



February 15, 2017

PROJECT: Landscape Maintenance Services

Dear Prospective Bidder:

You are invited to submit a price proposal for the above project. A copy of the Invitation to Bid, Bid Proposal, Non-Collusive Forms, Drug-Free Workplace Affidavit, Iran Divestment Act Affidavit and Envelope Cover Sheet, are attached. A bid bond will be required. Proposals must be submitted on the forms provided by the City.

If there are any questions, please call me at (423) 229-9419 or fax (423) 224-2433.

Sincerely,

A handwritten signature in black ink, appearing to read "Sandra Crawford", is enclosed in a thin black rectangular box.

Sandra Crawford
Procurement Manager

SKC/mrg

Attachments

INVITATION TO BID

Sealed bids for the following project will be received by the Procurement Manager until 4:00 P.M., Eastern Time, March 07, 2017, and at that time publicly opened in the Council Room, City Hall. All bids will be considered for award or rejection at a later date.

PROJECT: Landscape Maintenance Services

A Pre-Bid Conference will be held in the Public Works Conference Room, 609 W. Industry Dr., Kingsport, TN at 11:00 A.M., Eastern Time, February 23, 2017.

A bid bond or certified check in an amount equal to five percent (5%) of the total of the bid is required. Certified checks should be made payable to City Treasurer, City of Kingsport. The successful bidder will be required to execute acceptable Performance and Payment Bonds in an amount equal to one hundred (100%) percent of the contract price.

All bidders must be licensed Contractors as required by the Contractors Licensing Act of 1994 (TCA Title 62, Chapter 6). No bid will be opened unless the outside of the sealed envelope containing the bid provides the following information: the Contractor's license number, the date of the license's expiration, and a quotation of that part of his classification applying to the bid; the Geothermal, HVAC, Masonry, Plumbing, Mechanical and Electrical subcontractor's license number, each date of the license expiration and that part of each classification applying to the bid if the value of work is \$25,000 or greater; (\$100,000.00 or greater for Masonry) if value of the subcontractor's work is less than \$25,000, (\$100,000.00 for Masonry), the bid envelope is to be indicated with the phrase "Subcontractor's bid is less than \$25,000" (\$100,000.00 for Masonry) after each appropriate heading. If no Subcontractor's are being used, the outside of the envelope must state, "No Subcontractors are being used on this project".

By submission of a signed bid, the bidder certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.

No submitted bids may be withdrawn for a period of sixty (60) days after the scheduled closing time for receipt of bids. All bids shall be signed, sealed and addressed to the Procurement Manager, City of Kingsport, 225 W. Center St., Kingsport, TN 37660, and marked "Landscape Maintenance Services" The City by its governing regulations reserves the right to accept or reject any or all bids received, to waive any informalities in bidding and to re-advertise.

PUB IT: 02/15/17

Tilden J. Fleming
City Manager

I propose to commence the work within 7 calendar days after notification of acceptance of bid and complete the work as specified by the City.

LIQUIDATED DAMAGES

N/A

My Terms are AS PER BID DOCUMENT.

The bidder hereby agrees that the Board of Mayor and Aldermen have the right to reject any and all bids received and to waive any informalities.

Certified check or bid bond is herewith deposited with the City Treasurer, in the sum of 5% of the total bid amount, made payable to the order of City Treasurer of the City of Kingsport, Tennessee, with the understanding that if the bid herewith submitted is rejected, the said check will be returned to the bidder; and if the said bid is accepted by the City of Kingsport, check will be returned to the bidder upon the execution and securing of a contract to do the said work. If awarded the contract to this work, and the bidder refuses or neglects to execute a written contract to do the same and furnish security in the amount required within ten days after being notified that the contract has been awarded to him the certified check shall be forfeited to the City as liquidated damages for such neglect or refusal, and the amount so collected shall be paid into the fund set aside for the City's portion of the cost of the proposed improvement.

The successful contractor shall provide for workman's compensation and comprehensive general public liability insurance in amounts acceptable to the City. The contractor will furnish comprehensive automobile liability insurance and insurance in such form as shall be satisfactory to the City. The contractor shall furnish owner's liability insurance to defend, indemnify and save harmless the City of Kingsport from any and all claims and suits for injury to persons or property arising out of the performance of the contract caused in any way by the acts or omissions of the contractor or the contractor's agents, employees, or subcontractor during or in connection with the contract work, excepting bodily injury or death or property damage caused by the sole negligence of the owner, its agents or employees.

