

## **BICENTENNIAL LAWN SPECS**

**Line 1.** Ground Maintenance Services, Bicentennial Capitol Mall State Park. Mowing and lawn maintenance to include labor and equipment for approximately 19 acres.

**Line 2.** Winterize Irrigation Maintenance. The vendor shall winterize the system by November 15<sup>th</sup> of each year by draining the entire system and blow out with compressed air.

**Line 3.** Start-up Irrigation Maintenance. The vendor shall be responsible for system start-up by April 15<sup>th</sup> of each year or as requested by the State.

**Line 4.** Irrigation Maintenance. Regular time labor. 8:00 A.M. to 4:30 P.M. M-F, excluding legal state holidays.

**Line 5.** Irrigation Maintenance. Premium Time Labor, 5:31 P.M. to 7:59 A.M., M – F and 24 hours on Saturdays, Sundays and legal state holidays.

**Line 6.** Irrigation inspection of entire irrigation system once per month during months of April through September.

**Line 7.** Miscellaneous Lawn Services, Per Park Manager Request

## **Scope of Service**

Contractor will furnish all necessary materials, equipment and labor to perform the following scope of service:

## **Contract Period**

The contract period will be from December 1, 2019 thru November 30, 2021. The State shall have no obligation for goods or services provided by the Contractor prior to the Effective Date. The normal operating season shall be March 15 to November 30. The acreage is estimated and prospective bidders must determine actual acreage for bidding purposes.

The Contractor shall provide the services listed below

## **Mowing**

Contractor shall mow the grass every seven (7) days, or as weather permits to maintain an appropriate even height for the type of grass and season to ensure a well-manicured and healthy appearance. Mowing outside of the normal operating season will only be conducted if necessary to maintain a well-manicured appearance. The Contractor will be expected to adjust the mowing schedule per the park manager due to special events scheduling).

## **Edging**

All sidewalks and curbs to include ramps, ground level plazas, steps, curbs, and other hardscape areas, shall be edged with a line trimmer, after all mowing cuts. All sidewalks, curbs, plazas, steps and other hardscaped areas shall be blown clean of all grass cuttings, dirt, and debris at each visit.

## **Trimming**

Grass around all street signs, lamp posts, fences, and any other obstructions shall be trimmed to maintain a well-manicured appearance.

## **Bed Maintenance**

The Contractor shall provide maintenance of all plant beds continuously throughout the contract period, including all beds being kept free and clear of all weeds. This includes trimming of shrubbery, trees and herbaceous plant materials. Application of herbicide sprays in designated areas will be allowed to provide clearance of weeds to present a well maintained appearance.

## **Pruning**

1. Pruning shall include removal of dead or diseased branches, lateral and/or crossing branches not consistent with standard form, or where general thinning is needed for good light penetration and air circulation.
2. Pruning and trimming of trees for suckers, water sprouts, and low hanging branches shall be performed during regular maintenance visits throughout the year. Low hanging branches impeding sidewalks and walking paths or blocking visibility of traffic signs shall be maintained to a height of seven feet during regular maintenance visits, and/or at the discretion of park designated personnel.
3. Flowering trees and shrubs shall not be pruned while in bloom or a times when pruning will inhibit blooming.
4. Pruning of ornamental shrubs, plants, and small trees shall be conducted no more than three (3) times per year to maintain a well-manicured appearance.
5. All perennials and ground cover must be cut back during the dormant season beginning in November.

## **Leaf Removal**

Contractor shall remove leaves from site every fourteen (14) days during the fall and winter until trees have dropped all foliage. Special attention shall be made to ensure leaves are also removed during special events or as described by park designated personnel.

Leaves shall be removed from the property and discarded appropriately in an off-site landfill.

### **Clean-Up and Trash Removal**

1. The Contractor shall ensure all sidewalks, curbs, driveways, plazas, and steps are blown free of clippings after each mowing.
2. The Contractor shall remove all debris associated with the lawn maintenance during each visit.

### **Miscellaneous Lawn Services**

1. Cutting trees and tree limbs
2. Un-planned irrigation repairs
3. Rock and Debris removal
4. Replacement of tree border stones
5. Fountain basin cleanout
6. Landscape repairs around visitor center and restrooms.

