



## REQUEST FOR PROPOSALS

Notice is hereby given that the County Commissioners of Sumter County, Florida, will be receiving bids for the following:

“Request for Proposals for Sumter County Mowing & Landscape Maintenance Services”

Bid information is available upon request by calling (352) 689-4435, by coming to the Financial Services Department, Suite 206, The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785, or by contacting Demand Star at 1-800-711-1712 or [www.DemandStar.com](http://www.DemandStar.com).

All inquiries and questions regarding this bid must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Chris Morrison, Financial Services Support Specialist  
Mailing Address: 7375 Powell Road, Suite 206  
Wildwood, FL 34785  
E-mail: [Chris.Morrison@sumtercountyfl.gov](mailto:Chris.Morrison@sumtercountyfl.gov)  
Fax: (352) 689-4401

The deadline for submission of questions relating to the RFP shall be, August 13, 2012 by 5:00pm. A copy of the bid must be obtained in order to view the items being bid by Sumter County.

All bids are due by 11:00 a.m. on August 30, 2012 to the address listed above. Late submittals will be rejected and returned unopened to the Proposer. Bids must be firmly sealed in packaging that is clearly marked on the outside: “RFP 019-0-2012/AT for Sumter County Mowing & Landscape Maintenance Services”. Sealed Bids must be mailed or delivered to Ms. Chris Morrison, at the above address.

Upon submission, all Bids become the property of the County, who has the right to use any or all ideas presented in any Bid submitted in response to this Bid, whether or not the Bid is accepted. Bids will be opened at 11:05 a.m. on August 30, 2012 in Room 110 of The Villages Sumter County Service Center, Wildwood, FL 34785. The Selection Committee will meet on September 4, 2012 at 2:00 p.m. in Room 110 of The Villages Sumter County Service Center. The Selection Committee’s recommendation will be taken to the Sumter County Board of County Commissioners for a final decision on September 11, 2012.

BOARD OF SUMTER COUNTY COMMISSIONERS  
SUMTER COUNTY, FLORIDA  
PUBLISH 7/30/2012

RFP 019-0-2012/AT Sumter County Mowing and Landscape Maintenance Services-- Proposal opening meeting minutes.

The meeting was held on 8-30-2012 at 11:05 a.m. in Room 110 of The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Richard Cobb was present to represent the Selection Committee. Karen Parker was present to represent the Financial Services Department.

Karen reviewed the dates associated with the RFP.

One statement of no proposal was received from Facility Resources Inc. due to their product schedule would not permit them to perform to specifications.

Three proposals were received on time.

The proposals received were opened in no particular order as follows:

1. Brickman – All copies were received.
2. Circle C. Landscape Services, Inc. – All copies were received.
3. Southern Lawn Care – All copies were received; however, this RFP was improperly displaced and found after the bid opening. Amanda Taylor, Financial Services Manager, opened the RFP and Karen Parker was her witness.

The meeting adjourned at 11:14 a.m.



RFP 019-0-2012/AT Sumter County Mowing and Landscape Maintenance Services– Selection Committee Meeting minutes

The Selection Committee met on 9-4-2012 at 2:00 p.m. in Room 110 of The Villages Sumter County Service Center, Wildwood, FL 34785.

Richard Cobb, Freddie Fudge, and Bruce Root were present to represent the Selection Committee. Chris Morrison was present to represent the Financial Services Department.

Chris reviewed the dates as listed in the RFP and turned the meeting over to the Selection Committee.

Three (3) proposals were received at the Proposal Opening on 8-30-2012. The committee discussed the variance of pricing and completeness of proposals then turned in score sheets for tabulation. The score sheets are attached.

The scores are as follows:

Selection Committee	Brickman	Circle C	Southern Lawn Care
Richard Cobb	4.40	3.85	3.40
Freddie Fudge	4.40	3.70	3.20
Bruce Root	4.00	3.60	2.80
Totals	12.80	11.15	9.40

The Selection Committee agreed to recommend to the Board of Sumter County Commissioners to award and enter into contract with Brickman.

The meeting adjourned at 2:11 p.m.

PART 2

EVALUATION AND AWARD

PROPOSAL EVALUATION

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel / References	<u>5</u>		<u>0.40</u>		<u>2.0</u>
2. Warranty / Guarantee	<u>3</u>		<u>0.10</u>		<u>.3</u>
3. Completeness of Proposal	<u>5</u>		<u>0.10</u>		<u>.5</u>
4. Price	<u>4</u>		<u>0.40</u>		<u>1.6</u>
SCORE:					<u>4.4 / cm</u>
0 = Non-Responsive					
1 = Poor					
2 = Fair					
3 = Average (Included only minimum of what was asked for on subject criteria)					
4 = Good					
5 = Excellent					

Do not attempt to contact any Selection Committee Member, staff member or person other than Ms. Chris Morrison for questions relating to this project. **Anyone attempting to contact Sumter County BOCC representatives will be disqualified.** The Selection Committee shall be: Richard Cobb, Facilities Maintenance Supervisor, Freddie Fudge, Maintenance Technician II and Bruce Root, Operations Coordinator.

Recommendation of award will be sent to all submitting vendors. The award will be based on the proposal that is most advantageous to Sumter County. All Selection Committee recommendations are subject to Board approval.

The Selection Committee will meet to evaluate proposals at 2:00 PM in Room 110 of The Villages Sumter County Service Center located at 7375 Powell Road, Wildwood, FL 34785 on September 4, 2012.

PROPOSAL AWARD

Submitters and vendors registered through [www.demandstar.com](http://www.demandstar.com) will have access to award documents via the website. All others wishing to receive an official tabulation of the results of the opening of this Proposal are to submit a self-addressed, stamped business size (No. 10) envelope. Proposal results may also be requested by telephone, fax or electronic media.

*Handwritten signature and date: [Signature] 4 SEP 12*

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel / References	<u>4.5</u>		<u>0.40</u>		<u>1.8</u>
2. Warranty / Guarantee	<u>4.0</u>		<u>0.10</u>		<u>.4</u>
3. Completeness of Proposal	<u>4.5</u>		<u>0.10</u>		<u>.45</u>
4. Price	<u>3.0</u>		<u>0.40</u>		<u>1.2</u>
SCORE:					<u>3.85/cm</u>
0 = Non-Responsive					
1 = Poor					
2 = Fair					
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4 = Good					
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2. Warranty / Guarantee	<u>3</u>		<u>0.10</u>		<u>.3</u>
3. Completeness of Proposal	<u>3</u>		<u>0.10</u>		<u>.3</u>
4. Price	<u>5</u>		<u>0.40</u>		<u>2</u>
SCORE:					3.4 / cm
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*[Handwritten signature]* 4/5/12

Brickman

Freddie Fudge  
9-4-12

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2. Warranty / Guarantee	<u>3</u>		<u>0.10</u>		<u>.3</u>
3. Completeness of Proposal	<u>5</u>		<u>0.10</u>		<u>.5</u>
4. Price	<u>4</u>		<u>0.40</u>		<u>1.6</u>
SCORE:					4.4 / cm
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2. Warranty / Guarantee	<u>5</u>		<u>0.10</u>		<u>.5</u>
3. Completeness of Proposal	<u>4</u>		<u>0.10</u>		<u>.4</u>
4. Price	<u>3</u>		<u>0.40</u>		<u>1.2</u>

3.7/cw

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- 1 = Poor
- 2 = Fair
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2. Warranty / Guarantee	<u>3</u>		<u>0.10</u>		<u>.3</u>
3. Completeness of Proposal	<u>1</u>		<u>0.10</u>		<u>.1</u>
4. Price	<u>5</u>		<u>0.40</u>		<u>2.0</u>

3.2 / cm

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Brickman

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2. Warranty / Guarantee	<u>4</u>		<u>0.10</u>		<u>.40</u>
3. Completeness of Proposal	<u>4</u>		<u>0.10</u>		<u>1.40</u>
4. Price	<u>4</u>		<u>0.40</u>		<u>1.60</u>

4.0/cm

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*[Handwritten signature]* 9-4-12

(C)

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2. Warranty / Guarantee	<u>4</u>		<u>0.10</u>		<u>.40</u>
3. Completeness of Proposal	<u>4</u>		<u>0.10</u>		<u>.40</u>
4. Price	<u>3</u>		<u>0.40</u>		<u>1.20</u>

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1 = Poor

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3.6/cm

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2. Warranty / Guarantee	<u>2</u>		<u>0.10</u>		<u>.30</u> .2
3. Completeness of Proposal	<u>2</u>		<u>0.10</u>		<u>.30</u> .2
4. Price	<u>4</u>		<u>0.40</u>		<u>1.60</u>

SCORE:

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1 = Poor

2 = Fair

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2.8/cn

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*[Handwritten Signature]* 9-4-12

SIGN – IN SHEET

DATE: 9-4-12

TIME: 2:00 PM

BID NAME: Mowing + Landscape Maintenance

- Pre-Bid Meeting
- Bid Opening
- Selection Committee Meeting
- Vendor Presentations / Selection Committee Meeting

Please list all the companies you are representing beside your name.

NAME

COMPANY

Chris Morrison

BOCC / FSD

Freddie Fudge

BOCC / maintenance

Richard Cobb

BOCC maintenance

Shirley

BOCC PARKS

Sandra Howell

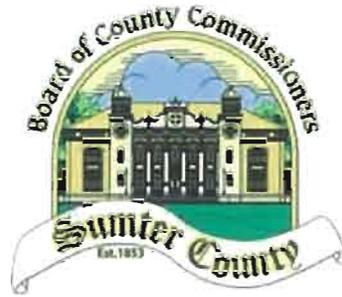
Circle C landscape inc

MIKE HOWELL

" " " "



## Landscape Maintenance Proposal



**RFP # 019-0-2012/AT**



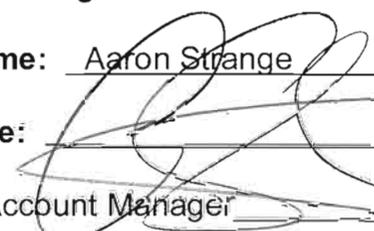
**BRICKMAN**  
*Enhancing the American Landscape Since 1939*

# Table of Contents

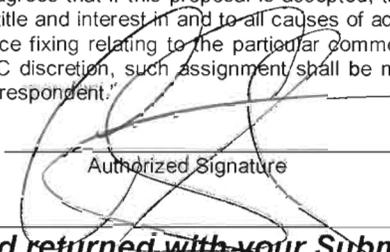
1. PROPOSAL DOCUMENTS
2. EXPERIENCE
3. PERSONNEL QUALIFICATIONS
4. RESOURCES
5. REFERENCES



**PART 4  
PROPOSAL DOCUMENTS  
PROPOSAL COVER PAGE**

<b>Name of Firm, Entity or Organization:</b> Brickman	
<b>Federal Employer Identification Number (FEIN):</b> 42-1724313	
<b>State of Florida License Number (If Applicable):</b>	
<b>Name of Contact Person:</b> Aaron Strange	
<b>Title:</b> Account Manager	
<b>E-Mail Address:</b> aaron.strange@brickmangroup.com	
<b>Mailing Address:</b> 2 Banyan Road Suite B	
<b>Street Address (if different):</b>	
<b>City, State, Zip:</b> Ocala, FL 34472	
<b>Telephone:</b> 352-401-9145	<b>Fax:</b> 352-402-9145
<b>Organizational Structure – Please Check One:</b>	
Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other <input type="checkbox"/>	
<b>If Corporation:</b>	
<b>Date of Incorporation:</b> 1997	<b>State of Incorporation:</b> Delaware
<b>States Registered in as Foreign Corporation:</b>	
<b>Authorized Signature:</b>	
<b>Print Name:</b> Aaron Strange	_____
<b>Signature:</b>	
<b>Title:</b> Account Manager	_____
<b>Phone:</b> 407-516-1569	_____
<b><i>This document must be completed and returned with your Submittal.</i></b>	

## PROPOSER'S CERTIFICATION

Submit To: Sumter County Board of County Commissioners  7375 Powell Road Wildwood, FL 34785 Phone 352-689-4400 Fax 352-689-4401	SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  REQUEST FOR PROPOSAL (RFP) CERTIFICATION  AND ADDENDA ACKNOWLEDGMENT	
<b>DUE DATE: August 30, 2012</b>	<b>DUE TIME: 11:00 AM</b>	<b>RFP # 019-0-2012/AT</b>
<b>TITLE: Sumter County Mowing and Landscape Maintenance Services</b>		
<b>VENDOR NAME:</b> Brickman	<b>PHONE NUMBER:</b> 352-401-9145	
<b>VENDOR MAILING ADDRESS:</b> 2 Banyan Road Suite B	<b>FAX NUMBER:</b> 352-402-9145	
<b>CITY/STATE/ZIP:</b> Ocala, FL 34472	<b>E-MAIL ADDRESS:</b> aaron.strange@brickmangroup.com	
<p>"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for assessment of liquidated damages claims. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offeror and have not colluded with any Offerors or parties to an RFP whatsoever for any fraudulent purpose."</p>		
_____ 1 Addendum #	_____ Addendum #	_____ Addendum #
_____ Addendum #	_____ Addendum #	_____ Addendum #
<p>"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for Sumter County Board of County Commissioners (BOCC), respondent agrees that if this proposal is accepted, the respondent will convey, sell, assign, or transfer to the Sumter County BOCC all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the COUNTY. At the Sumter County BOCC discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."</p>		
_____ Aaron Strange, Account Manager Authorized Agent Name, Title (Print)	 _____ Authorized Signature	_____ 8/27/12 Date
<p><b><i>This document must be completed and returned with your Submittal</i></b></p>		

RFP 019-0-2012/AT Sumter County Mowing and Landscape Maintenance Services Questions and Answers

Questions are in black and answers are in red

1. What is the breakdown of the current contract budget? **Per the Scope of Service, the current budget is \$4,615.00 monthly. The Scope of Service is attached.**
2. Is the area in the SE corner with the fenced parking and large field located at The Villages Sumter County Service Center included in this bid? How often is the 6.6 acre lot north of it mowed? **Refer to Exhibit One of the bid document.**

# Statement of Terms and Conditions

This document must be completed and returned with your Submittal.

**PUBLIC ENTITY CRIME:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal/Bid on a contract to provide any goods or services to a public entity, for the construction or repair of a public building or public work, may not submit Proposals/Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.133, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless Board of Sumter County Commissioners, and their elected officials, employees and volunteers from and against all claims, losses and expenses, including legal costs, arising out of or resulting from, the performance of this contract, provided that any such claims, damage, loss of expenses is attributed to bodily injury, sickness, disease, personal injury or death, or to injury to or destruction of tangible property including the loss or loss of use resulting there from and is caused in whole or in part by any negligent act or omission of the tenant.

**PROHIBITION OF LOBBYING:** During the black out period which is, the period between the time the submittals for Invitation to Bid or the Request for Proposal, or Qualifications, or information, as applicable, are received at Contracts / Purchasing and the time the Board awards the contract, no proposer, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, any member of the Board, or any Board employee other than the Financial Services Manager. Violation of this provision may result in disqualification of violating party. All questions regarding this Request for Proposal (RFP) or Invitation to Bid (BID) must be submitted in writing to the Board's Financial Services Manager.

**ANTI TRUST LAWS:** By submission of a signed RFP or BID, the successful Vendor acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade, which illegally increases prices.

**CONFLICT OF INTEREST:** The award of the contract hereunder is subject to the provisions of Chapter 112 of the Florida Statutes. Vendors shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Appointee, or Employee of any of the Boards at the time of the RFP or BID, or at the time of occurrence of the Conflict of Interest thereafter.

**INTERPRETATION, CLARIFICATIONS AND ADDENDA:** No oral interpretations will be made to any vendor as to the meaning of the RFP/BID Contract Documents. Any inquiry or request for interpretation received by the Financial Services Manager before the date listed herein will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Proposal/Pre-Bid Conference, mailed or sent by available or electronic means to all attending prospective Submitters prior to the established RFP/BID opening date. Each Vendor shall acknowledge receipt of such addenda in the space provided. In case any Proposer/Bidder fails to acknowledge receipt of such addenda or addendum, his offer will nevertheless be construed as though it had been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. All addenda are a part of the RFP/BID FORMS and each Proposer/Bidder will be bound by such addenda, whether or not received by him. It is the responsibility of each proposer/bidder to verify that he has received all addenda issued before RFP's/BID's are opened. In the case of unit price items, the quantities of work to be done and materials to be furnished under this RFP/BID Contract are to be considered as approximate only and are to be used solely for the comparison of RFP's/BID's received. The Board and/or his CONSULTANT do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and/or Drawings and other Proposal/Bid Documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or total prices bid.

**GOVERNING LAWS AND REGULATIONS:** The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

**PROPRIETARY/CONFIDENTIAL INFORMATION:** Vendors are hereby notified that all information submitted as part of, or in support of RFP's/BID's, will be available for public inspection ten days after opening of the RFP's/BID's or until a short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. Any person wishing to view the RFP's/BID's must make an appointment by calling the Financial Services Manager at (352) 793-0200. All RFP's/BID's submitted in response to this solicitation become the property of the Board. Unless information submitted is proprietary, copy written, trademarked, or patented, the Board reserves the right to utilize any or all information, ideas, conceptions, or portions of any RFP/BID, in its best interest.

**TAXES:** The Board of Sumter County Commissioners is exempt from any taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request.

**NON-COLLUSION DECLARATION:** By signing this RFP/BID, all Vendors shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the work for which their RFP/BID has been submitted; or to refrain from Bidding in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the RFP/BID or of any other Bidder, or to fix any overhead, profit, or cost elements of the RFP/BID price or the RFP/BID price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.

