

Exhibit B

GAINESVILLE COMMUNITY REDEVELOPMENT AGENCY

SPECIALTY PLANT CARE MAINTENANCE SERVICES

INTRODUCTION

The Gainesville Community Redevelopment Agency (CRA) maintains a variety of properties with the four established Redevelopment Areas: Downtown (DRAB), Fifth Avenue Pleasant Street (FAPS), College Park University Heights (CPUH) and Eastside (ERAB). These properties consist of roadway medians, small parks, vacant lots, sidewalks and landscaped islands. Currently, the CRA oversees several different contractors performing a variety of landscape services. Managing several contractors and ensuring specifications compliance have posed challenges for the CRA. The goals of this contract are to streamline and improve quality control of maintenance services by accomplishing the following:

- Using only highly motivated, properly equipped and detail oriented landscape companies
- Consolidating services to reduce the number of companies under contract
- Instituting well-defined maintenance specifications, enforced by a CRA Project Coordinator
- Reducing the overall cost of landscape services over current methods by optimizing the efficiencies of consolidation

SERVICES

The CRA is seeking a landscape company or companies that can provide the following services:

- Mowing and edging
- Watering landscape plants
- Irrigation systems maintenance, operation and programming
- Fertilizer application
- Weed, pest and disease control
- Pruning shrubs and trees
- Trash and debris control in landscaped areas
- Ground cover care
- Tree staking
- Annual and perennial flower care
- Seasonal plant replacement
- Mulch application
- Checking accent lighting
- Monitoring of plant health and vitality
- Other services as needed and upon mutual written agreement of the CRA and Contractor

It will be the Contractor's responsibility to meet all contract requirements in these specifications. Specific site requirements and schedules will be specified for each job required by the CRA (Exhibit A).

1) Special Conditions

A. Examination of Sites to be Maintained

The Contractor shall perform all necessary due diligence including examining the sites to be maintained and/or directing inquiries to the CRA prior to submitting a quote.

Contractor shall accept the service area in its present physical condition. The CRA will not be liable for additional service fees requested by Contractor for conditions Contractor fails to document during its performance of due diligence.

B. References

Contractor shall have at least three (3) years practical experience in providing landscape maintenance services for commercial and/or governmental entities. All contractors shall provide with their proposal a list of at least three (3) commercial or government references. The CRA reserves the right to contact these references.

C. Award of Contract

The CRA will award a contract for services based upon the Contractor's cost proposal, experience and references found to be in the best interest of the CRA.

D. Required Document Submittals

Contractors must submit the following documents to be eligible for contract award:

1. Entry I: Proposal Cover Sheet
2. Entry II: Maintenance Services Summary – Signature Form
3. Entry III: Cost Proposal
4. Contractor's current business license and relevant State of Florida licenses and certifications
5. Proof of insurance per the following contract requirements:

Insurance Required: YES* (attach certificate with the Gainesville CRA listed as Additional Certificate Holder)

NO

*Coverage: General Liability: limits \$1,000,000
 Worker's Compensation: limits state requirements
 Automobile: limits \$300,000

2) General Conditions

- A. Work to be performed in the areas described in **EXHIBIT A, Scope of Work** comprises specialized horticultural maintenance, the operation of manual and automatic irrigation, cleanup of landscape areas and, when necessary, repairs of irrigation systems and replacement of plant materials. Requirements vary by location depending upon the landscaping present.

- B. Contractor and its employees shall conduct themselves in such a manner as to be courteous to the public. Proper clothing appropriate to landscape professional practice shall be worn at all times including shirts, necessary safety equipment and proper protective footwear. Clothing must identify the company name. Where work is performed on state roads or city streets, Contractor must wear eye protection and high-visibility safety clothing (orange or green vest or shirt).
- C. All vehicles and equipment used in service of this contract must be maintained in good repair, appearance and sanitary conditions at all times. Vehicles must be identified with the name of the Contractor and phone number clearly visible. In addition, all leaf blowers are not to exceed 70dB.
- D. It is the Contractor's responsibility to assure that all work is being done per specifications.
- E. Contractor shall provide a 24-hour emergency phone number where he/she can be reached with no more than a fifteen (15) minute delay in call back time. Contractor is to have an active email address from which to receive correspondence from the CRA. Contractor must be able to respond to emergencies on site within one hour of notification by the CRA Project Coordinator.
- F. Contractor shall have fully trained and competent employees who can execute the responsibilities contained in this contract, including but not limited to operation of power equipment, plant care, pruning, trimming irrigation system testing and repair and replacement of irrigation valves, controllers and repair of line breaks.
- G. The CRA Project Coordinator will make regular inspections of contract sites on at least a weekly basis. Contractor shall meet as required with the CRA Project Coordinator to review site reports and visit any sites deemed necessary for review.
- H. The Contractor shall be aware of and shall comply with all City ordinances governing landscape maintenance work as applicable to individual locations being maintained.
- I. Work Affecting the Public Right of Way: No activity shall be performed in the roadway portion of the Right of Way between the hours of 7:00 a.m. to 8:00 a.m. and 5:00 p.m. to 6:00 p.m. Monday— Friday, unless approved in writing by the CRA Project Coordinator. Additional work prohibitions may be required by the CRA during special City events such as UF Home Coming weekend. Contractor shall obtain necessary lane closure permits and provide, at no additional cost to the CRA, traffic control and/or barricades as needed or as required by the State of Florida Department of Transportation. Barricading and detouring of traffic shall be accomplished in conformance with the State of Florida Manual of Uniform Traffic Control Devices for Highway Construction and Maintenance Operations, latest edition, while working on City, County or State roads. All existing lanes of traffic shall be open to traffic at the completion of each working day.

