

SECTION D – SPECIFICATIONS/SCOPE OF WORK**LANDSCAPING AND GROUNDS MAINTENANCE****1. SCOPE OF WORK**

This Contract is to provide for all the management, supervision, labor, equipment, materials, supplies and tools necessary to perform the landscaping and grounds maintenance services in accordance with the scope of work as outlined herein. Locations to be serviced are geographic areas designated as Group 1 (Area 1), Group 2 (Areas 2, 2A & 3), Group 3 (Areas 2A, 4 & 5), Group 4 (Areas 6 & 7) and Group 5 (Recreational Facilities). The locations to be serviced are listed on the Facility Listing, located on the Quotation Sheet for each respective Group and each have a corresponding Greenscape map for your reference, located in the links below. Each area map indicates the approximate area of each facility to be included in this IFB, but bidders are encouraged to visit each facility in order to become familiar with actual site conditions. (See Provision C. 43 Site Inspection).

Maps for Group 1 (21 MB): <https://app.box.com/shared/static/fd4gzxpvvclol1hal2xaj70yp7vrb63.zip>

Maps for Group 2 (98.7 MB): <https://app.box.com/shared/static/pajnilf8uo66wbt18u8cz5gxdixr4n60.zip>

Maps for Group 3 (23.8 MB): <https://app.box.com/shared/static/rwqbvo0kye3gxu6k7aa555z707sdq3wb.zip>

Maps for Group 4 (46.3 MB): <https://app.box.com/shared/static/hbsi09gisif2xufzeb6dkwgul8k459vg.zip>

Maps for Group 5 (95 MB): <https://app.box.com/shared/static/5if9dn6cc10dnrzieqkbrga99z47rkk9.zip>

The County may request work under this Contract at County locations other than those specified as County locations or facilities in the Facility Listing. The addition of a facility will be accomplished by a contract amendment (See provision C. 46). The deletion of a facility will be accomplished by a unilateral contract modification (See provision C.46). Services that are not listed on the Quotation Sheet, but need to be performed at a facility, will be ordered as “Unscheduled Work” (See provision C. 47 and D. 4). A price will be negotiated and a JAF will be completed for each job (See Attachment G). The Contract will be awarded to the lowest responsive and responsible bidder per group. A bidder may be awarded up to two Groups.

Routine landscaping and grounds maintenance services include, but are not be limited to: Mowing of turf; general maintenance of fitness trails, tracks, driving courses, child care play areas, parking garages, turf areas, exterior drainage systems, landscape vegetation, fertilization, aeration, mulching, removal of litter and debris, emptying litter receptacles, weed control, pruning and trimming, edging of walks, curbs, flower beds and trees, removal of grass clippings, sweeping parking lot, irrigation, leaf removal and overseeding.

The Contractor shall not commence any scheduled service until a purchase order has been executed by the Office of Procurement and a Notice to Proceed has been issued by the Using Department.

2. GENERAL**A. Work Schedule**

After execution of the Contract, the Contract Administrator or his/her designee, will advise the Contractor of the Maintenance Tasks to be performed. The Contractor must provide the Contract Administrator with a written proposed schedule of those Maintenance Tasks, for the monthly work cycle. The schedule for each consecutive month must be provided to the Contract Administrator or his/her designee by the Contractor five (5) working days prior to commencement of the following month’s work. The schedule prepared by the Contractor must list every location wherein they are required to perform scheduled work and must detail each maintenance task and the date(s) it will to be performed. Receipt and acceptance by the County of the proceeding months schedule will be a prerequisite for payment of prior months completed work.

An oral notice of at least one (1) day in advance must be given by the Contractor to the Contract Administrator or designee prior to any change in scheduled services being performed under this contact with the exception of weather-related delays. The notice must include the reason for the change in schedule. The Contractor shall notify the Contract Administrator, or his/her designee, within 24 hours after weather related delays, of the proposed makeup of scheduled services.

Between June 1 and August 31st, during a period of forecasted CODE RED ozone alert, the County reserves the right to postpone all lawn mowing services or any task that requires the use of gas-powered equipment at any facility covered under this Contract. On days when CODE RED alert is in effect, the County will have no obligation to compensate the Contractor for lost wages due to curtailment of these operations.