**PROPOSER RESPONSIBILITY:** Invitation by the Boards to vendors is based on the recipient's specific request and application to DemandStar by Onvia at [www.DemandStar.com](http://www.DemandStar.com) [(800) 711-1712] or as the result of response by the public to the legal advertisements required by State law. Firms or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind.

**OWNERSHIP OF SUBMITTALS:** All responses, inquiries or correspondence relating to or in reference to this RFP/BID, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the vendors will become the property of the Board. Reference to literature submitted with a previous RFP/BID will not relieve the Bidder from including any required documents with this RFP/BID.

**EXAMINATION OF BID DOCUMENTS:** Each Bidder shall carefully examine the RFP/BID Document to ensure all pages have been received, all drawings and/or Specifications and other applicable documents are included, and shall inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the CONTRACTOR will in no way relieve him of the obligations and responsibilities assumed under the Contract.

**VENDOR RESPONSIBILITY:** Vendors are fully and completely responsible for the labeling, identification and delivery of their submittals. The Financial Services Manager will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the US Postal Service.

**DRUG FREE WORKPLACE:** All Proposers/Bidders shall submit the enclosed, duly signed and notarized form entitled "Drug Free Workplace Certificate". The Drug Free Workplace Vendor shall have the burden of demonstrating that his program complies with Section 287.087 of the Florida Statutes, and any other applicable state law.

**BOARD OF SUMTER COUNTY COMMISSIONERS,** are political subdivisions of the State of Florida, and reserve the right to reject any and/or all submittals, reserve the right to waive any informalities or irregularities in the examination process, and reserve the right to award contracts and/or in the best interest of the Boards. Submittals not meeting stated minimum terms and qualifications may be rejected by the Boards as non-responsive. The Boards reserve the right to reject any or all submittals without cause. The Boards reserves the right to reject the submission of any Vendor in arrears or in default upon any debt or contract to the Boards, or who has failed to perform faithfully any previous contract with the Boards or with other governmental agencies.

**PUBLIC RECORDS LAW:** Correspondence, materials and documents received pursuant to this RFP/BID become public records subject to the provisions of Chapter 119, Florida Statutes.

**VERIFICATION OF TIME:** Nextel time is hereby established as the Official Time of the Boards.

**PREPARATION OF PROPOSALS/BIDS:**

**Signature of the Bidder:** The Bidder must sign the RFP/BID FORMS in the space provided for the signature. If the Proposer/Bidder is an individual, the words "doing business as \_\_\_\_\_," must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the firm name and the words, "Member of the Firm" should be written beneath such signature. If the Proposer/Bidder is a corporation, the title of the officer signing the RFP/BID on behalf of the corporation must be stated and evidence of his authority to sign the RFP/BID must be submitted. The Proposer/Bidder shall state in the RFP/BID FORMS the name and address of each person interested therein.

**Basis for Bidding:** The price proposed for each item shall be on a total price or unit price basis according to specifications on the RFP/BID FORM. The proposed prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered, unless otherwise provided herein.

**Total Proposed Price/Total Contract Sum Proposed:** If applicable, the total price bid for the work shall be the aggregate of the total prices proposed and/or unit prices multiplied by the appropriate estimated quantities for the individual items and shall be stated in figures in the appropriate place on the RFP/BID FORM. In the event that there is a discrepancy on the RFP/BID FORM due to unit price extensions or additions, the corrected extensions and additions shall be used to determine the project bid amount.

**TABULATION:** Those wishing to receive an official tabulation of the results of the opening of this RFP/BID are to submit a self-addressed, stamped business size (No. 10) envelope, prominently marked on the front lower left side, with the RFP identification. Tabulation requested by telephone, fax or electronic media will not be accepted.

**OBLIGATION OF WINNING BIDDER:** The contents of the RFP/BID of the successful proposer/bidder will become contractual obligations if acquisition action ensues. Failure of the successful Proposer/Bidder to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future participation.

**AWARD OF BID:** It is the Boards' intent to select a vendor within sixty (60) calendar days of the deadline for receipt of Proposals/Bids. However, Proposals/Bids must be firm and valid for award for at least ninety (90) calendar days after the deadline for receipt of the RFP/BID.

**ADDITIONAL REQUIREMENTS:** The firms shall furnish such additional information as the Boards may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The Boards reserve the right to make investigations of the qualifications of the firm as it deems appropriate.

**PREPARATION COSTS:** The Boards shall not be obligated or be liable for any costs incurred by Proposers/Bidders prior to issuance of a contract. All costs to prepare and submit a response to this RFP/BID shall be borne by the Proposer/Bidder.

**TIMELINESS:** All work will commence upon authorization from the Boards' representative (Financial Services Manager). All work will proceed in a timely manner without delays. The Contractor shall commence the work UPON RECEIPT OF NOTICE TO PROCEED and/or ORDER PLACED (PURCHASE ORDER PRESENTED), and shall deliver in accordance to the terms and conditions outlined and agreed upon herein.

**DELIVERY:** All prices shall be FOB Destination, Sumter County, Florida, inside delivery unless otherwise specified.

**ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES ("PIGGY-BACK"):**

The Vendor by submitting a Bid acknowledges that other Public Agencies may seek to "Piggy-Back" under the same terms and conditions, during the effective period of any resulting contract - services and/or purchases being offered in this Bid, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a Public Agency is allowed to Piggy-Back any contract, the Agency must first obtain the vendor's approval - without the vendor's approval, the seeking Agency cannot Piggy-Back.

**PLANS, FORMS & SPECIFICATIONS:** Bid Packages are available from the Financial Services Manager. These packages are available for pickup or by mail. If requested to mail, the Proposer/Bidder must supply a courier account number (UPS, FedEx, etc). Proposers/Bidders are required to use the official RFP/BID FORMS, and all attachments itemized herein, are to be submitted as a single document. Any variation from the minimum specifications must be clearly stated on the RFP/BID FORM and/or Exceptions/Deviations Sheet(s). Only one set of plans, forms, and specifications will be furnished each company or corporation interested in submitting a proposal/bid. RFP/BID FORM documents for this project are free of charge and are available on-line and are downloadable (vendor must pay any DemandStar fees or any shipping).

**MANUFACTURER'S NAME AND APPROVED EQUIVALENTS:** Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The Proposer/Bidder may offer any brand for which he is an authorized representative, which meets or exceeds the RFP/BID specification for any item(s). If RFP's/BID's are based on equivalent products, indicate on the RFP/BID FORM the manufacturer's product name and literature, and/or complete specifications. Reference to literature submitted with a previous RFP/BID will not satisfy this provision. The Proposer/Bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. RFP's/BID's which do not comply with these requirements are subject to rejection. RFP's/BID's lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the RFP/BID FORM. The Financial Services Manager is to be notified, in writing, of any proposed changes in materials used, manufacturing process, or construction. However, changes shall not be binding upon the Boards unless evidenced by a Change Notice issued and signed by the Financial Services Manager, or designated representative.

**QUANTITIES:** The quantities as specified in this RFP/BID are estimates only and are not to be construed as guaranteed minimums.

**SAMPLES:** Samples of items, when called for, shall be furnished free of expense, and if not destroyed may, upon request, be returned at the Proposer's/Bidder's expense. Each sample shall be labeled with the Proposer's/Bidder's name, manufacturer brand name and number, RFP/BID number and item reference. Samples of successful Proposer's/Bidder's items may remain on file for the term of the contract. Request for return of samples shall be accompanied by instructions which include shipping authorization and must be received at time of opening. Samples not returned may be disposed of by the Boards within a reasonable time as deemed appropriate.

**DOCUMENT RE-CREATION:** Vendor may choose to re-create any document(s) required for this solicitation, but must do so at his own risk. All required information in the original Board format must be included in any re-created document. Submittals may be deemed non-responsive if required information is not included in any re-created document.

**ACKNOWLEDGED:**

(Signature and Date)

8/30/17

## REFERENCE & SIMILAR PROJECTS EXPERIENCE FORM

*This document must be completed and returned with your Submittal*

Owner / Business Name: Sumter Landing Community Development District		
Project Location / Address: County Road 466A		
City: The Villages	State: FL	Zip Code: 32162
Point of Contact: Eric Kellum		Dates of Work: May 2008-Current
Phone Number: 352-751-6713		Fax Number: 352-751-6707
E-mail Address:eric.kellum@districtgov.com		
Project Name: County Road 466A		
<p><b>Brief Description of Project:</b>                  This is a high visibility property for The Villages. Brickman's services focus on lawn and plant care, irrigation system management, plant and turf fertility, and IPM (integrated pest management). In addition one of the most important requirements for this project is policing daily for a professional well manicured roadway.</p>		

Owner / Business Name: Courtney Villages Apartments		
Project Location / Address: 423 Highway 466		
City: Lady Lake	State: FL	Zip Code: 32159
Point of Contact: Lisa Bostaph		Dates of Work: May 2010-Current
Phone Number: 352-391-9861		Fax Number: 352-391-9862
E-mail Address: lbostaph@contravest.com		
Project Name: Courtney Villages		
<p><b>Brief Description of Project:</b>                  This is a large apartment community in Lady Lake. Brickman provides full service landscape maintenance focusing on lawn and plant care, irrigation system management, and professional maintenance of all plant material.</p>		

Owner / Business Name: Sumter County Road and Bridge		
Project Location / Address: County Road 466A, Powell Road, and Various areas along County Road 466 (7375 Powell Road Wildwood, FL 34785)		
City: Wildwood	State: FL	Zip Code: 34785
Point of Contact: Jackey Jackson		Dates of Work: October 2011-Current
Phone Number: 352-569-6700		Fax Number: 352-569-6701
E-mail Address: jackey.jackson@sumtercountyfl.gov		
Project Name: Sumter County Roadways		
<p><b>Brief Description of Project:</b>                  This is a 1.5 mile roadway of Florida friendly plant material that we have been maintaining for Sumter County Road and Bridge for the past year. Weekly services of weed control, policing, pruning of plant material, and mowing are required throughout the summer months. In the winter months weekly policing, pruning of plant material, and bi-monthly mows are required.</p>		



**CONTRACTOR'S AFFIDAVIT**

State of Florida  
County of Sumter

Before me personally appeared Aaron Strange who is (title) Acct. Manager  
of (the company described herein) Brickman being duly sworn, deposes and say that the foregoing statements are a true and accurate statement of the position of said organization as of the date thereof, and, that the statements and answers to the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive, or fraudulent statements of this application constitutes fraud; and, agrees to furnish any pertinent information requested by The Sumter County Board of County Commissioner deemed necessary to verify the statements made in this application or regarding the ability, standing and general reputation of the applicant.

Personally Known \_\_\_\_\_ or Produced Identification Florida Driver License

Sworn to and subscribed before me this 27<sup>th</sup> day of August, 200912

[Signature]  
NOTARY PUBLIC - STATE OF FLORIDA  
(Signature of Notary Public)

Sheana Lanier  
(Print Name of Notary Public)



Sheana Lanier  
Notary Public  
State of Florida  
My Commission Expires 10/16/2015  
Commission No. EE 138114

(seal)

**This document must be completed and returned with your Submittal.**  
**DRUG FREE WORKPLACE CERTIFICATE**

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that,

Brickman  
(print or type name of firm)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under proposal or bid, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under proposal or bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (\*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.
- "As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

\_\_\_\_\_  
Authorized Signature  
8/27/12  
Date Signed

State of: FLORIDA

County of: SUMTER

Sworn to and subscribed before me this 27 day of AUGUST, 2012

Personally known \_\_\_\_\_ or Produced Identification DL S365-01182-468-0  
(Specify Type of Identification)

[Signature]  
Signature of Notary

My Commission Expires 10/16/2015

(seal)

 Sheana Lanier  
Notary Public  
State of Florida  
My Commission Expires 10/16/2015  
Commission No. EE 138114

***This document must be completed and returned with your Submittal.***

## HOLD HARMLESS AGREEMENT

The Contractor/Vendor is required to purchase and maintain minimum limits of \$1,000,000 per occurrence for all liability, which includes general liability and, if applicable, automobile liability. Other coverage may be required where applicable.

The Contractor/Vendor agrees to hold the Board of Sumter County Commissioners harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting there from, arising out of the agreement, unless such claims are a result of the County's sole negligence.

The Contractor/Vendor shall purchase and maintain workers' compensation insurance for all workers' compensation obligations imposed by state law and employer's liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease. Even if the Contractor/Vendor is not required by state law to secure workers' compensation insurance, the Contractor/Vendor shall purchase and maintain worker's compensation insurance in order to perform or provide services to Sumter County. This is the standard requirement however; the Financial Services Department can perform a special review as needed on a case-by-case basis for the Contractor/Vendor.

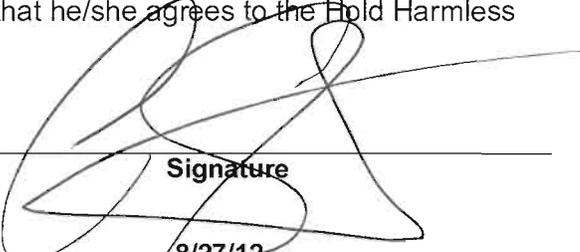
The Contractor/Vendor shall also purchase any other coverage required by law for the benefit of employees.

Required insurance shall be documented in Certificates of Insurance and shall be provided to the County representative requesting the service.

By signature upon this form the Contractor/Vendor stipulates that he/she agrees to the Hold Harmless Agreement, and to abide by all insurance requirements.

**Brickman**

\_\_\_\_\_  
**Contractor/Vendor-Print Name**

  
\_\_\_\_\_  
**Signature**

**RFP-019-0-2012/AT Mowing and Landscape Maintenance Services**  
\_\_\_\_\_  
**Project Name**

**8/27/12**  
\_\_\_\_\_  
**Date**

**The effective dates of this Hold Harmless Agreement shall be for the current Fiscal Year.**

## E-Verify Vendor/Contractor/Subcontractor Certification

The Sumter County Board of County Commissioners has mandated that effective August 1, 2012, all vendors, contractors and subcontractors doing business with Sumter County must certify that they have implemented the federal E-Verify program.

E-Verify is a federal system established by the Department of Homeland Security to determine the immigration and work-eligibility status of prospective employees. Detailed E-Verify program information for employers can be found at <http://www.dhs.gov/e-verify>.

Prior to providing goods or services to Sumter County, vendors must certify compliance with the federal E-Verify program. In the case of contractors, this includes obtaining written certification from all subcontractors who will participate in the performance of the contract. The certification below has been prepared for all vendors and contractors to use for this purpose. All subcontractor certifications must be kept on file with the contract vendor and made available to the state and/or County upon request.

### CERTIFICATION (In accordance with Executive Order No. 11-02)

**I certify that the company shown below is in compliance with the above statement and that I am authorized to sign on its behalf.**

Name of Company: Brickman

Authorized  
signature:



Printed name &

Title: Aaron Strange Account Manager

Address: 2 Banyan Road Suite B Ocala, FL 34472

Date: 8/27/12

Telephone Number: 352-401-9145

E-mail address: Aaron.Strange@brickmangroup.com

Sumter County reserves the right to determine how it will respond to any instances of non-compliance or false certification of compliance. Potential County actions include, but are not limited to, cancellation of the contract and/or suspending or debaring the contract vendor from performing services in any aspect to the County.

Please send the completed form to the Financial Services Department, 7375 Powell Road, Suite 206, Wildwood, FL 34785, or fax the form to (352)-689-4436. Once the form is received by the Financial Services Department the completed form will remain on file according to the Sumter County Retention Policy.

Please contact the Financial Services Department at 352-689-4435 with questions regarding this requirement.

**The effective dates of this E-Verify Form shall be for the current fiscal year.**

*This document must be completed and returned with your Submittal.*

**ANTI-COLLUSION STATEMENT**

By signing this form, the vendor agrees that this quote is made without any other understanding, agreement, or connection with any person, corporation, or firm submitting a quote for the same purpose and that the quote is in all respects fair and without collusion or fraud,

IT IS AGREED BY THE UNDERSIGNED VENDOR, THAT THE SIGNING AND DELIVERY OF THE QUOTE REPRESENTS THE VENDOR'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE FORGOING SPECIFICATIONS AND PROVISIONS, AND IF AWARDED, THIS CONTRACT WILL REPRESENT THE AGREEMENT BETWEEN THE VENDOR AND THE BOARD OF SUMTER COUNTY COMMISSIONERS

NAME OF FIRM: BRICKMAN

[Sign in ink in the space provided below]

SIGNED BY: 

TITLE: ACCOUNT MANAGER

ADDRESS: 2 BANYAN ROAD SUITE B

CITY & STATE: Ocala  
FL 34472

TELEPHONE: 352-401-9145

NO quotes will be withdrawn for a period of sixty (60) days subsequent to the opening of quotes, without the consent of the Board of Sumter County Commissioners,

NO QUOTE (Reason):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **PART 5 SCOPE OF SERVICES**

The Sumter County Board of County Commissioners is requesting proposals from qualified firms for **RFP # 019-0-2012/AT Sumter County Mowing and Landscape Maintenance Services**.

### **Scope of Work Section 1:**

## **SUMTER COUNTY MOWING & LANDSCAPE MAINTENANCE SPECIFICATIONS**

The landscape maintenance contractor shall be responsible for all labor, materials and equipment necessary for the proper care and maintenance of the landscaping, irrigation (including repair) and related landscaping structures and systems within the property described in Exhibit 1.0.

The following specifications are set as the minimums to gain the desired healthy and attractive landscaping with the community.

### **TURF MAINTENANCE MOWING**

Mowing of all turf areas shall be performed on a weekly basis during the normal growing season (April through October). During the months of November through March it is expected that mowing will be required at least twice a month unless abnormal conditions arise. In any event, the turf shall be mowed at a frequency to promote healthy and continued growth as well as proper appearance at all times.

