall be completed in a timely manner.
2. All clippings shall be removed from all sidewalks, roadways, and waterways.
3. Excess clippings shall be removed and disposed of at certified composting facility/landfill. This task shall be performed on the same day of pruning.
4. All shrubs shall be trimmed and maintained 6" off curbs, sidewalk, and turf edges always during the term of the Agreement. Owner reserves the right to adjust this specification. Owner may make recommendations as to the pruning style for selecting plant material w/n the landscape maintenance agreement.
5. All shrubs shall be trimmed to ensure sight lines for signs and intersections are always maintained. Hard pruning will occur approximately February – March depending on the current weather conditions. Pruning could shift later to accommodate. Azaleas shall be pruned during June – July if material has completed its blooming cycle.
6. All shrubs' beds shall be maintained at an acceptable show quality level and prior to any trimming

Contractor must consult with Owner. Shrub beds shall be kept free of litter, trash, and all debris removed.

7. Dead plants shall be removed by Friday of calendar week that they are discovered (cut down or dug out and hole backfilled and/or resodded) and the plant shall be replaced within two weeks. This includes plants damaged due to maintenance practices such as round up.
8. All shrub beds shall be maintained, always weed free and shall be performed weekly as part of the (52) weekly frequency.
9. At no time shall weeds be sheared when maintaining shrub beds.
10. All litter, trash, debris (including landscape debris) must be removed during weekly maintenance cycles.
11. Mulch shall be stirred throughout the year to prevent compaction.

Activity #17 – Annual Bed Maintenance:**Frequency : Weekly**

1. All annual beds shall be maintained at an acceptable show quality level.
2. Dead plants shall be removed by Friday of calendar week as they are discovered.
3. Deadhead spent blooms from blooming annuals by correct methods. If method is reviewed as incorrect, contractor will be required to return to make correction w/n 24hrs of notification.
4. Ensure plant health during the growth cycle of the bedding plants.
5. Ensure proper watering cycle for the bedding plant installed at that time.
6. All litter, trash, debris (including landscape debris) must be removed during weekly maintenance cycles.
7. All annual beds shall be maintained always weed free using standard cultivating methods.
8. At no time shall weeds be sheared when maintaining shrub beds.

Activity #18 – Annual Bed Rotation**Frequency: December, March, June, & September Weekly**

1. Contractor required to install owner provided annuals at least (4) times a year as schedule dictates. Each rotation size is dependent on the bed(s) due to be replaced. Largest total count for one cycle approximately 3,000 4-6" units.
2. Contractor required remove existing bed and dispose of
3. Contractor required to prep bed for replacement material.
4. Contractor required to properly transport material to the planting site.
5. Contractor required to provide approved TTC for any planting adjacent to roadways.
6. Contractor required to install new owner provided plant material to the specified heights and planting scheme as designated by the Owners representative.
7. Contractor required to coordinate required irrigation special scheduling for new installations accordingly.

Activity #19 – Tree Care**Frequency: Weekly checks**

1. Removal of suckers, Spanish Moss, and Ball Moss from Oaks, Crapees, Ligustrums, and Wax myrtles shall be performed throughout the year as needed. This will be performed at a height that is accessible from the ground.
2. Visual inspection should be performed weekly to identify issues as part of the (52) weekly inspections.
3. Excess clippings shall be removed and disposed of at certified composting facility/landfill. This task shall be performed the same day of pruning.
Required minimal pruning of any low-hanging limbs or branches that directly impede pedestrian walkways, signs, active roadway travel lanes, curbs, or walls. Notification must be made to the Owner's Representative prior to any trimming.
4. Mulch should be stirred around the tree rings throughout the year.
5. Weeds shall not be sheared at any time when maintaining around trees.
6. All tree rings and areas around trees shall be always weed free.
7. At no time shall mulch be piled up around shrub crowns.

Activity #20 – Palm Maintenance (all varieties)**Frequency: Weekly checks**

1. During weekly scheduled maintenance services, contractor will make visual inspection of palms w/n the maintenance area. Notification will be made to owner's representative if any appear to be declining or are dead.

Activity #21 – Fertilize Shrubs/Groundcovers**Frequency : October – November, January – February**

1. Fertilization shall be completed within five (5) working days, unless discussed with owners rep.
2. Owner will provide all required fertilizer based on the count provided by the contractor. Contractor required to perform soil sampling to verify fertilizer formula request. Contractor must properly transport material to the work site and store any unused material.
3. The Contractor shall not apply any fertilizer or chemicals within **fifteen (15) feet from the top of slope** of any lake, canal, retention pond, or other body of water. Any fertilizer or chemical material deposited on sidewalks, roadways, or other impervious surfaces shall be immediately removed.
4. Contractor shall take special care as not to allow any fertilizers to go down into street drains. If this is documented, the contractor will be responsible for any necessary cleanup as required by state regulations.
5. Contractor shall take special care as not to allow any fertilizers to go down into street drains.
6. Fertilizer applications shall be evenly distributed across shrub beds and shall not be piled around shrub crowns. If this is found, contractor will be required to return to correct this w/n 48hours.
7. Fertilizer shall be applied when foliage is dry and not wet. If applied when wet, the Contractor shall be responsible for washing fertilizer off shrubs. Any damage caused due to improper application

methods shall be the Contractor's responsibility.

