

ATTACHMENT A
SOLICITATION NO. FY21350322

This Solicitation is a Contract Document and is an invitation to bid in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

Purpose

Complete Landscaping, Shrub, Flower Bed, and Tree Maintenance, Fertilization/Lime Application, Debris / Police Grounds, Irrigation, and Lawn Maintenance with Optional Pre and Post Emergent Weed Control Services at the Oklahoma Department of Commerce located at 900 N. Stiles Avenue, Oklahoma City, Oklahoma 73104.

1. Contract Term and Renewal Options

The initial Contract term, which begins date of award through June 30, 2021, there are three (3) one (1) year options to renew the Contract.

2. Statement of Work

See Exhibit 1 below for details.

EXHIBIT 1
STATEMENT OF WORK
SOLICITATION NO. FY21350322

1. Definitions

- 1.1. ODOC – Oklahoma Department of Commerce
- 1.2. ACM – Administrator of Construction & Maintenance.

2. Site Visit

- 2.1. Contractor may arrange site visit by coordinating with the ACM. ACM contact details:
Dan Temple
(405)-815-5154
Daniel.Temple@okcommerce.gov

3. General

- 3.1. The contractor shall provide expert advice to obtain professional lawn, shrub, and tree maintenance services at the ODOC, located at 900 North Stiles Avenue, Oklahoma City, OK 73104, by applying scientific principles and possessing professional credentials. It is the contractor's responsibility to survey, analyze, and inspect the grounds, employee's equipment before, during, and after operations to ensure the work and workmanship meet the contract stipulations herein. It is the responsibility of the contractor to make recommendations to the ACM for services stipulated herein with the goal of promoting good plant health and grounds beautification.
- 3.2. Contractor shall furnish all labor, material, and equipment necessary to provide comprehensive landscape maintenance services within the boundaries of ODOC property.
- 3.3. The contractor shall not dig or otherwise disturb the soil within the boundaries of the site without first calling Okie One, A.K.A. Call Okie or Okie Dig at 1-800-522-6543 and make arrangements to locate underground utilities prior to beginning work.

4. Lawn Maintenance

- 4.1. If services are provided Monday - Wednesday each week vendor shall start by 7:00 am or after 5:00 pm to ensure all edging and line trimming is completed prior to the majority of the parking spots against the lawn becoming occupied. If services are provided Saturday or Sunday each week, start time will be at the vendor's discretion. Services are not allowed to be provided Thursday or Friday.
- 4.2. Contractor shall mow lawns neatly and evenly. Every effort shall be made to provide a lawn that is uniformly mowed and attractive keeping turf color indicative of good mowing practice.
- 4.3. Contractor shall observe cut quality carefully while operating mowers. Every effort shall be made to avoid uneven mowing, scalping, gouging, or tearing or discoloration of grass by attending to the mower and mowing conditions.