Mowing height shall be as follows:

1. Zoysia-2" to 2.5"
2. St. Augustine 'Floritam'-3.5" to 4"
3. Bahia-3" to 4"

When line trimmers are used, cutting height shall be in conjunction with mowing height. Scalping by either trimmers or mowers will not be acceptable. Damage to trees, shrubs and signposts are not acceptable. Mowing patterns shall be varied to minimize wear areas from tires and slippage.

Any unsightly clippings, which remain on the turf, shall be removed immediately after mowing, not blown or swept down storm drains.

Walkways, streets and parking areas to be blown or vacuumed free of clippings after each mowing. Please refer to SITE CLEANLINESS AND CONDITION for additional requirements during the months of November through March when mowing may only occur twice a month.

## EDGING

Edging of walkways, curb lines and other paved areas to be performed in conjunction with the mowing operations. Irrigation valve boxes, splices boxes, gate valve boxes and water meter boxes shall be edged routinely.

Edging of shrub beds as well as around trees and large shrubs shall be performed a minimum of twice per month throughout the year or more frequently if needed.

Bed lines shall be kept smooth in regard to original design and increased if plant material growth warrants.

Care should be taken in all edging operations to minimize damage to plant material and irrigation.

## FERTILIZATION OF TURF, TREES, SHRUBS, ANNUAL/PERENNIALS FLOWER BEDS

### St. Augustine/Floritam Turf:

There should be a minimum of four (4) applications of a complete, acid-forming commercial turf fertilizer applied to St. Augustine or Floritam Turf per year.

**March (15-0-15):** A standard, non-burning complete turf fertilizer such as 16-4-8 or similar should be applied at one (1) pound of actual Nitrogen per 1000 square feet. (6.25 pounds of product) There should be a minimum of 4% Iron, 6% Sulfur, and 2% each of Magnesium and Manganese. At least 25% of the Nitrogen should be in slow release form such as poly coated, or sulfur coated area.

**June (9-2-24):** 9-2-24 with 6% Iron, and 8 to 10% Sulfur (Lesco, or identical label) shall be applied at one (1) pound of actual Potassium per 1000 square feet. (4.2 pounds of product)

- This lower Nitrogen will reduce fast succulent growth and resulting clippings, and reduce Chinch Bug occurrence in the summer months. The extra Iron and Sulfur will enable the turf to maintain a desirable green color without excessive top growth.

**August (9-2-24):** Same as in June with 9-2-24.

- The extra Potassium will help with drought and cold tolerance in dry and cold months.

**October (15-0-15):** Same as March with 15-0-15.

### Bahia Turf:

There should be two (2) applications of complete commercial turf fertilizer to Bahia Turf areas per year.

**March (16-4-8):** A standard, non-burning complete turf fertilizer such as 16-4-8 or similar should be applied at one (1) pound of actual Nitrogen per 1000 square feet. (6.25 pounds of product)

**September (9-2-24):** 9-2-24 with 6% Iron, 8 to 10% Sulfur, and 2% each of Magnesium and Manganese at one (1) pound of actual Potassium per 1000 square feet. (4.2 pounds of product) This will help with winter cold tolerance.

- If yellowing occurs in between fertilizer applications, a liquid application of 12-0-0 at the label rate, or another iron source should correct the problem.

### **Zoysia Turf:**

There should be a minimum of three (3) fertilization applications from spring green-up through fall applied to Zoysia Turf per year.

**March (15-0-15) after last frost:** A standard, non-burning complete turf fertilizer such as 16-4-8 or similar should be applied at one (1) pound of actual Nitrogen per 1000 square feet. (6.25 pounds of product). Apply fertilizer at the rate of ½ (water-soluble) to 1 (slow-release) pound of nitrogen per 1000 square feet. Do not apply nitrogen too early in the growing season or subsequent frosts may damage the grass.

**May (15-0-15):** Same as March.

**September (15-0-15):** Same as March.

NOTE: All turf fertilizers should be watered in immediately after application whenever possible to prevent Nitrogen loss due to volatilization. Sweep or blow off walks and painted surfaces immediately after application to avoid discoloration. Contractor will avoid applications prior to heavy rain fall.

## **DISEASE AND PEST CONTROL**

Treatment of the varied turf shall be accomplished as needed to prevent damage and to promote healthy and continue growth. Applications of pesticides and fungicides shall be done on a curative "as needed" basis.

## **WEED CONTROL**

Application of herbicides shall be done on a curative "as needed" basis. A pre-emerge herbicide may be used. Broadleaf weeds, sedges, and undesirable grasses shall be kept to a minimum. Ninety five percent (95%) weed free turf shall be expected.

## **GROUND COVER AND SHRUB MAINTENANCE PRUNING**

Pruning is to be performed as needed to remove dead material, promote healthy growth and bed conditions and to keep plant material from spreading over curbs, walkways, streets, parking areas, and up walls.

Individual branch pruning is most desirable. Wholesale shearing or trimming should be avoided unless special conditions should arise.

Natural growth pattern shall be promoted as much as possible. However, special pruning of materials, which may inhibit sight at intersections or passage at certain areas, should be performed.

Special attention to areas around landscape lighting fixtures shall be given not only to promote lighting effect, but the protection of fixtures themselves from damage.

### **BEDS**

Beds are to be kept free of weeds, landscape debris, and trash. Hand weeding shall be done as necessary; however pre-emergents and selected herbicides may also be used to control weed growth.

Mulch shall be fluffed and or added to as necessary to enhance moisture holding capability and a neat, clean appearance. A minimum of twice a year replenishment of pine straw in all beds will be scheduled. Care should be taken during mulching so as to not cover landscape lighting, valves, junction boxes or other structures and components.

Shrubs and groundcovers shall be fertilized four (4) times per year with a complete commercial fertilizer such as 8-10-10, 12-2-14, or 13-3-13 containing a minimum of 25% slow release Nitrogen, 6% Sulfur, 2% of both Magnesium and Manganese, and 3% Iron. This shall be applied in March, May, July and October at ½ cup per small shrub, 1 cup per large shrub, or 15 to 30 pounds per 1000 square feet of plant bed, depending on the spacing, type of plants, and product used.

The fertilizers should be watered in immediately after application whenever possible to prevent Nitrogen loss due to volatilization. Sweep of blow off walks and painted surfaces immediately after application to avoid discoloration.

### **DISEASE AND PEST CONTROL**

Treatments shall be accomplished as needed to prevent damage and to promote healthy and continued growth. Applications of pesticides and fungicides shall be done on a curative "as needed" basis. When five (5%) of any type of plant material shows signs of disease, curative action shall be taken.

### **TREE MAINTENANCE**

Generally trees shall be pruned as needed to promote a natural shape and appearance, remove dead material as well as encourage healthy growth. Also, removal of excessive mosses, mistletoe and suckers shall be done one (1) time per year, and should be done in the cool season when trees are dormant. All trees adjacent to roads, cart paths, walls and signage shall be pruned as needed for clearance and visibility.

### **WATER**

All trees will be watered sufficiently to insure health and continued growth.

### **FERTILIZATION**

Proper fertilization for the varied trees shall be fertilized three (3) times per year with a complete commercial fertilizer such as 8-10-10, 12-2-14, 13-3-13 containing a minimum of 25% slow release Nitrogen, 6% Sulfur, 2% of both Magnesium and Manganese, and 3% Iron. Applications shall be at the labeled rate on the bag, and applied in March, June and September.

Palms shall be fertilized three (3) times per year with a complete commercial palm fertilizer such as 8-2-12+4 Mg, or similar. 100% of the Mg should be a slow release form such as prilled kieserite. Applications shall be at the labeled rate on the bag, and applied in March, June and September.

## **IRRIGATION SYSTEMS MAINTENANCE**

Irrigation systems and components shall be monitored to insure proper functioning and that proper coverage is achieved at all times.

Watering frequencies and duration's, should be adjusted to insure healthy growth and prevention of disease and pest damage.

Cleaning of heads, lines, and other components to be accomplished as needed. Changing of spray types or heights is acceptable to insure proper coverage.

Valve boxes to be kept clear for easy access for manual operations and repairs. Valve boxes and satellites shall be kept free of ants.

The contractor shall be responsible for staying abreast of any and all governmental water restriction, which may be imposed. Any fines for violations will be the responsibility of the contractor.

Damage to irrigation heads, valve boxes and other system components due to the contractor's operations shall be repaired entirely at the contractor's expense.

## **REPAIRS**

Repairs to systems or components shall be accomplished as soon as possible to minimize any adverse effect to turf and or plant material.

Repair or replacement of heads, sprays, misters, and emitters, as well as the rebuilding of valves is considered normal routine maintenance. Cost of material only shall be billed separately.

Repair of pipe 1 ½ "or smaller and hydraulic tubing shall be considered routine maintenance. Cost of material only shall be billed separately.

Broken lines 1 ¾ and larger, valve and or controller replacement, as well as major system repairs or changes shall be approved by the Sumter County Representative before proceeding. In the event of emergencies, isolation of areas to prevent further damage to the system or associated plant material or structures is to be accomplished until repairs can be made. Cost on these types of repairs or replacements may include material and labor charges. Two (2) inch pipe or larger must be gasketed with proper thrust blocking as needed. County representative prior to back filling must inspect repairs. Repairs shall be completed within forty-eight (48) hours.

## **DRAINAGE STORM WATER COLLECTION**

Sediment that washes into drainage swales shall be removed from swales and storm pipes at road entrances at least monthly.

## **SITE CLEANLINESS AND CONDITION**

All areas shall be kept free of litter, landscape and or construction debris. During the months of November through March when mowing may only occur twice a month, it will be required that three times a week the walkways, streets and parking areas be inspected, cleaned, blown or vacuumed as needed in order to maintain a neat and clean appearance.

It should be understood that Sumter County is a continuously growing and changing area. Development and construction will from time to time cause damage, or will interrupt the routine maintenance program.

It is important that problems, or potential problems, which may be caused by these procedures, should be brought to the attention of the County Representative as soon as possible for action.

### **SUB CONTRACTING**

The contractor may subcontract certain procedures or operations as required. Proof of proper licensing and insurance will be provided upon request. The contractor is held responsible for any work performed by any subcontractor engaged.

### **WORKFORCE**

It is required that the contractor employees be dressed in a uniform fashion with the company identification. Vehicles as well should be easily identified. A neat and clean appearance should be maintained as much as possible.

Contractor employees should be instructed to be helpful and courteous to residents, other employees, and visitors at all times.

### **PARKING**

Contractors' vehicles and trailers shall be parked where they do not impede traffic or visibility at an intersection.

### **SUPERVISION**

The contractor shall provide supervision of all maintenance and or repair work being performed. Supervisors shall be able to communicate problems to the County Representative at any time, and shall be easily accessible to the Representative at all times either via e-mail or phone.

A walk through with a County Representative may be required to cover work being accomplished, special needs or concerns, and other related information.

### **ADDITIONAL WORK**

From time to time additional work may be requested of the contractor by a County Representative for the areas under contract and other county owned or leased property. A cost estimate, schedule, or other determining information may be required before approval of work is to be granted. Each situation will be considered on a case-by-case basis. All additional work shall be completed in a timely manner.

### **CHANGES**

It is expected that development growth will necessitate additional areas to be routinely maintained under the same specifications, or as amended by the management or its representative. It is the intent to be able to add or delete areas as necessary with the related cost increases or decreases to be handled through the implementation of a change order approved by the management. The management does reserve the right to disapprove any changes. In such case other contractors may be engaged for the change.

### **SATISFACTORY PERFORMANCE**

It is estimated that the frequency and guidelines set forth in this scope of work will provide the quality desired for the properties listed in exhibit 1. However, in the event it does not, the Contractor agrees to

provide such reasonable additional services without further compensation. Satisfactory performance of work under this contract shall be based on these maintenance specifications, as measured by the Owner in its discretion.

The determination of satisfactory performance will be based upon the satisfactory appearance of the grounds, not whether anticipated projections of cycle frequencies have been performed. The Owner will review the appearance and quality of the grounds on a periodic basis. Contractor performance will be evaluated and adjustments to the technical maintenance specifications, if required, will be made.

It is recognized that at times, the development of new areas will damage or deter the maintaining of existing areas. Seasonal weather differences may cause some variation in vegetation growth characteristics and that different stages during the care cycle may vary from the desired appearance.

Any plant, tree, grass or shrubs which die due to Contractors negligence shall be replaced by the contractor, except in instances involving acts of God, theft, vandalism or the negligence of others, in which case the plants may be replaced at the Owners direction at no additional cost to the Contractor.

Any damage to walls, landscape, lighting or hardscape features by the contractor shall be repaired by the respective tradesman initiated through the Developer representative so all warranties remain effective. All billing for said repairs will be directed to the contractor responsible for said area and cost of repairs.

#### **WARRANTY**

Any work completed by the contractor, to include new or replacement plants and irrigation repairs, will have a minimum of a 1 year warranty.

#### **EMPLOYEE REQUIREMENTS**

Any workers applying fertilizer must be certified with Green Industry Best Management Practice. Any workers applying any pesticide will meet all requirements per the Florida Department of Agriculture and Consumer Services.

## **Exhibit A**

### **Landscape and Maintenance Area by Building Location**

#### **Villages Annex Building:**

- All landscape areas and hedges immediately surrounding this building; out into the parking areas north, south and west of the building; out to the 10' mark on the east side of this building; and on the north side of the north parking area to the road right of way and out approximately 3' on the east side of this parking area.
- All Bahia turf to the south of this building out to approximately 10' east of the hedge to where the St. Augustine starts and south to the road.

#### **Villages Health Department Building:**

- All landscape areas and hedges immediately surrounding this building and in the adjoining parking areas to the north, south and west including the hedge approximately 15 feet from the building.
- All Bahia turf to the south of the parking area to the road and across to the west in line with the hedge running north to south. Also any St. Augustine turf between west side of building and hedge and north to Fire Dept.

#### **Villages Fire Department:**

- All landscape areas immediately surrounding this building and in line with the western hedge of the Building Department and in the parking medians.
- All landscape areas on the north side of the property and to the road right of way.
- All St. Augustine turf surrounding this building and in line with the hedge of the Building Department and north of the building along C-466.

#### **Belvedere Library:**

- All landscape areas surrounding this building, bordering all four sides of the parking area, and in the medians.
- All Zoysia turf surrounding the building; inside of the landscape perimeters; in front of the northern landscape and in-between the western landscape and the golf cart path.

#### **The Villages Sumter County Service Center:**

All landscape areas surrounding this building, bordering all four sides of the parking area, and in the medians.

All turf surrounding the building; inside of the landscape perimeters

The general area is defined as follows: Northern Boundary-Burnsed Road, Western Boundary- Powell Road, Southern Boundary- The fence line running east from Powell road to the generator, an 18 foot border around the generator transitioning to the parking lot. Eastern Boundary- a 10 foot border on the eastern side of the hedges that run north and south to Burnsed Road.

The 6.6 acre field that is south east of the main building. The area around the parking lot will be maintained per above requirements. The remainder of this area will require mowing and trash removal only.

## **SCOPE OF WORK SECTION 2:**

### **Additional Irrigation System Maintenance**

The landscape maintenance contractor shall be responsible for the proper care and maintenance of the irrigation (including repair) structures and systems within the properties described in Exhibit 2.0 per the following scope of work:

**Irrigation Audit:** The contractor will conduct a one time irrigation audit within 30 days of contract award on properties listed in Exhibit 2 weather permitting. This audit will verify system operating pressure, distribution efficiency, and application rate at each zone. A written report with estimates for repair for each location will be provided to the county.

**Irrigation Management:** The contractor will monitor the listed irrigation systems 2 times monthly and make adjustments as necessary to facilitate proper plant and turf growth. The contractor will stay abreast of all local and statewide water restrictions and make appropriate changes to the irrigation schedules. The contractor is responsible for any fines imposed for non compliance with water restrictions.

**Repairs or Design Changes:** The contractor will notify the county of any repairs or changes necessary and provide the county with a written estimate for repairs. The contractor will ensure that a licensed irrigation technician makes all authorized repairs or changes. All cost including labor, parts, and supplies will be at the counties expense. Note: Repair or replacement of heads, sprays, misters, and emitters, as well as the rebuilding of valves is considered normal routine maintenance. Cost of material only shall be billed separately. Repair of pipe 1 ½ "or smaller and hydraulic tubing shall be considered routine maintenance. Cost of material only shall be billed separately

Cleaning of heads, lines, and other components to be accomplished as needed. Changing of spray types or heights is acceptable to insure proper coverage.

Valve boxes to be kept clear for easy access for manual operations and repairs. Valve boxes and satellites shall be kept free of ants.

Damage to irrigation heads, valve boxes and other system components due to the contractor's operations shall be repaired entirely at the contractor's expense.

Repairs to systems or components shall be accomplished as soon as possible to minimize any adverse effect to turf and or plant material..

Broken lines 1 ¾ and larger, valve and or controller replacement, as well as major system repairs or changes shall be approved by the Sumter County Representative before proceeding. In the event of emergencies, isolation of areas to prevent further damage to the system or associated plant material or structures is to be accomplished until repairs can be made. Cost on these types of repairs or replacements may include material and labor charges. Two (2) inch pipe or larger must be gasketed with proper thrust blocking as needed. County representative prior to back filling must inspect repairs. Repairs shall be completed within forty-eight (48) hours.