B. Days and Hours of Services

All scheduled services will be performed between the hours of 7:30 a.m. and 5:00 p.m. EST, Monday through Saturday with the exception of County holidays. Contractor must obey all noise ordinance regulations as required by County, City, or Municipal jurisdiction in which they are performing work under this Contract agreement while on County Property. The above referenced times will be considered normal working hours under this Contract. Overtime hours are any hours between 5:00 p.m. and 7:30 a.m. EST, Monday through Saturday; any hours on Sundays; and County holidays. Current County holidays are as follows:

- | | | |
|-------------------|--------------------------------------|--------------------|
| 1. New Year's Day | 2. Dr. Martin Luther King's Birthday | 3. President's Day |
| 4. Memorial Day | 5. Independence Day | 6. Labor Day |
| 7. Veteran's Day | 8. Thanksgiving Day | 9. Christmas Day |

No overtime, Sunday, or County holiday work is authorized without prior approval of the Contract Administrator or his/her designee.

C. Safety Precautions

It is the Contractor's responsibility to implement all necessary safety precautions for preventing injury to persons or damage to County Property and equipment. If at any time the Contract Administrator or his/her designee determines improper safety measures are being implemented, the Contractor will be stopped from working and may resume work only at such time as the condition is corrected to the satisfaction of the Contract Administrator or his/her designee.

Contractor shall note that many of the County's facilities are operated 24 hours a day. Contractor shall keep the entranceways, sidewalks, and roadways clear of their vehicles, equipment, and debris at all times.

The Contractor, and his/her employees, while on County property, must comply with the Maryland Occupational Safety and Health Act (MOSHA) of 1973 and any amendments thereof.

D. Inspections

It is the Contractor's responsibility to notify the Contract Administrator, or his/her designee, of the completion of work within 48 hours of completion. The Contract Administrator, or his/her designee, will inspect all work, with the exception of weed and pest control, within the next two County workdays. The Contract Administrator, or his/her designee, shall note unacceptable or incomplete work and inform the Contractor by phone within 48 hours and will follow up in writing. Rejected work must be corrected by the Contractor within two (2) days of receipt of oral notice. Re-inspection of corrected work will be performed within 24 hours or the next working day after notice of correction is received. Weed and pest control inspection will be performed between four (4) and seven (7) calendar days after receipt of payment request invoice to permit time for the chemical agent or habitat modification to take effect.

E. Communication

The Contractor must provide a cell phone to its field supervisor(s) for communication between the County and Contractor's personnel for the purpose of scheduling, inspecting, and reporting work activities. The Contractor must have daily, direct access to a cell phone and email.

F. Storage

Contractor's materials or equipment will not be stored at any of the County facilities, or on County property, unless authorized by the Contract Administrator or his/her designee.

G. Many of the County facilities rely on the use of green storm water management systems. The Contractor must be able to provide services while ensuring storm water management areas are not affected. The Contractor must

provide the Contract Administrator evidence of attending the training provided by Montgomery County Department of Environmental Protection regarding storm water landscapes and facilities system maintenance. (Stormwater Management Facilities, <https://www.montgomerycountymd.gov/water/stormwater/practices.html>) This evidence (i.e. training certificate or attendance letter issued by DEP) must be provided within the first ninety (90) days of contract execution. Training must be attended by at least one (1) company representative to be designated by the Contractor. The Contractor must ensure that it has at least one (1) trained employee as part of his workforce to maintain its certification. The Contractor must ensure that all its employees follow the maintenance guidelines specified during the training.

The Contractor may be asked to submit Attachment I “Invoice Submission Checklist” as a transmittal letter with every invoice sent for payment. Attachment I is a guidance to each vendor to prepare invoices and supporting materials in a manner that allows for an expeditious review and approval by the County. Contract Administrator may require submission with each invoice.

- H. The Contractor must comply with the *Montgomery County Lawn Care Law*, contained in Chapter 33B of the Montgomery County Code, and any associated regulations adopted to implement this chapter. Information about the law can be found at <http://www.montgomerycountymd.gov/lawns/>.

3. SCHEDULED SERVICES

The quantities listed on the Quotation Sheet for each facility, is an estimate of the number of times that the maintenance task will be performed per year. The Contract is considered a “requirements-type” contract, and the County does not guarantee how often a maintenance task will perform per year; the number of maintenance tasks per facility that will be performed per year; or total dollar amount for any facility per year. The ordering of all services is contingent upon the appropriation and encumbrance of fiscal funds. Scheduled Services include the following maintenance tasks:

- a. Mowing – It is estimated this maintenance task will be performed fourteen (14) times per year for Groups 1-4 and sixteen (16) times per year for Group 5.
1. For Groups 1-4 all turf areas will be mowed once every two weeks during the growing season (April – October) at a height of 3 to 3-½ inches unless otherwise directed by the Contract Administrator or his/her designee. During periods of drought, the Contract Administrator or his/her designee has the option to suspend all mowing operations. For Group 5 the growing season is defined as extending from April 1 – November 1 and the mowing height will be 3 inches unless otherwise directed by the Contract Administrator or its designee. Prior to each mowing, all litter is to be removed.
 2. Concurrent with mowing, all turf out of reach from the mower blades found growing against buildings, signs, guard rail posts, picnic tables, trash receptacles and any other obstacles must be trimmed so as to maintain a height consistent with mowed turf in adjacent areas.
 3. During mowing operations, the Contractor must instruct their employees not to discharge clippings in the direction of mulched, paved parking, or building areas. Any such discharge will be cleaned up and removed by the Contractor in accordance with Section D.3.b at no charge to the County.
 4. Immediately prior to annual aeration, fertilization, and over seeding, turf areas will be mowed to a minimum height of one- and one-half inches and a maximum height of two inches. All clippings will be bagged, cut, and disposed of in accordance with Section D.3.b.
- b. Removal of Grass Clippings – It is estimated this maintenance task will be performed fourteen (14) times per year for Groups 1-4 and sixteen (16) times per year for Group 5.
1. As directed by the Contract Administrator or his/her designee, visible accumulation of turf clippings must be collected/raked by the Contractor and removed from the site and disposed of off-site at a legal recycling disposal facility used by the Contractor. Only upon the request of the Contract Administrator, or his/her

designee, must the Contractor provide the weight figures in writing for all turf and brush material removed by him/her from County Property for the date of service. Receipt of this record will be a pre-requisite for payment for this scheduled maintenance task.

2. Contractor must ensure grass clippings are not blown or left inside any component of the storm water management systems, trench drains, or storm drain inlets.

c. Edging – It is estimated this maintenance task will be performed fourteen (14) times per year for Groups 1-4 and sixteen (16) times per year for Group 5.

All sidewalks, curb lines, and other hard surface areas where turf meets concrete/asphalt will be edged with a gas-powered edger. Plant beds and mulched areas will be edged and refreshed to maintain a neat crisp well defined appearance. Edging will be performed every month during the growing season (Groups 1-4: April – October; Group 5: April 1 -November 1) unless otherwise directed by the Contract Administrator or his/her designee. During periods of drought, the Contract Administrator or his/her designee has the option to suspend all edging operations.

d. Exterior Drain Cleaning – It is estimated this maintenance task will be performed four (4) times per year for all Groups.

Entrance, stairwell, window well and storm drains are to be inspected and cleared of all trash/debris and any other obstructions to assure an unobstructed and continuous flow of water. It is estimated that this service will be scheduled once every three months.

e. Removal/Sweeping of Litter – It is estimated this maintenance task will be performed once (1) a week for all Groups.

1. Removal/sweeping of litter and refuse removal of all areas of the property including emptying all litter receptacles. All cigarette butts and debris on sidewalks and in plant beds around entrances and within the boundaries of the property must be removed. Should funds be appropriated, the County may schedule additional days for removal/sweeping of litter and refuse removal.
2. All locations are to be policed to remove all litter and debris. Litter and debris will be removed from all areas, plant beds, parking lots, parking garages, window wells, stairwells and areas around dumpsters. This includes removal of all cigarette butts in all the above referenced areas and anywhere within the boundaries of the property.
3. All exterior sidewalks, steps, entrances gutters and garage stairways will be swept free of all visible grit, sand, dirt and litter.

f. Empty Trash Receptacles – It is estimated this maintenance task will be performed once (1) per week for all Groups.

1. All exterior litter/trash receptacles are to be emptied. Litter/trash receptacles will not exceed 55 gallons in capacity.

Note: The Contractor must replace plastic liners each time the receptacle is emptied and ensure that liquid waste does not spill and stain adjacent sidewalks. Should this occur, the Contractor shall be responsible for immediate clean-up at the Contractor's expense.

2. All litter removed from the site may be deposited in the on-site dumpster if it is not already full. In the event the dumpster is full, the Contractor must assume responsibility for disposal of all collected litter in a lawful location off site; the Contractor may dispose of litter at the next County facility's dumpster.
3. All refuse receptacles are to be thoroughly cleaned using soap and water. This service will be performed once (1) a month. The cost for this service must be included in the Unit Price to Empty Trash Receptacles.

g. Leaf Removal – It is estimated this maintenance task will be performed four (4) times during October, November and December for all Groups.