- 4.4. With each mowing the contractor shall avoid tire indentation, rutting, or compaction of soil in turf areas saturated with precipitation or leaks; avoid mowing when ground is muddy. When conditions may cause tire indentation, rutting or compaction, the contractor shall have available and use other means and methods of care to prevent tire rutting or compaction of soil.
- 4.5. Contractor shall avoid wheel marks and compaction in turf from habitual mowing patterns.
- 4.6. Contractor shall work with the ACM to determine mowing height and frequency. The goal is to maintain the lawns between 1.5” and 4” in height. Every effort shall be made to avoid uncut looking lawns, excessive clippings, stress and discoloration of turf grass and to maintain a good quality lawn through maintaining a consistent cutting height.
- 4.7. Prior to mowing, the contractor shall remove trash, litter, loose objects, and debris from the area to prevent cutting into small unsightly pieces or the launching of objects with cutting blades.
- 4.8. Contractor must rake, or bag clippings, or otherwise break up or diminish visible grass clippings or matted clumps until they are obscure and difficult to see. Grass clippings must be removed from sidewalks, curbs, parking areas, and breezeways.
- 4.9. With each mowing, the contractor shall maintain a clean cut lawn edge or create a straight and clean cut line between the turf edge and surface edges including but not limited to sidewalks, driveways, curbs, and other concrete or asphalt edges located on the ground areas. Edging shall include removal of vegetation from cracks in sidewalks, driveways, and curbs within .5 in. of the edged surface and to a depth of 2 in. Monofilament line trimmers are not allowed as edging equipment devices.
- 4.10. With each mowing, the contractor shall provide even trimming of vegetation in and around objects in the landscape including but not limited to trimming grass and weeds in/on steep slopes and/or around building and structures, fencing, monuments, commemorations, markers, signs, posts, irrigation components, retaining walls, curbs, sidewalks, concrete, asphalt, paving parking lots, any permanent or temporary object in the landscape, or any other object in that has vegetation growing in or around it except for the trees and shrubs.
- 4.11. The cutting of bark or cambium layer of trees and shrubs while cutting away vegetative growth shall be strictly prohibited. When necessary, vegetative growth at the base of trees and shrubs shall be controlled by other means and methods that do not cause damage to the bark or cambium or any other part of the tree or shrub. Bark mulch may be used at the base of trees and shrubs to control grass and weeds. Mulch shall not come in contact with the bark of trees or shrubs.
- 4.12. The Contractor shall provide mowing service until the vegetation is dormant.

5. Landscape Plant Maintenance

- 5.1. The contractor shall prune trees to remove wind or storm damaged limbs, dead limbs, improve structural strength, access, appearance, or to improve visibility under, through or around, or to allow light to penetrate under, through or around. Most of the aforesaid tree pruning shall occur during dormancy, but it may be necessary to provide pruning at

- other times throughout the year including prompt pruning upon request by the ACM to improve public safety or to remove tree hazards. The contractor must clean up all tree debris, haul and dump all material at an approved dump site, not in ODOC dumpsters.
- 5.2. The contractor shall prune shrubs or shall prune shrubs upon request by the ACM to improve structural strength, growth habit, access, appearance, or visibility under, through or around, or to allow light to penetrate under, through or around, or to remove dead branches. It will be necessary to cut some shrubs back to the crown to remove dormant plant parts. Shrubs shall also be pruned upon request to improve public safety or to remove a hazard. Most of the aforesaid shrub pruning shall occur during dormancy, but may be necessary to provide pruning at other times throughout the year, including prompt pruning request to improve public safety or to remove tree hazards.
 - 5.3. The contractor shall apply mulch to plants and ornamental beds when needed or mulch when requested by the ACM.
 - 5.4. Upon request by the ACM, the contractor shall remove dead trees or shrubs and or shall remove specific trees or shrubs. Tree or shrub removal shall include cutting the tree or shrub to ground level, cutting up tree parts, cleaning up debris, hauling away all tree parts, and dumping. The contractor shall grind tree stumps with a tree stump grinder upon request by the ACM. Stump grinding may include sweeping chips and leveling ground at the stump site upon request by the ACM. Contractor shall remove the root systems of shrubs upon request by the ACM.

6. Fertilization/Weed control

- 6.1. The contractor shall provide a fertilization program that will provide macros or micro-nutrients to include turf, trees, shrubs, perennial plants and flowers.
- 6.2. The fertilization program provided by the contractor shall use available soil test data to base fertilization.
- 6.3. No application of fertilizer shall be made to plants while they are exhibiting signs of sudden stress, heat stress or during periods of prolonged drought.
- 6.4. Turf shall be fertilized at intervals to promote excellent green color and optimum turf health. Fertilizer application rates and number of applications shall be determined on many factors but generally the contractor shall properly apply nitrogen fertilizer evenly at one (1) pound of actual nitrogen per 1000 square feet at approximately four (4) to six (6) week intervals, more or less depending on conditions, while grass is actively growing.
- 6.5. Trees, shrubs, and perennials shall be fertilized to promote optimum plant health, growth, and/or flowering with a slow release fertilizer at regular intervals. The elements contained in the fertilizer, the frequency of application, and the amount of fertilizer per application shall be based on soil test results and/or other factors as determined by the ACM, but generally applications shall be made with one and one half (1.5) pounds of fertilizer per 1000 square feet on three (3) occasions annually in spring, summer, and fall.
- 6.6. All fertilizer must be applied by the contractor's personnel who possess proof of training and experience in the application of fertilizer in accordance with standard practices.