## EXHIBIT B Location of Irrigation Systems

<b>Building</b>	<b>Address</b>	<b>Type Time Clock</b>	<b>Clock Location</b>	<b>Number of Zones</b>
Historic Court House	209 North Florida St. , Bushnell, FL 33513	Rain Bird	SW Corner	9
Judicial Building (2) Clocks	225 East McCollum Ave, Bushnell, FL 33513	Rain Bird	East End of Building	5
	225 East McCollum Ave, Bushnell, FL 33513	Rain Bird	Generator South Wall	3
Public Works Main Office	319 East Anderson Ave, Bushnell, FL 33513	Rain Bird	North Wall	3
Archive Building	229 East Anderson, Ave, Bushnell, FL 33513	Rain Bird	South Wall	3
Public Defender Main Office	416 Lawrence Street, Bushnell, FL 33513	Rain Bird	South Wall Towards Back	1
Bushnell Health Dept	415 East Noble Ave, Bushnell, FL 33513	Rain Bird	1 Mechanical Room West Wall and 1 East Wall	4
Bushnell Health Dept Conference Building	415 East Noble Ave, Bushnell, FL 33513	Rain Bird	East Wall Conference Center	2
Property Appraiser/Tax Collector	220 East McCollum Ave, Bushnell, FL 33513	Rain Bird	Judicial Building	10
Lake Panasoffkee Library	1500 CR 459, Lake Panasoffkee, FL 33538	Rain Bird	Back North Wall	3
Wildwood Health Department	104 Rutland Street, Wildwood, FL 34785	Rain Bird	Mechanical Room West Wall	4
West Bushnell Fire Station	5654 CR 113, Bushnell, FL 33513	Rain Bird	NE Corner of Building	4
Wildwood Fire Station South	2390 CR 521, Wildwood, FL 34785	Rain Bird	SE Corner of Building	4

Note: This exhibit depicts irrigation systems that are in addition to the systems being maintained in Exhibit 1.0.

**Exhibit C  
Proposal Form  
FOR  
BOARD OF SUMTER COUNTY COMMISSIONERS**



Name of Contractor Submitting Proposal Brickman

Name of Person Submitting Proposal Aaron Strange

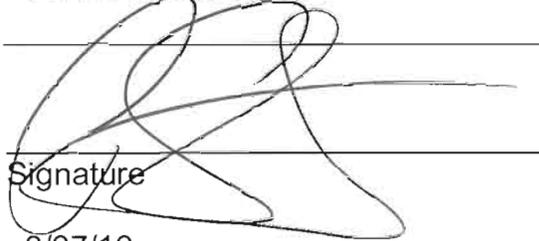
**PROPOSER ACKNOWLEDGMENT**

"The undersigned hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and that he/she has examined the RFP and Specifications for the work and comments hereto attached. The Vendor proposes and agrees, if this submission is accepted, to contract with the Board of Sumter County Commissioners, to furnish all necessary materials, equipment, labor and services necessary to complete the work covered by the RFP and Contract Documents for this Project. The Vendor agrees to accept in full compensation for each item the prices named in the schedules incorporated herein."

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**CONTRACTOR'S FEE SCHEDULE MUST BE ATTACHED TO THIS PROPOSAL**

---



Signature

8/27/12

Date

[  ] Check if exception(s) or deviation(s) to Specifications. Attach separate sheet(s) detailing reason and type for the exception or deviation.

***This document must be completed and returned with your Submittal.***



**CONTRACT  
SAMPLE PROFESSIONAL SERVICES AGREEMENT**

**(Sample agreement only. County reserves the right to alter this agreement based on final RFP results and/or any negotiations with proposed Consultant.)**

**THIS AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by and between **Board of Sumter County Commissioners** (hereafter referred to as "Board"), whose address is 7375 Powell Road, Wildwood, Florida 34785, and **Brickman** (hereafter referred to as "Consultant"), whose address is 2 Banyan Road Suite B Ocala, FL 34472.

**RECITALS**

WHEREAS, the Board has need of professional services for SUMTER COUNTY MOWING & LANDSCAPE MAINTENANCE SERVICES; and

WHEREAS, the parties desire to enter into a written agreement outlining the duties, responsibilities and compensation of Consultant, based on the Consultant's response to RFP # 019-0-2012/AT – Request for Proposals for SUMTER COUNTY MOWING & LANDSCAPE MAINTENANCE SERVICES;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is hereby agreed as follows:

1. The relationship of the Consultant to the Board will be that of a professional consultant and the Consultant will provide the professional and technical services required under this agreement in accordance with acceptable professional practices and ethical standards applicable to Consultant's profession, and Consultant will endeavor to provide to the Board prompt and efficient consulting services to the best of its ability.
2. Consultant is hereby retained and employed as the SUMTER COUNTY MOWING & LANDSCAPE MAINTENANCE SERVICES Consultant, and will work with the Board to provide said services in accordance with the scope of work outlined in RFP # 019-0-2012/AT.
3. Consultant agrees to prepare and complete a report to the Board, detailing the status of services provided pursuant to this Agreement at least ninety (90) days prior to the expiration of the term of this Agreement, or at least ninety (90) days prior to the expiration of any renewal term of this Agreement. Consultant may be asked to present the deliverables in person for review by staff or for discussion at a scheduled Board meeting.
4. The term of this Agreement shall commence on the day and year as shown above and continue in full force through \_\_\_\_\_, unless otherwise terminated as provided in paragraph five (5) of this Agreement. This Agreement may be renewed on an annual basis if agreed to in writing by both parties, at least sixty (60) days prior to the expiration of this Agreement, including any periods of renewal. The term of this Agreement does not relieve the Consultant of any future responsibility as described in paragraph eight (8) of this Agreement.
5. This Agreement may be terminated by either party upon thirty (30) days prior written

notice to the other party at the address designated in this Agreement for receiving such notice. If this agreement is terminated, Consultant shall be authorized to receive payment for all work performed up to the date of termination.

6. With regard to compensation paid to Consultant, Consultant shall furnish to the Board on a monthly basis an itemized invoice detailing all of Consultants hours, services, expenses and any other services utilized by the Board during the preceding month. Invoice shall be itemized pursuant to and in accordance with the attached Fee Schedule. Consultant shall compute the total amount due for the preceding month and all amounts due Consultant shall be paid on a monthly basis pursuant to the provisions of the Local Government Prompt Payment Act, F.S. 218. Consultant acknowledges and agrees that the rates set forth in the Fee Schedule shall remain fixed throughout the duration of the Agreement and thereafter shall only be adjusted by mutual written agreement of both parties.

7. General Considerations.

- a. All reports, drawings, designs, specifications, notebooks, computations, details, and calculation documents prepared by Consultant and presented to the Board pursuant to this Agreement are and remain the property of the Board as instruments of service.
- b. All analyses, data, documents, models, modeling, reports and tests performed or utilized by Consultant shall be made available to the Board upon request and shall be considered public records.
- c. Consultant shall keep all books, records, files, drawings, plans and other documentation, including all electronically stored items, which concern or relate to the services required hereunder, for a minimum of three (3) years from the date of expiration or termination of this Agreement, or as otherwise required by any applicable law, whichever date is later. The Board shall have the right to order, inspect and copy all such Records as often as it deems necessary during any such period of time. The right to audit, inspect, and copy records shall include all of the records of sub-consultants (if any).
- d. Consultant shall, at all times, comply with the Florida Public Records Law, the Florida Open Meeting Law and all other applicable laws, rules and regulations of the State of Florida.
- e. Consultant shall, at all times, carry Professional Liability, General Liability, Automobile and Worker's Compensation Insurance pursuant to the insurance requirements in RFP # 019-0-2012/AT, naming Board as an additional insured in each such policy.
- f. Upon Consultant's written request, the Board will furnish, or cause to be furnished, such reports, studies, instruments, documents, and other information as Consultant and Board mutually deem necessary, and Consultant may rely upon same in performing the services required under this agreement.
- g. The Board and Consultant each binds itself and its successors, legal representatives and assigns to the other party to this agreement and to the partners, successors, legal representatives and assigns of such other party to this agreement, in respect to all covenants of this agreement; and neither the Board nor Consultant shall assign or transfer their interest in this agreement without the prior written consent of the other party.

8. Should any other professional services be called for by the Board which are not otherwise set forth in this Agreement or any of its attachments or exhibits, said charges shall be

agreed upon in advance by the parties hereto. The Consultant may be required to provide additional services to the Board on challenges, public protests, administrative hearings or similar matters. The consultant shall be available to represent the Board, serve as an expert witness and provide supporting documentation as necessary.

9. The Contract Documents, which comprise the entire Contract between Board and Consultant and which are further incorporated herein by reference, consist of the following:

- a. Request for Proposals (RFP)
- b. Vendor's Proposal Documents
- c. Permits / Licenses
- d. All Proposals Addenda Issued Prior to RFP Opening Date
- e. All Modifications and Change Orders Issued

10. Consultant does hereby specifically promise and agree to "hold harmless", defend and indemnify the Board and the agents, servants, employees, officers, and officials thereof from and against any and all liability or responsibility for damage to property or person that may arise in connection with the services to be provided hereunder, including payment of all reasonable attorney's fees, costs and expenses associated with the same.

11. Consultant, its agents, servants or employees shall, in no manner, whatsoever be construed as the employees, agents, servants or representatives of the Board and shall have not expressed or implied power or authority to act in any manner whatsoever for or on behalf of the Board, except as provided in the scope of services called for herein. Consultant is hereby designated as an independent contractor to the Board and none of the employees, agents or servants of the Consultant shall have, or be entitled to, any of the fringe benefits applicable to employees of the Board.

12. In the event of default by either party hereto, the defaulting party shall be liable for all costs and expenses, including reasonable attorney's fees and costs incurred by the other party in enforcing its rights hereunder, whether litigation be instituted or not, at the trial court and appellate court level.

13. Consultant does hereby waive any and all "venue privilege" and or "diversity of citizenship privileges" and specifically agrees that any action brought for the enforcement, construction or interpretation of this agreement shall be maintained in the County or Circuit Court in and for Sumter County, Florida, and Consultant hereby specifically waives its right or privilege to institute any action of any kind or nature whatsoever, against the Board in any other State Court, Federal Court or administrative tribunal.

14. This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or verbal. If any provision of this Agreement is declared to be invalid or unenforceable, the remainder shall continue to operate in full force and effect.

15. This Agreement cannot be changed or modified, unless by written agreement signed by all parties hereto.

16. In performing services hereunder, Consultant shall comply with all federal, state and

local laws and regulations. Consultant shall be responsible for identifying and obtaining all permits necessary to complete the scope of services. Consultant shall be responsible for obtaining, at its sole cost and expense, all necessary licenses and other governmental approvals required in order for Consultant to provide the type of services required hereunder.

17. Consultant shall notify Board in writing of any commitments during the term of this Agreement which may constitute a potential or actual conflict of interest with respect to the scope of services to be performed for the Board.

18. Each of the WHEREAS clauses listed above are hereby re-alleged and incorporated into this Agreement as if otherwise fully stated herein.

19. Any notices required by this Agreement shall be mailed to the following individual(s), by Certified Mail, Return Receipt requested:

FOR THE BOARD

FOR THE CONSULTANT

Name: \_\_\_\_\_

Name: Aaron Strange

Address: \_\_\_\_\_

Address: 2 Banyan Road Suite B  
Ocala, FL 34472

Title: \_\_\_\_\_

Title: Account Manager

Date: \_\_\_\_\_

Date: 8/27/12

IN WITNESS WHEREOF, the parties have signed this agreement the day and year first above written.

ATTEST:

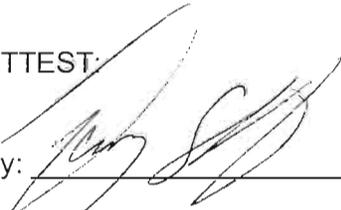
SUMTER COUNTY  
BOARD OF COUNTY COMMISSIONERS

By: \_\_\_\_\_

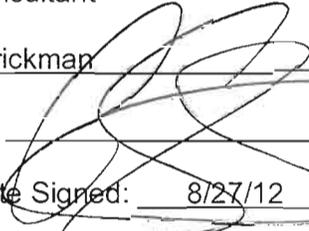
By: \_\_\_\_\_, Chairman

Date Signed: \_\_\_\_\_

ATTEST:

By:  \_\_\_\_\_

Consultant

 \_\_\_\_\_  
Brickman

By: \_\_\_\_\_

Date Signed: 8/27/12

## PROPOSAL DOCUMENTS REQUIRED

The following documents and forms in the following arrangement must accompany each proposal or alternate proposal submitted:

- Proposal Cover Page. This is to be used as the first page of the RFP. This form must be fully completed and signed by an authorized officer of the vendor.
- Proposal Form. Form located in Document as Exhibit "C".
- Proposer Certification / Addenda Acknowledgement Form.
- Statement of Terms and Conditions.
- A sworn, notarized Statement of Contractor's Experience and Personnel.
- A sworn, notarized Drug Free Work Place Certificate must accompany each proposal or alternate proposal.
- Anti-Collusion Statement
- E-Verify Certification Form
- Hold Harmless Agreement
- Fee Schedule List
- One (1) original, one (1) electronic version on a CD or Flash Drive of the original RFQ in its entirety not password protected, and three (3) copies of the original RFQ packet.
- Qualification Document Checklist of Items Required to be Submitted (This Sheet).
- A Certificate of Insurability, acceptable to the County, shall accompany each proposal or alternate proposal, in the amounts as prescribed by State and Sumter County BOCC  
All insurance policies shall be written on companies authorized to do business in the State of Florida and satisfactory to the Sumter County BOCC. Prior to commencing services pursuant to the award of this proposal, the Contractor shall furnish to the Sumter County BOCC certificates of insurance showing the required coverage has been procured and paid for in advance. Within thirty (30) days prior to expiration, the Contractor shall provide the Sumter County BOCC with proof that required coverage has been extended.

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Date: August 27, 2012

I, Aaron Strange (name), an authorized officer of Brickman (company/vendor), confirm that the above listed documents are provided in our company's proposal being submitted to Sumter County and confirm I have read and understand the RFP document in its entirety.

## Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) <b>The Brickman Group Ltd. LLC</b>	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input checked="" type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.) <b>18227 Suite A Flower Hill Way</b>	Requester's name and address (optional)
City, state, and ZIP code <b>Gaithersburg, MD 20879</b>		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
OR
Employer identification number
42   1724313

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Umay Bhatnagar</i>	Date ▶ <i>5/29/12</i>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

# *Quality Site Assessment (QSA) Report*

## *30-60-90 Day Plan*

---

**Property Name: RFP # 019-0-2012/AT**

*Today's Date: 8/29/12*

*Attendees: Aaron Strange and Tony Steff*



### **30 Day Plan**

#### **Annex Buildings**

1. Uniform height on the Viburnum hedge
2. Remove any dead Viburnum
3. Elevate the tree height to a minimum of 8'

#### **Library**

1. Uniform height on the Viburnum at the Sign
2. Liquid fertilize the Loropetalum (Fertilize and Insecticide)
3. Elevate the tree height to a minimum of 8'
4. Separate the Jasmine from the Magnolias and other plant material
5. Spray Miticide on the Junipers
6. Round prune the Loropetalum edges
7. Deadhead all the Agapanthus

#### **Service Center Building**

1. Treat the Mole Crickets throughout
2. Spray and pull all weeds in the Jasmine
3. Deadhead the Variegated Dianella
4. Trim all palms off the building
5. Spray and pull weeds in the beds
6. Cone up all the grasses

### **60 Day Plan**

#### **Annex Buildings**

1. Heavily fertilize all of the shrubs
2. Tuck all pine straw
3. Lift all of the Crape Myrtles
4. Prune out all brown in the Junipers
5. Verify all weed control is tight

6. Shear the Podocarpus near CR 466 to 6'
7. Make sure all irrigation corrections are made
8. Redo the Pots at the entrance to IFAS
9. Fertilize all turf areas

### **Library**

1. Heavily fertilize all of the shrubs
2. Fertilize all turf areas
3. Improve all of the bed edges
4. Allow all of the Indian Hawthorn to grow into shrub form
5. Lift all of the Crape Myrtles and thin inner branches
6. Verify all weed control is tight

### **Service Center Buildings**

1. Heavily fertilize all of the shrubs
2. Fertilize all turf areas
3. Improve all of the Jasmine edges
4. Lift all of the Ligustrum heights

## **90 Day Plan**

### **Annex Buildings**

1. Bevel trim all of the Juniper
2. Rejuvenate prune the Heavenly Bamboo Nandina
3. Demoss all of the trees
4. Propose all of the plant fill-ins

### **Library**

1. Make sure all of the Zoysia is out of the Jasmine
2. Propose all of the plant fill ins
3. DeMoss all of the trees
4. Make sure all of the Zoysia is out of the beds

### **Service Center Buildings**

1. Make sure all of the Zoysia is out of the Jasmine
2. Propose all of the plant fill ins
3. DeMoss all of the trees
4. Make sure all of the Zoysia is out of the beds