- J. Approval to Work in the Public Right Of Way: Contractor shall be responsible for obtaining approval from the City of Gainesville for traffic control plans, for protecting existing utilities and improvements in the Work Area and for repairing any damage to utilities and improvements caused by the Contractor's operations.
- K. Scheduling of Work: All work shall be performed from Monday to Friday between the hours of 7:00 AM to 6:00 PM unless except as noted in Section 2) I. Exceptions to these working hours may be granted by prior written approval by the CRA Project Coordinator. In cases of inclement weather, the CRA Project Coordinator should be notified the day of via email. Each month, the Contractor shall submit a Timesheet Document (Appendix A) for each site detailing the schedule for all work to be performed. The CRA retains the right to alter any and all Timesheet Documents due to events that may conflict with the conduct of the scheduled work. The Timesheet Documents must be submitted with each prior month's invoice. Therefore, as an example, the contractor shall submit Timesheet Documents for August with the invoice for July's services. An invoice will not be processed until all timesheets have been submitted.
- 3) Public Convenience and Safety
Contractor acknowledges and agrees that public safety is of utmost importance and the Contractor agrees that during the progress of the work, the Contractor shall protect and preserve the safety of the public. Contractor shall not unnecessarily cause inconvenience to the public during the progress of the work and shall minimize the inconvenience caused by the Contractor's operations.
- 4) Defective Work
The CRA Project Coordinator will work with the Contractor to achieve satisfactory performance results under this contract; however, the CRA will have the authority to disapprove or reject work which the CRA believes is defective and not in accordance with the contract specifications. The CRA Project Coordinator will be the final interpreter of the requirements of the contract specifications and judge the acceptability of the Contractor's work.
- a. The CRA Project Coordinator will notify the contractor in writing of defective work and of any corrective actions required.
 - b. Contractor shall correct all defective work within two (2) working days and bear all costs to correct defective work. Contractor shall inform the CRA Project Coordinator in writing when its personnel will correct the defective work.
 - c. If the Contractor fails to correct the work within two (2) working days, the CRA may withhold payment due to the Contractor for the portion of service not rendered at the discretion of the CRA Project Coordinator.
 - d. Should the Contractor fail to correct three (3) defective work notices in accordance with 4 (c) in any three (3) months, then the CRA may request termination of the Contractor's contract.
 - e. The CRA may, at its discretion, contract with another Contractor in order to rectify the defective work.

5) Contract Termination

The CRA reserves the right to cancel the Contractor's contract with a ten (10) business day notice with or without cause. Should the Contractor fail to perform up to the contract specifications, then the CRA shall withhold part or all of the payments due to the Contractor until all work defects are corrected.

6) Changes to the Scope of Work

The CRA reserves the right to order changes in the work consisting of additions, deletions, unscheduled works tasks or other revisions within the general scope of the contract. The Contractor shall not make any claims against the CRA that the scope of the Contractor's contract has been changed, requiring changes to the amount of compensation to the contractor as long as such changes have been made by written amendment to the contract executed by the CRA and the Contractor. If the Contractor believes that any particular work is not within the scope of the project, or will require additional compensation to the Contractor, then the Contractor must immediately notify the CRA Project Coordinator in writing of this belief. The CRA Project Coordinator and the Contractor may then negotiate the terms of a contract amendment to address the proposed change in work scope.

7) Damage Caused by Contractor

The Contractor shall repair at Contractor's expense any damage to property belonging to either the City of Gainesville or CRA caused by the Contractor to the satisfaction of the respective owner. The Contractor shall also take adequate measures to insure that its operations do not harm any existing underground utilities. Damage may include, but is not limited to:

- a. Power equipment damage to trees, water supply or electrical facilities
- b. Pruning methods not consistent with specifications
- c. Over- or under-irrigating plant materials
- d. Failure to make irrigation inspections on schedule
- e. Failure to apply chemicals in accordance with specifications and/or product label instructions

8) Emergencies and Complaints Response

Whenever in the CRA Project Coordinator's opinion immediate action is required to prevent impending injury, death or damage to private, CRA or City of Gainesville property maintained under this contract, the CRA will, at its discretion attempt to contact the Contractor to take preventative action. Should the CRA be unable to reach the Contractor as specified in Section 2) E., the CRA may cause preventative action to be taken by City forces and/or other service providers and may charge the cost thereof to the Contractor. Should it be determined that the necessary repairs were caused by the Contractor's lack of performance under the specifications of this contract, then the Contractor may be liable for all charges to perform the required repairs.

9) Contract Term

This is a non-renewable contract. The contract is intended to last one fiscal year. However, if the contract start date is after the start of the current fiscal year, then the amount of the contract will be prorated and the contract will expire at the end of the current fiscal year. Therefore, the CRA shall reserve the right to request quotes from contractors by the expiration of the current fiscal year.

10) Invoicing and Timesheet Documents

Each month, the Contractor is required to submit a monthly invoice (Appendix B) to the CRA no sooner than the last day of the service month. No invoice will be accepted that does not contain the following information:

- a. Contractor's name and contact information
- b. CRA project name
- c. CRA project number
- d. Purchase order number
- e. Invoice number
- f. Date
- g. Description of services rendered, including date of service
- h. Invoice Amount

Contractor shall submit monthly timesheet documents (Appendix A), as described in Section 2, item K, with the following information:

- a. Vendor Name and contact information
- b. Project Location
- c. Project name
- d. Purchase order number
- e. Submission date
- f. Site visit dates
- g. Visit start & end times
- h. Total monthly hours
- i. Contractor signature & date

EXHIBIT A

SCOPE OF WORK

GENERAL INFORMATION

Some CRA projects, located in varying districts, have enhanced landscaping and therefore require specialty plant care services. Proper maintenance of these sites requires a higher level of knowledge, professional management and quality services. The results of these maintenance activities will be highly visible to the community and are essential to the look and vitality of each project. Work will be completed Monday through Friday between the hours of 7:00 a.m. and 7:00 p.m. EST at the discretion of the contractor and workers will be required to wear attire suitable to the project. This contract will consist of work encompassed within the following CRA districts:

- College Park University Heights (CPUH)
- Downtown (DRAB)
- Fifth Avenue Pleasant Street (FAPS)
- Eastside (ERAB)

MINIMUM REQUIREMENTS

The successful contractor will need to:

- Insure that personnel performing these services will wear neat, proper clothing at all times and will be trained to interact with the public in a friendly and informative manner. Personnel should also be competent and trained to carry-out their job responsibilities.
- Illustrate the ability to hire and manage staff, if necessary.
- Plan for supervision of staff and quality control, as necessary.
- Provide monthly timesheet documents (Appendix A) with each prior month's invoice (Appendix B) detailing the maintenance schedule for each site as specified in the Introduction, Section 2, item K.
- Supply an active email address from which to receive correspondence from the CRA.
- Have thorough knowledge of plant requirements and needs specific to the vegetation existing on each project site.
- Demonstrate the expertise to undertake the work required.
- Be able to provide required insurance.

