

Attachment B: Specifications

Scope of Work

The Contractor is to furnish all labor and equipment needed to maintain and repair all irrigation systems within the Capitol Park and any systems of the Baton Rouge state managed buildings. The State holds the right to utilize the irrigation contractor to our needs and the financial restraints of our budget during the time of the contract.

Work Days

Work days are from 8AM to 3PM Central Time. Overtime is to be paid time and one-half for all hours in excess of 40 hours in a work week. Special projects will be scheduled as needed when it is out of the scope of maintenance.

Emergencies

The Contractor must respond to emergency calls from the Agency within a reasonable time of 8 hours.

Labor force

The Contractor is responsible for all labor and equipment. The Agency will supply or reimburse all parts and materials needed for repairs and new projects. The Contractor must submit a report of parts used and the corresponding building or project with each invoice.

LA One Call/Permits

All calls will be ticketed under the Contractor's business name for any digs deeper than 12 inches into the ground. The Contractor shall obtain and pay for all permits required by this contract.

Service Visits

The Contractor will be given a 2 day lead for any services to be performed. More time will be given as needed due to the nature of the work. Service is on an 'as needed basis'. Materials, equipment, and installation shall comply with all current rules and regulations of all applicable Federal, State and Local laws, ordinances and regulations.

The list below is not all inclusive. The services and repairs may include:

1. Troubleshoot and assess problems with backflows and systems to determine the action of repair.
2. Troubleshoot and ascertain any problems with irrigation clock malfunction and determine the action of repair.
3. Relocate or add new clocks where needed.
4. Rewire irrigation clocks as needed.
5. Change and replace clocks as they age.
6. Rewire zones and test with a voltage meter or locator when necessary. An Agency-owned meter is available for the Contractor's use while on State property.
7. Troubleshoot zone malfunctions.
8. Locate valve boxes.
9. Clean valves.

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10. Change out valves.
11. Trace for broken in-ground wires and repair.
12. Repair cracked and damaged main line pipe.
13. Repair lateral lines for cracks and damage.
14. Clean heads, repair heads and replace heads.
15. Replace factory recall parts.
16. Replace warranty parts.
17. Make minor additions to existing system by adding no more than four irrigation heads.
18. Train State Horticultural personnel to use irrigation clocks and repair.

Quality of Work

All shall be executed in a professional manner and shall be neat and clean in appearance when completed. Skilled and trained personnel shall be employed by the Contractor. Everyone's safety is of utmost importance. Any areas of repair that are left for the continuance of work for another day must be barricaded or roped off to alert pedestrians of the Capitol Park. The Agency may assist.

Parking Permit

A sign to place inside the Contractor's vehicle visible through a window. This will allow the Contractor to be in as close a proximity, as possible, to perform repairs, etc. This will be provided to Contractor by OSB.

Invoices

Each invoice needs the following:

Company name as on W-9 on file with the State of Louisiana.

State vendor and contract numbers.

Date(s) of service.

Building being repaired.

List of parts needed to perform the work involved would be on a separate page from any invoices.

Communications

Any worker on State property is to be in communication with the Agency's Horticultural Manager or the Horticultural Supervisor to alert them of their presence on the grounds. The Horticulture Department may assist with emergencies while working for the State.

Hot Line

Consultation: The Contractor shall be available for consultation service through use of a "Hot Line"

Telephone number. List this telephone number for users to call when technical assistance is needed.

Area Code and Telephone Number: _____