Activity #22 – Fertilize - Annuals (liquid as needed)**Frequency : 5 times for each area after it is started**

1. Fertilization shall be completed within five (5) working days, unless discussed with owners rep.
2. Owner will provide all required fertilizer based on the count provided by the contractor. Contractor required to perform soil sampling to verify fertilizer formula request.
3. Contractor must properly transport material to the work site and store any unused material.
4. The Contractor shall not apply any fertilizer or chemicals within **fifteen (15) feet from the top of slope** of any lake, canal, retention pond, or other body of water. Any fertilizer or chemical material deposited on sidewalks, roadways, or other impervious surfaces shall be immediately removed. Contractor shall take special care as not to allow any fertilizers to go down into street drains. If this is documented, the contractor will be responsible for any necessary cleanup as required by state regulations.
5. Contractor shall take special care as not to allow any fertilizers to go down into street drains.
6. Fertilizer applications shall be evenly distributed across shrub beds and shall not be piled around shrub crowns. If this is found, contractor will be required to return to correct this w/n 48hours.
7. Fertilizer shall be applied when foliage is dry and not wet. If applied when wet, the Contractor shall be responsible for washing fertilizer off shrubs. Any damage caused due to improper application methods shall be the Contractor's responsibility.

Activity #23 – Fertilize St Augustine Turf**Frequency: 3 times a year**

1. Fertilization shall be completed within five (5) working days, unless discussed with owners rep.
2. Owner will provide all required fertilizer based on the count provided by the contractor. Contractor required to perform soil sampling to verify fertilizer formula request.
3. Contractor must properly transport material to the work site and store any unused material.
4. The Contractor shall not apply any fertilizer or chemicals within **fifteen (15) feet from the top of slope** of any lake, canal, retention pond, or other body of water. Any fertilizer or chemical material deposited on sidewalks, roadways, or other impervious surfaces shall be immediately removed.
5. Contractor shall take special care as not to allow any fertilizers to go down into street drains. If this is documented, the contractor will be responsible for any necessary cleanup as required by state regulations.
6. Contractor shall take special care as not to allow any fertilizers to go down into street drains.
7. Fertilizer application shall be evenly distributed across shrub beds and shall not be piled around shrub crowns. If this is found, contractor will be required to return to correct this w/n 48hours.
8. Fertilizer shall be applied when foliage is dry and not wet. If applied when wet, the Contractor shall be responsible for washing fertilizer off shrubs. Any damage caused due to improper application methods shall be the Contractor's responsibility.

Activity #24 – Fertilize Zoysia Turf**Frequency: 3 times per year**

1. Fertilization shall be completed within five (5) working days, unless discussed with owners rep.
2. Owner will provide all required fertilizer based on the count provided by the contractor. Contractor required to perform soil sampling to verify fertilizer formula request.
3. Contractor must properly transport material to the work site and store any unused material.
4. The Contractor shall not apply any fertilizer or chemicals within **fifteen (15) feet from the top of slope** of any lake, canal, retention pond, or other body of water. Any fertilizer or chemical material deposited on sidewalks, roadways, or other impervious surfaces shall be immediately removed.
5. Contractor shall take special care as not to allow any fertilizers to go down into street drains. If this is documented, the contractor will be responsible for any necessary cleanup as required by state regulations.
6. Contractor shall take special care as not to allow any fertilizers to go down into street drains.
7. Fertilizer application shall be evenly distributed across shrub beds and shall not be piled around shrub crowns. If this is found, contractor will be required to return to correct this w/n 48hours.
8. Fertilizer shall be applied when foliage is dry and not wet. If applied when wet, the Contractor shall be responsible for washing fertilizer off shrubs. Any damage caused due to improper application methods shall be the Contractor's responsibility.