TASKS – College Park University Heights (CPUH)

SW 5th Avenue Triangle Park

This is a CRA maintained pocket park with enhanced landscaping, lighting and irrigation. Specialty plantings include dogwoods, eastern redbud, summer blooming perennials, azaleas, and various irises.

Specialty Plant Care Services detailed for SW 5th Avenue Triangle Park (see Exhibit B for Maintenance Specifications):

1. Weed & Pest Control
2. Litter Removal
3. Sweeping
4. Raking Plant Beds
5. Irrigation Systems
6. Mulching
7. Annual & Perennial Flowers Care
8. Tree & Shrub Trimming
9. Fertilization
10. Lighting
11. Winter Plant Protection
12. Winter Procedure

SW 8th Avenue

This is a CRA maintained corridor with enhanced landscaping. Specifically, this corridor has been planted with mostly drought tolerant, low maintenance vegetation.

Specialty Plant Care Services detailed for SW 8th Avenue (see Exhibit B for Maintenance Specifications):

1. Weed & Pest Control
2. Litter Removal
3. Sweeping
4. Mulching
5. Annual & Perennial Flowers Care
6. Fertilization
7. Mowing

TASKS – Downtown (DRAB)

SE 1st Street

This street is a recent CRA project with newly installed enhanced landscaping. The vegetation is a mix of drought tolerant, low maintenance plantings and annuals that will require bi-annual replacement.

Specialty Plant Care Services detailed for SE 1st Street (see Exhibit B for Maintenance Specifications):

1. Weed & Pest Control
2. Litter Removal
3. Sweeping
4. Mulching
5. Annual & Perennial Flowers Care
6. Fertilization
7. Winter Plant Protection

TASKS – Fifth Avenue Pleasant Street (FAPS)

802 NW 5th Avenue Commercial Building

The 802 NW 5th Avenue Commercial Building requires a variety of services. Some of these services include mowing the northern portion of the lot, trimming around the stormwater basin areas, fertilization, weeding, litter removal, mulching, pest control, annual flower replacement and sweeping off the entry plaza. Specifically, maintenance will need to conform to LEED guidelines.

Specialty Plant Care Services detailed for 802 NW 5th Avenue Commercial Building (see Exhibit B for Maintenance Specifications):

1. Weed & Pest Control
2. Litter Removal
3. Sweeping
4. Irrigation Systems
5. Mulching
6. Annual & Perennial Flowers Care
7. Fertilization
8. Mowing
9. Edging
10. Winter Plant Protection
11. Winter Procedure

TASKS – Eastside (ERAB)

Eastside Gateway

The Eastside Gateway is Gainesville's eastern entrance and is visually dominated by a sliver of land prominently situated at the intersection of University Avenue and Hawthorne Road. The CRA overhauled the highly visible site creating a landmark that serves as a gateway to eastern Gainesville. This site includes plantings, lighting, irrigation and topographic elements making it both iconic and eye-catching.

Specialty Plant Care Services detailed for Eastside Gateway (see Exhibit B for Maintenance Specifications):

1. Weed & Pest Control
2. Litter Removal
3. Sweeping
4. Raking
5. Irrigation Systems
6. Mulching
7. Annual & Perennial Flowers Care
8. Fertilization
9. Lighting
10. Winter Plant Protection
11. Winter Procedure

EXHIBIT B

MAINTENANCE SPECIFICATIONS

Weed Removal: The preferred method for weed removal is by hand. The CRA will need to approve both herbicides, including pre-emergent treatments, and the sites proposed for application for heavy weed infestations. All herbicides shall be fast-dissipating and applied only per manufacturer's label. Dead weeds shall be removed from the site within seven (7) days.

Contractor shall provide to CRA documentation upon completing this task whenever non-mechanical, i.e. chemical means, are used.

The following areas shall be maintained as weed free:

- a. Planting beds
- b. Sidewalks
- c. Masonry structures, walls adjacent to sidewalks

Pest Control: Contractor shall practice Integrated Pest Management (IPM) to control insects, diseases and weeds on and around perennials, ground covers, shrubs and trees. This approach will include frequent monitoring and spot treatment as necessary using the least toxic methods. All applications will be performed when temperatures are below 90°F and when wind drift is negligible. First choice will be insecticidal soaps, horticultural oils and biological controls such as *Bacillus thuringiensis* (Bt) formulations.

Litter Removal: Contractor shall pick-up trash and other debris in the service area including on paved surfaces, in planters, in landscaped beds, in tree wells with and without grates, and on benches during each weekly service visit. Contractor shall dispose of all trash and debris off-site. Perform litter removal on Mondays. If a holiday falls on a Monday, litter removal will be picked up on the following business day. Contractor duties do not include emptying waste receptacles.

Examples of litter and debris to be removed from the service area include but are not limited to the following:

- a. Leaves (dead or living) and sticks
- b. Paper and plastic
- c. Old newspapers
- d. Cigarette butts
- e. Fruit or berries
- f. Traffic debris
- g. Rocks, stones, gravel, sand
- h. Maintenance-generated debris (grass clippings, woody materials, mulch)

Sweeping: Sweep paved surfaces, planter walls and benches and dispose of collected sweepings offsite. Keep a clean, defined edge between mulched planting beds and paved surfaces. If motorized leaf blowers are used, Contractor shall not begin prior to 8:00 a.m. – NO EXCEPTIONS. Perform sweeping on Mondays. If a holiday falls on a Monday, sweeping will be performed on the following business day.

