

Specifications for Ground Maintenance

SCOPE OF WORK:

- i. Lawn and ground schedule of service and specifications for the Old State Capitol.
 - a. General Requirements for Service:
 - i. Contractor is to furnish all labor, tools, equipment, materials, supervision, and transportation to perform landscape maintenance.
 - ii. Contractor is to be in possession of all applicable licenses and permits required by state and local agencies including but not limited to the Louisiana Commercial Pesticide Applicator's Certification, Louisiana Landscape/Horticulturist License, Ground Owner Operator License, and Landscape Irrigation Contractor's License.
 - iii. A working supervisor should make weekly inspections of the property.
 - iv. The same turf crew employee/employees to perform the service during the length of the contract.
 - v. Assigned employee supervisor must coordinate job related tasks with the Old State Capitol designated person, Carl Smith.
 - vi. The crew maintaining the beds/plant maintenance may be performed by different employee groups.
 - b. Services to be performed once per week:
 - i. Cut grass
 - ii. Weed eat around building, trees, hedges, and other obstacles
 - iii. Blow clippings and leaves (debris is not be blown into street; must be collected and bagged)
 - iv. Pick up litter, including cigarette butts, from grounds and parking lot
 - v. Clear drains and curbs of plant debris
 - vi. Monitor landscape for insects and diseases
 - vii. Apply insecticides and/or fungicides if necessary based on assessment
 - viii. Assess flower bed wetness and adjust sprinkler system as required
 - ix. Rake leaves if necessary
 - x. Remove plant debris from property
 - xi. Submit a report of services to the Old State Capitol personnel indicating all services to Old State Capitol personnel indicating all services provided that day and a listing of all pesticides and fertilizers applied, formulation used, rate applied, applicator's name, plant being treated, problem pest and a copy of the MSDS (material safety sheet) for any products used.
 - c. Services to be performed every two weeks:
 - i. Weed flower beds and keep them weed free
 - ii. Edge sidewalks, parking lot and curbs
 - d. Services to be performed once a month:

Attachment B – Specifications

RFX No. 3000019554

Title: *Mand. Site Visit* Ground and Lawn Maintenance

- i. Apply systematic herbicide (such as round-up or a similar product) to all cracks in sidewalks, parking lots, etc.
- e. Services to be performed every other month:
 - i. Prune all plants, shrubs and small trees
 - ii. Hedge all shrubs that require hedging
- f. Services to be performed at appropriate times:
 - i. Fertilize all shrubs and annual beds three (3) times a year during the growing season using a slow release fertilizer specially formulated for the plants being fertilized.
 - ii. Fertilize all lawns three (3) times a year at the recommended times using a slow release product recommended by Louisiana Cooperative Extension Service.
 - iii. Mulch all beds and individual shrubs and trees three (3) times a year using pine straw mulch in a donut shape with such being six inches deep at the high point and one inch near the trunk.
 - iv. Treat all lawns with an insecticide recommended by Louisiana Cooperative Extension Service for chinch bugs when evidence of damage first occurs.
 - v. Treat all lawns with a fungicide recommended by Louisiana Cooperative Extension Service for brown patch when evidence of damage first occurs.
 - vi. Treat property with fire ant bait in late April, and apply again in early September. Use bait recommended by Louisiana Cooperative Extension. Bait is to be applied to lawn and bed areas by broadcasting it using a broadcasting spreader. Spot treat individual ant mounds as needed with an insecticide approved for fire ants.
 - vii. Provide suggestions and plant beds around three sides of the building next to the pocket doors at least three (3) times per year (spring, summer, and fall).
- g. Services to be performed where applicable:
 - i. Maintain irrigation system in good working order by replacing broken heads, flushing clogged heads and nozzles. Adjust nozzles for correct coverage repairing or replacing broken valves. Repair broken lines, shutting down the system in winter and restarting in spring, monitoring the setting and the settings and the controllers and keeping them at optimum irrigation levels depending on weather conditions.
 - ii. Test the entire irrigation system quarterly.
- h. Additional garden maintenance:
 - i. Pick up all trash on Old State Capitol grounds.
 - ii. Make sure all signs that are placed throughout the Old State Capitol grounds are standing up correctly.