Activity #25 – Fertilize Palms & Trees**Frequency: 3 times per year**

1. Fertilization shall be completed within five (5) working days, unless discussed with owners rep.
2. Owner will provide all required fertilizer based on the count provided by the contractor. Contractor required to perform soil sampling to verify fertilizer formula request.
3. Contractor must properly transport material to the work site and store any unused material.
4. The Contractor shall not apply any fertilizer or chemicals within **fifteen (15) feet from the top of slope** of any lake, canal, retention pond, or other body of water. Any fertilizer or chemical material deposited on sidewalks, roadways, or other impervious surfaces shall be immediately removed.
5. Contractor shall take special care as not to allow any fertilizers to go down into street drains. If this is documented, the contractor will be responsible for any necessary cleanup as required by state regulations.
6. Contractor shall take special care as not to allow any fertilizers to go down into street drains.
7. Fertilizer application shall be evenly distributed across shrub beds and shall not be piled around shrub crowns. If this is found, contractor will be required to return to correct this w/n 48hours.
8. Fertilizer shall be applied when foliage is dry and not wet. If applied when wet, the Contractor shall be responsible for washing fertilizer off shrubs. Any damage caused due to improper application methods shall be the Contractor's responsibility.

Activity #26 – Pest Control – as part of each activity**Frequency : Weekly**

1. Contractor shall submit to Owner all MSDS and chemical labels of pesticides and fertilizers used on properties. This shall be done prior to any application.
2. Contractor shall be responsible to provide all necessary labor/equipment/products to maintain a healthy vigorous, disease, insect, and weed free (turf, groundcover, shrubs, trees, annuals/perennials, and flower containers), by adhering to the Florida Green Industries Best Management Practices (B.M.P.) throughout the scope of Services.
3. Contractor is responsible for following all Florida Statute/Laws/Regulatory requirements as they relate to applying pesticides, fertilizers, or any other products.
4. Contractor shall be responsible to provide all necessary services (pre-emergent/post-emergent) to eliminate weeds within turf, shrub beds, tree rings, sign rings, light poles, and curb/pavement cracks.
5. Contractor shall be responsible to provide all necessary services to eliminate Imported Fire Ant mounds within the turf, shrub beds, tree rings, sign rings, light poles, curb/pavement, and sidewalk cracks. This shall also be done at Owners request at no additional cost.
6. Phosphates shall not be part of the fertilizers analysis unless soil tests determine otherwise. Contractor shall perform soil and/or tissue samples prior to each fertilizing application.
7. Contractor shall dispose of all containers off property according to Florida Statute/Laws/Regulatory requirements.
8. Contractor shall also apply any supplemental fertilizer (nutrients) to maintain a healthy vigorous turf appearance throughout scope of Services. (Owner will supply fertilizer at Contractor's specifications)
9. Contractor shall not apply any fertilizers closer than 15' from lakes, canals, retention ponds, or any other body of water.
10. All pesticide and fertilizer products proposed for use shall be submitted to the District for formal review and written approval prior to application. The District reserves the right to reject or prohibit any product that, in the District's determination, may pose a risk of environmental degradation or otherwise fail to meet applicable District, state, or federal requirements.
11. Contractor shall maintain and send a written log monthly to the Owner of all pesticides used on property. (Date, Name, Time, Product, Rate Used, Total Used, Location).
12. Contractor shall be responsible for strictly abiding to all FDOT Rules, Statutes, and Regulations applicable to the Temporary Traffic Control (TTC) and shall communicate all TTC work within the District prior to implementation.

Activity #27 – Wood Lines**Frequency : Weekly checks**

1. Contractor shall maintain all wood lines weekly identifying any vegetation impeding proper mowing of turf along wood lines.
2. Woodline shall be mowed within 18" of the water's edge of the pond or canal weekly & bi-weekly as the frequency schedule dictates unless otherwise instructed.

Activity #28 - Wood Lines - (1 Annual cutback)

1. Annual cutback for all wood lines adjacent to accessible turf along right of ways where mowing is performed.
2. Cutbacks will be performed to reduce encroaching vegetation by 3-5'.
3. Contractor required to remove any excess vegetation generated during the cut back.
4. Contractor required to provide a schedule of the annual wood line cutbacks.
5. Contractor responsible for any damage caused by equipment or methods during cutbacks.

Activity #29 – Ponds, Lakes and Canals**Frequency : Weekly checks**

1. Turf around ponds, lakes, and/or canals shall be maintained to the fluctuating water line, with a maximum eighteen-inch (18") horizontal natural zone at the water's edge, where grass shall be maintained at a maximum height of twelve inches (12") to help trap litter; this area shall be maintained weekly as part of the fifty-two (52) weekly service frequencies, using appropriate equipment as necessary.
2. The Contractor shall remove all reachable floating litter prior to mowing and shall immediately report any heavy, inaccessible, or unreachable debris to the Owner's Representative.
3. The Contractor shall maintain and edge around all storm pipes, overflow weirs, including concrete and Fabriform structures, skimmers, and outfall structures. Burning and chemical treatment to eliminate vegetation are strictly prohibited.
4. The Contractor shall ensure that all outfall swales downstream of pond structures remain routinely mowed, clear, and unobstructed to maintain proper drainage.
5. The Contractor shall maintain a fifteen-foot (15') no-fertilizer and no-herbicide zone measured from the top of bank of all lakes, canals, ponds, and other designated water bodies.
6. The Contractor shall prevent and remove tree and brush growth on levees, berms, and side slopes to maintain these areas clear and accessible.
7. The Contractor shall maintain a minimum fifteen-foot (15') vertical clearance along canal and pond maintenance levees to provide unobstructed access for District equipment.
8. The Contractor shall perform routine maintenance within gated primary water control structures and shall coordinate with the District regarding required access, gate operation, and lock procedures.