Raking Planting Beds: Rake leaves, debris, and dead branches from at-grade planting beds and dispose collected material off-site during each service visit.

Irrigation Systems:

- a. Upon contract award, the CRA shall provide the Contractor with keys to the irrigation controls. At contract termination, Contractor shall return all keys to the CRA.
- b. Contractor shall be responsible for operation and maintenance of the irrigation systems where they exist in the service area. The delivery of irrigation water shall include but not be limited to the operation of manual valves, automatic controllers and bleeding valves.
- c. The Contractor shall inspect the systems fifty-two (52) times per year and test six (6) times per year. Contractor shall perform a daily visual check for major irrigation system failures as evidenced by flooding or excessive saturation.
- d. Inspections shall consist of checking for leaks, adjusting heads for proper direction and unclogging plugged heads.
- e. Irrigation testing shall consist of checking controller operation, checking for major leaks, testing rain shut-off devices and ensuring adequate flow rates.
- f. The contractor shall reset zone times twice per year according to seasonal weather changes. From June 1st through September 30th, Contractor will shut off timers and turn on manually as needed to maintain plant health. From October 1st to May 30th Contractor shall adjust the system to apply 1/2 inch - 3/4 inch of water per irrigation twice per week for 20 minutes.
- g. Minor adjustments and repairs such as head/emitter cleaning or replacement, filter cleaning, small leaks, and minor timer adjustments shall be made by the contractor, with the CRA paying for parts. (Contractor is to receive prior approval from the CRA Project Coordinator before purchasing parts.)
- h. Contractor shall turn off all controllers and bleed backflow preventers 12 hours before a hard freeze is forecast. Hard freeze is defined by the National Weather Service as less than 27 degrees for at least 2 hours. Contractor shall turn controller back on after the threat of freeze subsides.
- i. If an irrigation system is unable to perform for any reason, then the Contractor shall use other irrigation methods if and when necessary until the system becomes operational. If hand-watering is required, then Contractor shall provide hoses and nozzles for this purpose.
- j. **Unscheduled Repairs:** Repairs or system service beyond the above scope will be addressed on a case by case basis and charged to the CRA at the hourly irrigation rate provided on Entry III, Cost Proposal, #7 per worker plus parts. The Contractor will notify the CRA Project Coordinator of the nature of the problem and the CRA Project Coordinator must agree to the costs for repair before repairs are made. All repairs shall utilize replacement parts equal to that original to the system. The contractor will note and report to the CRA any symptoms of inadequate or excessive irrigation, drainage problems, or system leaks on the same working day the problem is observed.

Winter Procedures for Irrigation Systems: When temperatures are predicted to reach freezing, irrigation systems must be completely drained and shut down to prevent damage due to freezing water in the system components.

Mulching: All mulched areas will be replenished once a year in November and generally the Contractor shall provide material to eliminate bare spots as needed. Contractor shall use pine bark mulch unless directed otherwise by the CRA Project Coordinator. Mulch should be maintained at a depth of 3 inches. All bed edges will be trenched to help contain the applied mulch. Mulch will not be placed against the trunks of plants. Additional mulch will be billed on a per yard basis inclusive of materials and labor.

Annual and Perennial Flowers Care: Certain landscapes contain annual and perennial plant materials that require care above and beyond what is needed for basic shrubbery.

Contractor shall provide these services at least twice per month:

- a. Deadhead (spent blossoms & dead foliage) in season to ensure flowering vigor and dispose of material offsite.
- b. Replace damaged plants (ex: freeze damage) when necessary.
NOTE: The CRA is not responsible for damage due to neglect and/or non-adherence to the agreed upon scope of work.
- c. Provide for establishment irrigation for newly planted materials for a period of thirty (30) days.
- d. Provide fertilization services as described in Fertilization section.

The CRA reserves the right to change planting materials requirements at any time during the term of the contract.

Tree & Shrub Trimming:

Tree Trimming: Trees shall be pruned back only for safety or structural clearance. Pruning shall be performed for thinning or opening to promote spread tree spread and shading potential. No more than one fourth of the leaf area shall be removed at any pruning. All trimmings are to be removed and disposed offsite.

Shrub Trimming:

- a. Shrubs will be pruned with sharp hand shears as needed to provide a manicured, formal shape, fullness and blooms. CRA Project Coordinator will provide specific direction regarding the maintenance of desired forms.
- b. Trim all shrubbery using proper horticultural techniques so that shrubbery is healthy and well-maintained. Remove all dead, diseased or unsightly branches from shrubs. Remove all runners and vines that start to climb buildings, masonry walls, shrubs and trees.
- c. No pruning will be done during or immediately following growth flushes.
- d. Sucker growth will be removed by hand from the base of trees. No herbicides will be used for this purpose.
- e. It is recommended that an ISA Certified Arborist be consulted and/or utilized for tree work needed for limbs that exceed two (2) inches in diameter.
- f. The Contractor will remove all trimmings and dispose offsite. Composting of this material is desirable.
- g. The Contractor will remove all dead shrubs and notify the CRA Project Coordinator.

The CRA reserves the right to change plants and/or pruning requirements at any time during the term of the contract.

Fertilization: Fertilizer shall be slow release. Fertilize plants three (3) times per year in March, July and October with the following materials:

- a. Azaleas and camellias: special azalea and camellia fertilizers.
- b. Ornamental shrubs, trees and ground covers: 6-6-6-, 50% organic. Rate is to be 1 pound of nitrogen per 1,000 square feet of application.
- c. Annuals: Slow release fertilizer such as Osmocote or Nutricote incorporated into the bed at planting and applied thereafter according to label instructions.
- d. Fertilizer should also contain magnesium and micronutrient amendment. Contractor shall punch fertilizer shallowly into soil where slopes may encourage runoff.
- e. Nutrient deficiencies shall be treated with supplemental applications of the deficient nutrient.
- f. Contractor shall provide documentation of fertilizer application upon completion.

