

SCOPE OF WORK

Items defined below provide a general scope of work. Each individual bid area has unique needs and items specific to that area. Use this document as a general guidance document that covers many of the areas that are common and duplicated throughout multiple areas. Additional specific information for each area along with which general scope items apply are included in the Request for Bids document. Any variances (additions/subtractions/revisions from this document should be noted on the Bid Form in the notes section.

- **Spring Cleanup - To be completed prior to May 15 annually**
 - Thatch and aerate all turf areas as needed
 - Edge all turf areas where appropriate
 - Trim all ornamental grasses and annual plants to spring start height
 - Cleanout landscape beds of all trash, weeds, excess mulch, leaves and any other landscape debris
 - Trim and prune all shrubs, bushes and trees within the designated areas
 - Assess landscaping, shrub, tree, and all other plantings for condition and variety. Provide contract owner with recommendations and cost estimates to replace plantings for conditional reasons and to provide for broader color options and season long appeal. Contract owner will review recommendations and will provide authorization to proceed with approved plantings along with separate negotiated payment for new plantings.
 - Install new hardwood mulch in all mulched landscape beds to provide consistent and uniform coverage
 - Repair and recommend for replacement any landscape edging
 - Haul and dispose of all yard waste. Trash collected can be bagged and left for City staff to collect
 - Ensure that all sidewalks, streets, and curb lines are cleaned of all debris created during the process
 - Coordinate with DPW staff to activate irrigation at the appropriate time

- **Fertilization**

- Four (4) fertilization applications on all turf areas and any other areas as recommended by the Contractor on the following schedule:
 - Spring (completed by June 1)
 - Early Summer (completed by July 30)
 - Late Summer (completed by September 30)
 - Fall/Winterized (completed by Nov. 30)
- Contractor shall have discretion to recommend fertilizer product as appropriate and in compliance with all governing laws/ordinances
- Fertilizer shall be appropriate for areas with expected human/animal contact
- **Nuisance Management**
 - During the period of May 1 – October 31 provide weekly hand weeding and cleanup of all landscaped areas.
 - During the period of May 1 – October 31 provide weekly hand weeding or equally effective herbicide to sidewalk and curb areas to keep them free of nuisance weed and grass growth.
 - Four (4) applications of weed control, insecticide and fungicide to all turf areas and landscaping beds. Application rates and timing shall be at contractor discretion to ensure proper growth and maintenance.
 - Contractor shall have discretion to recommend nuisance control product as appropriate and in compliance with all governing laws/ordinances
 - Nuisance control products shall be appropriate for areas with expected human/animal contact and shall be applied by a licensed applicator.
- **Mowing**
 - During the period of May 1 – October 31 provide weekly mowing of all turf areas
 - All areas that can't be accomplished with a mower to be weed whipped on a similar schedule or have additional landscaping added to eliminate weed whipping
 - Provide weekly edging at all locations where a hard surface meets a turf area.

- Ensure that all sidewalks, streets, and curb lines are cleaned of all debris created during the process
- **Fall cleanup – To be completed prior to November 15 annually**
 - Contractor shall have discretion to address items identified in the Seasonal Spring Cleanup section during the fall with Contract Owner approval. This is intended to ease spring operations and/or provide additional benefit to the areas
 - Cleanout landscape beds of all trash, weeds, excess mulch, leaves and any other landscape debris
 - Assess landscaping, shrub, tree, and all other plantings for condition and variety. Provide contract owner with recommendations and cost estimates to replace plantings for conditional reasons and to provide for broader color options and season long appeal. Contract owner will review recommendations and will provide authorization to proceed with approved plantings along with separate negotiated payment for new plantings.
 - Coordinate with DPW staff to winterize irrigation at the appropriate time
- **Hanging Baskets / Flower Pots**
 - Hanging baskets and flower pots shall be installed and actively maintained from May 15 – September 15 annually
 - Install flowers within existing pots (Bid Area #008) or provide hanging baskets to fit the site (Bid Area #002)
 - Recommend plantings for the hanging baskets and flower pots and work with the Contract Owner to obtain approval for the plantings to ensure broad variety, season long appeal, and themed uniformity.
 - Provide frequent watering and any other services needed to the hanging baskets to ensure they remain vibrant and blooming throughout the growing season
 - Recommend replacement of damaged baskets/pots
 - Coordinate with the city on needed relocations annually. City staff intend to set the location prior to the Spring start date and only move planters as needed for specific projects/events with a goal to minimize movement throughout the season. Any additional work required to restore a planter related to mid-season relocations is paid separately.

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