



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 9/10/2020 Meeting Date: 9/17/2020

Name: Kevin Kirby Department: Public Works

Division Manager's Signature:

A handwritten signature in blue ink, appearing to be "K. Kirby", written over a horizontal line.

1. Nature and purpose of agenda item:

Recommendation to enter the bid process for mowing maintenance.

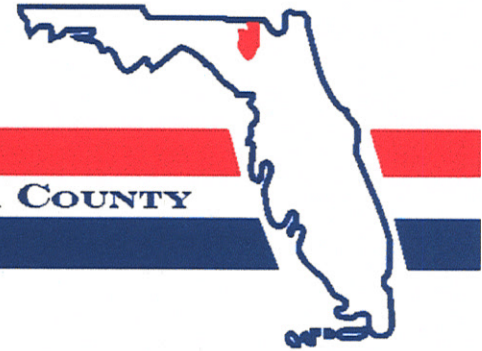
2. Recommended Motion/Action:

Approve

3. Fiscal impact on current budget.

This item has no effect on the current budget.

District No. 1 - Ronald Williams
District No. 2 - Rocky Ford
District No. 3 - Bucky Nash
District No. 4 - Toby Witt
District No. 5 - Tim Murphy



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

TO: Ben Scott, County Manager

FROM: Kevin Kirby, Assistant County Manager */K*

DATE: September 9, 2020

RE: Mowing Maintenance

As you are aware, a research was conducted to seek pricing for mowing maintenance. Based on the calculated area associated with each listed category, pricing was concluded on current rates of FDOT contracts.

Landscape and Parks	\$ 94,500
Retention Ponds	\$120,316
Sidewalks	\$ 49,685
Guardrails	\$ 50,846
Urban Mowing	\$249,984

As requested, further research was conducted. After discussion with companies in this industry and with there being multiple categories of maintenance it would be in the best interest of the county to bid all inmate maintenance.

Therefore, I am suggesting two (2) options:

Option one (1) would be to bid by category

- Retention Ponds
- Sidewalks
- Guardrails
- Urban Mowing
- Landscape/ Lawn Maintenance

Option two (2) would be to bid the total package as a lump sum.

Please advise how you wish to proceed.

BOARD MEETS FIRST AND THIRD THURSDAY AT 5:30 P.M.

Charyll Bradley

From: Clint Pittman
Sent: Wednesday, September 9, 2020 11:13 AM
To: Kevin Kirby
Cc: Charyll Bradley
Subject: Mowing maintenance

Kevin on all this mowing that the inmates normally do as you are well aware it is scattered all over the entire county. I have talked with companies in this industry and we have multiple categories of maintenance but because of the logistics and diversity of the level of maintenance required we need to try and get the biggest bang of our buck and that's NOT always individual low bids. As you know mobility is a big issue and can drive cost up keeping crews busy or sending multiple contractors to the same areas. I would recommend we bid all inmate maintenance by categories with option or alternate lump sum contract for all work.

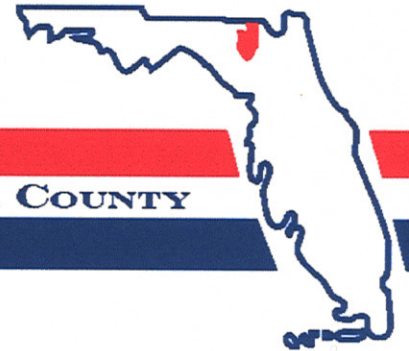
- 1-Retention Ponds
- 2-Guardrail maintenance
- 3-Sidewalk maintenance
- 4-Urban Mowing
- 5-Landscape/Lawn maintenance
- 6-Lump sum all categories total bid

There are companies that will bid total package and several that will only bid parts. Some of these categories have much different maintenance frequency and would not keep a crew steady but with the ability to schedule logistics of multiple categories as we did with the inmates makes the bid more inviting for better pricing from contractors in this industry. This process should be scored as such and not just take low bid on each line item as that creates multiple vendors to manage and doesn't always perform best maintenance practices. If a company bids entire package they should receive points for each category and be qualified contractors to perform necessary maintenance. Some of these areas are public use areas with playgrounds so said contractors would be required to provide national background checks for employees performing the work. Some of these areas will require proper MOT and signage so contractors would be responsible for that. Other areas require much more than just mowing and contractors will have to have Landscape experience to complete different properties. Some Retention areas will require occasional spray treatments it is my opinion this not be part of this bid as it will drive the prices up we need to continue this on an as needed basis with qualified contractors. Part of the bid should suggest contractors visit locations to be provided in bid package as no two locations are the same in any category. Before we bid this out we need to possibly reassign some of our full time staff to cover work areas and put some on bid package to better cover maintenance needs.

