**Scope of Work (SOW) For Grounds Maintenance**

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**Grounds Maintenance Services SOW**

**1. Introduction**

This (SOW) document is the service requirement for grounds maintenance service. Contractor will be financially liable for any or all damages and/or service interruptions resulting from work being performed by Contractor’s employees. This (SOW) shall be applied to all areas designated by Buildings and Grounds. This (SOW) shall be utilized by Buildings and Grounds and by each grounds maintenance service provider, to perform and/or assist in the performance of grounds maintenance service and to ensure that the grounds at each site are safe, secure, and presentable at all times. This (SOW) outlines the methods, procedures, and specifications to be used to perform grounds maintenance at all state properties. Any questions concerning the compliance with the specifications as set forth in this (SOW) should be addressed to the Buildings and Grounds designee.

**2. General Conditions**

The principal objective of scheduled grounds maintenance service is to maintain a safe, secure, presentable grounds at State of Nevada properties for state employees, visitors, and the surrounding community.

**3. Landscape Weekly Care**

a. Alterations and Additions: The contractor will make no alterations or additions to the landscaping without prior written approval from the Division of Buildings and Grounds.

b. Dead plant or small trees should be removed as soon as possible or when notified by Division of Buildings and Grounds.

c. All tree branches should be kept not lower than 8-feet from the ground in small trees and no shorter than 10 - feet on large trees.

d. Fallen tree branches below 10-feet should be removed as soon as possible or when notified by Division of Buildings and Grounds.

**4. Contractor Communication**

a. There should be a line of communication with Division of Buildings and Grounds designated representative and Contractor employee (crew supervisor or crew lead).

1) Telephone call, or messaging

2) Cellphone Text messaging

3) Email massaging

b. There should be a monthly Contractor crew supervisor, crew lead walk of property to ensure Division of Buildings and Grounds designated representative is informed of all work completed and scheduled by contractor.

**5. Litter Control**

a) All debris and trash will be picked up as the first responsibility of the work shift.

b) All outside trash containers are to be emptied and the plastic bag inside

changed a minimum of one day per week or as needed (to be determined by designated Buildings and Grounds representative) and is to include all smoking debris.

c) The dumpster areas are to be clean and swept each time the service is rendered.

**6.** **Doorways, Entrance, and Outside Benches**

All doorways and/or entrances will be manually swept thoroughly.

**7. Parking Lots**

1. a. Contractors will sweep the gutters in the parking lots. This task may be performed with a handheld blower, push broom, or hand pick all trash.
2. b. Dirt, sand, and horse and bird feces will be swept and picked up.

**8. Irrigation Operation and Irrigation System Maintenance**

a) The irrigation will require a weekly test of all systems and a log of all repairs will be kept in the clock lock box and be available for viewing by the Buildings and Grounds designee. This will include, but is not limited to backflow prevention devices, the clocks, valves, sprinklers, and drip lines.

b) The contractor is to make repairs on this system at their expense up to $250.00.

c) Prior approval for any major repairs of $250.01 or more is REQUIRED d) The contractor shall notify Buildings and Grounds with a picture of required repair and quote. Once approved and repair is completed, the contractor is to send a picture of repaired item to Buildings and Grounds designee.

**9.** **Hand – Raking Of All Bed/DG Areas**

All bed/DG areas will be raked and weeded weekly.

**10. Mowing**

a. Mowing shall occur at intervals sufficient to maintain healthy and attractive turf. Care should be taken to ensure that grass is not mowed too short for environmental conditions and or terrain. Mowing height will be no less than 2.5 inches and no more than 4 inches.

b. Grass clippings shall be removed from all hardscape locations.

c. Contractor shall remove all landscape debris from State properties. No debris shall be placed or left in trash receptacles or dumpsters owned by the State.

d. Mowing shall be scheduled according to the irrigation water schedule when turf will be the driest.

**11. Edging and Trimming**

a. Edge sidewalks, driveways, and curbs with a power edger as needed to maintain attractive appearance.

b. After each mowing trim areas that abut to walls, trees, shrubs, planting beds, signs, posts, fence lines and building foundations.

**12. Pruning Trees/Plants 12 Feet or Less in Height**

a. Evergreen shrubbery shall be pruned to maintain shape and size.

b. Flowering shrubs shall be pruned after the flowering season.

C. All sucker growth shall be pruned off as part of regular maintenance.

d. Shade trees, etc. shall be pruned to maintain shape, and health as appropriate.

e. All trees and shrubs shall be trimmed so that the building/property appears neat and orderly.

f. Prune and trim trees to keep branches between 8 and 12 feet from the ground.

g. Major pruning will be done during plant’s dormant season.

1. h. Monitor trees that are staked or guyed. Loosen or remove supports when appropriate to prevent girdling of the trunk and encourage root development for support.

**13. Leaf Removal**

Remove leaves from grassy areas, entrance road, sidewalks, stairwells, generators, condensers, shrub and flower beds, and parking lot(s) as required.

**14. Manual Weed Control in Landscaped Areas**

1. Shrubbery, flower beds, and ornamental rock areas must be kept weed free by removing manually on each visit. No weeds should be visible!

