

AGENDA ITEM SUMMARY

Meeting Date:	JUNE 5, 2019
Agenda Category:	CONSENT BUSINESS
Agenda Item Number:	10 B
Subject:	LANDSCAPE MAINTENANCE, CIVIC HUB (PUBLIC WORKS DEPARTMENT)

Attachments:	Memorandum; proposal
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Staff Contact:	Public Works Director Poole
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Background:	<p>The Civic Hub is nearing completion. In an effort to ensure that the new plant materials continue to flourish, landscape maintenance is essential. LSP installed the plants and has submitted a proposal for their continued maintenance in the amount of \$21,840.00, or \$1,820.00 per month, for one year. Because LSP is familiar with all of the plant materials, approval of LSP's proposal is recommended.</p>
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Reference:	General Fund Budget
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Suggested Action:	Approve the proposal from LSP in the amount of \$21,840.00 for continued landscape maintenance of the Civic Hub
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MEMO

*approved to
go to Council.
Dr. Fettrow
5/28/2019*

To: Dr. Brenda Fettrow, City Manager
From: C. Kenneth Poole, Public Works Director 
RE: Civic Hub – Landscaping Contract by LSP
Date: May 17, 2019

Attached is the LSP contract for landscape maintenance for the Civic Hub. LSP is the contractor that installed the landscaping for the Civic Hub project. The contract is for one year to ensure the landscaping will have the new growth maintenance needed for a better survival rate.

I recommend the approval of the LSP contract in the amount of \$21,840.00 (\$1,820.00 / month) funded by the Beautification line item in the General Fund of Public Works.



May 7th, 2019

Project: Rockledge Civic Hub
530 Barton Blvd,
Rockledge, FL 32955

PROPOSAL

LSP Nursery, Inc. agrees to furnish equipment and labor to complete services in accordance with the specifications listed herein for property represented above.

Either party may withdraw from this contract within 30 days with written notice. All work is to be completed in a professional manner. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders and will become an extra charge above and beyond the estimate proposed here. This agreement is contingent upon accidents or delays beyond our control.

I. Scope of Service:

The scope of service shall consist of weekly performance of the items listed in Paragraph II below during the growing season of April through November. During the non-growing season December through March, the listed services shall be performed every two weeks unless otherwise specified.

II. Services to be performed:

A. Lawn Care:

1. Grass shall be mowed at the proper height, not to exceed four (4) inches, using commercial equipment.
2. Mowing shall be done on a scheduled basis, with the exception of holidays or inclement weather, in which case it will be done on the next available business day.

B. Trimming and Edging:

1. All grass area boundaries shall be edged and trimmed to give a neat and precise boundary to lawns. Care shall be taken so as not to leave bare ground.
2. Grass around all buildings, foundations, flowerbeds, trees and other objects within the lawn area shall be trimmed and/or edged on schedule with the cutting of the lawn.
3. Edging shall include all driveways, sidewalks, entrances, curbs, parking lots

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and flower/shrub beds. Cracks in concrete shall be kept free of weed growth.
4. Complete edging/trimming shall be done in accordance with the lawn-cutting schedule set forth in Section I. Landscape beds to be edged every other week.

C. Pruning: To be done once per month.

1. All flower and shrub beds shall be kept free from weeds and debris.
2. Shrubs up to eight (8) feet shall be trimmed once per month (except in the case of freeze damage, in which trimming must wait until there is no further chance of freezing weather.)
3. Plants and trees shall be kept away from the eaves of the buildings, windows and doors.
4. Ground covers shall be kept away from the foundation of buildings, sidewalks and driveways and shall not be allowed to interfere with the growth of other plants.
5. Maintenance of trees and palms greater than 10' overall height is included. Shaping of hardwood trees not included.

D. Fertilization and Pest Control:

1. Turf fertilization and pest control will be done six (6) times per year.
2. Fertilization and pest control of trees and shrubs will be done as needed but no less than two (2) times per year.
3. The application of fertilizer is prohibited between June 1st and September 30th.

E. Irrigation Maintenance:

1. System will be wet checked monthly to ensure system is working properly. The city will be notified of any repairs that need to be made.

F. Tree Trimming:

1. Trimming of palms once per twelve month period.

G. Mulch

1. Top dress of mulch applied to all beds approximately 1" thick once per twelve month period.

All other landscape projects, as well as clean up and removal of storm damage debris, shall be considered, but are separate and not included in this contract. Additional projects may be accomplished by a separate written agreement between both parties.

Contractor will adequately supervise all work done on a daily basis. All work shall be accomplished between 7:00 a.m. and 7:00 p.m. on weekdays. Saturdays will be used only in situations when inclement weather or holidays have prevented normal weekday service. All employees will behave in a professional manner while on-site.

A bill will be prepared and sent to the customer on the first of the month and payment is due no later than the first of the month following the month from which work was performed. Costs associated with the collection of unpaid balances shall be the

responsibility of the customer. If for some reason LSP Nursery, Inc. should fall below industry standards in performance of the items listed above, management of said property should notify LSP in writing and verbally notify the supervisor of each deficiency. LSP shall have fifteen (15) days to respond to and correct said deficiency.

The cost per year for the services detailed above is \$21,840.00 (\$1,820.00 per month).

This proposal shall be in effect for a period of one year; _____ to _____. This contract will automatically renew at the end of this period if thirty (30) days notice has not been given to discontinue service.

The above price and conditions are satisfactory and hereby accepted. When signed by both parties this proposal becomes a contract for the services specified above.

LSP Nursery, Inc.

Date

Rockledge Civic Hub

Date