1. During leaf season (October – December) all grounds including plant beds, sidewalks and parking lots are to be cleared of all fallen leaves. Upon completion of leaf season all remaining leaves will be removed.
2. During leaf season (October – December) Stairwells/ Sidewalks, drains and storm drains at each location will be cleared of leaves and debris.
3. All leaves collected will be disposed of off-site at a legal disposal/recycling site used by the Contractor. Only upon the request of the Contract Administrator or his/her designee, the Contractor must provide the weight figures in writing for all leaves and brush material removed by him/her from County property for the date of service. Receipt of this record will be a pre-requisite for payment for this scheduled maintenance task.

h. Weeding – It is estimated this maintenance task will be performed fourteen (14) times per year for Groups 1-4 and sixteen (16) times per year for Group 5.

1. All plant beds, grounds coverings, tree rings, shrub areas and any other mulched areas will be weeded monthly unless otherwise directed by the Contract Administrator or his/her designee. Weeding is to be done April through November and areas will be weed free after service is performed. Contractor's method of weed removal will be by hand.
2. Hard surface areas (parking lots, sidewalks etc.) will have weeds/grasses removed from cracks or other areas in the surface. Cracks and other areas of weed penetration are to be chemically treated to prevent re-growth .
3. Fence lines will be trimmed of weeds and undergrowth and may be chemically treated when directed by the Contract Administrator.

i. Sweep Parking Garages – It is estimated this maintenance task will be performed once (1) every three (3) months for all Groups.

1. All parking garages will be swept free of all visible grit, sand, dirt and litter using a brush/vacuum type parking lot sweeper (Tenant or equal). Concurrently, all curbs, walks and ramps will be broom cleaned.

j. Parking Lots/Driveway and Circle – It is estimated this maintenance task will be performed once (1) a year for all Groups.

1. Contractor must perform parking lot sweeping and the work may be initiated at any time of the year by a request from the Contract Administrator or his/her designee. Contractor is required to complete sweeping within 2 weeks receipt of a request from the Contract Administrator or his/her designee. All curbs and ramps are to be broom swept concurrently. All trash, debris, residue and other accumulations are to be removed from the site and disposed of at a legal disposal site on the same day by the Contractor.

k. Play Sand (at Child Care Centers)

1. White Play Sand will be replenished during March and August in sand boxes at Child Care Centers and/or as directed by the Contract Administrator or his/her designee. Contractor shall use only pre-packaged sand identified for use in child play areas or PGA golf sand traps. Masons mortar grade sand will not be accepted. Contractor will fill sand box(es) from the base to within eight inches of top of containment structure and uniformly level over the entire sand surface.

l. Wood Chips (At Child Care Centers)

1. Clean wood chips will be replenished during March and August in play areas at Child Care Centers and/or as directed by the Contract Administrator or his/her designee. Contractor shall provide clean dry wood chips free of sticks, brush and leaves and any other foreign debris that could cause injury or harm. Contractor shall replenish wood chips in a uniform manner at a minimum depth of seven (7) inches throughout those play areas designated by the Contract Administrator or his/her designee. A sample of the wood chips to be used is to be provided by the Contractor to the Contract Administrator or his/her designee for approval prior to Contractor initiating replenishment activity.

m. Wood Chips and Play Sand Replenishment Services (At Child Care Centers) - Reporting

1. The contractor shall submit, no later than 24 hours after services have been completed at the Child Care center (s) under Contractors designated contract, a pictorial report documenting all work completed for wood chip and sand replenishment. This report shall include photographs of work in progress as well as the finished work product along with a brief narrative that includes date/time of service and site name. This report shall be provided to the Contract Administrator or assigned designee electronically via email.

n. Pruning/Trimming – All pruning to be done in accordance with the ANSI Standards for Professional Arborist – ANSI A300 (Part 1) – 2017 Pruning, or most recent version. All pruning is to be done in landscaped areas and excludes trees and shrubs in natural areas.

The Contractor will invoice for work performed through the year in two installments: one in July (for work performed from January thru June) and one in January (for work performed from July thru December).

