

## **Section D – Scope of Services**

Dorchester II Management (Company) seeks an experienced Landscaping Maintenance Contractor (“Contractor”) to provide landscaping services at \_\_\_\_\_ located at \_\_\_\_\_. Landscaping maintenance services shall consist of a complete, regularly scheduled program (and as agreed upon with Company) for maintaining the health and appearance of the properties’ landscape and plantings. The Contractor is responsible for all aspects of landscape maintenance during the term of the agreement.

The Scope of Work shall include but not limited to the following:

### **1. General Scope of Services**

Work performance of all routine weekly landscape service including but not limited to mowing and lawn care, edging, blowing, litter and debris removal, fertilizing, pruning, removal of dead vegetation, hand weeding, application of herbicide, treatment of vegetation for pests and disease, installation of pine straw, planting of spring and fall flowers.

The Contractor shall be responsible for maintaining all existing landscape designs within the contract boundaries. This service shall be included in the weekly routine maintenance plan without additional compensation.

#### **3.1 Turf Maintenance and Turf Mowing**

Lawns shall be mowed at the appropriate height to keep a neat appearance. Considering the topography, the Contractor(s) is required to use the proper mowing equipment to provide a high-quality cut and minimize the occurrence of unnecessary scalping due to uneven terrain. Contractor shall maintain all mowing equipment such that blades are kept sharp. The mowing operations include trimming around all obstacles, raking excessive grass clippings and removing clipping/debris from walks, curbs and parking areas.

Excessive clippings are to be collected and removed from the jobsite at the end of each visit. Clippings are not to be left overnight for removal the following day. The use of bagging attachments is recommended but not required. If grass clippings are removed by other means other than the use of grass catchers, except when reel mowers are used, safety devices must be used on the discharge of the mowers. Removal of grass clippings shall not be considered cleaning. Prior to each mowing, all reasonable trash, sticks and other unwanted debris will be removed from lawns, plant beds and paved areas. Grass clippings will be kept out of plant and tree rings.

Mowing patterns will be established and changed on a regular basis to present the most aesthetically pleasing appearance.

Aeration and over seeding of fescue turf shall include core aeration of fescue areas and installation of a turf type fescue seed.

Warm Season Mowing (Turf Grasses):

This turf group includes common and hybrid bermuda, centipede, zoysia and St. Augustine. All warm turf will be scalped to a height of 1/2” to 3/4” in February. All clippings and thatch will be removed from the lawn area. Warm Season turf shall be maintained at a height of 1 3/4” to 2 3/4” throughout the mowing season. During the growth season, lawn areas will be mowed weekly or as weather conditions dictate.

Permanent fixtures in the turf areas are to be trimmed with weed eaters to avoid unsightly growth at the base. Care is to be always taken when operating around fixtures to prevent damage to them.

### Cool Season Mowing (Turf Grasses):

This turf group includes tall fescue, bluegrass, turf type fescue, perennial ryegrass and mixtures of any of these grasses. Cool season turf areas shall be maintained at a height of 3" to 4" throughout the mowing season. During the mowing season, all lawn areas shall be mowed every week or as weather conditions dictate.

### **3.2 Turf Edging**

Edging and trimming along curbs, walks and bed edges shall be done to keep a neat appearance with a blade lawn edger. All hard edges shall be mechanically edged once per month during the growing season. Mow strips shall be treated with a non-selective herbicide as needed. Contractor(s) shall maintain all edging equipment such that blades are kept sharp.

Turf along curbs and sidewalks that cannot be addressed with routine edging operations due to broken curbs or uneven borders are to be treated chemically and/or physically removed with a spade.

Edging that cannot be addressed during routine weekly visitations, due to obstructions, is to be discussed with the Company to achieve a solution.

### **3.3 Turf Fertilization & Weed Control**

Well-balanced fertilizer shall be used to maintain a healthy green color and shall be applied based upon Contractor(s)'s knowledge and needs of the area. All Projects Sites' lawn areas shall be treated with crabgrass prevention and broadleaf weed control products as necessary.