We have read and acknowledge the requirements of owner's liability insurance to save and defend the City harmless.

We acknowledge receipt of _____ addendum(s) to this project.

BID TO BE SUBMITTED IN DUPLICATE

HANDWRITTEN Signature of Authorized
Representative

FIRM

Date

Tennessee Contractor's License Number

BID MUST BE SIGNED TO BE CONSIDERED

3. The undersigned agrees to perform ALL the work described by the "Specifications".
4. The undersigned agrees to commence work under this contract within seven days of after receipt of notice to proceed.
5. The undersigned agrees that this bid shall be good and may not be withdrawn for a period of (60) sixty calendar days after the scheduled closing time for receiving bids
6. The undersigned upon receipt of written notice of the acceptance of this bid, agrees to deliver, to the owner or his agent, the architect, the required performance bond, labor and material payment bond and certificate of insurance in accordance with the specifications. A 5% bid bond will be required.
7. The undersigned hereby acknowledges the receipt of:

ADDENDA NO.

DATE

8. **Not Used:**

9. **Alternates: (Areas 9-17)**

Alternate No. 1 – Area 9

Alternate No. 2 – Area 10

Alternate No. 3 – Area 11

Alternate No. 4 - Area 12

Alternate No. 5 – Area 13

Alternate No. 6 – Area 14

Alternate No. 7 – Area 15

Alternate No. 8 – Area 16

Alternate No. 9 – Area 17

BID FORM - ATTACHMENT

PROJECT: Landscape Maintenance Services

_____, being first duly sworn, deposes and says that:

- (1) He is
of _____,
the Bidder that has submitted the attached bid;

- (2) He is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting, such bid,

- (3) Such bid is genuine and is not a collusive or sham bid;

- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has any way colluded, conspired, connived or agreed, directly with any other Bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly, or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid Price or the Bid Price of any other Bidder, or to secure through any collusion, conspiracy, connivance or lawful agreement any advantages against the City of Kingsport, or any person interested in the proposed Contract; and

- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, or parties in interest, including this affiant.

Title

Subscribed and sworn to before me this

_____ day of _____, _____.

Title

My commission expires _____

Affidavit

STATE OF TENNESSEE
COUNTY OF _____

DRUG-FREE WORKPLACE AFFIDAVIT
OF PRIME BIDDER

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. **He/She is the principal officer for _____;**
2. **That the bidding entity has submitted a bid to _____
for the construction of _____;**
3. **That the bidding entity employs no less than five (5) employs;**
4. **That Affiant certifies that the bidding entity has in effect, at the time of submission of its bid to perform the construction referred to above, a drug-free workplace program that complies with 50-9-113, *Tennessee Code Annotated*.**
5. **That this affidavit is made on personal knowledge.**

Further Affiant saith not.

AFFIANT

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 200__.

NOTARY PUBLIC

My commission expires: _____

DRUG-FREE WORKPLACE

If **CONTRACTOR** has five or more employees receiving pay: **CONTRACTOR** shall have a drug-free workplace program that complies with Title 50, Chapter 9 of the Code of Tennessee, shall obtain a certificate of compliance with the applicable portions of the Drug-Free Workplace Act from the Department of Labor and Workforce, and shall provide the Affidavit required by Public Acts, 2000, Chapter 918. **CONTRACTOR** shall ensure that it is in compliance with Public Acts, 2000, Chapter No. 918.

The City of Kingsport complies with Chapter 693 of the Public Acts of 2002 - The City of Kingsport operates a program that provides for testing of certain employees for workplace use of drugs and alcohol. The program is limited to those employees required by federal law to be tested. This law, known as the Omnibus Transportation Employee Testing Act of 1991, primarily covers certain employees who operate vehicles requiring a commercial drivers license or who work on vehicles the operation of which require a commercial drivers license.

IRAN DIVESTMENT ACT AFFIDAVIT

As per Tennessee Code Annotated, Title 12, and effective July 1, 2016:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.