Lighting: Contractor shall inspect the landscape accent lighting system located in the planting areas of certain projects on a weekly basis for operability. This task does not include roadway or pedestrian lighting. Contractor shall report any malfunctioning equipment to the CRA. Contractor shall be responsible for changing malfunctioning light elements with the CRA paying for parts.

Mowing: All grass areas shall be mowed to maintain a neat and clean appearance. Grass shall be cut with sharp blades to a height of no less than 4". All mowing equipment shall be equipped with mulching decks and plugs. Contractor shall not leave cut grass in piles or rows. Litter, rocks and debris must be removed from grass areas so mower decks will not cut this material. No clippings shall be left on paved surfaces including sidewalks, street gutters and travel lanes. If motorized leaf blowers are used, Contractor shall not begin prior to 8:00 a.m. – NO EXCEPTIONS.

Mowing shall occur on the following schedule:

April through September: Mow every 7 days

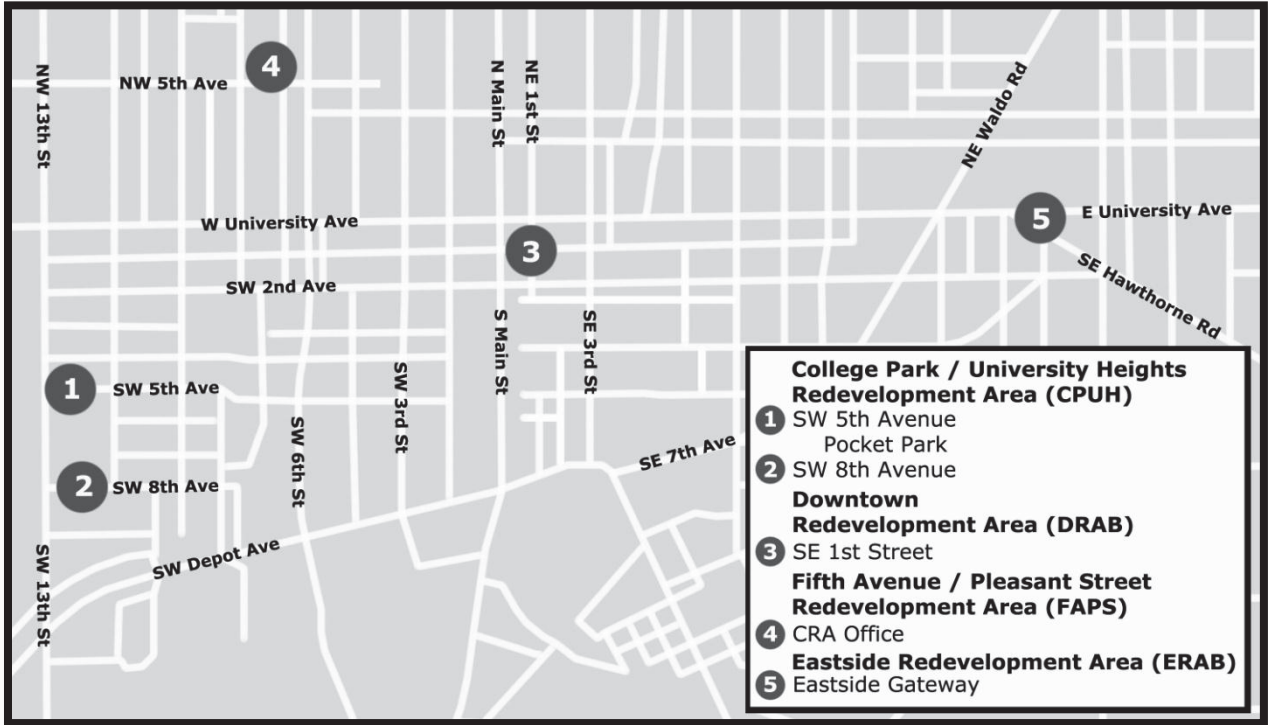
October through March: Mow every 21 days

Edging: Grass areas shall be edged to establish a clean line between curbs, gutter, signs, parking lots, roads, planting beds, buildings, or other structures located within grass areas. Edging shall be done with each mowing visit. Contractor shall remove all clippings paved surfaces including sidewalks, street gutters and travel lanes. All edging shall be done with mechanical means.