Fertilization shall be performed at all the sites according to the schedule below. The fertilization schedule is as follows:

Early Spring application (February – April) – Complete balanced fertilizer, broad leaf weed, insect and crabgrass control.

Early summer application (June 1<sup>st</sup> – July 15<sup>th</sup>) - Complete balanced fertilizer, broad leaf weed, insect and crabgrass control.

Late summer application (July 16<sup>th</sup> – August 31<sup>st</sup>) - Complete balanced fertilizer, broad leaf weed and insect control.

Fall application (September – November) – Complete balanced fertilizer and broadleaf control as needed.

Late fall application (October 15 – November 30) – Balanced fertilizer for root development.

### **3.4 Tree & Shrub Fertilization**

Spring application – Promotes color, develops health and vigor.

Fall application – provides storage of nutrients and winter hardiness

### **3.5 Tree & Shrub Maintenance**

1. The Contractor shall trim and raise the canopy of all remaining trees throughout the property. The canopy of tree limbs and over hangs will be based on the following criteria. The remaining shape of the tree shall be considered when determining how best to trim branches and limbs.

- Trees over 30' in height shall have the branches and limbs removed to provide a 15' canopy from the tree base.
- Trees between 20' to 30' in height shall have the branches and limbs removed to provide a 12' canopy from the tree base.
- Trees less than 20' in height shall have the limbs trimmed to provide an 8' canopy from the tree base.
- Tree limbs/branches shall be trimmed back in a circumference of a minimum of 4' from lights.
- Trim all limbs and branches 8' from all buildings. Should the tree trunk be closer than 6' to the building, trim the limbs/branches back to the tree trunk. Should the trees branches or large trunk extend over the roof line, the branches or trunk(s) shall be removed 8' back from the buildings vertical plane.
- Evergreen trees/bushes shall be trimmed and shaped and cut back 1' – 2' from all buildings.

2. The Contractor shall remove all over growth and underbrush this includes pathways with tree branch overhang. All locations shall be verified by the Project Manager.

The Contractor shall trim and prune shrubs and bushes as needed on bi-weekly service visits to promote growth and maintain neat and natural appearance. Limbs that obstruct buildings, walkways or vehicular traffic shall be removed. Shearing and selective pruning techniques are left to the discretion of the Contractor.

Shrubs shall be pruned to retain their natural shape, to promote bloom and to meet accepted horticultural practices. Growth shall be kept from encroaching on signs, walkways, driveways and ventilation units. Shrubbery, which requires shearing to maintain a formal appearance, shall be sheared as needed to maintain desired shape and height. Shrubbery and trees shall be trimmed such that no part is touching buildings or fences. Ground covers shall be edged and pruned as needed to contain them within their borders. Standard pruning practices will be observed, and all resulting debris will be removed. Perennials will need to be cut back in the spring. Flowering shrubs will be pruned after blooming.

Ornamental flowering trees are to be pruned at the proper time of year to encourage maximum flower production.

Dead or damaged portions of plants shall be removed whenever possible.

The Contractor shall monitor trees and shrubs for signs of disease and insect infestations. If plants are affected, appropriate recommendations for treatment shall be submitted to the Company. When insect and/or disease problems are detected, legally approved chemicals are to be used to treat the problem.

Deep cut selective pruning and hard cutbacks will be performed on plant material during winter months, for corrective and restorative purposes. The Company shall be informed before drastic cutbacks are performed.

### **3.6 Weeding**

Weeding shall be done in conjunction with weekly service. Weeds in turf areas shall be removed by hand and the roots removed. Weeds in pavement, sidewalks and other public areas shall be treated with an herbicide. Non-turf shall be weed free upon inspection to qualify for payment. The Contractor(s) shall be responsible for the results of herbicides or other chemicals used to treat plants. Plants killed or severely damaged by this application shall be replaced by the Contractor(s) at no cost to the Company and shall be the nursery stock nearest in size to the damaged or dead plant. Soil in that area shall be treated with soil amendments and additives to ensure survival of replacement plants.

