

Attachment B – Scope of Work

RFx No.: 3000024701 Title: *Mand. Site Visit* Grounds Maintenance - DOA

Contractor to furnish all labor, tools, equipment, materials, supervision, and transportation to perform landscape maintenance. Contractor to be in possession of all licenses and permits required by state and local agencies including but not limited to the Louisiana commercial pesticide applicator's certification, Louisiana landscape contractor's license, the Louisiana state horticulture service license, and ground owner operator license. A working supervisor is to be on site at each service.

All flower beds shall be included in this grounds maintenance. Service to include grass cutting, edging of sidewalks and curbs, weeding of flower beds, weed trimming, watering, fertilizing, pruning and hedging shrubs, insect and disease control, fire ant control, applying pesticides, litter control, mulching, and plant refuse removal. The schedule of services is to include 48 services, one service every 7 days from February through October, and one service every 10 days from November through February.

The grounds are to be kept in a neat and tidy condition. Plants are to be treated with pesticides for all insect infestations and diseases caused by fungal or bacterial infection. Any diseases caused by cultural practices are to be treated by change in cultural practices.

Schedule of services

At each service:

1. Cut grass (if applicable, this is to include areas outside of fences to the curb, around outside storage buildings and parking lots.)
2. Weed eat.
3. Edge with a blade to maintain tree circles.
4. Blow clippings and leaves. Do not blow debris into street – do not blow debris into bed space – pick up and remove.
5. Pick up litter and cigarette butts on all grounds and parking lots as well as sidewalk areas.
6. Clean drains and curbs of plant debris, this is to include building perimeter drains and parking lots.
7. Monitor landscape for insects and diseases.
8. Apply insecticides and or fungicides if necessary based on assessment.
9. Water plants if no rainfall has occurred and there is no irrigation.
10. Rake leaves if necessary from lawn & parking areas.
11. Remove plant debris and tree limbs from property.
12. Submit a report of services to the office of state buildings 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 for any products used to be kept on file for quick reference in case of emergencies.

Weekly/bi-weekly service:

1. Weed flower beds and keep them weed free.
2. Edge sidewalks and curbs.

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3. Check for vines and remove.
4. Prune dead flora cast iron plants weekly during growing season.
5. Prune ground covers.

Every month:

1. Apply a systemic herbicide like round-up to all cracks in sidewalks, parking lots and fence lines. Apply herbicide to torpedo grass and strangler vines late summer and fall for best control.
2. Fertilize roses and deadhead no less than once a month year round.

Every other month:

1. Prune all shrubs and small trees to keep walk ways clear.
2. Hedge all shrubs requiring hedging.

At appropriate time:

1. Fertilize all shrubs and annual beds three times a year during the growing season using a slow release fertilizer specially formulated for the plants being fertilized.
2. Fertilize all lawns three times a year at the recommended times using a slow release product recommended by la cooperative extension service.
3. Mulch all beds and individual shrubs and small trees three times a year using pine bark mulch in a donut like shape with the mulch being 6 inches deep at the high point and 1 inch near the trunk.
4. Treat all lawns with an insecticide recommended by la cooperative extension service for chinch bugs when evidence of damage first occurs.
5. Treat all lawns with a fungicide recommended by la cooperative extension service for brown patch when evidence of damage first occurs.
6. Treat property with a fire ant bait in late April and apply again in early September. Use a bait recommended by the la cooperative extension service and apply it to lawn and bed areas by broadcasting it using a broadcast spreader. Spot treat individual ant mounds as needed with insecticide approved for fire ants.

Where applicable:

Maintain irrigation system in good working order by replacing broken heads, flushing clogged heads and nozzles, adjusting nozzles for correct coverage, repairing or replacing broken valves, repairing broken lines, shutting down the system in winter and restarting in spring, monitoring the settings on the controllers and keeping them at optimum irrigation level depending on weather conditions, and testing the entire system quarterly.