Signature

Date

BID ENVELOPE COVER

THIS FORM IS TO BE FIRMLY ATTACHED TO THE OUTSIDE OF THE ENVELOPE CONTAINING THE BID

PART 1

ALL BIDDERS MUST COMPLETE THIS SECTION

Project Name: _____

Project Opening Date & Time: _____

Contractor's Licensed Name: _____

Contractor's Address: _____

Contractor's License Number: _____

Contractor's License Expiration Date: _____

Contractor's License Classification: _____

PART 2 - SUBCONTRACTORS

ALL BIDDERS MUST COMPLETE THIS SECTION. IF SUBCONTRACTOR'S BID AMOUNT IS \$25,000 OR MORE FOR (1) ELECTRICAL, (2) PLUMBING, (3) HEATING, VENTILATION, AIR CONDITIONING, (4) GEOTHERMAL OR \$100,000 OR MORE FOR (5) MASONRY. IF THAT PORTION OF THE BID IS LESS THAN \$25,000 FOR ELECTRICAL, PLUMBING, HVAC OR GEOTHERMAL ENTER "NONE" IN THE NAME SPACE FOR THOSE CATEGORIES BELOW. IF THAT PORTION OF THE BID IS LESS THAN \$100,000 FOR MASONRY ENTER "NONE" IN THE NAME SPACE FOR THAT CATEGORY BELOW.

1) *Electrical*

Name: _____

License Number: _____

License Expiration Date: _____

Classification: _____

4) *Geothermal*

Name: _____

License Number: _____

License Expiration Date: _____

Classification: _____

2) *Plumbing*

Name: _____

License Number: _____

License Expiration Date: _____

Classification: _____

5) *Masonry*

Name: _____

License Number: _____

License Expiration Date: _____

Classification: _____

3) *HVAC*

Name: _____

License Number: _____

License Expiration Date: _____

Classification: _____

City of Kingsport, Tennessee
Landscape Maintenance Services
Specifications

Statement of Intent

The Landscape Maintenance Contractor shall anticipate that the City of Kingsport expects the landscape maintenance at these sites to be of the highest quality possible and shall be professionally managed, executed, and performed by experienced personnel.

Scope of Work – All Areas

The Landscape Maintenance Contractor shall provide all materials, equipment, and labor required to perform all tasks identified within these specifications. The landscape Contractor is expected to perform the described work a minimum of every two weeks during the growing season except for the required Spring and Fall clean-ups to be done once a year. Please read each section carefully because while the wording may at first glance appear to be the same, additional expectations may have been added.

Base Bid

The Base Bid for this request of services shall include Areas 1-8.

- Area 1 – The triangular landscaped bed near the entrance of the Exit 4, I-26/Wilcox Drive ramp
- Area 2 – The large existing landscaped bed halfway down the Exit 4 ramp from I-26 towards Wilcox Drive/J. B. Dennis Highway
- Area 3 – The landscaped bed around the trees near the end of Exit 4 ramp from I-26 near J. B. Dennis Highway
- Area 4 – The median of Wilcox Drive near the intersection of J. B. Dennis Highway
- Area 5 – The landscaped bed around the Welcome to Kingsport Sign on the east side of Wilcox Drive near the intersection of J.B. Dennis Highway
- Area 6 – The landscaped bed in front of the wetland area on the east side of Wilcox Drive along the north side of J. B. Dennis Highway
- Area 7 – The landscaped bed in front of the brick house at the intersection of Wilcox Drive and J. B. Dennis Highway
- Area 8 – The landscaped beds on the Northwest side of the intersection of Wilcox Drive and J. B. Dennis Highway

Alternates Bids

A separate bid price shall be furnished for each of the following landscaped areas.

- Area 9 - The 911 center located on Unicoi Street (Both inside and outside the fenced area)
- Area 10 - The entire landscaped median of Eastman Road
- Area 11 - All of the landscaped areas in the Middle of Broad Street from and including Church Circle to Main Street
- Area 12 – The entire landscaped median of Memorial Blvd. from Fort Henry Drive to Center Street/Warpath Drive
- Area 13 – All Landscaped areas of Carousel Park (Inside and outside of the fence, including landscaped bed at intersection of Center Street and Clinchfield Street)
- Area 14 – All landscaped and tree planted areas at the interchange of Stone Drive and J.B. Dennis Highway
- Area 15 - All landscaped and tree planted areas at the interchange of Memorial Blvd. and J.B. Dennis Highway
- Area 16 - All landscaped and tree planted areas at the interchange of Fort Henry Drive and J.B. Dennis Highway
- Area 17 – All landscaped and tree planted areas at the intersection of Stone Drive and Netherland Inn Road

Scope of Work for Areas 1-8 (Base Bid)

A. Weed Control

1. At each visit hand-pull or spray any visible weeds from landscaped bed areas. In addition, the tops of any weeds over 6 inches in height must also be physically removed as not to cause an unsightly appearance.
2. Any visible weeds growth along the curb line (if present and in contact with the landscaped bed) must be removed or sprayed as not to cause an unsightly appearance.
3. Care must be taken to ensure no damage to the surrounding trees, shrubs, groundcover, perennials or turf occurs during any maintenance efforts.