In early spring, a pre-emergent herbicide shall be applied to all pine straw areas and groundcover beds. All beds and tree rings will be weeded on a continuous basis throughout the growing season to always maintain a neat appearance. Certain groundcover or perennial planting may not receive pre-emergent as to avoid damage to the material.

All mulched shrub beds, maintained natural areas and walking paths, are to be treated with pre-emergence and post-emergence chemicals to control weeds. Weeds more than 2" tall are to be removed by hand and disposed. Weeds less than 2" tall are to be treated with legally approved post-emergence herbicides.

### **3.7 Tree Pruning**

The Contractor shall prune all trees monthly. Pruning of suckers, water sprouts and low hanging branches will be performed by the Contractor on a monthly and on a regular basis.

- 1) All trees shall be pruned so pedestrians can walk underneath low-lying limbs. Trees shall be pruned in a manner so that there is good light penetration. This includes exterior pole lighting and wall pack lighting.
- 2) Trees should be maintained so that security cameras are not obstructed.
- 3) Pruning services will also include the removal of branches, or those not consistent with standard form, any dead or diseased branches shall be removed as well.
- 4) Major pruning of deciduous trees, deep cut selective pruning will be done in winter months during the dormant season for corrective and restorative purposes. The Company shall be informed before any drastic cutbacks are performed.
- 5) The Contractor shall trim and/or raise the canopy of all trees to a height of 10' from the ground. This will be done regardless of the size of the low hanging limbs. If a limb, regardless of its size, dips below 10', it shall be removed. If a large limb has smaller limbs that dip below the 10' mark, then the smaller limbs shall be removed, and the larger limb left intact. There are some trees that may be too small and therefore cannot be raised to 10'. These trees shall be cleaned up and trimmed to a height consistent with the size of the tree, and to the Company's satisfaction.
- 6) Contractor shall trim all trees a minimum of 6' off of all existing buildings or fence lines. All tree limbs and debris shall be removed from the property the same day that it has been removed from the tree.

All tree trimming and pruning shall be done in a professional manner consistent with the highest industry standards and in the best interest of each tree and its well-being. Any damage caused to a tree as a result of the Contractor's negligence shall be the sole responsibility of the Contractor(s) in such manner as that tree shall be replaced by the Contractor at the Contractor's expense.

All pruning debris is the responsibility of the Contractor. No debris may be disposed of on-site at any property.

### **3.8 Tree and/or Stump Removal**

Removal of trees or stumps shall be separated from preventative maintenance and shall be handled on a site-by-site basis; additionally, on an as needed basis. This service will be initiated by bid order only priced per stump.

### **3.9 Turf Insect and Disease Control**

Plants shall be monitored for the presence of insects or diseases and shall be treated accordingly. Treatment for the control of pests will be performed on an as needed basis at an additional cost and only with approval from the Company. This service will be initiated by task order only.

### **3.10 Leaf Removal**

All leaves in turf areas will be removed with each mowing. Leaves in plant beds will be removed in bulk quantities as the season dictates. Leaf blowers shall only be used between the hours of 8:30am – 5:30pm. All leaves are to be removed and disposed of off the site.

### **3.11 Resident Gardens**

Resident Gardens shall be monitored on a weekly basis and a condition assessment provided to Property Management. (if applicable on property)

### **3.12 Spring and Fall Cleanup**

Spring and fall flower planting will occur in the respective season. Beds should be planted with a variety of the following plants in accordance to sun or shade areas: red salvia, dusty miller, begonias, lantana, marigolds, impatiens, phlox, coleus, snapdragon and pansies, etc. Each bed shall be arranged in a professional manner such that it is neat, visually pleasing and meets the approval of the Community Manager. All plant materials shall come with a full one-year warranty dependent upon adequate watering by site staff.

Spring cleanup shall be performed as follows and should be included in the pricing: Spring cleanup shall include, but not limited to, leaf removal from all beds, turning flowers beds as appropriate, remove wither wrapping and remove any sand and gravel from beds and lawns. Spring cleanup shall also include the planting of spring color.