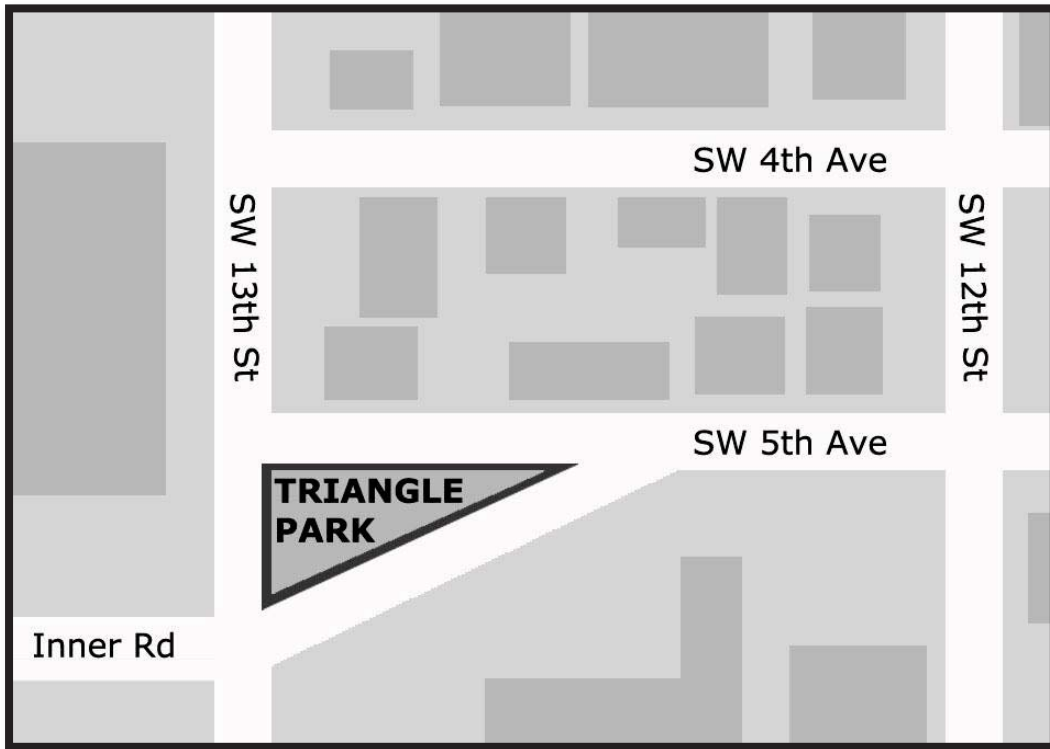
Winter Plant Protection: Plants and shrubs that are not cold hardy should be covered when temperatures are predicted to reach below 35 degrees. Approved covering materials include: cloth, sheets, quilts, burlap, or any covering purchased from a local nursery. Plastic **should not** be used for winter plant protection. Covering should extend to the ground to lessen cold damage by reducing heat loss. When the freeze has ended, and temperatures return to normal, covers should be removed and plants should be checked for watering needs. Water as soon as possible.

EXHIBIT C

LOCATION INFORMATION



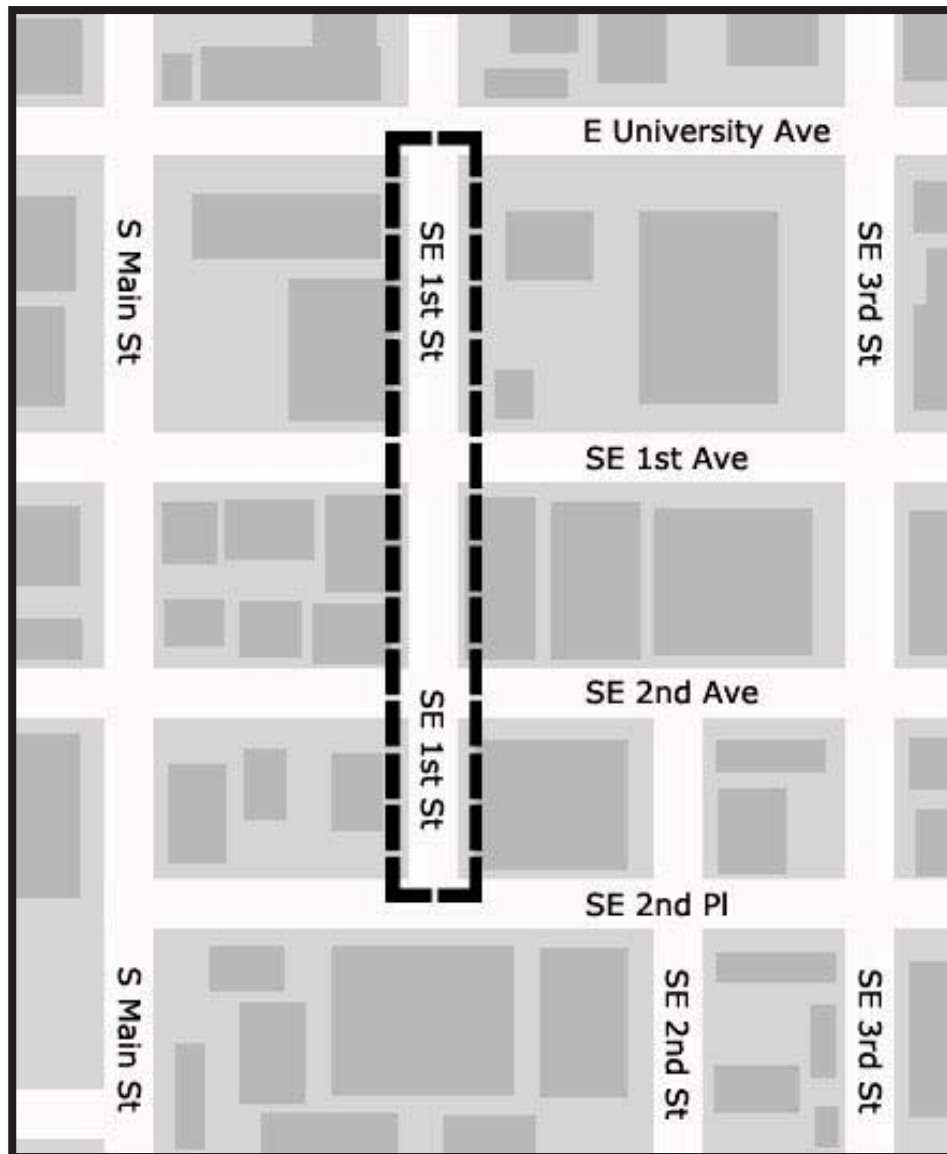
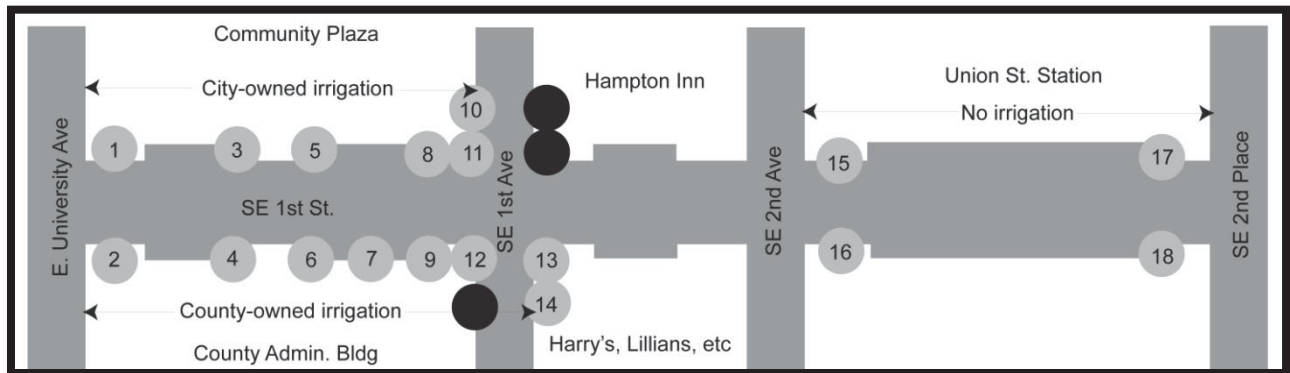
- 1) SW 5th Avenue Triangle Park – located at SW 5th Avenue and SW 13th Street, Gainesville, FL