1. Shrubbery – All shrubbery must be trimmed as per the above stated standard or as directed by the Contract Administrator or its designee. Shrubs will be trimmed in such a manner to maintain their size and natural form and to promote plant health and flower production. Shrubs with showy flowers (i.e., *Viburnum* spp.) should be pruned after the flowering period and at a time that maximizes leaf and flower production. Shrubs without showy flowers and evergreens (i.e., *Ilex glabra*, *Vaccinium*) must be pruned after flowering but not after June 30th of each calendar year. Diseased and damaged branches will be pruned as soon as feasible. All trimmings generated by the Contractor's work will be removed the same day from the site and disposed of at a legal disposal site by the Contractor.
2. Trees – All medium to large sized species of deciduous trees will be pruned to a height of eight (8) feet above ground level or as directed by the Contract Administrator or his/her designee. All dead, diseased, damaged branches, epicormic branches, and suckers will be removed. All trimmings generated by the Contractor's work will be removed the same day from the site and disposed of at a legal disposal site by the Contractor.
3. Fitness trails tracks and driving courses will be patrolled to assure they are free of downed trees and overhanging and obstructing foliage/branches. Any such items will be trimmed and removed.
4. Perennial beds – Herbaceous perennials will be pruned to remove dead vegetation for appearances by November 30th; some perennials with winter interest should remain unpruned until after March 1. No perennial and clumping grasses shall be pruned below 24 inches until after March 1.

o. Chemical Weed Control

1. Chemical weed control will be subject to prior Contract Administrator's approval and will only be authorized for those situations permitted under Montgomery County Code Chapter 33B and associated regulations. The Contractor will request authorization from the Contract Administrator or its designee to apply chemical weed control at which point the contractor must substantiate the reasons that support the need for the use of this method and will provide specific details as to the pesticide type, quantity to be used and proposed application dates. All work performed must be in compliance with Montgomery County Code Chapter 33B and associated regulations. The Contractor will send the Contract Administrator or its designee a written notification within forty-eight (48) hours of the application including as a minimum the following information: name of the facility, asset number, date of the application, registered and listed pesticide used, quantity applied, name of the technician who performed the application.
2. This service will be quoted on a per unit, per Group basis. A minimum service request of 400 sq. ft. is established per service event. The Contractor will detail on its invoice the area covered at the contract per unit price for the Group being serviced.

p. Irrigation

1. Irrigation will be performed at the direction of the Contract Administrator or his/her designee, on an as needed basis during periods of drought, or when new plants are planted and need to be watered until plants

mature. The Contractor will be allowed to use water from the building to water flower beds and building landscaping. Where building water is not feasible for irrigation a water truck is to be used.

2. This service will be quoted on a per unit, per Group basis. A minimum service request of 400 sq. ft. is established per service event. The Contractor will detail on its invoice the area covered at the contract per unit price for the Group being serviced.

g. Mulching

1. Mulching must be performed once a year and/or as directed by the Contract Administrator or his/her designee. Prior to placing mulch, Contractor shall remove all weeds, leaves, trash and debris from areas to be mulched and maintain a clean, crisp distinctive edge along plant beds and around trees or other mulched areas. Areas that were previously mulched will be re-mulched with a minimum of two (2) inches of fresh, undyed, double shredded hardwood bark mulch; total mulch including old and new mulch should never exceed three inches.
2. This service will be quoted on a per unit, per Group basis. A minimum service request of 400 cubic sq. ft. is established per service event. The Contractor will detail on its invoice the area covered at the contract per unit price for the Group being serviced.

r. Lawn Revitalization

To be performed in September, only at facilities designated by the Contract Administrator or his/her designee. The Contract Administrator or his/her designee will provide a list of designated facilities to the Contractor thirty (30) days in advance of performing any revitalization services. Prior to aeration, turf area will be mowed to a height of not less than one- and one-half inches and no greater than two (2) inches. All clippings will be bagged as cut and disposed of in accordance with Section D.3.b. Turf area will not be mowed for fifteen (15) days following completion of lawn revitalization.

1. Aeration - Turf area will be aerated using a vertical slicer or a coring machine. If a coring machine is used the area will be dragged so no visible cores remain.
2. Overseeding – All mechanical overseeding will be performed using a verticut overseeder, where applicable mechanical overseeding will be performed at a rate of three (3) pounds of seed per 1,000 sq. ft. to strengthen weak areas and to incorporate new varieties of grass into existing turf. The seed shall consist of a certified blend of Tall Fescue type species approved by the Contract Administrator or his/her designee.
3. Fertilization – All turf areas will be fertilized with a 10-6-4 fertilizer containing slow-release nitrogen at a rate not to exceed the State of Maryland’s fertilizer restrictions of 0.9-pound total nitrogen per 1,000 sq. ft. which can include no more than 0.7 pound of soluble nitrogen per 1,000 sq. ft.
<http://mda.maryland.gov/pages/fertilizer.aspx>
4. Watering – All reseeded areas will be watered by the Contractor to ensure establishment of new turf.
5. This service will be quoted on a per unit, per Group basis. A minimum service request of 400 sq. ft. is established per service event. The Contractor will detail on its invoice the area covered at the contract per unit price for the Group being serviced.

s. Infield Maintenance and Field Lining Service Standards

Infield maintenance is done to keep the skinned portion of baseball and softball fields smooth, firm and rock free. This gives the athlete a safe as well as a true surface to play on. The infield season shall be from April 1 to November 1, each year of the contract. It is estimated this maintenance task will be performed sixteen (16) times per year.