Kevin this is what I would recommend to the board on how to put this out with the thought of ultimately having one company perform this maintenance or worst case a couple companies handling a couple categories each. As a reminder we still have to oversee these contractors and the inmates where under Rick and I so this will need to be visited also so we are all on the same page as we all work and communicate well anyway. Please advise if we need to look at anything as I've tried to address the issues. The scope of work will be the challenging part getting ready for bid as this is not a cookie cutter at each location.

Clint Pittman

District No. 1 - Ronald Williams
District No. 2 - Rocky Ford
District No. 3 - Bucky Nash
District No. 4 - Toby Witt
District No. 5 - Tim Murphy



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

TO: Ben Scott, County Manager

FROM: Kevin Kirby, Assistant County Manager

DATE: July 31, 2020

RE: Inmate Mowing

Attached you will find a copy of the current contract between Columbia County Board of County Commissioner and the Florida Department of Corrections, which states services they provide to the county. As you are aware, the Florida Department of Corrections has terminated their services due to Covid 19.

As a result, a research was conducted seek pricing for these services. Based on the calculated area associated with each listed property, pricing was constructed on the current rates of FDOT contracts.

Landscape and Parks	\$94,500.00
Retention Ponds	\$120,315.96
Sidewalks	\$49,684.80
Guardrails	\$50,846.40
Urban mowing	\$249,983.96

Total	\$565,331.12
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Therefore, the above totals are an approximate cost if the county bids out this work to be performed by contractors. Please note this work is dispersed county wide, thus additional cost could be seen to cover mobility that may or may not be considered in the pricing used from current contracts.

Please advise how you wish to proceed.

BOARD MEETS FIRST AND THIRD THURSDAY AT 5:30 P.M.

P.O. BOX 1529

LAKE CITY, FLORIDA 32056-1529

PHONE (386) 755-4100

Charyll Bradley

From: Clint Pittman
Sent: Thursday, July 30, 2020 2:24 PM
To: Kevin Kirby; Charyll Bradley
Cc: Janice Smithey
Subject: Inmate work

Kevin the following information is based on the work that the inmate crews help perform across the county. With the list of properties after calculating area associated with each we applied pricing not only from local contractors but the current rates of DOT contracts. With that being said it is broke down by the different categories for which the work is performed.

Landscape and Parks---94,500.00
Retention Ponds-----120,315.96
Sidewalks-----49,684.80
Guardrails-----50,846.40
Urban mowing-----249,983.96

Totaling-----565,331.12

These above totals is what it would approximately cost if the county bids out this work to be performed by contractors. Please keep in mind this work is scattered all over the county so additional cost could be seen to cover mobility that may or may not be considered in the pricing we used from current contracts that may be for a selected area. This was based on 12 visits for the year or once a month BUT as the discussion begins these visits would be based on growing season meaning more often April thru October than it would be November thru March.

Clint Pittman
Director
Columbia County Landscape & Parks
386-719-7545
386-719-7544 fax
Clint_pittman@columbiacountyfla.com

Thursday

Winfield Community Center, includes ball field, common areas
Falling Creek Park
County Landfill
County Landfill Residential house

Bi-Weekly and/or as needed

Retention Pond at Massey / Milton
Mitigation Properties on Fulton Rd / Troy Rd
Mitigation Pond (2 ponds) on Old Country Club Rd (CR 133)
Two retention ponds and ditches at Countryside Estates
Pope Lane Retention Pond
Retention Pond across from Alligator Lake Park entrance
Lake Jeffery Property (Old Boys Club)
Watertown Lake Boat Ramp

Columbia County Public Works Department

This department consisted of two (2) inmate squads. One squad was over the north end of the county and the other over the south end. It usually took a little over a month to complete the mowing cycle. Below is a list of areas included in the cycle.

Retention Ponds

Amanda Ave.	1 pond
Birley Ave.	1 pond
Eagle Ave.	1 pond
Edgewood Ln	1 pond
Forest Terr.	1 pond
Hope Henry	1 pond
Blaine Estates	1 pond
Boone Gln.	1 pond
Callahan Ave.	2 ponds
Callaway	2 ponds
Emerald Cove	2 ponds
Emerald Lake	3 ponds
Gerald Conner	2 ponds
John Gln.	1 pond
Joshua Ct.	1 pond
Leonia	2 ponds
Parnell Ave.	1 pond
Russwood St.	1 pond
Troy Rd.	2 ponds
Sunset Meadows	1 pond
Tamarack Lp.	1 pond
Ralph Greene	1 pond
Turkey Run	2 ponds
Turner Rd.	1 pond
Venture Ln.	1 pond
Wilson Springs	1 pond

Woodborough	1 pond
Erin Gln.	1 pond
Jolene Way	1 pond
Ascena Way	1 pond
Brandon Terr.	1 pond
Geranium Ct.	1 pond
Scenic Lake	3 ponds