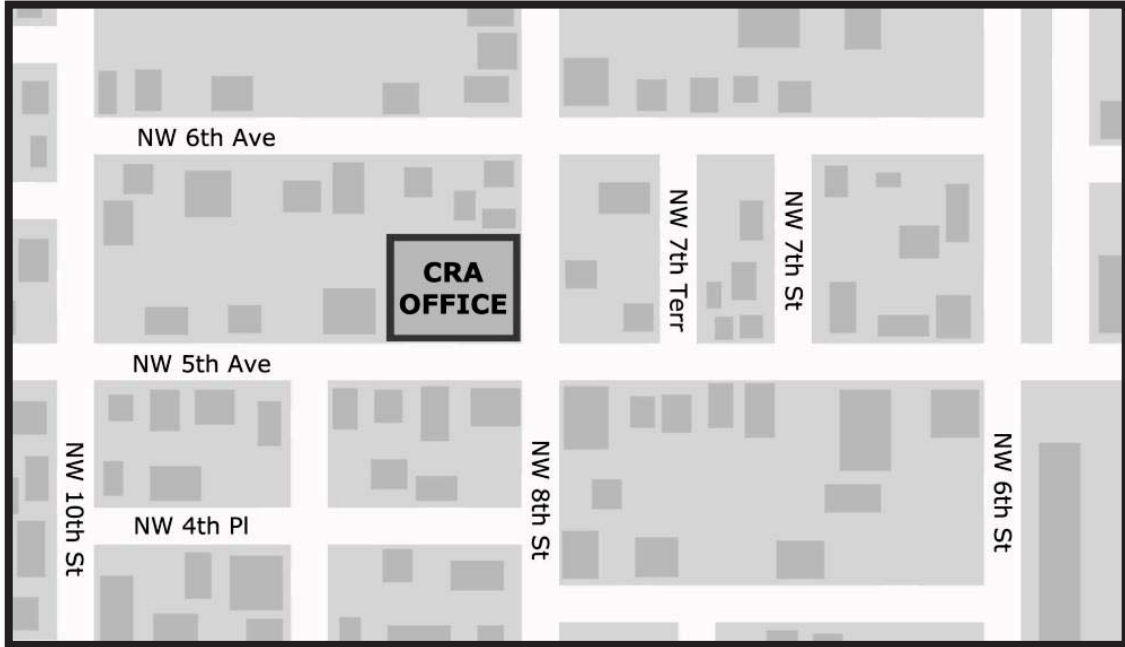
- 2) SW 8th Avenue – street running east/west; located between SW 13th Street and SW 9th Street, Gainesville, FL



- 3) SE 1st Street – a total of 18 planted beds on SE 1st Street, running north/south; located between E University Avenue and SE 2nd Place



- 4) 802 NW 5th Avenue Commercial Building – located at 802 NW 5th Avenue; on the NW corner of NW 8th Street and NW 5th Avenue, Gainesville, FL



- 5) Eastside Gateway – located at the intersection of E University Avenue and SE Hawthorne Road, Gainesville, FL



APPENDIX A

EXAMPLE TIMESHEET DOCUMENT

As stated in Exhibit A – Scope of Work; Contractor shall submit a monthly Timesheet Document detailing the maintenance schedule for each site. These documents **MUST** be submitted each month to the CRA along with the prior month’s invoice.

See example Timesheet Document below:

VENDOR: Company Name Address Gainesville, FL + zip code Phone Number Email Address			SUBMISSION DATE: 1/5/2012
LOCATION: SW 5th Avenue Triangle Park PROJECT NAME: Specialty Care Maintenance PO #: 555 5555555555555555			
MONTH/DAY/YEAR	VISIT START TIME	VISIT END TIME	TOTAL HOURS
1/2/2012	8:00 AM	9:30 AM	1.5 hrs
1/9/2012	8:00 AM	9:30 AM	1.5 hrs
1/16/2012	8:00 AM	9:30 AM	1.5 hrs
1/23/2012	8:00 AM	9:30 AM	1.5 hrs
1/30/2012	8:00 AM	9:30 AM	1.5 hrs
TOTAL QUARTER HOURS:			7.5 hours

I hereby certify that the information provided on this timesheet is an accurate representation of the monthly maintenance schedule for this site. The CRA will be notified of any changes to this schedule no less than 48 hours in advance.

Contractor Signature

Date

CRA Project Coordinator

Date

APPENDIX B

EXAMPLE INVOICE DOCUMENT

Contractor shall provide a monthly invoice for maintenance services. This documentation should be submitted to the CRA after completion of the work. The invoice must provide the Vendor Name, Date, Project Name, PO#, Description of Services, and the Amount Due.

NOTE: Invoices will not be processed until all timesheets have been submitted, as stated in Section 2, item K. of the Introduction.