Activity #30 - Irrigation

1. Once a month, Contractor required to inspect irrigation sites including controller & zones for the entire District Irrigation System
2. Contractor required to provide a weekly report of irrigation operation to District Representatives.
3. Every month the contractor is required to complete but not limited to the tasks below:
 - a. Contractor will test and verify operation of all irrigation zones.
 - b. Contractor will inspect and adjust spray heads, rotors, and drip emitters for proper coverage.
 - c. Contractor required to clean clogged nozzles, filters, and emitters as needed.

- d. Contractor required to check for broken, damaged, missing, or sunken irrigation components.
 - e. Contractor required to inspect valves for proper operation and leaks.
 - f. Contractor required to verify proper pressure and flow throughout the system.
 - g. Contractor required to check for wet spots, dry spots, overspray, runoff and misting.
 - h. Contractor required to inspect lateral and mainline piping for visible leaks.
 - i. Contractor required to verify rain sensor and other weather-based devices are functioning properly.
 - j. Contractor required to raise and level heads as needed to maintain coverage.
 - k. Contractor required to document deficiencies and recommend repairs beyond routine maintenance.
 - l. Contractor required to clean controller enclosures and valve boxes of debris.
 - m. Contractor required to perform an inspection walk with the Owners Irrigation Representative monthly unless otherwise notified.
4. Contractor shall make repairs found during the inspection for the following:
- a. Contractor shall repair/replace any damage to main lines 4" or less, ball valves, and control valves. Notification must be made to the owners representative prior to repairs.
 - b. Contractor shall repair/replace any damage to lateral lines, & sprinkler heads. All irrigation mainline repairs shall be inspected by Owner's Representative.
 - c. Any irrigation mainline break 6" or larger, isolation/gate valves, or any mainlines deeper than 4' (requiring shoring) caused by anyone other than the Contractor shall not be included in the base bid. However, the Owner may elect to have the Contractor perform the repairs upon receipt of a lump sum proposal to perform the work or may direct the Contractor to proceed on a time and material basis.
 - d. All irrigation repairs to be performed within 24 hours unless pre-approved by Owner.
 - e. The Contractor shall comply with the irrigation material specifications provided in **Exhibit F- Irrigation Specifications and Requirements** .
 - f. Contractor shall be responsible for strictly abiding all FDOT Rules, Statutes, and Regulations applicable to Temporary Traffic Control (TTC) and shall communicate all TTC work within the District prior to implementation.
5. **Cabinet & Equipment Clearance:** Prohibit irrigation heads from spraying directly onto above-ground electrical panels, signal cabinets, and infrastructure.
6. **Emergency Infrastructure Leaks:** Establish emergency protocols for irrigation line leaks that undermine roadways or levees (immediate shutoff, traffic control placement, and urgent owner notification).

Activity #31 - Water's Edge Vegetation Extraction**Frequency: One-time service, as ordered**

1. Provide services necessary to maintain **60–75%** canal view access.

2. Remove (extract) trees approximately 3–5 inches in caliber, including pine trees, small oaks, and similar vegetation, completely to or below grade, with no above-grade portions remaining.
3. Remove low-growing vegetation, shrubs, vines, and other designated vegetation along the entire canal length to the water's edge to provide the required canal view access.
4. Provide complete clearance around all control structures within the designated water-edge extraction areas.
5. Restore disturbed turf areas with matching sod where shrubs or other designated vegetation are removed.
6. Remove all extracted vegetation, debris, and other materials from the site and dispose of them at an approved landfill or disposal facility.
7. **Immediately report any erosion, soil loss, washouts, slope instability, exposed roots, or other conditions affecting the canal bank or surrounding areas** to the District, including the location and photographs when appropriate.

Activity #32 – Mow Ornamental Peanut**Frequency: Eight times a year**

1. Contractor shall mow all Ornamental Peanut to a height to allow for weed control w/ a chemical application if needed.
2. After one of these mowing sessions, contractor shall address any major weed infestation issues w/n the Ornamental Peanut bed.