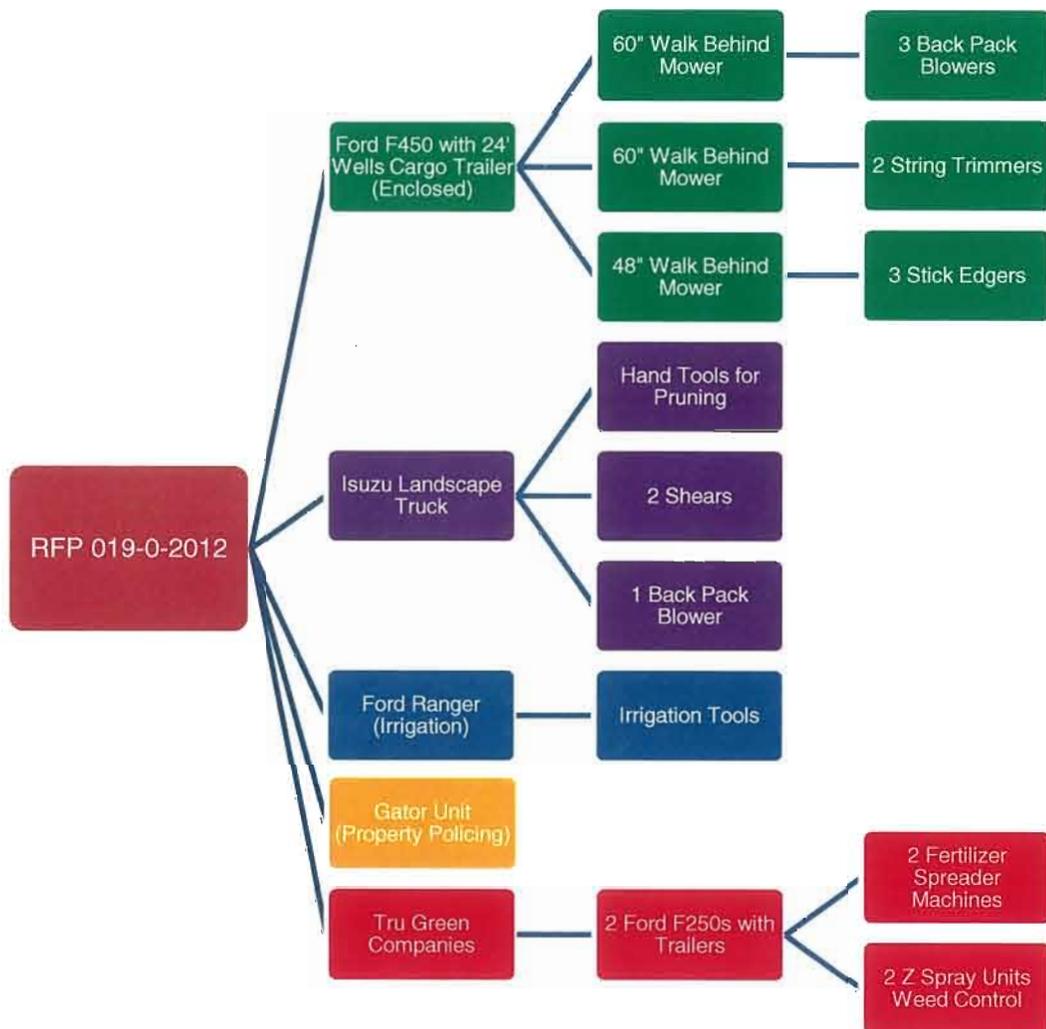
**cc:**



**BRICKMAN**

Equipment Structure

## Sumter County Board of County Commissioners AT Mowing and Landscape Maintenance Services



The Brickman Group, Ltd. LLC is one of the nation's leading providers of commercial landscape maintenance, design, construction and related services. Founded in Chicago in 1939 by Theodore W. Brickman, Sr., Brickman is now in its third generation of family leadership, with Scott W. Brickman at the helm as CEO. For 71 years, we have primarily provided landscape design and construction services and developed a strong brand reputation for design quality and execution. In the late 1980's, Brickman desired a more stable business model, with improved profitability and employee growth opportunities, shifting focus to landscape maintenance. As a result, Brickman has grown from servicing approximately 1,000 landscape maintenance customer properties in 1992 to currently over 30,000 landscape maintenance and snow and ice removal customer properties.

Brickman's strategically-controlled growth and well-managed operations have enabled us to grow consistently and profitably, currently realizing revenues in excess of \$700 million. Brickman's core business is landscape maintenance. Our unwavering focus – doing one thing, and doing it well - has allowed us to refine our processes to offer comprehensive *best in class* service to local, regional and national clients. Our roots in design and construction enhance our approach to maintenance, and offer added value to clients with site improvements that are designed to mature with the site, and permit efficient long-term maintenance.

We have developed a standardized branch operating model. Our Branch structure allows us to put our people as close to our clients as possible. Each Branch operates 10-15 maintenance crews and 1-2 "work order" crews to ensure that we have the resources in place to serve our customer- no matter what may come up. In addition to our branch teams, each division provides our teams and clients with additional resources. These include regional horticulture specialists, production specialists, irrigation and water management specialist, arborists and landscape designers.

Brickman is the nation's premier provider of landscape maintenance and snow removal to local, regional and national clients. We have many localized operational and quality advantages over our competitors within each market, with an initiative like this our expertise in servicing multi-region, multi facility clients sets us apart. Brickman has become the vendor of choice for many of the country's largest multi unit companies. . Brickman has a branch network of over 170 company-owned locations, serving 30 states throughout the United States. The map below identifies the approximate locations for these branch offices. In addition to these locations, we have various satellite offices in areas not reflected on this map.





# BRICKMAN

## Benefits of Brickman

**References/Reliability** The Brickman Group, Ltd. maintains an extensive and diversified clientele. The long-term relationship developed with our clients is testimony of our dedication to managing landscapes in the best interest of the owners.

**Full Service** As a full service organization, The Brickman Group, Ltd. is able to address and respond to a wide range of needs for its clientele. Whether your requirements are design, installation, horticultural, turf, arboriculture or irrigation, Brickman has the capability to address these needs.

**Dedication to Quality** Brickman's Mission Statement: "To lead the landscape maintenance industry in customer service nationwide. Brickman will be the most efficient provider and deliver the highest level of quality and service." Our mission statement reflects our philosophy of providing the best landscape management program tailored to our client's needs.

**Years in the Industry/Experience** Having been in the business for over fifty years, we have established a solid track record with our clientele. During these years, we have encountered numerous opportunities to serve our clients in new and creative ways.

**Leaders in the Industry** Long recognized as industry leaders, The Brickman Group, Ltd. works diligently to maintain this status. Brickman works hard to find the most cost effective method to provide a superior product.

**Constant Improvement** The Brickman Group, Ltd. is heavily focused on the concept of constant improvement. Landscape maintenance fits this nicely as many operations are repetitive, and therefore, are easily improved upon. We study the concepts designed by Dr. W. Edwards Deming, the individual credited with redesigning Japan's economy and making it a world leader in quality.

**Client Service Orientation** As a result of the loyalty to its clients, The Brickman Group, Ltd. has grown to become the nation's largest landscape, design/build, and maintenance firm.

**Education and Experience of Staff** The Brickman Group, Ltd. recruits from major universities that offer degrees in landscape architecture, landscape construction, horticulture and related fields. As industry leaders, we are able to attract some of the most talented people.

**Size of the Company** The large size of our company provides a depth of talented people to serve our clients. At times a client may have special or unexpected needs. Our size and flexibility allow us to address these needs without interrupting routine service.

**Financial Strength** Our financial strength offers you the security that we will always be there to serve you.

**Awards** Brickman's list of awards clearly demonstrates our standing in the industry. Enclosed in this section are awards and certificates of our local team.



# BRICKMAN

## Guiding Principles



- **Quality Comes First to achieve client satisfaction**  
The quality of our service is our number one priority.
- **Clients Are Always The Focus Of Everything We Do**  
Our work is to be performed with our clients in mind, providing better service.
- **Constant Improvement Is Essential To Our Success**  
We strive for excellence and innovation in everything we do; our services, creativity, appearance, value, and human relations.
- **Team Member Involvement Is Our Way Of Life**  
We are a team. We treat each other with trust, honesty, and respect. We must constantly look at processes as a source of problems, not individual team members.
- **Suppliers And Subcontractors Are Our Partners**  
The company maintains mutually beneficial relationships with subcontractors, suppliers and our other business associates.
- **Integrity Is Never Compromised**  
The performance of our company and every team member is to be conducted in a manner that is socially responsible and commands respect for its integrity and positive contributions to society. Equal employment opportunity is a fundamental guiding principle of Brickman.
- **Community, Professional And Religious Activity (Service)**  
Community, professional and religious activity is strongly encouraged and supported. Our personal and spiritual growth is as important as our corporate growth. Thus, the company strongly encourages and supports activities in the community, your profession, and the religion of your choice.



# BRICKMAN

## Communication Process

Brickman recognizes that communication is the key ingredient in providing outstanding landscape services. The following is an outline of the way in which we communicate with our clients.

**Gantt Chart** We use Gantt charts to delineate when operations will take place when. This helps in planning and ensures the client that operations take place in a timely fashion. Additionally, we can use this tool this tool to continually improve services.

Weather, special client events, and special requests are easily assimilated into our program. When these events present themselves, we proactively develop a plan that best suits the client.

**Day-to-Day** Our on-site supervisors carry cell phones and are always just a call away. We pride ourselves on a quick response to all calls. If awarded this contract, our management, supervisors, and crews will be residing locally and will respond to an emergency at any time.

**Week-to-Week** At the end of each week, job documentation paperwork is completed and shared with the grounds' supervisor. We trust we can meet weekly to discuss the week's accomplishments, as well as delineate the next two weeks of operations. With our client's feedback, we will amend our Gantt charts and provide ongoing written recommendations to improve the aesthetic look or reduce costs on the job. We look forward to participating in any and all scheduled job meetings.

**Month-to-Month** Approximately every four weeks we perform a Quality Site Assessment site walk through (QSA). We walk the site with the client representative, showing improvements as well as improving services. The QSA ensures you are receiving the full benefit of our Total Site Management Program.

**Customer Window Survey** Each year we engage in our customer window survey. The feedback from these surveys allow us to focus on improvements in order to constantly further our service. This annual process constantly raises the benchmark of job quality based solely on our customers' needs and expectations.

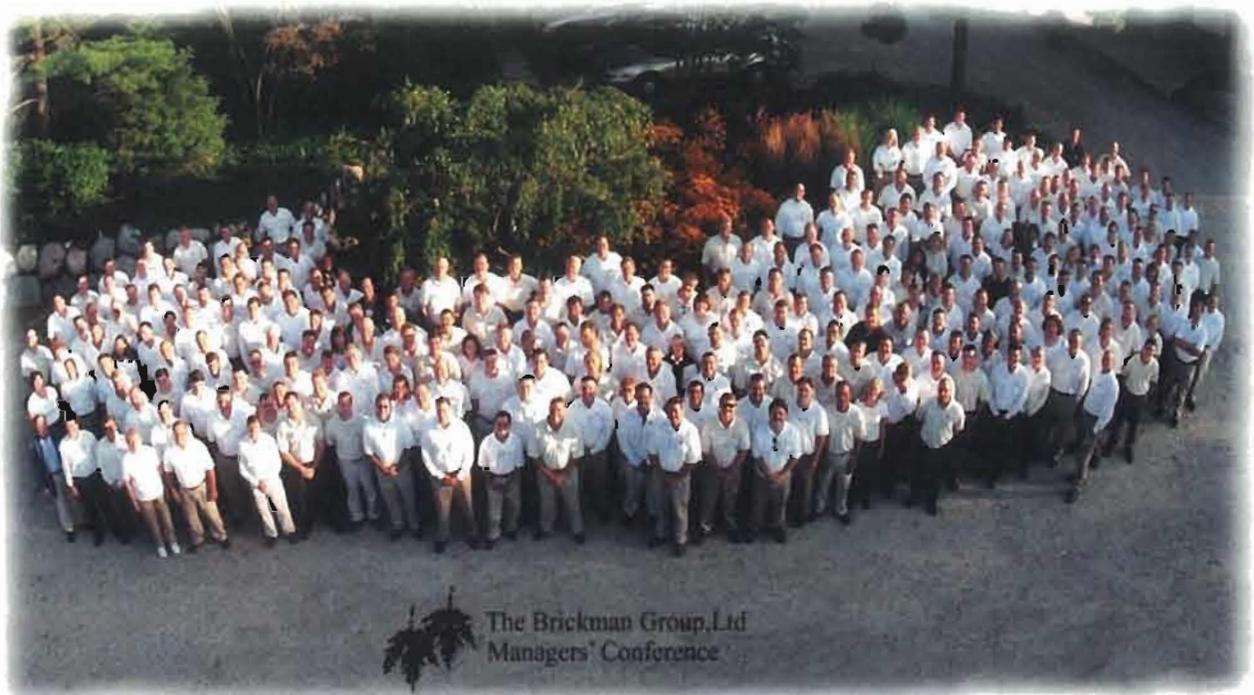
**Yearly** Each year we revise and share our overall site plan. With the client's input, we brainstorm the ongoing changes of the site to continually improve. At this time we present recommendations and ideas to improve the site and our services. This enables us to exceed client's needs and expectations.



# BRICKMAN

## Quality Assurance

- Dedicated to Total Quality Management
- Multiple Levels of Quality Assurance
  - Regional Manager, Branch Manager, Account Manager, Operations Manager, Business Development Associate Crew Supervisor, Crew Members
- Monthly Quality Site Assessment (QSA) Inspections
  - Our QSA inspection process provides a written report to the client representative and Brickman with a detailed monthly punch list of operational items needing action and site improvements.
- Weekly Written Reporting of activity on sites



# Quality Site Assessment (QSA) Report

## Property Name: 466A

Today's Date: 5-7-12

Prior Inspection Date: 4-6-12

Next Inspection Date: 6-4-12

Attendees: Aaron Strange and Tony Steff



### CARRYOVER ITEMS

1. 1-Jasmine bevel
2. 2-Junipers bevel
3. 3-Brown Fronds on Washy's
4. 4-Sabal Palms seed pods under 15'
5. 5-Walter's Viburnum behind the walls

### MAINTENANCE ITEMS

6. Prune Indian Hawthorn behind wall at Gas Station
7. Edge Jasmine off curb
8. Treat DFP Nandina for Thrips
9. Society Garlic dead heading start
10. Irrigation risers on the Southeast corner of Morse
11. Palm fronds picking SE Morse
12. Prune brown out of Walter's median on Morse (Sterilize)
13. Trim Hibiscus on edge SW Morse (Assigned MPA size)
14. Deadhead Iris
15. Limbups Oaks
16. Deadhead Yuccas throughout
17. Spray Loropetalum for Chili Thrips
18. F3 raise heads to hit Shillings
19. Fertilize/Insecticide Plumbago throughout
20. Straighten leaning Crape Myrtle West Median (New part)
21. New irrigation square lid E16ish
22. Trim Viburnum to fence height at 4board area
23. Suckers in Oak Tree Rings
24. Cut off dead wood on Oaks by J clock
25. Spray Pasonii at Canal Mites
26. Podos at Canal
27. Pull 4 dead DFP Nandina at Canal
28. More Shillings West of Canal with Irrigation risers needed
29. Loropetalum at BV tunnel
30. Podos Buena Vista tunnel

Example on 466A contract

- 31. WO 3 dead Podos west C
- 32. Podos at D or F west

**WORK ORDER OPPORTUNITIES:**

- 33. 12' multi Lavender Crape Myrtle
- 34. 8" Caliper Oak

**NOTES TO OWNER/CLIENT**

- 35. New sign put in median by Tires Plus (plants ripped out and left behind)
- 36. Watch #2 Medjool in Median at Morse

**NOTES TO BRICKMAN**

- 37. Talk to ELK on Loropetalum
- 38. Talk to ELK on Plumbago  
TG
- 39. Weeds Southeast 466a by Walgreens
- 40. Weeds/Bahia just east of Canal across from Villas H clock
- 41. Spray Bermuda out of Zoysia at Canal

cc:



# BRICKMAN

## List of Services

- Grounds Maintenance
- Landscape Installation
- Landscape Enhancements
- Irrigation
- Consulting Services
- Annual Color



- Landscape Architecture/Design
- Horticultural Services
- Policing of Grounds
- Pest Management
- Agronomy/Turf Care
- Snow Removal





# BRICKMAN

## Seasonal Color Display

Customized Designs

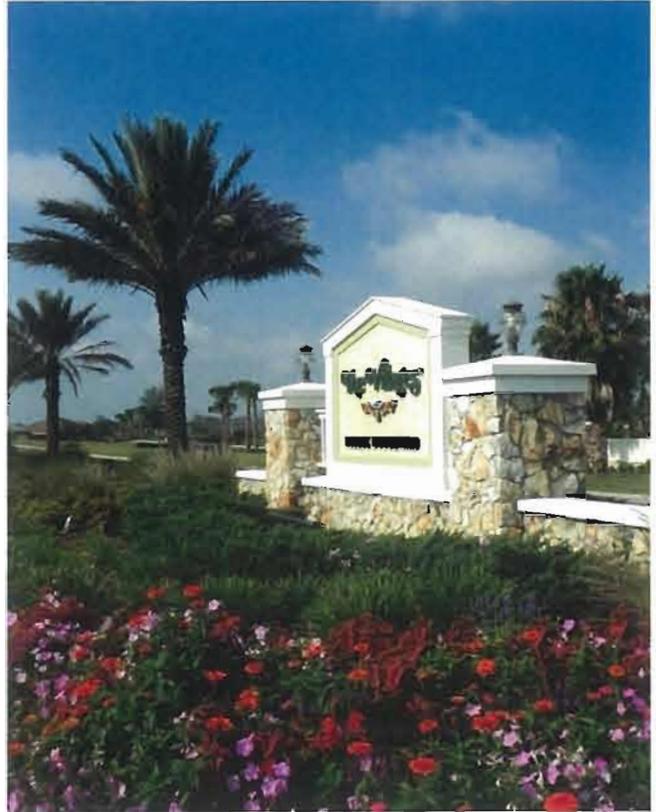
Contract Grown Annuals

Management dedicated to:

- Design
- Purchase

Crews dedicated to:

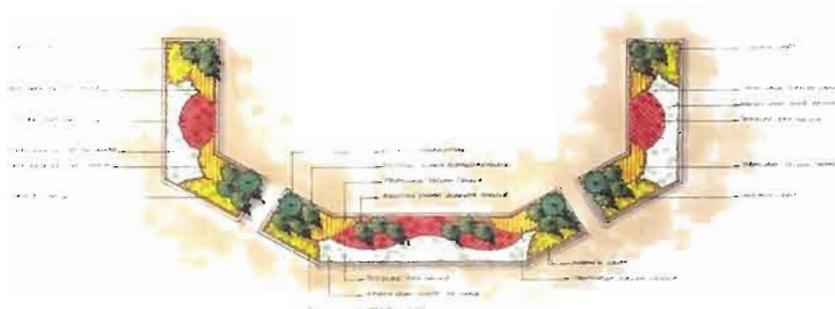
- Installation
- Bi-weekly maintenance of annual flowers
  - Watering
  - Pinching Spent Blooms
  - Fertilization
  - Insect Control
  - Disease Control



With Our flower programs your property will receive a quality flower display through all seasons of the year.

