

**LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
SPECIFICATIONS**

**LEASE AND MAINTENANCE OF LIVE PLANTS AND CONTAINERS
DOTD HEADQUARTERS BUILDING**

SCOPE OF WORK:

Contractor to provide the lease and maintenance of specified live plants and containers at specified interior locations of the Louisiana Department of Transportation and Development (DOTD) headquarters building located at 1201 Capitol Access Road, Baton Rouge, Louisiana 70802.

GENERAL:

Lease shall include all costs associated with the placement and maintenance of plants and containers. Contractor shall furnish all tools, vehicles, licenses, insurance, equipment and labor necessary to complete the work specified herein, including but not limited to the following: control of insects, pests and disease, potting, mulching, fertilizing, trimming, pruning, watering, acclimation of plants to location, maintenance and supply of water on demand system per container, cleaning and polishing of each container, delivery, placement and maintenance of live plants and containers, clean-up associated with delivery, placement and/or replacement of plants and/or containers.

All work performed under this contract shall be completed under the direction of an individual holding a Landscape Horticulturalist License, as well as an individual holding a Commercial Pesticide Applicator Certification in the appropriate category as issued by the Louisiana Department of Agriculture and Forestry. Contractor must adhere to all Louisiana pesticide laws in the performance of the requirements of this specification.

Contractor shall remedy any problems with plants, containers, watering systems, or maintenance issues as noted by the building superintendent during the next regularly scheduled maintenance or before if issue(s) may cause building damages or irreversible damage to the live plant. Contractor shall repair, replace and/or clean any soiled/stained/damaged surfaces of the interior of the DOTD headquarters building caused by the plant, plant watering or watering systems, maintenance and/or chemicals utilized in the performance of the services specified herein.

The Contractor shall coordinate all necessary maintenance visits to the LADOTD Headquarters building upon arrival with either the Department's Facility Maintenance Manager-B or the Facility Assistant Maintenance Manager-B who will be the Department point of contact (POC).

Plant Maintenance

All plants shall be inspected for soil moisture levels and shall be replenished as often as necessary to provide adequate moisture for proper growing requirements, on an interval of a regular

maintenance schedule period of every nine (9) to fifteen (15) days. All plants shall be trimmed as often as necessary for good maintenance and continual standard healthy appearance. Vendor shall remove debris from the soil surface and add soil or mulch as needed.

Plants shall be rotated relative to any predominate light source in order to maintain an attractive shape throughout the year. Light meter readings shall be taken by the vendor as requested by the building superintendent if the plantings look below standard healthy appearance. The vendor shall, at his own expense, adjust plant types if light meter readings indicate inadequate or excessive amounts of light for the plant specified. Plants listed as color rotation shall be “rotated” or removed and replaced with new plants as necessary to achieve a bright and colorful appearance and interest.

Contractor warrants furnished plants shall remain at or above standard healthy appearance. At the direction of the POC, Contractor shall replace any plant that fails to thrive, at no cost to the Department, with an equal or better plant of the same variety and size as originally specified. Replacement plant must be provided during the next scheduled maintenance cycle.

Containers

Containers for all leased plants must have a water on demand system, adhesive collar to stabilize plant in container, risers, any necessary floor protectors, top dressing as appropriate for the container (Spanish moss, mulch nuggets, aggregate, etc.), and the specified plant.

Containers shall be the approved brand and models specified in the attached chart. Should specified brand and models of containers be unavailable due to discontinuation or other unforeseeable circumstance, another brand, type or color container must be recommended by the vendor and approved by the POC before installation.

DOTD Owned Plants in Secretary’s Office

Contractor must maintain the existing plants in the office of the Secretary of the Department of Transportation and Development at the same level as leased plants. Contractor shall notify the POC on initial inspection as to the health of the plants and possible replacements or removal. Contractor is not required to replace or make substitutions if any one of these plants dies. Contractor shall not be held responsible for the life of the existing plants.

Maintenance Schedule

Maintenance must be performed Monday through Friday between the hours of 6:00 AM and 3:00 PM inclusive, except for holidays or during times of disaster.