B. Pesticide Applications

1. All pesticide applications must performed by a company Chartered by the Tennessee Department of Agriculture.
2. All pesticides (restricted and/or non-restricted) shall only be applied by a Tennessee Department of Agriculture Certified Applicator.
3. All pesticide applications must be in strict accordance with the manufacturer's recommendations as well as all Local, State and Federal regulations.
4. Weather conditions must be conducive for all pesticide applications.
5. All pesticide applications must be documented in writing and submitted to the City Representative on a monthly basis and shall contain at minimum the following information:
 - a. Application date(s)
 - b. Application site(s)
 - c. Applicator(s) name

- d.Target pest(s)
- e.Object(s) treated
- f. Pesticide(s) used
- g.Total use dilution volume
- h.Application rate(s)
- i. Dilution percentage/rate(s)

C. Watering

- 1. The Landscape Contractor shall be responsible for monitoring the moisture levels in the bed areas and report to the City Representative any problems that may be present during the maintenance visits.

D. Tree, Shrub, Ornamental Grasses, Groundcover, and Perennial Care

1. Trees

- a.At each visit inspect for any signs of pests, diseases, or other issues, notifying the City Representative of any major findings. Implement appropriate control measures including physical removal or chemical controls as needed.
- b.At each visit remove all sucker growth from tree trunks. Pruning cuts shall be made in an appropriate manner as not to further damage the trees.
- c. Notify City Representative of any dead, dying, or major damage in the trees. The entire tree is only to be removed upon request.
- d.All trees must be maintained in a stable upright position by means acceptable to the City Representative.

2. Shrubs

- a.At each visit inspect for any signs of pests, diseases, or other issues, notifying the City Representative of any major findings. Implement appropriate control measures including physical removal or chemical controls as needed.
- b.At each visit prune away any wayward, dead, or broken branches.
- c. Notify City Representative of any dead, dying, or major damage. The entire shrub is only to be removed upon request.
- d.Periodically, but only as necessary, some shrubs may require a hard pruning to achieve adequate vehicular line-of-sight for traffic or signs. However, this shall be done only upon direction of the City Representative.

3. Ornamental Grasses

- a.At each visit inspect for any signs of pests, diseases, or other issues, notifying the City Representative of any major findings. Implement appropriate control measures including physical removal or chemical controls as needed.
- b.At each visit prune away any wayward, dead, or broken blades.
- c. Notify City Representative of any dead, dying, or major damage. The entire plant is only to be removed upon request.
- d.Periodically, but only as necessary, the ornamental Grass may require a hard pruning to achieve adequate vehicular line-of-sight for traffic or signs. However, this shall be done only upon direction of the City Representative.

4. Groundcover
 - a. At each visit inspect for any signs of pests, diseases, or other issues, notifying the City Representative of any major findings. Implement appropriate control measures including physical removal or chemical controls as needed.
 - b. At each visit prune away any wayward, dead, or broken growth.
 - c. Notify City Representative of any dead, dying, or major damage. The entire plant is only to be removed upon request.
 5. Perennials
 - a. At each visit inspect for any signs of pests, diseases, or other issues, notifying the City Representative of any major findings. Implement appropriate control measures including physical removal or chemical controls as needed.
 - b. At each visit prune away any wayward, dead, or broken growth.
 - c. Notify City Representative of any dead, dying, or major damage. The entire plant is only to be removed upon request.
- E. Mulch
1. Landscaped beds shall only be mulched with a clean, fresh layer of shredded pine bark mulch. Mulch shall be applied as to appear to be level and of a consistent layer over the entire bed.
 2. All mulched beds must be maintained at a depth of no less than two (2) inches and no greater than four (4) inches.
 3. Care must be taken to prevent contact with the trunks of any trees.
 4. At times the Landscape Maintenance Contractor may need to re-edge and reapply mulch to the beds if there are any issues of mulch washing out of the bed area.
- F. Spring Clean-up (To be performed once during the contract cycle)
1. Edging
 - a. Edge all landscape beds along all vertical curbs and along any existing sidewalks to prevent run off of mulch
 - b. Edge all landscape beds that are in contact with a turf area to define bed, prevent wash-out, and to make a smooth mowing line for turf management.
 2. Mulching
 - a. Shredded Pine Bark Mulch shall be applied a rate of no less than 1 cubic feet of product per 6 square feet each spring. Once applied, all beds must have a mulch depth of no less than (2) inches and no greater than four (4) inches
 - b. Mulch shall be applied as to appear to be level and of a consistent layer over the entire bed.
 - c. Care must be taken to prevent contact with the trunks of any trees.
 3. Fertilization
 - a. All plant material shall be fertilized with a low nitrogen, slow release product agreed upon by the Landscape Contractor and the City Representative.
 - b. Fertilizer applications must be fully documented and submitted to the City Representative as to type, rate of application and total amount used.