-Guarantee all flowers during the duration of the flower rotation.

-Clients can custom pick their flower display or we can provide visual displays for recommended selections.



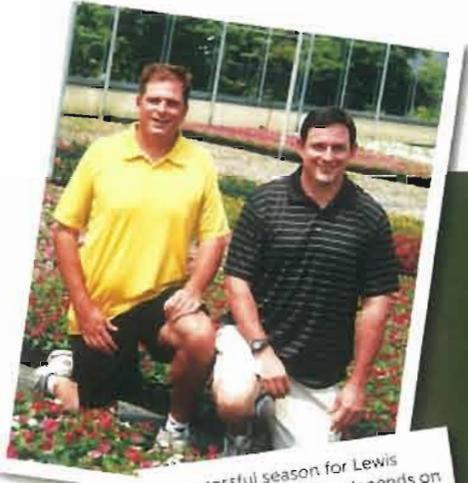


# BRICKMAN

## Seasonal Color Partnership



Brickman partners with Premier Growers to contract grow annuals. Below is their feature from Greenhouse Management magazine and a quotation from the owner.



A successful season for Lewis (left) and Randy Sharp depends on whether they were able to deliver what their customers needed.



### Premier Growers

Founded: In 1987 by Randy Sharp.

Location: Buford, Ga.

Production space: 510,000 square feet of greenhouse space and 4 acres of outdoor production used to produce annuals and perennials.

Market: Landscape contractors in the metro-Atlanta area and Southeastern states.

Employees: 25 full-time, 10 seasonal.

### Trucks accommodate grower, landscapers

Premier Growers operates 20 side-loading trucks, similar to beverage trucks, to deliver plants to landscape job sites. The trucks are driven through the greenhouse to pick up orders rather than being loaded in a headhouse.

The side-loading trucks enable Premier to make multiple deliveries with any combination of plants from one truck.

"A box truck with a tail gate and racks doesn't have the same flexibility," said co-owner Randy Sharp. "If we make a delivery to a job site and the contractor says he is running late and asks us to come back, we have the ability to move product around."

All of Premier's drivers are either active or retired fire fighters.

"We're a seasonal business so we don't need to have 20 full-time drivers. They are ambassadors for the company," Randy said. "Our customers ask us where we find our drivers because they are so friendly, professional and clean cut. Since they're firemen, they know their way around the city."



### Commitment to Brickman

"At Premier Growers, Inc., we consider our partnership with The Brickman Group to be our most important strategic business relationship. Since 1994, Premier Growers has been successfully serving the South East Brickman Group branches and Brickman has rewarded us by introducing us into new markets where they have a presence. We regularly and gladly go the extra mile for Brickman, making sure their customer installations look their best throughout the long seasons. We strive to meet every request and requirement with timely delivery of healthy plants and take care to solve any problems that may arise. Premier Growers and The Brickman Group are truly partners in the success of your annual flower beds."

- Lewis Sharp, Co-Owner





# BRICKMAN

## Seasonal Color Display





# BRICKMAN

## Turf Program



To achieve consistent quality on our agronomics program, Brickman has partnered with **TRUGREEN** to deliver the best Turf quality.

This partnership allows us to focus on maintenance and deliver the best weed control, disease management, and fertilization providing the cleanest and healthiest turf.

Through a joint effort, TruGreen and Brickman have developed customized turf programs for Zoysia, St Augustine, Bermuda, and Bahia Turfs.

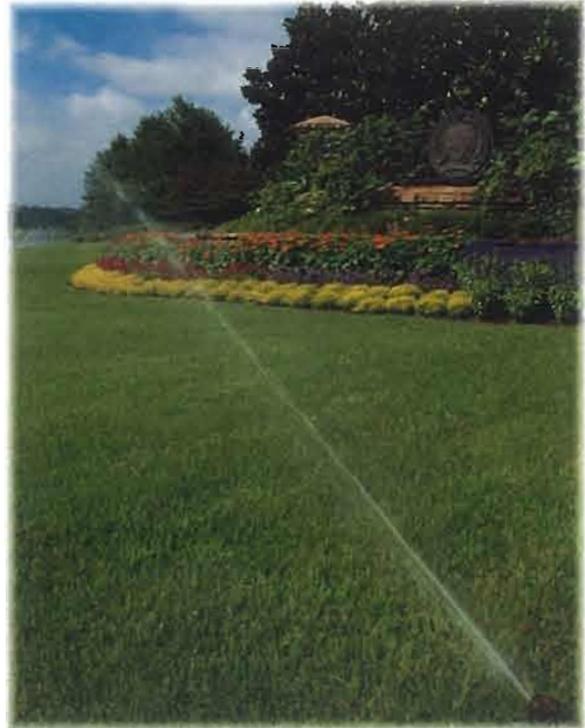




# BRICKMAN

## Irrigation Management

- Every Irrigation clock will be checked thoroughly once per month by the full time Irrigation Technician. A report will be provided to the District Supervisor. Any irrigation heads or damaged will be repaired immediately. Any other problems will be reported immediately to District Supervisor.
- The monthly irrigation check will assure us that every zone is fully operational, and that the coverage is adequate to keep a healthy and lush landscape.
- Water management is a key element in a successful landscape Management program.
- The best preventative maintenance program is the one that consistently checks the system, keeps it up and running properly, and repairs any issues in timely manner.



### Technicians dedicated to:

- Water Conservation & Management
- Audits
- Repair
- Design
- Construction
- 24 Hour Emergency service at no additional cost
- Low Cost Yearly backflow inspections

# VWCA COMMERCIAL IRRIGATION TRACKING APRIL 2012

## 466A Water Consumption

	Gallons	In/Week
November	2,011,280	0.54
December	2,063,160	0.54
January	1,743,240	0.46
February	1,871,470	0.52
March	1,182,200	0.31
April	2,580,670	0.7
6 Month Average	1,908,670	0.51
12 Month Average	2,149,210	0.57

## Tree and Palm Maintenance Program

### Fertilizer

- All Ornamental trees will be fertilized with the same fertilizer as all the shrubs.
- Palms will be fertilized with Palm fertilizer with a micronutrient package to minimize any nutrient deficiencies.

### Preventative Pest Management Program

- Our IPM program extends to all ornamental trees and Palms.



### Pruning Schedule

- All trees will be structurally pruned throughout the winter months. Doing the structural pruning at this time will minimize the exposure to any pests.
- Crape Myrtles will be structurally pruned in the winter; spent flower seed heads will be deadheaded in the summer to allow for second flowering.
- Ornamental trees will be limbed up in the winter months to a height of 15'. They will be monitored throughout the year and pruned if necessary.



# BRICKMAN

## Emergency Services

- 24 Hour/365 Days on Call
- Storm Services
  - Branch Manager, Account Manager and Operation Manager on Call.
  - Chain saws, Heavy Equipment other equipment on hand
  - Tree Vendors and In-House Arbor crews on Stand-by for storm preparation.
  - National deployment Service from surrounding branches or states.





# BRICKMAN

## Sports Turf Services

When the performance, and sometimes the career, of your athletes' depends on the condition of the playing field, you want the best facilities available. A safe, well-designed field, with proper drainage, meticulous maintenance and thoughtful event scheduling will give your athletes the proper footing they need to develop their personal best.

Brickman's Sports Turf Services division is among the best in the industry. Our team is headed by Murray Cook, an internationally known, 27-year veteran of the sports turf industry, with expertise in design, construction, maintenance and operations of diverse types of sports fields, at all levels of play.

World champion athletes count on Murray's expertise. In addition to consulting on sports facilities for universities, municipalities, little leagues to major leagues at home, Murray is an international consultant for the Olympic Games. He and his team provide all baseball and softball design, construction management and maintenance operations for the Olympic Games, including Sydney in 2000, Athens in 2004, and Beijing, China in 2008.



Whether you are building a new stadium, renovating an existing site, or just need expert facilities maintenance, you can count on Brickman's award winning in-house expertise.

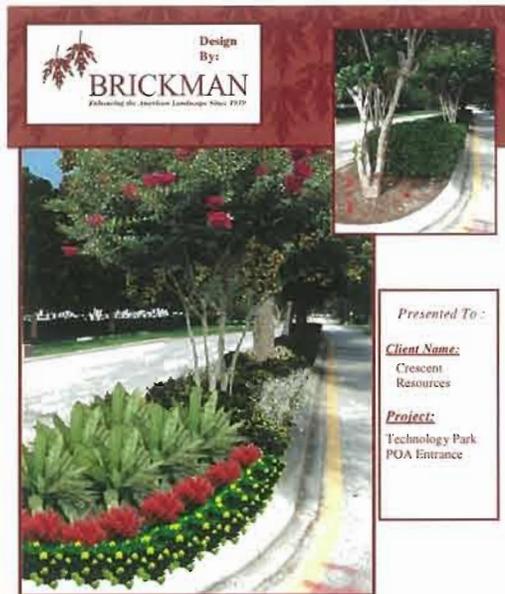
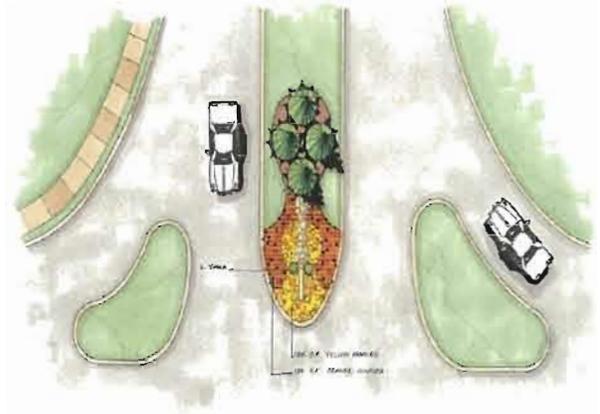
Some of our world class sports turf services include:

- Sports field design, and consulting on layout, location, drainage, irrigation
- Owner's Representative on site for construction
- Complete field maintenance, including monitoring turf health, aeration, irrigation, mowing, graphics, striping, protecting the field for weather events, and all services essential to maintaining a safe, consistent playing surface

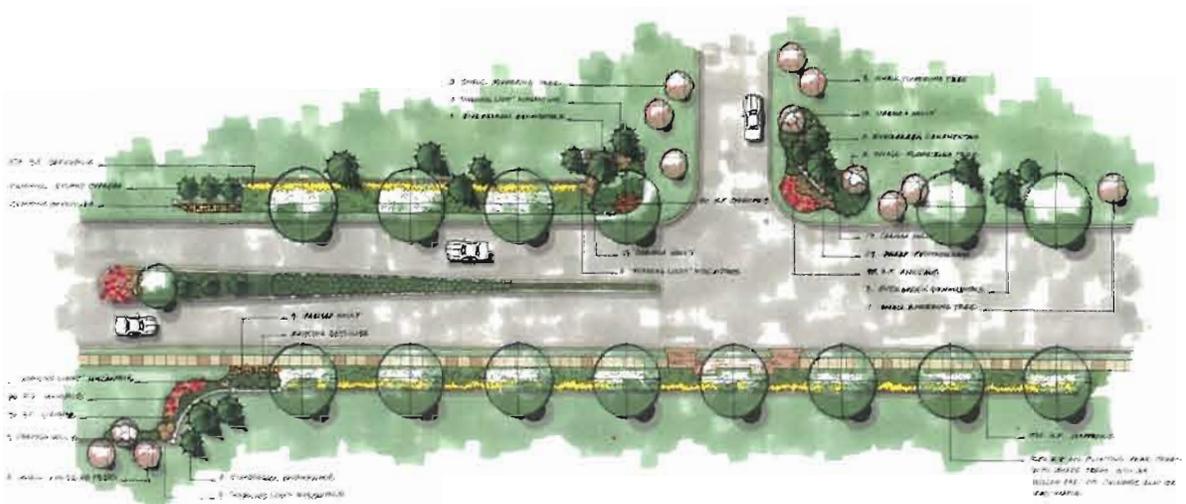




**BRICKMAN**  
Design Services



- Designers & Horticulturists on Staff
- Complete Design Services
  - Hardscape
  - Landscape Drawings
  - Digital Imaging Capabilities at no extra charge to clients
  - Irrigation
  - Seasonal Color





BRICKMAN

Design Imaging Services



THE BRICKMAN GROUP, LTD.

Parkaire Landing



BRICKMAN

## Company Philosophy

Brickman believes that a well designed, constructed, and maintained landscape is a positive contribution to the appearance, economic value and enjoyment of a public or private structure.

Regardless of how large or small the client organization is, it is entitled to the finest in landscape services to meet its environmental, design, and economic objectives.

People are all-important in the execution of our work. Through enlightened recruiting, training, motivation, and management we expect our people to expand their abilities, fulfill their personal career goals, and make a maximum contribution to our clients' objectives.

We stand behind what we promise and we never promise what we cannot deliver. We are proud that periodic evaluations by our clients show that our services meet expectations, and in many cases exceed them.

Constant improvement is what we seek in the standards we apply and the work we do. Only through improvement can we contribute to the economic betterment of our clients, and therefore to the long-term growth of our company.

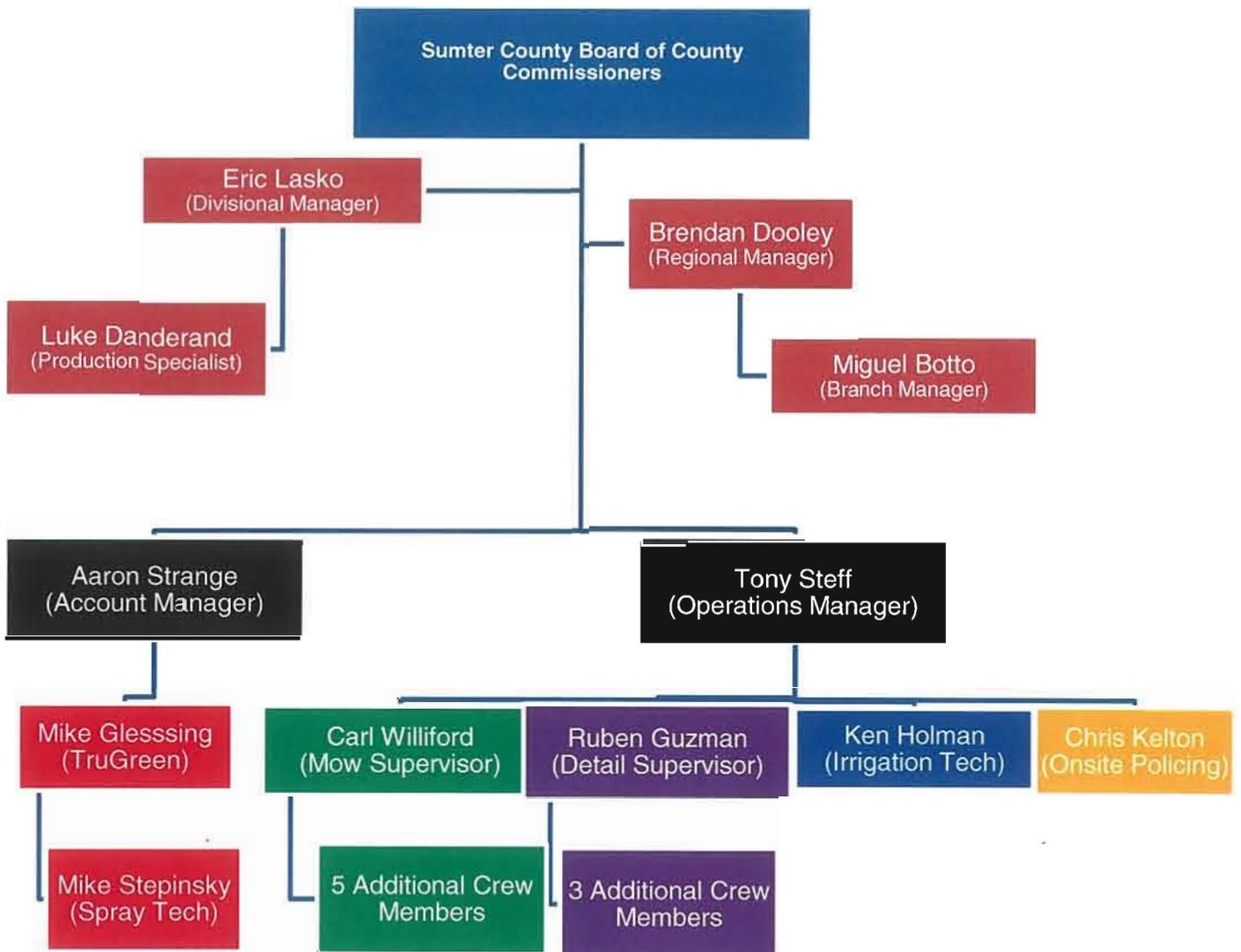


**BRICKMAN**

Local Structure

# Sumter County Mowing and Landscape Maintenance Services

RFP # 019-0-2012/AT



## **Aaron Strange**

Account Manager

Aaron Strange began his career with Brickman in the summer of 2006. He was hired to continue to grow the business and raise quality for Brickman throughout The Villages. His initial job responsibilities were to run the Operations for all of The Villages' contracts. Over the past six years, Aaron has been involved in numerous contracts throughout The Villages and his responsibilities have shifted from Operation to more communication with the customers, coordination of services with the Operations Manager, proposing upgrades on the properties, contract bidding, and most importantly making sure the quality of the customer is exceeded.