1. Scarifying – The top ½” to 1” to loosen this portion of the “dirt”. This can be done with a “nail drag” and should be done in alternating directions every other week, clockwise then counterclockwise. When scarifying the operator should stay 6” away from the grass edge with the machine drag, so as not to build up a “lip” of infield dirt along the edge. This 6” area is to be done by hand with a rake.

2. Mat/Fine dragging – This is to be done immediately after scarification. This must be done with a drag designed for fine dragging of infields. This is also to be done in alternating directions every other week. The combination of scarifying and fine dragging will enable the smoothing of the infield to within ½” over 10’.
3. Mound and home plate repair – The mound and home plate areas will show signs of wear, with holes as much as several inches deep. These areas are to be scarified and re-filled with soil supplied by the contractor and then tamped firm.
4. Chalking foul (fair) lines – Foul (fair) lines are to be lined after dragging. The portion of the foul/fair line extending into the outfield can be either chalked or painted either method is acceptable. These lines shall be no less than 2” but no greater than 3” wide and within ½” over 10’ length of being true (straight). Lines are to extend a minimum of 100’ into the grass outfield area.
5. Weeding – Weeding of the skinned area is to be done as needed to maintain a weed free condition. With regular dragging, it is inevitable that some grass and/or weeds will germinate in the infield area. They will be removed either manually or with an approved rapid drying non-selective herbicide as per Montgomery County Code Chapter 33B. Spraying must comply with the MCPS Integrated Pest Management Program. <http://www.montgomeryschoolsmd.org/departments/policy/pdf/ecfrb.pdf> Copies of spraying records are to be forwarded to the Contract Administrator.

t. Infield Leveling – It is estimated that this maintenance task will be performed once (1) a year.

1. Over time the infield can and will develop undulations due to water erosion, wind erosion and improper dragging techniques. Proper equipment will be brought in to re-distribute the infield mix to correct these fluctuations in the surface of the infield. THIS CANNOT BE ACCOMPLISHED WITH A NAIL DRAG AND DRAG MAT. Some type of grading box or blade will be needed. Some fields will require more attention than others.

u. Soccer/Football Field Line Painting - It is estimated that this maintenance task will be performed sixteen (16) times per year.

1. The painting of soccer/football fields is to occur with each mowing from April through November.
2. Lines – The lines are to be 4” wide and within ½” over 10’ of being straight or true. The field sizes vary from site to site.
3. Paint – Acceptable paints to be used are Sherwin William Low VOC Athletic Field Marking Paint, Duron Athletic Field Marking Paint, McCormack Athletic Field Marking Paint (or equal, approved by the CA or his/her designee). The paint is to be applied with a professional striper. Upside down aerosol cans are not acceptable.

v. Soccer Goal Inspection and Maintenance - It is estimated that this maintenance task will be performed eight (8) times per year.

1. Soccer goals are to be inspected monthly for damages, graffiti, loose and missing parts. Loose parts, ex; top bar, back bar and anchors are to be tightened at the time of the inspection. Missing parts, damages and graffiti are to be reported to the Contract Administrator within 48 hours.
2. Inspection Reports are to be submitted to the Contract Administrator monthly April through November.
3. From time to time it may be necessary to move the soccer goals from one location to another, this would include loading, hauling and un-loading the goals.

w. Sand Volleyball Court Maintenance

1. Sand replenishment – White play sand will be replenished during March and/or as directed by the Contract Administrator or its designee. Contractor shall use only sand identified for use in child play areas or PGA golf sand traps. Masons mortar grade sand shall not be accepted. Contractor shall fill volleyball courts to a

depth even with the grass area immediately adjacent to the courts and uniformly level over the entire sand surface.

2. Leveling – visible sand that has displaced out of the playing area shall be returned. All visible debris in the sand playing area shall be removed and the sand will be raked to a uniform level over the entire sand surface. It is estimated that this maintenance task will be performed 16 times per year from April 1- November 1.

