Site address: BLDG 6065 Esler Field, Pineville, LA 71360

Contractor will provide all equipment, labor, transportation, and tools to complete the following requirements in the mentioned timeframes in order to keep grounds maintained in specific areas of Esler Field’s cantonment.

***General Area Guidelines:***

1. Clean all workspaces of debris and loose objects that could be made into projectiles when mowed. Clean up will consist of removing wastepaper, limbs, branches, litter and debris. All such waste may be deposited in Esler Field owned dumpsters located throughout cantonment. Project Manager will identify dumpsters to be used for such waste as described above.
2. Grass cutting height will be per industry standards in accordance with the predominant grass species in the area to be cut, but not to exceed 2-1/2” at the height of the mowing season for St. Augustine grass. No more than 1/3 of the grass blade is to be removed at one time.
3. Fence lines, asphalt, sidewalks, driveways and other such concrete pads shall be kept weed, grass and moss free by hand or use of herbicides.
4. Apply herbicide to gravel/shell parking areas and fence lines to control the growth of grass/weeds.
5. Trimming and edging around lawn perimeters, sidewalks, driveways, parking lots, buildings, and bedded areas shall be done with each mowing with proper removal of associated debris.
6. All fence lines, sidewalks, curbs, and other concrete edges will be edged and trimmed with a mechanical type edger in conjunction with each mowing. The edging groove is not to exceed one inch.
7. Sweep or blow clean all sidewalks, streets, driveways and or concrete areas affected by work.
8. All debris shall be removed from site.
9. These operations are to be done consecutively and will be completed before moving to subsequent areas.
10. The State will not pay for mowing unless all operations have been satisfactorily completed as specified.

***Mowing Schedule:***

1. Grass is to be cut as often as weekly for thirty-seven (37) total cuts annually. Total annual cuts are to be coordinated with the local Facility Manager. Below is a scheduled expectation for delivery of the thirty-seven (37) cuts and expectations outside of weather delays for cutting timeframe requirements. Any additional cuts will only be authorized as needed based on a per cut cost. Each cut should be completed within a two (2) day time frame.

1. Work should be scheduled to begin no earlier than Tuesday and be completed no later than Friday of each week. No cutting will occur within twenty-four (24) hours of the last rainfall of one (1) inch in one (1) day without checking with the local Facility Manager. Any other variation in the schedule due to weather conditions shall be requested from the Contracting Officer. Operational requirements of the facility may cause the contractor to make adjustments to the established cutting schedules with limited advanced notification. Contracting Officer contact information will be provided to the Contractor.
2. The following breakdown of services in their prescribed timeframe will be used by Facility Manager to verify the contractor upholding the requirements of the contract.
   * ***April 1st through August 31st (22 Weeks)***
     + Weekly
       1. Mow the grass
       2. Pick-up debris on ground as necessary
       3. Weed-eat around buildings, trees, and all other obstacles
       4. Edge sidewalks and curbs
       5. Blow off cut grass from sidewalks, parking lots and drives
     + Every Other Month
       1. De-weed sidewalks, parking lots, and drives with herbicide for weed control
       2. Apply herbicide to fencing for weed control
   * ***September 1st through March 31st (30 Weeks)***
     + Every Other Week
       1. Mow the grass
       2. Pick-up debris on ground as necessary
       3. Weed-eat around buildings, trees, and all other obstacles
       4. Edge sidewalks and curbs
       5. Blow off cut grass from sidewalks, parking lots and drives
       6. Remove all leaves and limbs throughout entire area
     + Every Other Month
       1. De-weed sidewalks, parking lots, and drives with herbicide for weed control
       2. Apply herbicide to fencing for weed control

***Equipment***

1. The Contractor will provide a listing of equipment to be used on site and coordinate with Facility Manager to ensure proper type equipment is utilized. This listing should be submitted as PDF and must be provided within 3 days of request. Rotary mowers may be used to cut areas and must be equipped with discharge shields to control flying debris discharged during the cut. All equipment being used in the cutting area must be equipped with turf type tires. Trenching and tractor drawn curb dressers are not acceptable means of edging and trimming. Listing should be submitted as PDF and must be provided within 3 days of request.