4. Pruning
 - a. General - All plant material shall be properly pruned to promote a natural look, remove any unwanted growth, and to remove any wayward, dead, or damaged branches. Proper pruning cuts shall be made as to avoid damaging the plant, promote healing, and develop proper structure.
 - b. Trees – Trees shall be pruned as needed such that no branches/limbs interfere with proper use of sidewalks, parking areas and roadways. It should also ensure that all roadway signage remains visible to traffic. At no time shall any tree be topped. Crepe Myrtles (if present) may require the removal of seed heads and/or crown reduction to promote flowering.
 - c. Shrubs – Any Spring flowering shrubs shall be pruned, but at a date after the blooms are spent.
 - d. Ornamental Grasses – Removal of all seed heads as well as removal of last year’s growth to just above the base of the plant
 - e. Groundcover – May include removal of any growth over curb line, growth outside of bed, or sidewalk
 - f. Perennials – To include any spent seed heads and any of last year’s spent growth.
5. Leaf Collection
 - a. Collect and remove any previous leaf debris accumulation from all landscape bed areas.
- G. Fall Clean-up (To be performed once during the contract cycle)
 1. Edging
 - a. Edge all landscape beds along all vertical curbs and along any existing sidewalks to prevent run off of mulch
 - b. Edge all landscape beds that are in contact with a turf area to define bed, prevent wash-out, and to make a smooth mowing line for turf management.
 2. Mulching
 - a. No Fall Mulching shall be required
 3. Fertilization
 - a. No Fall Fertilization shall be required
 4. Pruning
 - a. General - All plant material shall be properly pruned to promote a natural look, remove any unwanted growth, and to remove any wayward, dead, or damaged branches. Proper pruning cuts shall be made as to avoid damaging the plant, promote healing, and develop proper structure.
 - b. Trees – Trees shall be pruned as needed such that no branches/limbs interfere with proper use of sidewalks, parking areas and roadways. It should also ensure that that all roadway signage remains visible to traffic. At no time shall any tree be topped.
 - c. Shrubs - Prune away any wayward, dead, or broken branches. No major pruning should occur on shrubs that have set bloom for the following season.
 - d. Ornamental Grasses – Prune away any wayward, dead, or broken blades
 - e. Groundcover – May include removal of any growth over curb line, growth outside of bed, or sidewalk
 - f. Perennials – To include any spent seed heads and any of last year’s spent growth.

5. Leaf Collection – After all leaves have fallen, rake or blow and collect leaf debris accumulation from all landscape bed areas.
- H. Trash Removal and Cleanup
1. At each visit all litter, trash and unwanted debris will be removed from the landscaped beds and immediately surrounding areas (Minimum of 5 feet).
 2. All litter and debris created by any of the above functions will be transported from the site and disposed at the Landscape Contractor's expense.
- I. Traffic Control
1. Effective means for controlling pedestrian and vehicular traffic shall be instituted on every job site where necessary in accordance with U.S. Department of Transportation (DOT) Manual on Uniform Traffic Control Devices (MUTCD), and/or applicable state and local laws and regulations.
- J. Irrigation
1. There is currently no irrigation systems within the landscaped beds included in this bid.
- K. Guarantee
1. The Landscape Maintenance Contractor shall replace or repair, at the Contractor's expense, any plants or turf as a result of the Contractor's direct actions or failure to act to maintain the landscape beds and surrounding areas as expected and spelled out in this bid.