Services shall not be performed on a State holiday, both those observed in accordance with Louisiana Revised Statute 1:55 and those that are proclaimed throughout the year by the Governor. Per Louisiana Revised Statute 1:55, the State observes the following holidays:

- **New Year’s Day – January 1st**
- **Martin Luther King, Jr.’s Birthday – 3rd Monday in January**

- **Mardi Gras – Tuesday before Ash Wednesday**
- **Good Friday – Friday before Easter**
- **Memorial Day – Last Monday in May**
- **Independence Day – July 4th**
- **Labor Day – 1st Monday in September**
- **Veterans Day – November 11th**
- **Thanksgiving Day – 4th Thursday in November**
- **Acadian Day – Friday after Thanksgiving Day**
- **Christmas Day – December 25th**

It is the Contractor's responsibility to communicate with the POC as to whether the Governor has proclaimed a State holiday. As well, during times of severe weather or emergency situations, the Contractor must contact the POC to verify that services are to proceed as scheduled or will be postponed.

Alternate times for special maintenance actions that require special equipment or would serve the Contractor or the Department to have reduced DOTD employee numbers (i.e. – replacing large plants, etc.) may be coordinated with the POC prior to arrival.

Arrival and Departure

Upon arrival, the Contractor and/or service technicians(s) shall report to the Boiler Room located on the first floor of the DOTD headquarters building, Room 110A to notify DOTD Maintenance of their arrival and obtain a vendor pass. Service cannot begin until the Contractor has notified the POC or their designee of arrival, what services will be performed, and vendor passes have been acquired.

Contractor and/or service technicians(s) must arrive with a daily work form. Form must indicate the technician's name, location of work, time in and time out at that location, work performed, materials used and any comments for that day's service. The daily work form shall be signed by the POC or their designee at time in and time out as acknowledgement of work performed. A copy of this form shall be given to the superintendent or his designee as proof of regularly scheduled maintenance according to the requirements of this specification.

Contractor must, at the end of each scheduled maintenance, notify the POC or their designee, of any possible corrective actions that need to be taken by the Contractor or the Department for the health of the plants or the safety of Department employees and visitors. This information must be noted on the daily work form as acknowledgement of the notification.

CONTRACTOR REQUIREMENTS

Licensing

Contractor agrees to obtain, provide and/or pay for any and all necessary licenses, permits and fees as required to properly perform the services specified herein, as required by all federal, state, parish and municipal agencies.

Personnel

Contractor's personnel shall be trained technicians and be directly supervised by a licensed professional horticulturist. Proof of license shall be required at the beginning of the contract and at the request of the Department. Uniform must clearly show the vendor's company name and/or logo.

All Contractor personnel are expected to work in a manner that will maintain the security and best interests of the Department. The Department reserves the right to require the Contractor to dismiss any employee deemed incompetent, careless, insubordinate or otherwise objectionable or any person whose actions are deemed to be contrary to public interests or inconsistent with the best interest of the Department. The Contractor agrees that he and his employees will conduct themselves in a careful and prudent manner and that he will not permit the facility placed at his disposal to be used for purposes other than those specified herein.

The Contractor shall not allow any person less than 18 years of age or any person that is not on the Contractor's payroll into or on the grounds of the facility at any time. The Contractor will be responsible for compliance with all Department policies, security measures, and vehicle regulations and will be directly responsible for any and all damages to Department buildings and/or their contents caused by Contractor employees.

PESTICIDES

All chemicals, insecticides and/or treatments (pesticides) used in the performance of each service must be in compliance with the Louisiana Structural Pest Control Law - Rules and Regulations for Pest Control Work in Louisiana, as adopted by the Pest Control Operators Association.

Pesticides selected for use by the Contractor shall be labeled for the specified purpose and applied at the rate recommended on the label. The selected pesticides shall be odorless or low odor, must have a residual effect and shall be alternated at least every other application. The Department reserves the right to reject the use of any chemical and require the Contractor to provide a replacement. Replacement chemicals must be approved by the POC prior to use.

Upon request by the POC, the Contractor shall furnish a Material Safety Data Sheet (MSDS) for any/all pesticides used by the Contractor or service personnel in the fulfillment of the requirements of the contract.

DELIVERY AND INSTALLATION

At no additional charge to the Department, delivery and installation to be made to the specified locations within fourteen (14) days of notification of award of contract. Delivery day and time must be coordinated with the POC or their designee prior to arrival. All plants and containers to be installed must be inspected and approved by the POC or their designee prior to installation.

Current contractor is exempt from the installation requirements if they receive award; current plants may stay in place unless plant replacements are required due to the revisions of this specification.

INVOICES

Contractor shall bill the Department by means of an invoice on a monthly basis and such invoice shall make reference to the Purchase Order Number on which service was made.

Invoices shall be supplied with a copy of each applicable daily work form as proof of service. Invoices shall cover only services performed for the month billed. No additional charges allowed.