***Areas of Scope***

1. Total scope of mowing area varies and is dictated by road edges and fencing. Depiction of lines are displayed in Attachment C – Maintenance Area Breakdown.

***Inspection and Liabilities***

1. The Contractor and the local Facility Manager shall together inspect the grounds after each cut to verify contract requirements.
2. Contractor personnel will carry Contractor identification at all times while on Louisiana Military property. Contractor personnel will show identification when asked by Louisiana Military Department employees and security personnel. Photo identification, proof of insurance and inspection sticker is required for access to facility.
3. Contractor shall be licensed to do business in the State of Louisiana and shall furnish the license number to Louisiana Military Department.
4. Professional and General Liability Insurance: Contractor shall file with Louisiana Military Department evidence of professional liability and general liability insurance certifying coverage contained therein or, in the alternative, provide documentation of a self-insured program. Such insurance shall provide protection against professional and personal injury liability. The certificate of insurance shall identify the insurer and the Contractor, the type and amount of insurance, the location and operations to which the insurance applies, and the effective and expiration dates of the policies of insurance. Further, the Contractor shall advise Louisiana Military Department of any changes of insurance company, coverage, limits of liability and notices of cancellation of Insurance. Limits of liability shall be not less than one million dollars ($1,000,000.00) per occurrence of personal injury suffered by reason of acts of omissions of the Contractor, or any subcontractor, or both. Such insurance shall be maintained throughout the term of this contract and may not be canceled without providing at least thirty (30) days advance notice of such cancellation to Louisiana Military Department.
5. Indemnification: Contractor agrees to hold harmless and indemnify Louisiana Military Department against any and all claims, suits, damages, costs, or legal expense as a result of bodily injury or property damage resulting from the negligence of the Contractor. All policies of Insurance carried by the Contractor shall be written as primary policies, not contributing with and not in excess of insurance coverage which Louisiana Military Department may carry.
6. Non Performance Penalties: Contractor will establish a firm schedule for recurring ground maintenance actions for each location. This schedule must be provided to Louisiana Military Department before payment of the first month’s invoice will be made. This schedule will be utilized to conduct random site checks to ensure Contractor adherence to theses specifications. Contractor must notify Louisiana Military Department in the event that they are not able to adhere to the established schedule during any particular week.
7. Non Performance Penalties Cont.: In event the Contractor fails to accomplish any task under this scope of work Louisiana Military Department will provide reasonable notice to take corrective action. If the Contractor does not perform the service, Louisiana Military Department may, at its option, cause the non-performed tasks to be accomplished through another source and deduct the cost of such from the amount normally due the Contractor of that monthly period.
8. Non Performance Penalties Cont.: In the event the Contractor fails to accomplish certain tasks, and the delay in taking corrective action results in a missed service, Louisiana Military Department may deduct the following amounts from the affected month’s contracted fee:

|  |  |
| --- | --- |
| For each week in each bid area when weeds, grass or moss are not removed from parking areas. | $50 |
| For each occurrence in each bid area when sidewalks or concrete areas are not cleaned after work. | $50 |
| For each week in each bid area when leaves or debris are not removed from area or parking lot when leaves are falling. | $100 |
| For each week in each bid area when grass is not mowed or edged during the growing season. | $100 |

***General Notes:***

All work performed must meet, or exceed OSHA, parish, state & local codes. All work must comply with SMD safety and environmental requirements.

No changes to the contract will be allowed, nor will the Contractor be paid for any additional work unless an approved Change Order is formally requested and approved in advance.

Contractor will conduct daily site cleanups to ensure a clear work area as well as follow all safety guidelines. All debris and excess material must be disposed of by the Contractor. If any trash is retrieved from the project site and off of Esler Field area, the Contractor can use the dumpsters on site to dispose of all debris.

**Project Manager:**

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**Site Manager:**

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