See example Invoice Document below:

<p>VENDOR INFORMATION: Vendor Name Address Gainesville, FL + zip code</p>	<p>Invoice</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th style="text-align: center;">DATE</th> <th style="text-align: center;">INVOICE #</th> </tr> <tr> <td style="text-align: center;">1/5/2012</td> <td style="text-align: center;">7139</td> </tr> </table>	DATE	INVOICE #	1/5/2012	7139											
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<p>PROJECT NAME: Specialty Care Maintenance PROJECT #: XXXX-00-XX-0000 PO #: 555 55555555555555</p>																
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ENTRY I

PROPOSAL COVER SHEET

**COMPLETE & SUBMIT TO THE CRA BEFORE 5:00 PM ON OCTOBER 17, 2013.
(SUBMITTALS MUST BE COMPLETED IN FULL FOR CONSIDERATION)**

1) Firm Information:

Firm name	
Contact person	
Street address	
Box no.	
City	
Zip code	
Phone #	
Emergency Phone #	
Email	

2) References:

REFERENCE NAME	ORGANIZATION	PHONE#	SERVICE START MM/DD/YY	SERVICE END MM/DD/YY
1.				
2.				
3.				

3) List of Attachments:

(Please ensure the following documents accompany your proposal)

ENTRY	CHECK ALL THAT APPLY & TAB AS SHOWN IN THE COLUMN AT LEFT
I	Proposal Cover Sheet
II	Maintenance Services Summary – Signature Form
III	Cost Proposal
IV	Contractor’s active business license and State of Florida licenses and certifications
V	<p>Proof of insurance</p> <p>Insurance Required: <input checked="" type="checkbox"/> YES* (attach certificate with the Gainesville CRA listed as Additional Certificate Holder) <input type="checkbox"/> NO</p> <p>*Coverage: <input checked="" type="checkbox"/> General Liability: limits <u>\$1,000,000</u> <input checked="" type="checkbox"/> Worker’s Compensation: limits <u>state requirements</u> <input checked="" type="checkbox"/> Automobile: limits <u>\$300,000</u></p>

ENTRY II

MAINTENANCE SERVICES SUMMARY – SIGNATURE FORM

**COMPLETE & SUBMIT TO THE CRA BEFORE 5:00 PM ON OCTOBER 17, 2013.
(SUBMITTALS MUST BE COMPLETED IN FULL FOR CONSIDERATION)**

Please complete the following information:

_____ (Print Name), representing the firm of _____,
have read and understand the information, scope of work and maintenance specifications
described in the Introduction, Exhibit A and Exhibit B in the CRA Specialty Plant Care
Services Quote Document. I have also reviewed the site locations, identified in Exhibit C,
and have personally visited & inspected each site. Additionally, I have been given an
opportunity to discuss these sites with the CRA Project Coordinator prior to quote submittal.

Signature

Date

ENTRY III
COST PROPOSAL

THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.

Contractor shall express costs in the proposal as follows:

- 1) Task & Cost Breakdown: SW 5th Avenue Triangle Park** – located at SW 5th Avenue and SW 13th Street, Gainesville, FL

Task	Man-hours per Event	Number of Events per Year	Hourly Rate	Total Cost per Year
Weed & Pest Control		52		
Litter Removal		52		
Sweeping		52		
Raking		6		
Irrigation		52 inspections & 6 tests		
Mulching		1		
Annual & Perennial Care		24		
Tree & Shrub Trimming		2		
Fertilization		3		
Lighting		52		
Winter Plant Protection		TBD		
Winter Procedure		TBD		

TOTAL	
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2) **Task & Cost Breakdown: SW 8th Avenue** – street running east/west; located between SW 13th Street and SW 9th Street, Gainesville, FL

Task	Man-hours per Event	Number of Events per Year	Hourly Rate	Total Cost per Year
Weed & Pest Control		52		
Litter Removal		52		
Sweeping		52		
Mulching		1		
Annual & Perennial Care		24		
Fertilization		3		
Mowing		30		

TOTAL	
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3) **Task & Cost Breakdown: SE 1st Street** – a total of 18 planted beds on SE 1st Street, running north/south; located between E University Avenue and SE 2nd Place

Task	Man-hours per Event	Number of Events per Year	Hourly Rate	Total Cost per Year
Weed & Pest Control		52		
Litter Removal		52		
Sweeping		52		
Mulching		1		
Annual & Perennial Care		24		
Fertilization		3		
Winter Plant Protection		TBD		

TOTAL	
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4) **Task & Cost Breakdown: 802 NW 5th Avenue Commercial Building** – located at 802 NW 5th Avenue; on the NW corner of NW 8th Street and NW 5th Avenue, Gainesville, FL

Task	Man-hours per Event	Number of Events per Year	Hourly Rate	Total Cost per Year
Weed & Pest Control		52		
Litter Removal		52		
Sweeping		52		
Irrigation		52 inspections & 6 tests		
Mulching		1		
Annual & Perennial Care		24		
Fertilization		3		
Mowing		30		
Edging		30		
Winter Plant Protection		TBD		
Winter Procedure		TBD		

TOTAL	
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5) **Task & Cost Breakdown: Eastside Gateway** – located at the intersection of E University Avenue and SE Hawthorne Road, Gainesville, FL

Task	Man-hours per Event	Number of Events per Year	Hourly Rate	Total Cost per Year
Weed & Pest Control		52		
Litter Removal		52		
Sweeping		52		
Raking		6		
Irrigation		52 inspections & 6 tests		
Mulching		1		
Annual & Perennial Care		24		
Fertilization		3		
Lighting		52		
Winter Plant Protection		TBD		
Winter Procedure		TBD		

TOTAL	
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❖ **TOTAL PROPOSAL:** \$ _____ (per year)
❖ **TOTAL PROPOSAL:** \$ _____ (per month)

6) Rate per plant for annual & perennial replenishments and/or replacements due to theft, vandalism or damage: NOTE: The CRA is not responsible for damage due to neglect and/or non-adherence to the agreed upon scope of work.

\$ _____

\$ _____

7) Hourly rate for irrigation repair work (i.e. parts replacements):

\$ _____