**15. Weed Control**

a. Properties must be kept weed free by application of a weed herbicide. Pre-emergent herbicide will be applied twice per year, once in early spring and once in Fall. Post emergent herbicides will be used as needed.

b. Gravel areas, asphalt drives, parking lots, and decorative rock areas must be kept weed free by application of a weed herbicide to keep these areas vegetation free. This includes fence lines and the areas inside fences on the property. No weeds should be visible! Contractor shall notify State's Designee when the application of chemical herbicide is needed.

**16. Chemical Application**

a. Fertilization: Lawns, shrubs and trees should be fertilized to maintain a healthy and blooming condition.

b. Contractor shall apply chemical herbicide for control of annual grassy weeds and existing broadleaf weeds using pre-emergence and post- emergent herbicides recommended by the State Cooperative Extension Service. In newly seeded areas, the pre-emergence herbicides used shall allow the continuing germination of the turf seed. No weeds should be visible. Never spray chemicals along perimeter of buildings to kill grass or weeds. This will only be done when requested and with prior approval of Building and Grounds manager.

**17. Pest Control**

a. Plants and trees will be treated for insects and disease as approved by Buildings and Grounds Designee.

b. Fertilizer and weed and pest control must be applied by a licensed applicator as required by the State of Nevada and according to the manufacturers’ written recommendations. This will only be done when requested and with prior approval of Building and Grounds manager.

c. Plants and trees will be checked for insects and disease. The State's Designee will be notified if insects or disease requiring special attention is observed.

1. d. Landscape beds and lawns areas of State Properties will be checked for insect mounds and hives for removal or treatment.

**18. Additional Grounds Maintenance Work**

The work described in this section shall require prior approval by Buildings and Grounds Designee. Such items shall be billed on a time and material basis. Contractor shall notify Buildings and Grounds Designee of any additional work and shall provide Buildings and Grounds Designee with a written proposal for such work. These items may include, but are not limited to:

1. a. Replacement of dead or marginal plants
2. b. Initial inspection and major repairs to irrigation system
3. c. Mulch replacement or addition
4. d. Pruning plants over 12-feet in height, Contractor shall notify Buildings and Grounds Designee when there is a need for pruning that requires tree climbing or the use of power equipment. The Contractor will provide Buildings and Grounds Designee an associated estimate along with a description of the needed work. Tree pruning shall be done during the dormant season. Pruning plants over 12 ten feet in height only when approved by Buildings and Grounds Manager. All extra cost work that requires prior approval will not be paid if approval was not secured by contractor before beginning of extra cost work began.
5. e. Removal of leaves and all debris from grassy areas, entrance road, sidewalks, stairwells, generators, condensers, shrub and flower beds, and parking lot(s) is required during the fall season and in the spring.
6. f. Treatment for disease insect damage, will be considered extra cost. This will require a supplemental proposal and approval by the Agency, Buildings and Grounds Manager.

**19. Contractor Responsibilities**

a. The responsibilities set forth in this section apply to all Scheduled, Demand, and Emergency grounds maintenance services.

b. All management personnel must be fluent in English, both orally and written communication. Contractors management personnel must be able to work with the State to understand all issues, concerns, work performances, Contractor staffing, demand services, emergency services, reporting, etc. Contractors management personnel must initiate meetings with Buildings and Grounds Designee on a regular basis to provide various updates and/or reports.

c. Contractor will provide a list that contains a minimum of three (3) contact names and their associated telephone numbers (business, home and mobile). These contacts will be responsible for handling Scheduled, Demand, and Emergency service calls.

d. Contractor will respond by telephone within 15 minutes and have qualified personnel at the site requiring service within two (2) hours of notification for Demand or Emergency service.

1. e. Contractor agrees that time is of the essence in all emergencies and shall be accessible and respond at all times to the requirements of the emergency work with a sense of urgency.

**20. Contractors Access to State Sites**

a. Presence of Buildings and Grounds Designee may be required on site during work.

b. Contractors access to the site for scheduled grounds maintenance services will be coordinated with Buildings and Grounds Designee.

c. Contractors access to the site for demand or emergency service is as required.

d. Contractor will enforce all of State's policies regarding their employee’s behavior.

**21. Safety**

All grounds maintenance services shall be in accordance with, but not limited to, the latest edition of the following applicable codes, standards, and manufacturers’ instructions as of the date of this Scope of Work.

1. All work is required to meet any new revised codes, etc.

a. Occupational Safety and Health Administration Standards/Safety Data Sheets (OSHA) (SDS)

1. b. Environmental Protection Agency (EPA)
2. c. Call (811) before you dig.
3. d. Manufacturer's instructions, operations, and maintenance manuals applicable to equipment and materials used.
4. e. Adherence to all other city, county, state or federal codes or standards (Supplier is responsible for compliance to the most stringent code to ensure system approval.)

Buildings and Grounds Designee will have the sole judgment in determining whether the ground maintenance services are satisfactory. Buildings and Grounds Designee will also determine the quality/type of plantings, chemicals, cut pattern, and supplies used.