Sidewalks

Washington St.
 Bascom Norris
 CR 25A
 Johnson St.
 Jem St.
 Fryer St.
 CR 252B
 Troy Rd.
 Ocala Way
 Lake Jeffery
 Country Club
 Oakmont St.
 Sisters Welcome
 Brooklyn
 Brown Rd.
 Pinemount Rd.
 Birley Ave.
 Callahan

<u>Guardrails</u>	<u>Footage</u>
CR 246 (3)	4650
Falling Creek (2)	650
CR 6 (2)	3750
Cheshire (2)	150
Suwannee Valley	100
Gumswamp Rd. (4)	2912
Tammy Ln	332
Jacksonville Lp.	46
CR 138 (3)	1250
CR 18	1810
Scrubtown Rd.	80
Lynn Sherman	360
SR 27(park)	480
Noegel Rd.	1400
Nash Rd.	1852
Lake Jeffery Rd.	100
Brown Rd.	300
Fett Way	100
Bridgewater Terr.	220

Spring Hollow	80
Hope Henry	325
Troy	100
Commerce	100
CR 252	596
CR 245	1201
Peacock	160
Rossie	82
Alfred Markham	408
CR 240	988
CR 241	92
Bible Camp	510
Academic Way	440
CR 349	316
CR 242	240
Yolonda Way	102
Coquina Way	736
Bascom (bypass)	7000
Tustenuggee	1156
Country Club	934
Ring Ct.	275
Wester Rd.	216
Brookline St.	296
Bascom Norris	1840
Sisters Welcome	1050
Little Rd.	820
Walter Rd.	644
Real Terr.	241

URBAN MOWERS **DISTRICT 1**

NW Marco Terrace	.2	NE Lilly Lane	.2
NW Albritton	.2	NE Rose Terrace	.1
NW Gerson Ln	.2	NE Labelle Terrace	.2
NW Wyoming Way	.1	NE Granger Mill	.5
NW Yuller Way	.1	NW Johnson St	.3
NW Sayer Terrace	.2	NE Alpha Terrace	.2
NW Meers Street	.3	NE Derby Terrace	.2
NW Oakland Ave.	.1	NE Curt Court	.1
NW Jeb Terrace	.3	NE William Street	.1
NW Nemo Terrace	.2	NE Jacksonville Loop	.5
NW Levada Street	.2	NE Cider Terrace	.1
NW Kobie Way	.2	NE Craig Ave	.1
NW Guerob Street	.7	NE James Street	.1
Earnest Green Glen	.2	NE Country Club Road	.1
Cason Place	.1	NE Granger Mill	.1
Farley Place	.1	NE Poppy Way	.1
Jimmy Way	.1	NE Jacksonville Loop	.4
NE Dianna Terrace	.5	NE Empire Drive	.4
NE Oak Forrest Glen	.2	NE Belmir Ave.	.2
NE Colvin Ave.	.4	NE Buddy Ave.	.2
NE Rebeck Terrace	.4	NE Hines Way	.1
NE Shelly Glen	.2	NE Milton Terrace	.3
NE Waylon Glen	.1	NE Bristol Place	.1
NE Nikita Place	.3	NE Montrose Ave.	.1
NE Double Run	.3	NE Cortel Terrace	.1
NE SunnyBrook Street	.4	NE Okinawa Street	.8
NE Winball Lane	.2	NE Burbank Terrace	.3
NE Lavern Street	.3	NE Vegas Terrace	.3
NE Howard Street	.3	NE Dew Drop Way	.3
NE Meeks Street	.3	NE Largo Place	.1
NE Bickel Drive	.3	NE Kingston Lane	.4
NE Auqie Terrace	.2	NE Bamboo Terrace	.2
NE Waltrip Way	.1	NE Viceroy Glen	.1
NE Voss Road	.2	NE Jones Way	.1
NE Angus Way	.1	NE CR - 245	.1
NE Jem Street	.2	NE Osburn Way	.1
NE Fryer Street	.3	NE Moody Court	.3
NE Brooklyn Terrace	.2	NE Barts Terrace	.3
NE Buddy Ave.	.2	NE Campus Place	.1
NE Clermont Way	.3	NE Easy Terrace	.3

District 1

NE Michael Place	.1
NE Berry Place	.1
NE Somester Place	.1

Winfield

Winfield Community Center Pine Trees

NW Winfield Street	1.2
NW Belvin Way	.3
NW Ourch	.3
Collins Lane	.2
NW Waldo Street	.7
NW Lawtey Way	.1
NW Concrete Way	.2
NW Oakland Ave.	.6
NW Jeb Terrace	.2
NW Wolf terrace	.3
NW Selvin Glen	.1
NW Chestwick Drive	.2
NW Taft Lance	.1
NW Johnson Street	.3