Aaron has worked with a variety of District Supervisors throughout the years, and been highly involved in the bidding process since he started. Through the years, Brickman has reconfigured roles, despite those changes, Aaron has kept his core responsibilities of delivering quality to The Villages. Each month, Aaron walks the existing contracts of The Villages through a Brickman Process called a Quality Site Assessment. During this (QSA), critical elements: Maintenance Items, Notes to Operations, Notes to Clients, and Enhancement Opportunities are documented and shared during the monthly meeting with the District Supervisor and Landscape Manager. This assists not only the District Supervisor in proactive approach to the sites, but also is important in holding the Operations accountable for a high quality landscape.

The landscape industry has been a part of Aaron's life since childhood where he was involved in his family's 500 acre nursery in Indiana. From this early exposure to plants, he carried that interest to Purdue University where he earned his Bachelor of Science from the School of Agriculture. After graduation he and his wife moved to Ocala to take the Operations position with Brickman. Some of the key points of Aaron's career include:

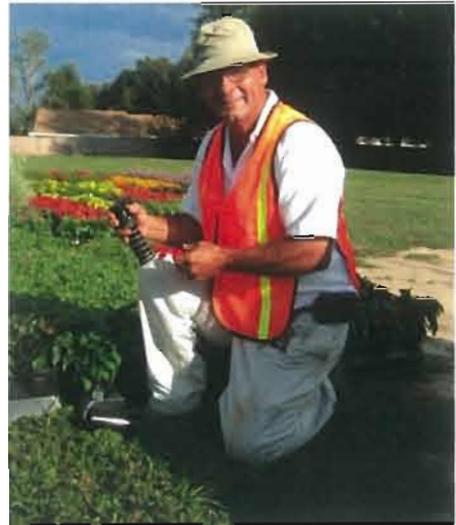
- Purdue University Bachelor of Science (Landscape Design and Horticulture)
- Florida Certified Pest Control Operator
- Member of Ocala's Chamber of Commerce
- Best Management Practices- University of Florida

Over the past six years Aaron has been committed to growing the relationship between Brickman and The Villages through quality work and service. Today the team that Aaron leads is capable of providing the highest level of service and a commitment to keeping the design intent of The Villages.

## Tony Steff

### Senior Operations Manager

Tony Steff began his career with Brickman in the fall of 2005. Initially he was involved in multiple facets of irrigation with landscape maintenance. Tony has been responsible for and overseen all irrigation contractual responsibilities since Brickman has been doing business in The Villages.



To date Tony has the following certificates and awards:

- Best Management Practices- University of Florida
- Certified Irrigation Contractor
- Florida Water Star- Designer and Installer of Water Efficient Systems
- Rain Bird Training- Irrigation Auditor and Designer
- Mitchell Training- Back Flow Prevention Assembly Tester and Repair
- Maxicom - Hardware and Software Certified
- OSHA Safety for Skid Steer Operator
- I.M.O.T. Certification (Roadway Safety)

In the winter of 2011, Tony became the Operations Manager for The Villages. In this position, he is responsible for scheduling, creating daily and weekly punch lists, and ordering materials (fertilizer, roundup, equipment, etc.) for all of the crews working in The Villages. This position also requires Tony to communicate with the District Supervisor throughout the week to keep he or she informed of the progress and any special needs/situations that might arise. The proactive approach of having Tony on the property allows Brickman to see problems while still manageable and oftentimes prevents the loss of plants, irrigation parts, or any other outside costs to The Villages.

Tony is extremely committed to customer services. He takes an active role in responding to after hours calls for all of the properties he maintains for The Villages. He resides 15 miles from The Villages allowing him to respond quickly to any after hour requests. Finally, the experience on multiple levels of landscape maintenance, familiarity of The Villages systems and processes, and tenure with Brickman ensures a stable commitment for The Villages well into the future.

**Carl Williford**  
Site Supervisor



Carl Williford is the existing supervisor for The Villages. He is responsible for completion of the workload, management of the weekly service crew, and reporting any visible problems to the Tony Steff (Operation Manager).

Carl brings a vast knowledge of landscape experience to all of his existing sites.

Currently, as supervisor, Carl uses his ten years in the Florida landscape industry to efficiently run the crew as well as problem solve existing issues. Carl has worked in arbor, spray, irrigation, and maintenance throughout his time in the industry. These experiences give Brickman an extremely competitive advantage to have such an experienced full time supervisor. A few accolades of Carl include:

- Best Management Practices- University of Florida
- First Aid Certified
- OSHA- Safety Certified

The strong passion for landscape is evident for the quality Carl produces. He has a great pride in improving processes and raising the bar of expectations on sites. As Carl continues to show his skills and abilities, Brickman is extremely excited to see the potential for this highly qualified individual.

**Ruben Guzman**  
Detail Supervisor

Ruben Guzman is the on-site detail supervisor for The Villages. He is directly responsible for quality annual displays, policing of the properties on a daily basis, reporting any problems/issues to Tony Steff (Operations Manager), and other punch list items that arise. This onsite capability enables Brickman to be proactive on the site with Ruben's assistance.



Over the two years that Ruben Guzman has been employed with Brickman, he has been exposed to the full array services. He has spent time on the irrigation team, mow crew, detail (pruning crew), and even been involved in spraying operations. A few key highlights Ruben is able to provide to The Villages:

- Bilingual communications with Crews
- Qualified from Sumter County Extension Agency for Tree Care
- Attended on site trainings from Erik Knudsen (Landscape Manager of The Villages)
- Heavy Equipment Certified Operator

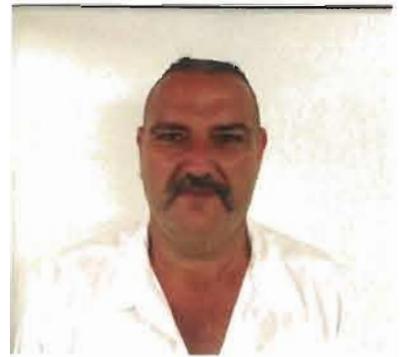
Brickman's processes and training have allowed Ruben to raise the quality throughout The Villages contracts. Ruben's has been trained in design intent from Aaron Strange (Account Manager), which allows for a skilled employee to initially perform the work hand in hand with the crew. The capability for Ruben to continue to increase the size of his crew and workload will ensure a smooth transition for more contracts throughout The Villages.

## **Ken Holman**

### **Irrigation Technician**

Ken Holman is the irrigation technician for The Villages under the assistance of Tony Steff. This Florida native has been working in the landscape industry for the past 13 years. He has been involved in multiple facets of the irrigation industry over his career:

- Installations of irrigation on commercial properties
- Pump and Well troubleshooting
- Wet-checks
- Retrofits of existing systems



Ken has been working hand in hand with Tony Steff (Operations Manager) to ensure the highest level of efficiency of irrigation due to the water restrictions imposed on The Villages. Through the hard work of these two individuals, Brickman consistently falls under the allocated water amounts at the month water meetings without sacrificing health of the plant material. Ken's experience of irrigation and the Florida landscape offer a skilled and trained irrigation technician looking after each site he visits.

State of



Florida

Department of Agriculture and Consumer Services  
Bureau of Entomology and Pest Control

**CERTIFIED PEST CONTROL OPERATOR**

Number: JF191452

**AARON KYLE STRANGE**

*This is to Certify that the individual named above is a Certified Pest Control Operator and is privileged to practice*

*Lawn and Ornamental*



*in conformity with an Act of the Legislature of the State of Florida regulating the  
practice of Pest Control and imposing penalties for violations*

  
Adam H. Policansky  
Commissioner of Agriculture

*In Testimony Whereof, Witness his  
signature at Tallahassee, Florida on January 23, 2019*

  
Cheryl A. Rego  
Chief Bureau of Entomology and Pest Control



GV16000-1

11/17/2011

GV16000

11/17/2011



### Certificate of Training Best Management Practices Florida Green Industries

The undersigned hereby acknowledges that

**Aaron K. Strange**

has successfully met all requirements necessary to be fully trained through the Green Industries Best Management Practices Program developed by the Florida Department of Environmental Protection with the University of Florida Institute of Food and Agricultural Sciences.

K. Patterson  
Director

11/7/2011  
Date of Issue

Kristine P. Jones  
BMP Program Administrator

FLA DEP 11/17/2011



**Select Certified**  
IRRIGATION ASSOCIATION  
*Experienced professionals. Efficient solutions.*

**Irrigation**  
ASSOCIATION



**IRRIGATION ASSOCIATION**

Certifies that on

March 25, 2010

**Anthony R. Steff**

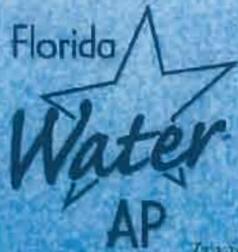
Has earned the designation of

**Certified Irrigation Contractor**

Certification ID # 005811

Wayne Eckas, P.E., CID  
Chair, Certification Board

After December 31, 2010 this certificate is valid only when accompanied by a current renewal card.



This certifies that  
Anthony Steff

is a Florida Water Star® Accredited  
Irrigation Professional and is committed to  
designing and installing water-efficient irrigation systems  
for Florida Water Star® projects.

Signature:

A handwritten signature in black ink that reads "Anthony Steff".

Date:

February 2012



St. Johns River  
Water Management District





This is to Certify that

**ANTHONY STEFF**

has successfully completed the requirements outlined in the Rain Bird Academy Guide for:

**212 -ESP-LXD TRAINING  
02/03/2011**

Robert Pfaff, Manager, Training Services, Rain Bird Services Corporation

---

**RAIN  BIRD**

# Mitchell Training, Inc.

Certifies that

**Tony Steff**

has met the requirements for certification as a

Backflow Prevention Assembly Tester and Repairer

Certificate Number: **BT5904**

Date Issued: **February 24, 2011**

Member American Water Works  
Association (AWWA)

Valid Through: **February 24, 2013**

Endorsed by FS AWWA

CFE# 3.2

  
Barbara B. Mitchell, Ph.D., President

Mitchell Training, Inc.

---



*Certificate of Completion*

*This is To Certify That*

***Anthony Steff***

*Has successfully completed Total Safety Training & Consultants*

**SKIDSTEER OPERATOR TRAINING**

*In accordance with OSHA 29 CFR 1910.178 (L) Standard For  
Powered Industrial Lift Truck Operator Training on March 28, 2012*

*Darryll Reed Sr.*  
OSHA Authorized Instructor



*Expires March 28, 2014*  
Date

# Certificate of Qualification

This certifies that

**Anthony Steff**

*has attended and successfully completed the Florida DOT Approved Course*  
**Intermediate Maintenance of Traffic**

Conducted at Gainesville, FL on the 23 day of May, 2012



Sam Middleton

Instructor

David Page

Program Coordinator

**T2CTT**

Expiration Date: 5/24/2016



# BRICKMAN

## Manpower Scheduling



### Scheduling

#### Weekly

- Mowing and trimming of turf
- Blowing and cleanup
- Weed Control
- Seasonal Color Maintenance
- Policing
- Irrigation monitoring

#### Seasonal

- Pruning
- Turf Program
- Seasonal Color Installation
- Pine straw applications
- Insect & Disease Controls as needed





## Training

As a service company, it is our belief that the only strategic advantage we can have over our competition is to have a safer, more knowledgeable, more efficient, and more service-oriented staff. Brickman has accomplished this through training and education.

Our training and education is organized around a basic curriculum which we have outlined below. In addition to our formal training and education, Brickman provides hands-on field training, cross training, and mentorship on an ongoing basis.

Brickman spends an average per employee of \$3,500 per year training approximately 350 management staff, and about \$1500 per year on approximately 800 field supervisors. This commitment to developing our human resources and our ability to retain our employees has a cumulative effect. It is the reason Brickman has been constantly improving quality, as measured by our customers, and constantly decreasing costs which we continue to pass on to our customers.

***The following is an overview of some of our staff training programs:***

### **Welcome to Brickman Orientation:**

This is the first training a new team member receives when they join the company. It provides them with an overview of the history, philosophy, organizational structure, goals, and objectives of the company. This program is led by the new team member's manager.



### **Introduction to Quality - Led by Dr. Bonnie Kay:**

This two day program provides participants a basic understanding of key quality concepts such as statistical process control, just-in-time material management, and systems thinking. We also explain how these concepts have been applied to our business and challenge the participants to look for other applications.

### **Horticultural Training - Levels I, II, and III:**

These three programs are taught by our in-house horticulture staff. The classes start with basic horticultural training such as proper pruning techniques and plant identification, and then expand to cover integrated pest management and the diagnosis and treatment of unusual and complex problems which occur in the landscape. Each section is two full days of classroom training and one day of follow-up field application.



# BRICKMAN

## Training Continued



### **Standard Production Methods (Best Practices):**

This program also is taught by our in-house training staff and teaches our team members the best known methods of executing the fundamental landscape operations. We have produced an in-house video library in English and Spanish which demonstrates many of these methods.

### **Equipment Operation, Safety, and Maintenance:**

This in-house program provides detailed training and hands on instruction in the operation, safety, and maintenance of all standard landscape equipment. Safety issues are also detailed in English/Spanish paycheck stuffers, which are distributed in employee paychecks on a weekly basis. In addition, all supervisors hold weekly tail-gate talks highlighting pertinent equipment operation, safety and maintenance issues.

### **Estimating and Job Cost Management:**

This in-house program teaches how to properly execute an estimate from the initial job take-offs to the final computerized estimate. It also teaches use of our computerized job cost system, to plan and schedule on an ongoing basis, including projecting staffing levels and material needs.

### **Production Planning and the Theory of Constraints - Goldratt Institute:**

This training teaches participants how to plan and schedule production by identifying the primary constraint in the system, then maximizing that constraint while making sure there is a buffer on either side of the constraint, so we can fully exploit the constraint in the system. This program allows people to clearly understand the differences between optimizing small parts of the system versus the whole system.

### **Customer Service and Communication - By Kraft Associates:**

This course teaches each team member how to effectively service their customers and how to develop an effective communication process. This training instills the concept that the customer is always right and that it is our job to figure out how to best service them.

### **The Seven Habits of Highly Effective People - Covey Institute:**

This program based on the best selling book gives our team members the foundation for personal improvement. This program not only applies to them professionally, but personally as well.



# BRICKMAN

## Quality and Efficiencies Program

Weekly Maintenance/Mow Crews strive for Quality

- Neatly Trimmed /No Scalping
- Cleanliness of Finished Look
- We always try to eliminate re-work



- Crisp hard and soft edges
- Nice patterns/straight lines

Keep The Grass In The Grass

- Improve quality/appearance of finished look.
- Save time in unnecessary blowing.
- Improve quality/appearance of finished look
- Minimize the possibility of damaging property or injuring personnel



## Visual Guide To Quality

### Flower Bed Detail Detalle en Las Camas de Flores

#### Great Flower Bed Detail Buen Detalle en Las Camas de Flores

- Grass is mowed and trimmed  
El césped esta cortado y recortado
- Weeds and trash have been removed  
Las hierbas y la basura han sido recogidas
- Great definition between grass and mulch  
Buena definicion entre el césped y el pajote
- No grass clippings visible in mulch  
No hay césped cortado visible en el pajote



#### Mediocre Flower Bed Detail Detalle de Las Camas de Flores Mediocre

- Grass is mowed  
El césped ha sido cortado
- Weeds and trash have been removed  
Las hierbas y la basura han sido recogidas
- Poor definition between grass and mulch  
Pobre definicion entre el césped y el pajote
- Grass clippings blown into mulch  
El césped cortado ha sido sopado en el pajote

#### Unacceptable Flower Bed Detail Detalle de Las Camas de Flores Inaceptable

- Grass is tall and needs to be mowed  
El césped esta alto y necesita cortarse
- Weeds/trash in bed and tree ring  
Hierbas/Basura en la cama y en el ruedo del arbol
- Poor definition between grass and mulch  
Pobre definicion entre el césped y el pajote



## Visual Guide To Quality

## Curb & Crack Maintenance Mantenimiento de Bordillos y Grietas de Aceras

### Great Curb & Crack Buen Bordillo y Grietas de Acera

- Clean curbs - no trash or debris  
Bordillos limpios - no hay basura ni escombros
- Weed Free  
Sin hierbas



### Mediocre Curb & Crack Bordillo y Grietas de Acera Mediocres

- Weed has been sprayed & is wilting, but is still there (Dead weed still looks bad)  
Las hierbas han sido pulverizadas y se estan marchitando, aun todavia hay hierbas (hierbas muertas se ven mal)
- Grass clippings & grit have not been blown away  
Pasto cortado y asperon no han sido soplado

### Unacceptable Curb & Crack Bordillo y Grietas de Acera Inaceptables

- Weeds present in curbs & cracks  
Hierbas en los bordillos y grietas de la acera
- Not tolerated by Brickman or our clients!!!!  
No sera tolerado por Brickman ni por nuestros clientes!!!



