

Specifications for Grounds Maintenance at Old Governor's Mansion (OGM)

I. Lawn and ground schedule of service and specifications for the Old Governor's Mansion

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 are to perform the service during the length of the contract.
- v. Assigned employee supervisor must coordinate job related tasks with the Old Governor's Mansion designated agency personnel.
- 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 contractor assessment.
- viii. Assess flower bed wetness and adjust sprinkler system as required, or upon agency request.
- ix. Rake leaves if necessary, or upon agency request.
- x. Remove plant debris from property.
- xi. Submit a report of services to the Old Governor's Mansion personnel indicating all services to Old Governor's Mansion 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 SDS (safety data 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. Additional garden maintenance:

- i. Pick up all trash on Old Governor's Mansion grounds.
- ii. Make sure all signs that are placed throughout the Old Governor's Mansion grounds are standing up correctly.