Activity #33 – Edge Ornamental Peanut**Frequency: Every two weeks (26 times per year)**

1. Contractor shall neatly edge around all plant beds, sidewalks, curbs, trees, plants, all in-ground utility covers, etc., and maintain the shape and configuration of all planting areas in a clean manner free of imperfections at the same frequency as mowing turf and same day as mowing.
2. All sidewalks, streets, and roadways shall be immediately swept, blown, or vacuumed to maintain a clean, well-groomed appearance.
3. Peanut edging does not include chemical methods.
4. The owner reserves the right to adjust the calendar schedule as necessary to accommodate weather conditions that affect peanut growth, including temperature extremes and excessive or insufficient precipitation.

Activity #34 – Edge Ornamental Peanut**Frequency: Frequency : Weekly**

1. Contractor shall continuously maintain weeds w/n peanut
2. All litter, trash, debris (including landscape debris) must be removed during weekly maintenance cycles.

2.3 LAY DOWN YARD

- A.** The Primary Landscape Contractor will utilize identified Lay Down Yards located on District Properties. All other District Landscape Contractors will bring the necessary equipment on site at the time of service and stage as needed in approved locations by the Owner.
- B.** Contractor will be responsible for setting up any necessary storage units, etc. to provide all necessary services in accordance with the specified Epcot Building Codes.
- C.** Contractor is responsible for arranging a fuel truck to provide them with all necessary fuel to operate daily.
- D.** There shall be no fuel trailers or tankers located overnight within the lay down yard confines or any other Owner properties.
- E.** Contractor shall not perform any preventive maintenance within the lay down yard area except those specified such as changing of a tire for a mower or vehicle, changing of a belt, or changing blades. Work not permitted includes, without limitation, oil or fluid changes, engine rebuilds, etc.
- F.** Contractor is not permitted to operate any outside contracts from this lay down yard that are not deemed Central Florida Tourism Oversight District or CFTOD Utilities Division sanctioned work. Any other work not related to this contract located within this lay down yard would need to be approved by the Owner.
- G.** Contractor shall comply with all applicable CFTOD Land Development Regulations and obtain required permits and approvals through CFTOD Planning & Engineering.
- H.** Contractor shall provide secondary containment for on-site fueling to prevent soil contamination and runoff.
- I.** Contractor shall restrict all equipment, materials, and storage to designated Lay Down Yard boundaries and approved areas.

2.4 MISCELLANEOUS

- A.** Contractor shall at each visit, pickup and remove all debris such as paper and plastic products, branches from trees and shrubs, glass and metals, construction materials, etc. prior to mowing or leaving property.
- B.** Contractor shall be responsible at all times for maintaining sight lines for signs and intersections.
- C.** Contractor shall be responsible for maintaining all roadway bridge walls and keeping them free of all vegetation at all times.
- D.** Lump-sum monthly billing is prohibited. Invoices shall itemize charges separately by service area.
- E. Emergency Response & Weather Preparedness:** The Contractor shall maintain an emergency response plan and be prepared to provide post-storm ride-out services and immediate response for the removal and clearance of fallen trees, debris, and other obstructions blocking District roadways to restore safe and accessible conditions.
- F.** Contractor shall ensure all mowing and edging equipment is maintained with sharp blades to prevent turf tearing and disease and shall comply with all applicable noise and emissions standards, particularly when operating near resort hotels during early morning hours.

- G. Unit Pricing for Unforeseen Extra Work:** The Contractor shall provide unit pricing for hourly labor rates and equipment usage rates, as identified in the **Exhibit E – Schedule of Wages & Equipment Rates**, for unforeseen extra work, including storm cleanup, emergency call-outs, additions to, or deletions from the Services, as required by the Owner. All unit pricing shall include the Contractor's overhead, profit, employee burdens, benefits, insurance, and workers' compensation costs.
- H.** From time to time, the Contractor will be required to perform additional services that are exclusive of the Scope of Services set forth in the Agreement. For example, the Owner might ask the Contractor to perform Temporary Traffic Control "set ups" to enable a separate roadway lighting contractor to perform maintenance on the Owner's roadway lighting systems. For such additional services, the Contractor will be compensated in accordance with the schedule of billable hourly labor and equipment rates set forth in the Agreement.

2.5 QUALITY CONTROL

- A.** The Owner will have the right at any stage of the operation to reject any or all work and material that in the Owner's opinion does not meet the requirements of these specifications.
- B.** Throughout the entire landscape, the Contractor shall maintain the proper number of shrubs, groundcovers, trees; annuals/perennials, and flower containers in addition to the proper amount of turf grasses. The Contractor shall replace only those plant materials that are damaged or lost due to the Contractor's negligence at no additional cost to the Owner and Contractor shall follow the Central Florida Tourism Oversight District's Landscape Specification. Unless otherwise specified in the scope of services, the Owner shall furnish or pay for, at the Owner's option, any plant materials or irrigation components damaged or lost for any reason other than the Contractor's negligence.
- C.** Contractor shall keep all bridge walls, barrier walls, concrete aprons, and drainage structures free of encroaching vegetation.