3. Weeding – weeding of the sand area is to be done as needed to maintain a weed free condition. Weeds will be removed either manually or with an approved rapid drying non-selective herbicide as per Montgomery County Code Chapter 33B. Spraying must comply with the MCPS Integrated Pest Management Program, <http://www.montgomeryschoolsmd.org/departments/policy/pdf/ecfrb.pdf>.

Copies of spraying records are to be forwarded to the Contract Administrator. The sand will be raked to a uniform level over the entire surface.

x. Seed Specification

1. Athletic Turf – all seed varieties must be selected from the list of recommended cultivars of turf-type tall fescues as indicated by the University of Maryland Agronomy Mimeo #HG 63 (Revised April 2003) or most current edition. Seed mix shall consist of a three-way blend (34%, 33% and 33%) of dwarf turf type tall fescues from the above University of Maryland list or recommended cultivars.

Variety of Certified Turf-Type Tall Fescue				
Purity Minimum	Germination Minimum	Other Crop Maximum*	Weed Seed Maximum**	Weeds Noxious***
98%	85%	0.1%	0.1%	None

* Must be free of ryegrass, timothy, orchardgrass, bentgrass, Canada bluegrass, clover, or any other contaminant that shall be unsightly and uncontrollable.

** Must be free of dock, cheat, chickweed, crabgrass, plantain, and black medic.

*** Must be free of all Maryland prohibited and restricted noxious weeds.

1. Lawn Mix No. 1:

90% Tall turf type fescue (three-way blend)

10% Kentucky Bluegrass

100%

y. Infield Mix Specifications – At the direction of the engineer, baseball infield soil will be delivered to the sites and spread on the infield as needed. The entire infield will then be smoothed and dragged by the contractor. This specification describes the minimum acceptable standards for infield mix to be supplied and spread by the Contractor.

Sand (2.0-0.05 mm) 50% - 65%

Silt (0.05-0.002 mm) 25% - 40%

Clay (less than 0.002 mm) 5% - 15%

Premium Diamond Tex is the recommended product and is currently supplied by Martin Limestone Inc. The contact is Jeff Hall 717-354-1303. Other product may be used with prior approval of the Contract Administrator. The Contract Administrator may require that a sample of the product be supplied to the County, in order to determine if the product is equal to the above product.

4. UNSCHEDULED WORK

a. During the term of the contract there may be times that unscheduled work activities by the Contractor shall be required. Examples of such activities include, but are not strictly limited to:

1. Removal and replacement of trees, plants, and shrubs. All new plant material provided by the Contractor shall be maintained by the Contractor until the Contract Administrator or his/her designee determines the new material has become established.
2. Tree maintenance and service, including topping, dead limb removal, take down and stump removal.
3. New landscape constructions.
4. Construction of retaining walls, lawn drainage systems.
5. Special lawn tree and shrub treatment for disease and insects.
6. Special grounds clean ups and enhancements for special events.
7. Removal and installation of signs, posts, benches and tables, including setting in concrete where required.
8. Installation of recreational equipment.
9. Removal and/or installation of exterior trash receptacles.
10. Special heavy trash removal from County property.
11. Temporary repairs to asphalt surfaces and replacement of gravel-on-gravel drive and drains.
12. Special parking lot clean-ups.
13. Power washing of sidewalks, parking garages, etc.
14. Irrigation will be performed at the direction of the Contract Administrator or his/her designee, on an as needed basis during periods of drought. The County requires the Contractor to use "GATOR BAGS" when the irrigation of trees is necessary. Contractor is required to provide "GATOR BAGS" at no additional cost to the County. Gator Bags are to be filled once a week by the Contractor.
15. Stormwater management ponds/facilities perimeter fencing will be maintained free of any tree limbs, plant growth and trash/debris at ground level.
16. Disease and Insect Control - This service will include disease and insect control in trees, shrubs, groundcovers and lawn grasses. This task will be performed by the Contractor as requested or directed by the Contract Administrator or designee.
 - A. The principles of Integrated Pest Management (IPM) are required to be followed exclusively. The Contractor while in the performance of their work on County property shall adhere strictly to the Division of Facilities Management's Integrated Pest Management Plan (Attachment H) of this IFB. The pest management program shall introduce the least amount of toxic chemicals into the landscape environment as are necessary to achieve acceptable levels of control of pest populations.
 - B. **An employee of the Contractor registered as a current State of Maryland licensed pesticide applicator** and versed in the recognition, diagnosis and treatment of disease and insect pests shall at all times be on the alert for an outbreak of such pests at locations included in this contract. The Contract Administrator or his/her designee shall be notified immediately by the Contractor of an outbreak and directed as to the recommended appropriate action to be taken.
 - C. All chemicals utilized by the Contractor shall be approved by the Contract Administrator or his/her designee prior to application and must meet all federal and local regulations. The Contractor must provide the Contract Administrator or his/her designee with the appropriate Material Safety Data Sheet (MSDS) for each chemical to be applied. Contractor shall provide and post warning notices at time of pesticide application and accepts total responsibility for any injury or damage that may result from any and all chemical applications.
 - D. Contractor personnel shall wear protective clothing and safety devices during all chemical operations as required by law or manufacturer's directions.