- 6.7. All fertilizer must be applied evenly and in a manner that will not burn plant material or stain surfaces.
- 6.8. Every effort shall be made to avoid excessive fertilizer application or spill. The contractor shall immediately clean up excessively applied or spilled fertilizer by sweeping up excess or diluting area with water to prevent plant burn or discoloration of surfaces.
- 6.9. Every effort shall be made to avoid excessive fertilizer stain on hard surfaces. The contractor shall take immediate measures to prevent staining of granite surfaces, stamped, or colored concrete, or any concrete surface from fertilizers that contain elements that tend to stain or discolor. Fertilizer shall be swept, vacuumed or blown from all surfaces immediately and before precipitation.
- 6.10. Turf areas shall be treated for the control of weeds to eliminate unwanted vegetation growth (weeds) in the turf which will help the overall appearance and health of the turf. This can be accomplished through the use of granular or liquid herbicides. Contractor shall abide by the manufacturers application recommendations and shall also record and report herbicide amounts used.
- 6.11. Vendor must spray weed killer in cracks on all sidewalks, walkways, parking lots, and curbs once per month during growing season to keep them free of unsightly vegetation. This also includes the transformer vault located in the parking lot.

7. Landscape Pest Control

- 7.1. The contractor shall plan and execute a comprehensive program of landscape pest control services. Services shall include frequent inspections on the grounds to examine plants, turf, and other landscaping to detect problems or potential problems and identifying pest problems or symptoms of pest problems before the problem is visible or becomes epidemic or conspicuously visible. Pest control shall include but is not limited to routine applications, pre-emergent and post emergent applications, and urgent or unscheduled or impromptu applications for developing pest problems that were not previously apparent or known to exist. The contractor shall provide any and all pest control services within the ornamental and turf control category. Safe and effective pesticide application shall be made at rates and frequencies according to pesticide label directions until target pests have been effectively controlled. Services shall include chemical applications and may also include other means and methods of pest control to prevent or control including but not limited to: insects, larvae, worms, mites, parasites, diseases, fungi, molds, mildews, weeds, sedges, grasses, moles, and gophers.
- 7.2. It is the responsibility of the contractor to survey, inspect, and analyze plants and turf as often as necessary to detect pests in the landscape. The contractor shall examine plant and turf pans often and carefully to identify pest problems before they are generally noticeable.
 - 7.2.1. It is the responsibility of the contractor to notify the ACM for pest problems or potential pest problems.
 - 7.2.2. It is the responsibility of the contractor to make timely and prompt pesticide applications to prevent or control pest problems, infestations, or epidemics before

they are apparent to keep plants and turf reasonably free of pests including but not limited to insects, larvae, mites, moles and gophers, fungi, mold mildew, sedges, grassy or broadleaf weeds.

8. Damages

8.1. Vendor – Any damages to ODOC grounds or property by the vendor, vendor contractor or vendor employee must be reported immediately to ACM of ODOC. Repairs shall be made at no cost to ODOC. Repairs must be completed in a timely manner, not to exceed 2 days, unless agreed upon in writing or electronically by the ACM of ODOC.

8.2. Natural – Any areas damaged by erosion, drought, insect/diseases or, any other naturally occurring damage shall be seeded, sprigged or sodded to meet the standards of surrounding areas.