Scope of Work for Areas 9-17 (Alternate Bids)

A. Weed Control

1. At each visit hand-pull or spray any visible weeds from landscaped bed areas. In addition, the tops of any weeds over 6 inches in height must also be physically removed as not to cause an unsightly appearance.
2. Any visible weeds growth along the curb line, sidewalks, roads, or parking area (if present and in contact with the landscaped bed) must be removed or sprayed as not to cause an unsightly appearance.
3. Care must be taken to ensure no damage to the surrounding trees, shrubs, groundcover, perennials or turf occurs during any maintenance efforts.

B. Pesticide Applications

1. All pesticide applications must performed by a company Chartered by the Tennessee Department of Agriculture.
2. All pesticides (restricted and/or non-restricted) shall only be applied by a Tennessee Department of Agriculture Certified Applicator.
3. All pesticide applications must be in strict accordance with the manufacturer's recommendations as well as all Local, State and Federal regulations.
4. Weather conditions must be conducive for all pesticide applications.
5. All pesticide applications must be documented in writing and submitted to the City Representative on a monthly basis and shall contain at minimum the following information:
 - a. Application date(s)
 - b. Application site(s)
 - c. Applicator(s) name
 - d. Target pest(s)
 - e. Object(s) treated
 - f. Pesticide(s) used
 - g. Total use dilution volume
 - h. Application rate(s)
 - i. Dilution percentage/rate(s)

C. Watering

1. The Landscape Contractor shall be responsible for monitoring the moisture levels in the bed areas and report to the City Representative any problems that may be present during the maintenance visits.

D. Tree, Shrub, Ornamental Grasses, Groundcover, and Perennial Care

1. Trees
 - a. At each visit inspect for any signs of pests, diseases, or other issues, notifying the City Representative of any major findings. Implement appropriate control measures including physical removal or chemical controls as needed.
 - b. At each visit remove all sucker growth from tree trunks. Pruning cuts shall be made in an appropriate manner as not to further damage the trees.
 - c. Notify City Representative of any dead, dying, or major damage in the trees. The entire tree is only to be removed upon request.
 - d. All trees must be maintained in a stable upright position by means acceptable to the City Representative.

2. Shrubs
 - a. At each visit inspect for any signs of pests, diseases, or other issues, notifying the City Representative of any major findings. Implement appropriate control measures including physical removal or chemical controls as needed.
 - b. At each visit prune away any wayward, dead, or broken branches.
 - c. Notify City Representative of any dead, dying, or major damage. The entire shrub is only to be removed upon request.
 - d. Periodically, but only as necessary, some shrubs may require a hard pruning to achieve adequate vehicular line-of-sight for traffic or signs. However, this shall be done only upon direction of the City Representative.
 3. Ornamental Grasses
 - a. At each visit inspect for any signs of pests, diseases, or other issues, notifying the City Representative of any major findings. Implement appropriate control measures including physical removal or chemical controls as needed.
 - b. At each visit prune away any wayward, dead, or broken blades.
 - c. Notify City Representative of any dead, dying, or major damage. The entire plant is only to be removed upon request.
 - d. Periodically, but only as necessary, the ornamental Grass may require a hard pruning to achieve adequate vehicular line-of-sight for traffic or signs. However, this shall be done only upon direction of the City Representative.
 4. Groundcover
 - a. At each visit inspect for any signs of pests, diseases, or other issues, notifying the City Representative of any major findings. Implement appropriate control measures including physical removal or chemical controls as needed.
 - b. At each visit prune away any wayward, dead, or broken growth.
 - c. Notify City Representative of any dead, dying, or major damage. The entire plant is only to be removed upon request.
 5. Perennials
 - a. At each visit inspect for any signs of pests, diseases, or other issues, notifying the City Representative of any major findings. Implement appropriate control measures including physical removal or chemical controls as needed.
 - b. At each visit prune away any wayward, dead, or broken growth.
 - c. Notify City Representative of any dead, dying, or major damage. The entire plant is only to be removed upon request.
- E. Mulch
1. Landscaped beds shall only be mulched with a clean, fresh layer of shredded pine bark mulch. Mulch shall be applied as to appear to be level and of a consistent layer over the entire bed.
 2. All mulched beds must be maintained at a depth of no less than two (2) inches and no greater than four (4) inches.
 3. Care must be taken to prevent contact with the trunks of any trees.
 4. At times the Landscape Maintenance Contractor may need to re-edge and reapply mulch to the beds if there are any issues of mulch washing out of the bed area.
 5. All trees under 1 foot in diameter will also need to be mulched in these areas.

