

MACON-BIBB COUNTY, GEORGIA

INVITATION FOR BID

FOR:

Grounds Maintenance Services

Attachment B

SPECIFICATIONS FOR LANDSCAPE MAINTENANCE SERVICES

Communications and Reports:

1. Regular communication between the Contractor and Bibb County representatives (Parks and Recreation) is required. The Contractor is encouraged to ask questions, rather than make assumptions.
2. The Contractor shall meet with the County monthly to discuss the services provided by the Contractor, anticipated amendments to the maintenance schedule and any other related issues.
3. The Contractor shall provide an authorized representative with the name and phone number of the Contractor's representative for this site. The Contractor's representative shall be a person in the employment of the Contractor who is familiar with, and shall personally perform regular reviews of the Contractor's sites.
4. The Contractor shall submit a copy of a Weekly Maintenance Checklist derived from the maintenance specifications and approved by the County. The checklist copy shall have a check mark by all items completed at the site during the week by the Contractor. Any items completed that are not on the checklist shall be noted on the back of the checklist. The checklist shall be dated, and contain the name and signature of the Contractor's representative for the work at each location.
5. Prior to the start of the contract, the landscape Contractor shall provide the County with a detailed schedule of work to include the number of staff members assigned to each area and their designated position. The Contractor shall identify someone who can communicate with County staff, and is able to correct minor maintenance problems that may arise.
6. The Contractor will provide MONTHLY SCHEDULES, at least one week prior to the upcoming month specifying the days each park will be maintained.

Safety:

1. No work shall be performed in any manner at any location that may endanger the health, safety, or welfare of the public now or in the future. Means, methods, techniques, etc... are the sole responsibilities of the Contractor.
2. The Contractor agrees to assume sole and complete responsibility for all work performed by the employees of the Contractor.
3. Throughout the term of this agreement, the Contractor shall comply with rules, ordinances, regulations, etc... Set forth by agencies having jurisdiction, that pertain to the work site of the Contractor's employees.

Chemicals, Herbicides, Pesticides:

1. The Contractor shall be required to maintain at least one employee with a certified commercial pesticide application license. A copy of the current pesticide license MUST be on file with the County. Registered chemicals shall be used only on the advise of a qualified (licensed if required) pest control advisor. All chemicals shall be used in accordance with label directions and the manufacturers recommended handling methods. All chemicals shall be handled, stored and transported in accordance with all applicable regulations.

Appropriate Dress:

1. Appropriate dress is to be worn at all times by the Contractor's employees. Appropriate dress shall include a shirt and hat identifying the landscape maintenance company, preferably, a distinctive uniform provided to all employees.

Equipment:

1. All lawn care equipment must meet standard safety requirements. Mulching mowers are required for all areas mowed.

Scope of Services for Bibb County Parks and Landscapes

The overall scope of work includes: weekly turf mowing, trimming and mulching. Leaf, litter, and debris removal, weed control and grass removal in tree and shrub areas.

Frequency: Scheduled maintenance weekly, once every seven days.

Service: Highest Standard, Premium Quality of Maintenance.

Standard: Turf areas should always present a manicured appearance.

- Mowing and edging of grassed areas once weekly March through October, monthly November through February, and as needed.
- All litter, limbs, or obstructions shall be removed before mowing.

- Turf should be mowed at a uniform height of 1 ½ to 2 ½ inches with no scalping or uneven cutting.
- Turf shall be neatly edged along buildings, curb lines, fences, flower and shrub beds, furniture, monuments, streets, trees, utility boxes, walkways, concrete slabs, and any other permanent structures at minimum during each mowing.
- Turf edges in some lower visibility areas may be chemically contained, as authorized by the County.
- Trimming at a height consistent with the turf shall be performed around all signposts, trees, shrubs, utility poles, and other permanent structures, with special care given not to damage trees or shrubs.
- All mowers shall have mulching kits to reduce visible clippings and to prevent hazardous objects from discharging beneath the mower.
- Grass clippings should not be visible in turf areas, on adjacent walkways, in adjacent roadways or other structures.
- **NOTE: Contractor will be responsible for the over-seeding of the front area of Central City Park (approximately 28 acres) in the beginning of October and shall mow over-seeded turf every two weeks throughout the cool season.**

Contractor Over-Seeding Location: Front of Central City Park – From the Train to around the Round Building.

- **NOTE: Contractor shall apply to the front area of Central City Park (approximately 28 acres) and Luther Williams Stadium (approximately 4 acres) One (1) pre-emergent application around late January; One (1) post-emergent application during the month of July; One (1) pre-emergent application during the month of September; and Two (2) fertilizer applications: One (1) in March and One (1) in June. This would be for the front of Central City Park and Luther Williams Stadium ONLY. It should be noted that Luther Williams Stadium will be mowed by the County.**

Hardscapes:

Grass and weeds shall not be present within curbs, furniture pads, streets, and walkways.

- Litter, limbs or obstructions shall be removed from the roadways and the walkways within or adjacent to maintained locations.

Shrubs:

All Shrub beds shall remain free of weeds, grass, vines and other invasive plant materials.

- Shrub beds shall be edged and well defined.

Tree Rings:

Rings around trees shall be maintained to protect the critical root zone, which is 18" – 24" from perimeter of shrub.

- The critical root zone shall extend 1.5 feet for every 1-inch of trunk diameter out from the trunk.
- Tree rings shall remain free of debris, grass and weeds.

Pine Straw:

The successful bidder will provide pine straw around keys areas throughout the following locations.

- The critical root zone shall extend 1.5 feet for every 1-inch of trunk diameter out from the trunk.
- Tree rings shall remain free of debris, grass and weeds.