DISTRICT 3

NW Satern Lane	.4
NW Battel Hill Lane	.4
NW Jerry Place	.3
NW Pinellas Court	.2
NW Apple Lane	.3
NW Divider Drive	.2
NW Amanda Street	.7
NW Wilks Lane	.2
NW Lake City Ave.	.3
NW Open Court	.2

Emerald Cove

SW Heatheridge Drive	.5
SW Timberland Court	.3
SW Fieldstone Court	.3
SW Woodleaf Court	.3
SW Sweetbreeze Drive	.2
NW Scott Glen	.3
NW Horizon Glen	.9
NW Lona Loop	.7
SW Magical Terrace	.5
NW Shady Lane	.5
SW Vista Terrace	.3
SW Riddle Lane	.6
SW Peaceful Way	.2
SW Tranquil Glen	.1
SW Bascom Norris Drive	1.2
SW Marvin Burnett Road	.6
SW Tomoka Terrace	.2

DISTRICT 4

SE Dekle Way	.1
SE Beech Street	.2
SE Llewellyn Ave.	.3
SE Defender Drive	.2
SE Cider Terrace	.1
SE Oakmont Street	.2
SE Golf Club Ave.	.1
SE Craig Ave.	.2
SE James Ave.	.2
SE Atkinson Glen	.1
SE Lanvale Street	.4
SE Margaret Drive	.2
SE Sherrilyn Place	.2
SE Danielle Place	.1
SE Hickory Drive	.1
SE Putnum Street	.1
SE Sycamore Terrace	.2
SE Magnolia Loop	.3
SE Violet Place	.1
SE Baxter Lane	.3
SE Eloise Ave.	.4
SE Putnam Street	.4
SE Pearce Lane	.3
SE Lanvale Street	.3
SE Hedge Place	.2
SE Montrose Ave.	.5
SE Lamond Ave.	.5
SE Lochlynn Terrace	.3
SE Margaret Dr.	.1
SE Saint Leo lane	.1

DISTRICT 5

SE Eloise Ave.	.2
SE Margaret Drive	.2
SE Montgomery Place	.1
SE Emma Place	.1
SW Ponce De Leon	.4
SW Davaca Glen	.3
SW Coranado Street	.3
SW Maryland Lane	.3
SW Pizzaro Place	.2
SW Balboa Place	.2
SW Amerigo Place	.2
SE Finders Way	.1
SE Alanna terrace	.1
SW Edgewood Lane	.4
SW Vermont Way	.1
SW Tempy Place	.1
SW Mackinaw Way	.3
SW Aurora Way	.3
SW Deanna terrace	.5
SW Bambi Lane	.2
SW Tomoka Terrace	.2
SW Forest Lawn Way	.4

The following is a daily mowing schedule by department:

COLUMBIA COUNTY JAIL INMATE SQUAD

Officer J. Maddux

Monday

911/EOC

Westside Library

Pinemount Fire Station

Branford Hwy Fire Station/EMT

Tuesday (Ft. White)

Ft. White Health Department/County Offices

Ft. White Park

Ft. White Lifestyle Enrichment Center

Ellisville Fire Station

Wednesday

Winfield Fire Station

Springville Community Center

Deep Creek Community Center

Thursday

Litter removal on 25A and Quinten Street

Litter removal of all CCDF property to include inside fences

Cut/Trim trees and bushes when needed

Wysi Wash ALL inmate bathrooms

Friday

Maintenance on all equipment (Sharpen blades, change oil, etc...)

Clean work crew shed and surrounding area

FGC Gun Range (Once a month, opposite of Johnson)

Officer A. Johnson

Monday

Operations

Lulu Community Center

Tuesday (Ft. White)

Columbia Fire Station
Bethlehem Community Center
Ft. White Community Center (Front Only)
Ft. White Fire Station

Wednesday

Lake City Lifestyle Enrichment Center
Food Bank

Thursday

Jail
Jail Fuel Site
Five Points Park

Friday

Maintenance on all equipment (Sharpen blades, change oil, etc...)
Clean work crew shed and surrounding area
FGC Gun Range (Once a month, opposite of Ward)

Note: Annual events for Set Up/Take Down/Cleanups will be assigned.

COLUMBIA COUNTY LANDSCAPE AND PARKS DEPARTMENT

Monday

Alligator Lake Park and 12 miles of hiking trails / South Gate roadside
Fire Station #48 on Race Track Rd
Guardrails on Old Country Club Rd
South Boat Ramp

Tuesday

Westside Library
County Extension Office
Westside Community Center
Interstate Sign
Fire Station #51

Wednesday

Downtown Library
Annie Mattox Park
Richardson Community Center, includes ball field, playground