- F. Spring Clean-up (To be performed once during the contract cycle)
 - 1. Edging
 - a. Edge all landscape beds along all vertical curbs and along any existing sidewalks to prevent run off of mulch
 - b. Edge all landscape beds that are in contact with a turf area to define bed, prevent wash-out, and to make a smooth mowing line for turf management.
 - 2. Mulching
 - a. Shredded Pine Bark Mulch shall be applied a rate of no less than 1 cubic feet of product per 6 square feet each spring. Once applied, all beds must have a mulch depth of no less than (2) inches and no greater than four (4) inches
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 - b. Fertilizer applications must be fully documented and submitted to the City Representative as to type, rate of application and total amount used.
 - 4. Pruning
 - a. General - All plant material shall be properly pruned to promote a natural look, remove any unwanted growth, and to remove any wayward, dead, or damaged branches. Proper pruning cuts shall be made as to avoid damaging the plant, promote healing, and develop proper structure.
 - b. Trees – Trees shall be pruned as needed such that no branches/limbs interfere with proper use of sidewalks, parking areas and roadways. It should also ensure that all roadway signage remains visible to traffic. At no time shall any tree be topped. Crepe Myrtles (if present) may require the removal of seed heads and/or crown reduction to promote flowering.
 - c. Shrubs – Any Spring flowering shrubs shall be pruned, but at a date after the blooms are spent.
 - d. Ornamental Grasses – Removal of all seed heads as well as removal of last year’s growth to just above the base of the plant
 - e. Groundcover – May include removal of any growth over curb line, growth outside of bed, or sidewalk
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 - 5. Leaf Collection
 - a. Collect and remove any previous leaf debris accumulation from all landscape bed areas.
- G. Fall Clean-up (To be performed once during the contract cycle)
 - 1. Edging
 - c. Edge all landscape beds along all vertical curbs and along any existing sidewalks to prevent run off of mulch
 - d. Edge all landscape beds that are in contact with a turf area to define bed, prevent wash-out, and to make a smooth mowing line for turf management.

2. Mulching
 - a. No Fall Mulching shall be required
 3. Fertilization
 - a. No Fall Fertilization shall be required
 4. Pruning
 - a. General - All plant material shall be properly pruned to promote a natural look, remove any unwanted growth, and to remove any wayward, dead, or damaged branches. Proper pruning cuts shall be made as to avoid damaging the plant, promote healing, and develop proper structure.
 - b. Trees – Trees shall be pruned as needed such that no branches/limbs interfere with proper use of sidewalks, parking areas and roadways. It should also ensure that that all roadway signage remains visible to traffic. At no time shall any tree be topped.
 - c. Shrubs - Prune away any wayward, dead, or broken branches. No major pruning should occur on shrubs that have set bloom for the following season.
 - d. Ornamental Grasses – Prune away any wayward, dead, or broken blades
 - e. Groundcover – May include removal of any growth over curb line, growth outside of bed, or sidewalk
 - f. Perennials – To include any spent seed heads and any of last year’s spent growth.
 5. Leaf Collection – After all leaves have fallen, rake or blow and collect leaf debris accumulation from all landscape bed areas.
- H. Trash Removal and Cleanup
1. At each visit all litter, trash and unwanted debris will be removed from the landscaped beds and immediately surrounding areas (Minimum of 5 feet).
 2. All litter and debris created by any of the above functions will be transported from the site and disposed at the Landscape Contractor’s expense.
- I. Traffic Control
1. Effective means for controlling pedestrian and vehicular traffic shall be instituted on every job site where necessary in accordance with U.S. Department of Transportation (DOT) Manual on Uniform Traffic Control Devices (MUTCD), and/or applicable state and local laws and regulations.
- J. Irrigation
1. There is currently no irrigation systems within the landscaped beds included in these bids.
- K. Guarantee
1. The Landscape Maintenance Contractor shall replace or repair, at the Contractor’s expense, any plants or turf as a result of the Contractor’s direct actions or failure to act to maintain the landscape beds and surrounding areas as expected and spelled out in these bids.
- L. Renewal Option
1. The contract will be awarded for a period of one year with a renewal option on an annual basis in one year increments providing all terms, conditions and costs are acceptable to both parties. The City reserves the right to rebid at the end of any contract period.