- E. All chemicals to be used require prior approval from the Contract Administrator or its designee and must comply with Montgomery County Code Chapter 33B and associated regulations.
 - F. Contractor must provide and maintain a written record of pesticide usage on County Property serviced under the terms of this Contract. The pesticide record created by the Contractor shall include for each application: The location(name of site and street address), date of application, name of the pesticide and quantity applied and full name of the individual(s) who performed the application. The Contractor is required to have this record of pesticide usage available for inspection by the Contract Administrator or his/her designee at their request.
 - G. Contractor must comply be and maintain licenses and certification as required by State laws to apply pesticides or fertilizers.
- b. When the Contract Administrator determines that unscheduled work by the Contractor is needed, a Job Authorization Form (JAF, Attachment G) defining the scope of unscheduled work shall be required. The Contractor will provide a “Not-To-Exceed” estimate for the defined unscheduled work using the hourly rates as defined in the unscheduled work section of the Quotation Sheet. The costs for materials, including the rental of equipment, will be in accordance with Provision C.26. The Contract Administrator will then review the estimate, and if, considered fair and reasonable, issue a Notice to Proceed. In the case of an emergency work this process will be done orally with an email confirmation, followed up within 24 hours by a JAF. Payment for unscheduled work will be for actual hours worked and approved materials. **NO INVOICE FOR UNSCHEDULED WORK WILL BE PROCESSED WITHOUT AN ACCOMPANYING JAF.** The Contractor shall not commence service under any unscheduled service until a purchase order has been executed by the Office of Procurement and a Notice to Proceed has been issued by the Department.

5. CONTRACTOR’S QUALIFICATIONS

- a. Contractor shall be an established grounds keeping, and landscape maintenance service Contractor experienced in providing the types and to the extent outlined in these specifications. Contractor’s experience must have been as a primary contractor.
- b. The Contractor must be an established entity with experience in providing grounds keeping and landscaping services of the types and to the extent as defined in these specification and evidence that the Contractor has successfully conducted such operations for at least five (5) years prior to this solicitation.
- c. The Contractor must have established office(s) to provide the services herewith specified. The County reserves the right to coordinate an inspection and interview prior to the recommendation for award of this IFB.
- d. The Contractor shall be able to provide experience and qualified personnel to perform the duties required in accordance with the scope of work of this solicitation. Qualifications include but are not limited to demonstration of interpersonal skills while performing any duties relating to the Contract.
- e. All personnel working at a County Facility must be identified as Contractor’s employees by means of uniform or ID badge. While working on County Facilities, Contractor’s personnel must conduct duties in a professional, courteous, cooperative and cordial manner, without causing disturbances or interfering with work being conducted. The County (Contract Administrator - CA) shall request the Contractor or Sub Contractor employee that does not meet the requirements of this Contract no longer be permitted to perform any work under this Contract.
- f. The Bidder will provide evidence of experience in providing general commercial grounds keeping and landscaping services of similar extent to those outlined in these specifications. The Contractor must complete Attachment J, detailing Contractor’s profile, including but not limited to: company’s structure, ownership, services description and facilities description.
- g. The County reserves the right to request a background investigation, based on the facility being serviced, from the Contractor for any or all of the Contractor’s employees or sub-contractors under this Contract, at any time while the contract is in place. Background investigation should be performed by the County only and the standard is a criminal background investigation that bars entry for parties with criminal convictions pertaining violent crimes, felonies, terrorism etc.

- h. Contractor shall be responsible for the proper conduct of all Contractor personnel while on the premises. Contractor shall not employ any person or persons in or about the premises who shall use improper language or act in a loud or boisterous manner. Contractor agrees to dispense with the services of any employee whose conduct the Contract Administrator confirms is detrimental to the best interest of the County. Smoking of any type is strictly prohibited in County facilities.

END SECTION D – SPECIFICATIONS/SCOPE OF WORK