2.6 DAMAGE

- A.** Any damages caused by the Contractor, including but not limited to, mowing, edging, trimming, or fertilization, shall be repaired by the Contractor within 24 hours, or shall be repaired by the Owner and back-charged at the current rate per man hour plus material plus 20% on material only. Any plant materials required to correct damages caused by the Contractor shall be the responsibility of the Contractor.
- B.** Should the Owner elect to have the Contractor perform any work outside the scope of services, the Owner may request a lump sum proposal for the Work or may direct the Contractor to proceed on a time and material basis.
- C.** Contractor shall report all damages to the Owner immediately.
- D.** Contractor shall be financially responsible for any damage to District infrastructure caused by its operations, the District reserves the right to engage qualified third-party contractors to perform repairs when the Contractor lacks the required specialized certifications, with all associated costs charged to the Contractor.

2.7 SAFETY

- A.** All Contractors' employees shall wear brightly colored safety vests (FDOT specifications by road speed) when working within 15' of any roadway. All safety apparel (including but not limited to vests) must be properly maintained.
- B.** All Contractors' equipment shall be properly maintained with all safety equipment intact and operational. This includes warning lights and headlights.
- C.** Due to the close proximity to roadways and traffic patterns, work schedules shall be coordinated with the Owner to reduce traffic hazards.
- D.** Contractor shall be responsible for the safety of its employees and shall, at a minimum, meet the requirements of FDOT Statute/Laws/Regulations in accordance with the Temporary Traffic Control (T.T.C.) and shall communicate all T.T.C. work within the District.
- E.** Contractor shall acquire all necessary certifications and ensure all employees hold such certifications in order to generate TTC plans or implement TTC plans on District Roadways & Right-of-Ways.
- F.** All "Temporary Traffic Control" (T.T.C.) hardware used by the Contractor for the performance of its Services shall be new or like new condition at all times. Any hardware (i.e., barricades, signs, barrier walls, etc.) that is brought by the Contractor to the job site that is not new or like new shall be removed and replaced by the Contractor at no additional cost to the Owner and the respective work requiring maintenance of traffic that the hardware in contention is associated with may not be implemented until such time as the corrections are made. Contractor should confirm requirements for roadway safety vehicle equipment, eg. Attenuator Truck.
- G.** Utility Locates and Directional Drilling: The Contractor shall contact Sunshine State 811 and obtain all required utility locates prior to any excavation or digging; when directional drilling is required for irrigation installation, the Contractor shall demonstrate proven experience performing trenchless/directional boring, including under public roadways, and maintain a minimum clearance depth of five (5) feet below the roadway base and ten (10) feet below canal or pond beds.
- H.** Holiday Moratoriums & Environmental Compliance: The Contractor shall comply with all applicable RCES/District holiday work moratoriums, state water quality requirements, and erosion and sediment control requirements, including coordination with the District as necessary to ensure compliance before and during the performance of work.

2.8 DISTRICT ROADWAY VEHICLE RESTRICTIONS

- A.** The Contractor shall comply with all District requirements for the safe movement of slow-moving and mowing equipment on high-speed District roadways, including Osceola Parkway, Epcot Center Drive, and World Drive.
- B.** District equipment shall not be transported or driven off-site between District locations.
- C.** Movement of slow-moving or mowing equipment shall be prohibited during peak traffic hours, defined as 8:00 AM–10:00 AM and 4:00 PM–6:00 PM, and during special events, unless otherwise approved by the District.
- D.** When permitted, slow-moving and mowing equipment shall travel on the roadway shoulder and shall be staged outside designated clear recovery zones.

- E. For equipment movements exceeding two (2) miles on roadways with posted speed limits greater than 35 mph, the Contractor shall utilize a shadow vehicle and/or trailer transport, as applicable.

SECTION 3. DELIVERABLES AND MANDATORY REPORTING

- 3.1** The supplier of services must be able to provide Safety Data Sheet ("SDS") and labels for chemicals purchased in accordance with the Federal "Right-to-Know" Regulations implemented by Occupational Safety and Health Administration for services provided.
- 3.2** A weekly facilities maintenance report shall be generated by the Contractor and submitted to the Owner outlining potential problem areas and the Contractor's proposed corrective action, upcoming work approval requests, coordination, scheduling, etc. Contractor shall be required to provide response correspondence to any service requests sent via the Owners designated quality tracking software within twenty-four (24) hours.
- 3.3** Contractor shall provide to Owner weekly reports **EXHIBIT D (Weekly Work Report Sample)** on the status of the landscape, scheduled repairs, maintenance, fertilization, pest control, irrigation, etc.
- 3.4** Contractor shall submit to Owner a weekly inspection report outlining the status of the irrigation system. Contractor shall perform monthly audits with owner in random areas across property to ensure the irrigation systems performance.
- 3.5** Contractor shall maintain and provide all information required for the annual National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) reporting, including:
- A.** Current FDACS Licensed Applicator certifications and Green Industry BMP certificates.
 - B.** Chemical application training logs and SOPs for product storage, inventory, and drift prevention.
 - C.** Mowing records identifying the date and District pond, swale, or canal levee serviced, based on the current District map.
 - D.** The detailed NPDES MS4 reporting requirements are provided in **Exhibit G – NPDES MS4 Mandatory Reporting Requirements**,
- 3.6** Shrub beds shall be kept free of litter, trash, and all debris removed. This information shall be documented.
- 3.7** A report containing bag usage and tonnage per area shall be submitted immediately following fertilization of all plant types.

