

CITY OF HAMPTON, FLORIDA  
P. O. BOX 250  
HAMPTON, FL 32044

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INVITATION TO BID

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THE CITY OF HAMPTON, FLORIDA will receive and accept SEALED BIDS for PUBLIC WORKS SERVICES until 2:00 P.M .on Monday, April 15, 2019. The bids will be opened and read aloud on Tuesday, April 16, 2019 at 7:00P.M. at their regularly-scheduled City Council meeting.

**INSTRUCTIONS AND BID REQUIREMENTS**

Bidders can bid on the **ENTIRE** contract OR can bid **SEPERATELY** as outlined below:

**PART 1: STREETS/PARKS/MOWING/MISCELLANEOUS**

**STREETS** – Pick up litter twice per month/or every mow, remove advertisement signs from right of ways, inspect streets and fill pot holes once per month as needed.

**PARKS** – Maintain two city parks – clean bathrooms, pick up trash and empty garbage cans Monday, Wednesday and Friday. Make minor repairs as needed. Mulch parks and city hall once per year.

**MOWING** – Mow/weed eat/blow once per week in season (March – October), as needed in off season (November – February), defined by all parks and main right of ways. Quarterly side street right of way removal of vegetation (by zone, 4 zones). Trim trees up to 6 feet, if over six feet bidder will provide equipment for removal at the rate of \$300 per 8 hour day for all trees within city limits.

**MICELLANEOUS** - repair and maintenance – remove city hall garbage twice per week, clean city hall once per month (day of council meeting –clean bathroom, sweep and mop floors, vacuum, dust, etc). Power wash all public buildings Spring and Fall. (Raise and lower flag to half-staff as needed, minor electrical and plumbing maintenance).

Bidder will supply and equipment and labor. City will provide materials such as, light bulbs, garbage bags, cleaning products, mulch, pesticide and herbicide (MUST HAVE COMMERCIAL LICENSE), asphalt patch, etc.

**PART 2: WATER SYSTEM**

- A. Bidder must have and maintain a level three water yard distribution license. Bidder will provide all equipment and labor for maintenance and repair services for the municipal water system to include all minor leaks (3/4 inch service line from the main to the service), replacement of up to 20 water meters per year, and reading of all water meters for billing purposes once per month, service connections/turn-ons/disconnects/cutoffs, and special

readings associated with new customers/moving customers. City shall provide all materials and parts required for the maintenance of the water system.

- B. Bidder should provide hourly rate for maintenance and repair (defined as leaks or line stops on pipes greater than 3/4 inch service line from main to service)
- C. Provide rate for establishment of new service meters including wet taps into the existing including meters installed at the city's direction over and above the number in paragraph A.
- D. The bidder shall be responsive to alarms and emergency calls 24 hours per day/7 days per week within 3 hours of its occurrence.
- E. Flush Dead-End Water Mains quarterly.
- F. Exercise all valves and fire hydrants once every year.

**PART 3: PART 1 and PART 2 – STREETS/PARKS/MOWING/MISCELLANEOUS AND WATER SYSTEM**

Includes all requirements of Part 1 and Part 2 exactly as outlined above and herein.

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**ADDITIONAL INFORMATION/REQUIREMENTS**

- Bid will be for a two year period, with an option to renew yearly for an additional two years.
- **Required with Bid** – A copy of current insurance declaration page showing \$1,000,000 or more Liability coverage and worker's compensation coverage certificate or exemption certificate.
- Awarded bidder will be required to add the City of Hampton as an additional insured after receiving the bid.
- Awarded bidder will be required to submit monthly reports to the City Council – either in writing or in person at the City Council's monthly meetings as well as provide weekly logs of work performed.
- The City reserves the right to request and contact references and prior customers.
- The City reserves the right to accept or reject any and all bids for any reason whatsoever.
- The City further reserves the right to waive any deficiency in any or all bids for any reason whatsoever.