Fall cleanup shall be performed as follows and should be included in the pricing: Fall cleanup shall be in late fall after all leaves have fallen from the trees in the area. Work shall include but not limited to, leave removal from all areas of the property, removal of all dead annual, cut back perennial plantings appropriately, wrap trees to prevent sunscald, covering of beds necessary to protect plants, etc. Fall cleanup shall also include the planting of fall color.

### **3.13 Irrigation.**

The Contractor shall be responsible for visually monitoring the landscape (hot spots or wet areas in the landscape) for the effectiveness of the irrigation system. We will notify management if adjustments, repairs or timer settings are needed. (If applicable).

## **2. Supplemental Services**

### **4.01 Pine Straw**

All bed lines and tree rings shall be trenched edged at a 45-degree angle and a depth of 2". All lines will be smooth and continuous. Pine straw/pine bark shall be installed to a uniform depth of 3" in all beds. Pine straw shall be pulled back from plants. All pine straw shall be maintained with a fresh appearance at all times and shall be freshened up in the flowerbeds on a weekly basis. The maintenance of the weekly pine straw/pine bark service shall be included in the weekly routine maintenance plan without additional compensation. The cost of bulk installation of pine straw/pine bark will be at an additional cost separate from weekly routine installation and will require two full applications to be included in the total cost on the **Exhibit A – Offer Form**. Please note application of either material will property specific.

### **4.02 Exterior Color Maintenance: Spring Color and Fall Color**

The Contractor is responsible for monitoring the water needs of all seasonal color in all flower beds and providing the recommended watering schedule to the site staff.

Litter shall be removed as color is generally in a focal area. Color beds and containers shall not be void of plant material at any time. Should any plant material need to be replaced due to any type of damage, a proposal for replacement shall be submitted and approved by the Company prior to replacement installation. The Company agrees to be financially responsible in replacing plant materials on a timely basis.

Spent or dead blooms, including stems, declining foliage and plant debris shall be removed to encourage continued blooming and maintain a neat appearance.

Plants shall be fertilized with either a balanced liquid or bloom-inducing fertilizer to promote lushness and colorful displays.

Plants shall be watered as required to promote optimum growth. The Contractor is responsible for monitoring the water needs of all seasonal color beds and coordinating the appropriate irrigation settings. It is the responsibility of the Contractor to arrange and oversee watering of the planters and un-irrigated beds. The Contractor shall make provisions to provide watering services up to two times per week for non-irrigated areas such as containers at no additional cost. If further watering is necessary, Contractor shall notify Company.

Soil shall be cultivated periodically to promote adequate aeration and to counteract the effects of soil compaction. Soil shall be left smooth to maintain a neat appearance.

### **5.00 Communication**

The contractor shall notify the office each day they are on site via a landscape check-in log. The Contractor shall sign in and out each day.

### **6.00 Insurance Requirements**

#### ***Minimum Liability and Coverage:***

- I. *Worker's Compensation and Employer's Liability with the following minimum limits and coverage:*
  - a. *Workers Compensation – Statutory Limit in accordance with the laws of the state of Georgia*
  - b. *Employer's Liability, where applicable:*
    - i. *\$500,000 bodily injury for each accident*
    - ii. *\$500,000 bodily injury by disease for each employee*

- iii. *\$500,000 bodily injury disease aggregate*
- II. *Commercial General Liability with the following minimum limits and coverage:*
  - a. *\$1,000,000 combined single limit for each occurrence for bodily injury/property damage*
  - b. *Additional Insured Endorsement*
- III. *Automobile Liability with the following minimum limit and coverage:*
  - a. *\$1,000,000 combined single limit each accident*
  - b. *Coverage shall be for any auto (including owned, hired and non-owned autos)*
  - c. *Additional Insured Endorsement*
- IV. *Other appropriate coverages as required by law or required by Company; Company has the discretion to amend the insurance requirements as deemed appropriate based on offer type and/or in keeping with current insurance industry standards or practices*

*Proof of insurance shall be provided to Company prior to execution of this Contract.*

## EXHIBIT B – Project Experience

Contractor \_\_\_\_\_

Company's Name	Contact Person (Telephone No. & E-mail Address)	Contract Amount	Summary of Services/Project