SECTION 4. AWARD

- 4.1** The District reserves the right to accept or reject any or all bids.
- 4.2** The District is awarding one contract. This contract will be for an initial term of 3 years, with an optional two years renewal.
- 4.3** The District intends to award a contract to the **lowest responsive and responsible bidder**. If a contract cannot be successfully executed with the selected bidder, the District reserves the right to award the contract to the next lowest responsive and responsible bidder, or to reject any or all bids in accordance with applicable laws and the terms of this Invitation to Bid.

- 4.4** BuyLocalNow, Opportunity Zone, and Veteran qualified bidders may receive a bid preference as noted in the [Procurement Policy PRO-100](#). If a bidder is eligible for a preference, bidder must complete the Affidavit of Eligibility Form and include it with the proposal submission by the bid due date for consideration. Affidavit of Eligibility Forms are available within the solicitation documents on PlanetBids. Forms must be uploaded into PlanetBids as a separate attachment from proposal submission.

SECTION 5. LICENSING/PERMITS/CERTIFICATIONS/REQUIREMENTS

- 5.1 GI-BMP** - Green Industries Best Management Practices (Required for each employee associated with contract that will perform landscape services).
- 5.2 Florida Department of Agriculture and Consumer Services Pest Control Business License and Pest Control Operator Certificate:** Required for each employee associated with applying any chemical (pesticide, herbicides & fertilizers).
- 5.3 FDOT Temporary Traffic Control (TTC) Advanced and Intermediate Training Certifications:**
- A.** Advance – Required to have (1) individual on staff that will be submitting TTC plans for District Roadway's or Right-of-ways. Certification must be current.
 - B.** Intermediate – Required for each individual who will perform or manage any TTC set up along a District Roadway or Right-of-way. TTC Intermediate Certification shall be current for all personnel responsible for setting up or managing traffic control.
- 5.4** All Maintenance of Traffic activities shall comply with the applicable FDOT Temporary Traffic Control standards, including the applicable **FDOT Index 600 Series**, as well as all applicable federal, state, and local requirements. The Contractor shall implement specific protocols for early warning signage, shadow vehicles, clear zone safety, and truck-mounted attenuators (TMAs), as applicable to the work being performed and the approved Maintenance of Traffic plan.
- 5.5 Temporary Traffic Control (TTC) Plans:** The Contractor shall obtain all permits required for Temporary Traffic Control (TTC) activities and submit all TTC plans to the District's Planning and Engineering Department for review and approval at least fourteen (14) calendar days prior to the anticipated start of work, in accordance with applicable FDOT requirements and the current FDOT Index 600 Series; all TTC plans shall be certified, signed, and sealed by a qualified Traffic Engineer or equivalent, as required by the District, prior to commencement of any work. For emergency work, including accident damage or irrigation breaks, the fourteen (14) calendar-day submittal requirement may be waived or modified with approval from the District's designated
- 5.6 Irrigation Certifications:** Certifications must be current.
- A.** CIC – Certified Irrigation Contractor – The Contractors Onsite Manager for this agreement will be required to hold this certification.
 - B.** CIT – Certified Irrigation Technician – any technician that will be performing repairs or inspections for this agreement will be required to hold this certification.
 - C.** The Contractors Onsite Manager for this agreement should have a basic understanding of the Rain Bird Maxicom Central Control System.