## Visual Guide To Quality

## Edging Beds *Hacienda Bordes en las Camas*

### Great Edge

#### *Orilla Excelente*

- Crisp definition between turf and bed  
*Clara definicion entre el cesped y la cama*
- Vertical edge  
*Orilla vertical*
- Smooth bed line  
*Linea de la cama en forma armonica*



### Mediocre Edge *Orilla Regular*

- Maintaining definition between turf and bed  
*Manteniendo la definicion entre el cesped y la cama*
- Vertical edge  
*Orilla vertical*
- Bad wavy bed line  
*Malá linea de la cama (forma de ondas)*

### Unacceptable Edge

#### *Orilla Inaceptable*

- Poor definition between turf and bed  
*Definicion pobre entre el cesped y la cama*
- Edge isn't straight  
*Orilla no esta derecha*



## Visual Guide To Quality

## "Eye Poker" Tree Pruning *Podar Arboles "Atizadores"*

### Great Tree Pruning *Buen Poda de Arbol*

- Low hanging branches are cleared to facilitate pedestrian traffic  
*Ramas bajas han sido despejadas para facilitar a los peatones*
- Pruning cuts are done properly  
*Los cortes estan hechos correctamente*
- No "stubs" remaining  
*No quedaron "tachones"*



### Mediocre Tree Pruning *Poda Mediocre de Arbol*

- Walkway is cleared of low hanging  
*El camino esta despejado de ramas bajas*
- Location of the pruning cuts is not horticulturally correct  
*La ubicacion de los cortes no estan horticulturalmente correctas*
- Do not make random cuts. Always prune back to a lateral branch.  
*No haga cortes al azar. Siempre poda hacia una rama lateral*

### Unacceptable Tree Pruning *Poda Inaceptable de Arbol*

- Tree near sidewalk is in need of elevation pruning  
*El arbol cerca de la acera necesita ser podado para darle elevacion*
- Low hanging branches are potential hazards to pedestrians  
*Ramas bajas son peligrosas para los peatones*





# BRICKMAN

## Plant Programs

### Hand Pruning a Must

#### Pruning Schedule

- Monthly pruning will be scheduled on a rotation allowing our crews to fully prune the entire property once each month.
- The use of Power shears will be performed only on formal hedges throughout the growing season; these hedges will also be hand pruned (thinned out) throughout the winter months. Hand pruning of these hedges allows sunlight into the internal branches of the plants to develop interior growth. Using this process on all formal plant material will encourage healthy and vigorous ornamental hedges. Keeping the design intent of The Villages in mind in all detail aspects is the main goal of our detail crews.
- Ornamental Shrubs, such as Loropetalum, Plumbago, Indian Hawthorne, Azaleas, among others, will be hand pruned throughout the year. Hand pruning will allow us to maintain these shrubs at the designed specific height, while keeping them full and healthy.



Doublefile Viburnum that has been sheared



Doublefile Viburnum that has been properly hand pruned



THE BRICKMAN GROUP, LTD.

*Pruning Viburnum*



Hand pruning to maintain plant



Dormant Pruning



Shearing to tip off new growth





# BRICKMAN

## Equipment Management Program

### Equipment Maintenance:

- Brickman has a corporate equipment team and several equipment improvement groups that focus on purchasing processes, equipment management, and best practice methods for equipment use. This team is comprised of Corporate Equipment Managers, Regional Equipment Managers, and Branch Equipment Representatives. This team's collaborative efforts, along with national partnerships with our equipment vendors, assures that we are the leaders in using the most technologically advanced equipment and methods of application known in the landscape industry.

### Reliability of Equipment Resources

- Stability and consistent growth have allowed Brickman to become very accurate in projecting its growth. This accuracy has allowed Brickman to project their equipment needs on a year-to-year basis. This planning and consistency is passed on to equipment vendors who can rely upon specific quantities to be purchased year to year.
- The planning ability and vendor relationships allow Brickman to have the necessary equipment on-hand at all times. We have specific equipment buffers in place; thus, equipment is available when needed. Our vendors are willing to provide this buffer at no cost so they can be assured to meet our needs in a timely manner.
- Each branch also has a buffer and a loaner program in case of a major breakdown. This extra equipment also comes into use when Brickman sees a spike in production schedules or to meet special client requests. In addition, we are able to share equipment between our branch offices due to their close proximity. When a large event occurs, our branches commonly pool their resources to meet the challenges.
- With these plans in place, our clients and branches can be confident that equipment requirements won't be a factor in meeting our client and production needs.

### ExMark Trade-in Program

- Reliability of equipment has been further enhanced through our participation in a 2-year trade-in program through ExMark. Mowers are traded in before they have aged to the point where repairs will become an issue. Furthermore, stipulations of this program require diligent maintenance to be performed by Brickman. Our commitment to this program ensures our crews always have the most up to date, reliable equipment to service your maintenance needs in the most efficient way.

### Equipment Maintenance

- Brickman has a formal preventative maintenance program for each type and piece of equipment. We train each employee on how to perform preventive maintenance service and monitor that with documentation. This documentation is reviewed and the necessary action is taken to ensure that any potential equipment problems or safety violations that arise are acted upon immediately.



# BRICKMAN

## Equipment Management Program

In our Florida Division...

- 141 Ford F450s
- 50 Isuzu Landscape Trucks
- 91 Enclosed Wells Cargo Trailers
- 163 Exmark Mowers
- 6 Skid Steers
- 40 Toyota Priuses
- 50 Ford Rangers
- 41 Utility Carts



We have the resources and support for any type of emergency.





# BRICKMAN

## Equipment Management Program

### **Ocala's Branch Inventory**

#### **•Vehicles**

- 10 Ford F450 (Mowing and Work Order Crews)
- 2 Ford F250 (Spray CPO)
- 4 Ford Rangers (Irrigation Manager and Operations Manager)
- 3 Izusu Landscape Truck (Detail Crew)
- 4 Toyota Prius (Branch and Account Managers)

#### **•Trailers**

- 8 Wells Cargo Enclosed Trailers (Mowing Crews)
- 1 Suncoast 20' Open Trailer

#### **•Mowers**

- 12 60" Exmark Turf Tracer Mowers
- 12 48" Exmark Turf Tracer Mowers

#### **•Spray Unit**

- 2 50 Gallon Spray Units (IPM and Floriculutre)
- 15 3 Gallon SP1 Back Pack Sprayers
- 2 Fertilizer Spreader Units
- 2 Vortex (Granular Applications in Shrub Beds)

#### **•Utility Vehicles**

- 5 Cub Cadet (Policing Properties)



# BRICKMAN

## Equipment Management Program

### Ocala's Branch Inventory

#### •Small Power Equipment

- 24 Stihl String Trimmer Units
- 32 Stihl Stick Edger Units
- 40 Stihl Back Pack Blowers
- 6 Stihl Pole Saws
- 4 Stihl Chain Saws
- 3 Stihl Tillers

#### •Hand Tools

- 75 Corona Hand Pruners
- Leaf Rakes
- Hard Rakes
- Shovels
- Pick Axe
- Loppers
- Pole Pruners
- Wheel Barrows
- Hand Saws

#### •Other

- 4 Irrigation Remote Controls
- Drill
- Circular Saw
- Reciprocating Saw
- Mechanics Tools

Locally used  
National Accounts

**STIHL**®

eXmark.



# BRICKMAN

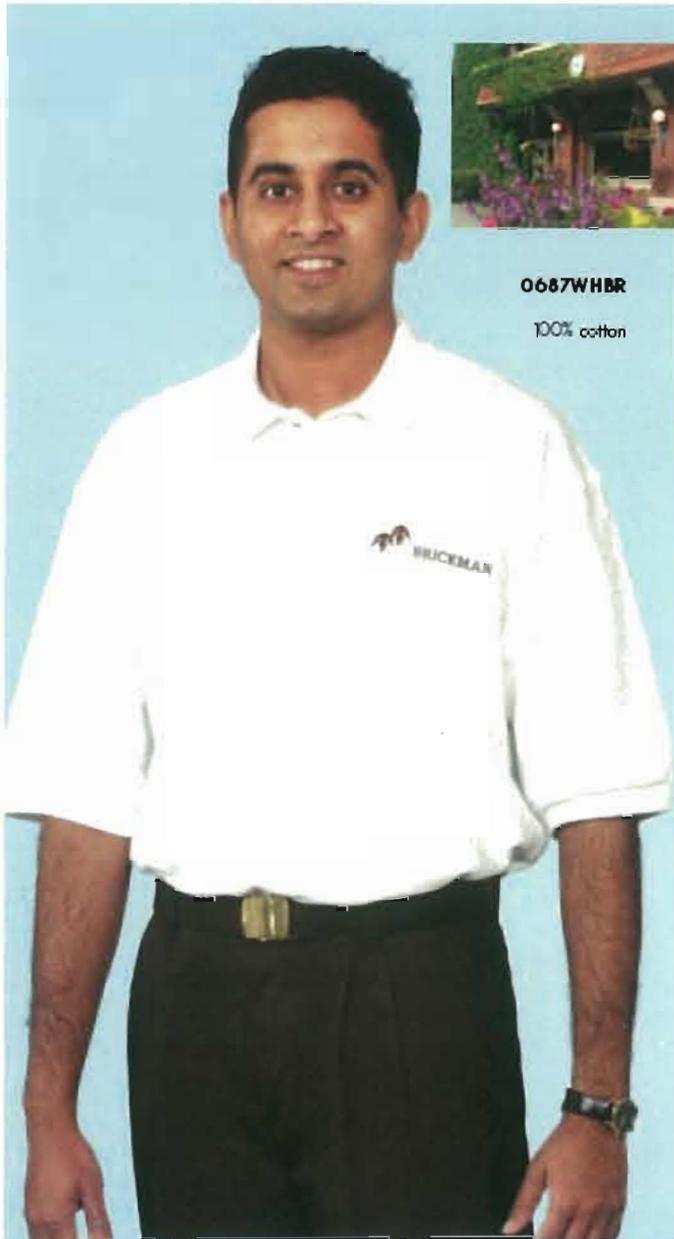
## Equipment Management Program

- Dedicated to having the best equipment
  - Exmark Mower Program
  - Mowers replaced with new models every two-years.
  - National Partnerships with Echo and Stihl.
  - Always looking for new and improved methods and equipment



- Benefits
  - Dependability of service
  - Quality of workmanship
  - Appearance of equipment directly reflects an image that is consistent with quality and performance





**0687WHBR**

100% cotton



**Knit Polo Shirt**

Features a button placket front, knit cuffs and collar.  
100% Cotton White  
0687 WH BR SS

**ANSI II Compliant Mesh Safety Vest**

ANSI yellow with reflective trim on the front and back for added safety. Brickman silk-screen on the back.  
100% Polyester ANSI II Yellow/Silver  
BR0799



**BR0799**

ANSI II compliant



**BRO052**



**BRO049**



**BRO048**



**BRO051**

**Baseball Caps**

Mesh panels or all cloth panels.  
Adjustable back tabs for a custom fit.  
Khaki BRO052 cloth  
Brown BRO049 mesh  
Brown BRO048 cloth

**Protective Sun Cap**

All cloth panel construction with a sun flap in back to protect the back of your neck.  
Brown BRO051 cloth



## **Courtney Village Apartments**

423 HWY 466

Lady Lake, FL 32159

352-391-9862

Lisa Bostaph – Property Director

[lbostaph@contravest.com](mailto:lbostaph@contravest.com)



# References



**BRICKMAN**  
*Enhancing the American Landscape Since 1939*

## **The Villages**

1135 Bonita Blvd.

The Villages, FL 32162

Eric Knudsen – Head Horticulturalist

[erik.knudsen@districtgov.org](mailto:erik.knudsen@districtgov.org)

352-516-0085

Eric Kellum – District Supervisor

[eric.kellum@districtgov.org](mailto:eric.kellum@districtgov.org)

352-304-1885



# References



**BRICKMAN**  
*Enhancing the American Landscape Since 1939*

## **Fore Ranch**

4074 SW 47<sup>th</sup> Ave

Ocala, FL 34474

352-237-3446

Kim Twiss – Property Manager

[ktwiss@lelandmanagement.com](mailto:ktwiss@lelandmanagement.com)



# References

**FORE RANCH MASTER COMMUNITY ASSOCIATION INC.**

4001 SW 53<sup>rd</sup> Avenue

Ocala, FL 34474

Phone 352-237-3446

Fax: 352-237-3024

July 10, 2012

Selection Committee,

Brickman has been serving our landscape maintenance needs at Fore Ranch since May of 2009. The knowledge and professionalism the team of Brickman brings with their services is very impressive. They are efficient, maintain their work schedule, and are observant in catching landscape issues before they become problems. The communication from their team to our staff here at Fore Ranch greatly supports the needs of this community of greater than 1,750 single family homes.

Brickman strives to improve our property through additional plant enhancements, irrigation modifications, and the QSA process. I enjoy being able to work with all the different members of the team from Miguel, Aaron, Giselle, and Deevon. Brickman has provided the adequate resources and personnel to service our landscape maintenance of \$300,000 annually. In years of working with the Brickman team, I have gained respect for them and their passion and honesty. There is a level of comfort as a Property Manager in knowing your landscaper is only a phone call away, even on the weekends, to address any needs I have.

It is because of the success we have and the quality of work they are able to provide on a daily basis, Leland has placed Brickman on our "Preferred Vendor" list. I would highly recommend Brickman's services for any commercial property.

Sincerely,



Kim Twiss, LCAM

Fore Ranch Master Community Association Manager



## **Paddock Apartments**

2707 SW 33rd Ave

Ocala, FL 34474

352-237-5097

Beth Sloan – Community Manager

[paddockplace@capreit.com](mailto:paddockplace@capreit.com)



# References

CAPREIT at



## Paddock Place APARTMENTS

4/9/12

To: Whom it may concern

It is my pleasure to recommend the landscaping services of the Brickman Group to you.

The Ocala team, led by Aaron Strange and Giselle Rodriguez, has consistently demonstrated an attention to detail and a concern for quality.

While the landscaping needs of our community have presented a number of challenges, this team has always approached the task with creativity, practical knowledge and top-notch service.

Last year, budget constraints required us to revisit and review all contracts. At that time we made a choice to work with another organization.

What a difference a year makes!

Needless to say our results were disappointing - the Brickman Group had set the bar high.

I am pleased to inform you that we are back in business with the Brickman Group. The team has continued to exceed our expectations and is always prepared to meet the needs of a challenging property.

I am happy to be working with the Brickman Group again and would strongly recommend their services.

Kindest Regards,

Beth Sloan

Community Manager

Paddock Place Apartments



## **Grand Reserve Apartments**

3001 SW 24th Ave

Ocala, FL 34471

352-854-5754

Linda Daly – Property Manager  
[grandreserve@carterhaston.com](mailto:grandreserve@carterhaston.com)



# References



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/23/2012

Page 1 of 1

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis of Pennsylvania, Inc. c/o 26 Century Blvd. P. O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME:		
	PHONE (A/C. NO. EXT):	877-945-7378	FAX (A/C. NO.): 888-467-2378
	E-MAIL ADDRESS:	certificates@willis.com	
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:	ACE American Insurance Company	22667-006
INSURED The Brickman Group, Ltd. LLC 18227-D Flower Hill Way Gaithersburg, MD 20879	INSURER B:	American Guarantee & Liability Insurance	26247-005
	INSURER C:	Indemnity Insurance Company of North Amer	43575-001
	INSURER D:		
	INSURER E:		
	INSURER F:		

**COVERAGES**

CERTIFICATE NUMBER: 18076704

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L INSRD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contr. Prof. Liab. <input checked="" type="checkbox"/> Pesticides & Herbice GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			XSLG27010684	7/1/2012	7/1/2013	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 15,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			ISAH0870928	7/1/2012	7/1/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			AUC508596807	7/1/2012	7/1/2013	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WLRC47121097	7/1/2012	7/1/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Auto Physical Damage All Owned and Leased			ISAH0870928	7/1/2012	7/1/2013	Actual Cash Value Less \$1,000 Deductible Comp. & Coll.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach Acord 101, Additional Remarks Schedule, if more space is required)  
The limits include applicable retentions.

**CERTIFICATE HOLDER****CANCELLATION**

Sample : :	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

**NOTICE TO OTHERS ENDORSEMENT – SCHEDULE  
NOTICE BY INSURED’S REPRESENTATIVE**

Named Insured <b>The Brickman Group Ltd. LLC</b>			Endorsement Number
Policy Symbol XSL ISA	Policy Number G27010684 H0870928	Policy Period 7/1/2012 to 7/1/2013	Effective Date of Endorsement 7/1/12
Issued By (Name of Insurance Company) <b>Ace American Insurance Company</b>			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

- A. If we cancel the Policy prior to its expiration date by notice to you or the first Named Insured for any reason other than nonpayment of premium, we will endeavor, as set out in this endorsement, to send written notice of cancellation, to the persons organizations listed in the schedule that you or your representative create or maintain (the “Schedule”) by allowing your representative to send such notice to such persons or organizations. This notice will be in addition to our notice to you or the first Named Insured, and any other party whom we are required to notify by statute and in accordance with the cancellation provisions of the Policy.
- B. The notice referenced in the endorsement as provided by your representative is intended only to be a courtesy notification to the person(s) or organization(s) named in the Schedule in the event of a pending cancellation of coverage. We have no legal obligation of any kind to any such person(s) or organization(s). The failure to provide advance notification of cancellation to the person(s) or organization(s) shown in the Schedule will impose no obligation or liability of any kind upon us, our agents or representatives, will not extend any Policy cancellation date and will not negate any cancellation of the Policy.
- C. We are not responsible for verifying any information in any Schedule, nor are we responsible for any incorrect information that you or your representative may use.
- D. We will only be responsible for sending such notice to your representative, and your representative will in turn send the notice to the persons or organizations listed in the Schedule at least 30 days prior to the cancellation date applicable to the Policy. You will cooperate with us in providing the Schedule, or in causing your representative to provide the Schedule.
- E. This endorsement does not apply in the event that you cancel the Policy.

All other terms and conditions of the Policy remain unchanged.

\_\_\_\_\_  
Authorized Representative

# WILLIS CANCELLATION NOTICE

<b>NAMED INSURED</b> The Brickman Group, Ltd. LLC 18227-D Flower Hill Way □ Gaithersburg, MD 20879 □	<b>POLICY NO.</b>  See Page 1
<b>EFFECTIVE DATE</b> SEE PAGE 1	

**Holder Name:**

**Sample**

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**Cancellation Terms:**

IN ADDITION TO THE NOTICE PROVISIONS IN THE POLICY, WILLIS HAS AGREED WITH THE CARRIER THAT SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, WILLIS WILL SEND WRITTEN NOTICE TO THE CERTIFICATE HOLDER WITHIN 30 DAYS EXCEPT FOR NONPAYMENT OF PREMIUM. WILLIS WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

**Cancellation Terms Apply to the Following Coverages:**

**General Liability and Automobile Liability**