

Attachment B – Scope of Work

RFx No.: 3000025351

Title: *Mand. Site Visit* Lawn & Ground Maint. - DOS

LAWN AND GROUNDS SCHEDULE OF SERVICE AND SPECIFICATIONS

LOUISIANA STATE EXHIBIT MUSEUM

I. AT EACH SERVICE/ONCE PER WEEK:

1. Cut Grass
2. Weed Eat
3. Blow clippings and leaves. Do not blow debris into street or parking lots. Collect and bag.
4. Pick up litter, including cigarette butts
5. Clean drains and curbs of plant debris
6. Monitor landscape for insects and diseases
7. Apply insecticides and or fungicides if necessary based on assessment.
8. Assess flower bed wetness and adjust system as required
9. Rake Leaves as necessary
10. Remove plant debris from property
11. Submit a report of services to the Louisiana State Exhibit Museum 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 for any products used at site.

II. SERVICES TO BE PERFORMED AS NEEDED:

1. Weed flower beds and keep them weed free
2. Edge sidewalks, driveways and curbs
3. Spray weed killer and trim vegetation that may grow through the fence along the east side of the property.
4. Spray weed killer and trim vegetation that may grow in and around the bus parking lot across Greenwood Road from the museum.

Attachment B – Scope of Work

RFx No.: 3000025351

Title: *Mand.Site Visit*Lawn&Ground Maint.- DOS

5. Rake leaves and remove plant debris from the bus parking lot across Greenwood Road from the museum.
6. In the bus parking lot across Greenwood Road from the museum - Blow clippings and leaves. Do not blow debris into street or parking lot area. Collect in bag.

III. ONCE A MONTH

1. Apply systemic herbicides (Round-up or equivalent as approved by Museum Director and/or his designee) to all cracks in sidewalks, parking lots...etc.

IV. EVERY OTHER MONTH

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

V. AT APPROPRIATE TIMES:

1. Fertilize all shrubs and annual beds 3 times a year during the growing season using a slow release fertilizer specially formulated for the plants being fertilized.
2. Fertilize all lawns 3 times a year at the recommended times using a slow release product recommended by Louisiana Cooperative Extension Service
3. Mulch all beds and individual shrubs and trees 3 times a year using pine bark mulch in a donut like shape with such being 6 inches deep at the high point and 1 inch near the trunk
4. Treat all lawns with an insecticide recommended by Louisiana Cooperative Extension Service for Chinch Bugs when evidence of damage first occurs
5. Treat all lawns with a fungicide recommended by Louisiana 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 bait recommended by the Louisiana Cooperative Extension Service and apply it to lawn and bed areas by broadcasting it as needed with insecticide approved for fire ants.

VI. Irrigation System:

1. Maintain irrigation system in good working order by replacing broken heads, flushing clogged heads and nozzles.
2. Adjust nozzles for correct coverage repairing or replacing broken valves.

Attachment B – Scope of Work

RFx No.: 3000025351

Title: *Mand.Site Visit* Lawn & Ground Maint.- DOS

3. Repair broken lines, shutting down the system in winter and restarting in spring, monitoring the settings and the controllers and keeping them at optimum irrigation level depending on weather conditions. Also, test the entire system quarterly

VII. GENERAL REQUIREMENTS:

1. Provide, if possible, that the same employee or employees perform the service during the length of the contract
2. Assigned employee supervisor must cooperate and coordinate with Louisiana State Exhibit Museum staff and/or LSEM Landscape Advisory Board
3. It is acceptable that bed/plant maintenance and turf maintenance be performed by different employee groups
4. Follow guidelines set forth by the LSEM Landscape and Advisory Board in the maintenance and care of the specialty gardens and rose bushes.

VIII. ADDITIONAL GARDEN MAINTENANCE

1. ALL GARDENS

- A) Many grasses and weeds to be cleared
- B) Pick up all trash
- C) Weed out all grasses (including the walk way)
- D) Keep trees pruned and away from the building
- E) Add pine straw to beds as needed
- F) Keep magnolia leaves and pine cones cleared from pine straw
- G) Keep pampas grass shaped and maintained

2. MEDICINAL GARDEN:

- A) Cut back all Youpon shoots around Youpon trees
- B) Weed out all weeds
- C) Clear out all Magnolia leaves and cones
- D) Keep cut grass and debris out of fountain
- E) Cut back Roses from sidewalk

3. INDIAN GARDEN

- A) Weed all areas

Attachment B – Scope of Work

RFx No.: 3000025351 Title: *Mand.Site Visit*Lawn&Ground Maint.- DOS

- B) Cut Youpon shoots around Youpon trees
- C) Keep trees pruned and away from the building

NOTE: Pine Straw is to be spread after weeding.

4. FORREST DUNN MEMORIAL LAMP POST AND ROSE BED

- A) Weed all areas
- B) Keep roses pruned and shaped
- C) Allow memorial marker to be seen in plain view

IX. Rose Care Schedule

August: Weed first week of August, light pruning of roses to produce roses for early October. "Miracle grow for roses" or equivalent as approved by Museum Director and/or his designee per package directions, after pruning.

March: Spring fertilization program begins: "Osmocote" (slow release- 5 month) per bush, per package direction. "Bloom State" by Stay Green or equivalent as approved by Museum Director and/or his designee to be applied per bush. Both are 1 time applications per rosarian instruction. Fertilizers applied to soil at "drip-line" not near the base of the rose. Much applied pine straw or other available material. Water twice (2) a week unless 1" of rain per week. "Mills Mix" or equivalent as approved by Museum Director and/or his designee, one (1) cup per each bush purchased.

April: Weed, water soluble fertilizer once (1) a month per each bush.

May: Do not remove a bloom that shows color- only a dead one. Water soluble fertilizer once (1) a month per each bush.

June: Late June to early July is the second (2) bloom cycle. Water twice (2) a week and use liquid fertilizer once (1) per month per each bush.

July: Remove dead blooms after any rose has finished blooming. Water twice (2) a week and use liquid fertilizer once (1) this month than weed.