- 5.7 Staffing Mobilization Plan:** The Bidder shall submit a detailed Staffing Mobilization Plan demonstrating its ability to recruit, onboard, train, and fully staff the contract by the commencement of services. The plan shall include proposed staffing levels, recruitment and onboarding timelines, training requirements, and key mobilization milestones.
- 5.8 Subcontractor List Form:** Contractors are required to disclose a complete list of sub-contractors using the **Exhibit H -Subcontractor List Form** with their bid submittal. The District will reject any bid submittal that does not include a Subcontractor List, or if the list is found incomplete. If the Contractor will not utilize any subcontractors, they must write "None" on the form. Contractors are not allowed to change or add sub-contractors without approval by the District. 8.4
- 5.9** Contractor shall not subcontract any part of Work with any subcontractor not listed on the **Subcontractor List without prior written approval of the District**. The District may revoke approval of any Subcontractor when such Subcontractor evidences an unwillingness or inability to perform the Work in strict accordance with the Contract provisions. Contractor shall cause appropriate provisions inserted in all approved subcontracts relative to the Work to bind subcontractors to the terms of the Contractor's Contract, insofar as applicable to the Work of subcontractors, and provide language regarding the termination of any subcontracts the District may exercise over the Contractor under provisions of this solicitation.
- 5.10** District's approval of a Subcontractor shall not relieve the Contractor of any of their responsibilities, duties, and liabilities. The Contractor shall be solely responsible to the District for the acts, defaults, or omissions of their Subcontractor and of such Subcontractor's Officers, Agents, and Employees, each of whom shall for all purposes be deemed to be the agent or employee of the Contractor.
- 5.11** It is the responsibility of the Contractor to require all subcontractors to maintain adequate insurance coverage, equal to the minimums of the Contractor.
- 5.12** In order to use the Central Florida Tourism Oversight District (the District) Building & Safety online permitting services to apply for permits, schedule inspections and obtain general permitting information, all users must be registered with the District in the main permitting system. All information must be verified and kept up to date throughout the year, including the main email address. Once established in our main permitting system, all approved users can then apply for a login registration with our online permitting system, Accela Citizen Access (ACA), at <https://ca.rcid.org/citizenaccess>. Additional information on how to register with ACA (ACA User Guide) along with other information regarding permitting can be found on the Building Department website page: <https://www.oversightdistrict.org/doing-business/building-department/>.

SECTION 6. SIMILAR PROJECT EXPERIENCE

- 6.1** To be considered similar, each project shall have been successfully completed within the last five (5) years, and the Bidder shall have served as the Prime Contractor. The Bidder shall provide references for three (3) separate landscape maintenance projects. The experience requirements listed below may be demonstrated collectively among the three (3) projects and are not required to be demonstrated within a single project. However, all requirements must be addressed. Failure to provide the requested information may result in the rejection of the bid.

- 6.2** Each project reference submitted using **EXHIBIT B – Similar Project Reference List** shall demonstrate experience in **all the items listed below**. The Bidder shall provide complete and accurate information for each reference, including the client name, contract description, contract value, contract term, performance period, number of employees assigned to the contract, and client contact information. Failure to provide the required information or demonstrate the required experience may result in the bid being deemed non-responsive.
- A.** Comprehensive landscape maintenance services for commercial, municipal, institutional, or similar properties, including mowing, edging, trimming, pruning, weed control, and litter removal.
 - B.** Experience providing **commercial resort-quality landscape maintenance services** under contracts requiring a minimum workforce of **fifty (50) employees** assigned to the contract for a **minimum contract term of one (1) year**.
 - C.** Demonstrated experience in pond, lake and canal bank maintenance.
 - D.** Irrigation system inspection, routine maintenance, troubleshooting, and minor repairs.
 - E.** Installation and replacement of plant materials, including trees, shrubs, annuals, perennials, groundcover, and mulch.
 - F.** Fertilization, pest management, and disease control performed in accordance with applicable federal, state, and local regulations.
- 6.3** The following shall not be considered similar projects for the purposes of this solicitation:
- A.** Residential lawn care or maintenance performed for individual homeowners.
 - B.** One-time landscape installation projects that did not include ongoing maintenance services.
 - C.** The determination of whether a Bidder's submitted similar project experience satisfies the above requirements shall be at the sole discretion of the District.

SECTION 7. DISTRICT GUIDELINES

- 7.1** The following requirements apply to all Contract Work and Contractor personnel:
- A.** The District is located in an area that accommodates visitors and guests from throughout the country and the world. Therefore, all Contractor personnel shall maintain a professional, courteous, and respectful demeanor while performing services on District property. Personnel shall maintain a clean and appropriate appearance, wear required uniforms and personal protective equipment, and refrain from conduct that may be disruptive, unprofessional, or negatively affect the District's operations or public image.
 - B.** The Contractor shall be fully responsible for initiating, maintaining, and supervising all safety precautions and programs necessary to protect personnel, guests, and property. All work shall comply with applicable laws, regulations, codes, and District requirements, with the more stringent standard governing.
 - C.** All Contractor personnel shall conduct themselves in a professional, courteous, and respectful manner always. Personnel must present a clean and neat appearance and wear appropriate uniforms. All uniforms and vehicles must be clearly identifiable with the Contractor's company name and logo.

- D.** Employee personal vehicles will be parked only in areas designated by the District. No smoking of any kind at any time on District property.