### **Personnel**

The Contractor shall designate, hire, and dismiss the personnel necessary for the care, upkeep, and maintenance and servicing of specified property. The Contractor shall provide training for each employee that will include instruction in State Park rules, site and equipment operation and maintenance, local health department requirements, conduct and professional problem solving techniques. The Contractor shall provide supervision of its employees and employees shall conduct themselves in a polite and acceptable manner when on site. Each employee, including supervisors, equipment operators, and general laborers, shall be in uniform at all times.

## **Insurance and Licenses**

The Contractor shall maintain General Liability Insurance from an insurance company to cover bodily injury and/or property damage directly due to the negligence of the Contractor, his agents or his employees.

The Contractor shall maintain Workmen's Compensation Insurance in accordance with State requirements.

The Contractor will be required to have a charter issued by the Tennessee Department of Agriculture. Contractor will be required to submit this permit number.

The Contractor shall maintain the following:

1. Business license
2. Pesticide License
3. Applicator's license
4. Auto Insurance license

## **Additional Services and Obligations**

Owner agrees to promptly notify Contractor in writing of any dissatisfaction with the maintenance service to insure that maintenance is performed as agreed.

### **Billing and Payment:**

Contractor shall bill Park on the first of each month for the preceding month of service. Bicentennial Capitol Mall State Park agrees to make payment within 30 days of receiving invoice from Contractor. Invoices are to be itemized for services performed. Itemized invoices allows the park to account for missed cycles due to events, irrigation repairs, weather, etc. and allows the park to track all services performed. Please submit to:

Tennessee Department of Environment and Conservation  
Tennessee Tower, William R. Snodgrass Bldg., 10<sup>th</sup> Floor  
Nashville, Tennessee 37243

A copy of invoice shall be submitted to:

Bicentennial Capitol Mall State Park  
600 James Robertson Parkway  
Nashville, Tennessee 37243

Park Contacts:

Jerry Wooten      615-741-5280

or

Scott Rodeffer      615-741-5280

### **Scope of Contract Services**

The acreage is estimated (19 acres) and prospective bidders must determine actual acreage for bidding purposes.

### **MOWING/TRIMMING/EDGING/BLOWING**

- All turf areas will be mowed and clippings removed or mulched. Grass will be cut at a height of approximately 3 inches throughout the year.
- Mower blades are sharpened on a weekly basis to provide a clean and efficient cut.
- All equipment that is to be used on job site must be safe and in good working order. Equipment used must have safety features and accessories, where applicable, as required by existing OSHA regulations and laws.
- Rotary type mowers will be equipped with skirt guards, which restrict foreign objects from being thrown from the cutting unit enclosure.
- The type of equipment, accessory, materials, supplies, and labor necessary for the efficient operation and completion of a mowing cycle in the designated time is to be provided by the contractor.

- Trimming of lawn areas not accessible by mowers will be trimmed with line trimmers at each service visit, or as needed, unless other wised noted.
- Grass trimmed next to fixed objects, shall be trimmed at the same height of turf cut. Trimming is to be done so that turf areas are not scalped.
- All lawn clipping and debris will be blown from sidewalks, curbs, plazas, steps, and other hardscape areas after each service visit.
- Paper, trash, branches, and other debris will be collected and disposed prior to mowing.
- No more than 1/3 of the leaf blades will be removed per mowing.
- During periods of excessive rain and tall grass growth, the mowing frequency shall be altered to maintain well-manicured appearance.
- Mowing equipment and patterns (alternate directions each cutting, where possible) shall be employed to permit recycling of clippings where possible and present a neat appearance.
- Contractor will leave clippings on the lawn as long as no readily visible clumps remain on the grass surface. Otherwise, Contractor will distribute large clumps of clippings by mechanical blowing or other means.
- Leaves need to be blown, collected and removed from the park. Leaves do not need to be mulched and redistributed.

### **TURF MAINTENANCE**

- All turf areas will be fertilized as outlined.
- Complete fertilizers shall be granular in composition and contain 30% to 50% of nitrogen in a slow-or controlled release form. The ratio of nitrogen to potash will approximate 1:1 or 2:1 for complete fertilizer formulations. (Examples 15-5-15, 16-4-8, 14-3-14 etc.) The exact composition of the fertilizer shall be determined on the basis of good industry practice combined with soil testing.
- Fertilizer will be removed off of walks onto lawn areas.
- Turf grass areas shall be aerated twice a year, spring and fall. This includes both fescue and Bermuda grass areas.

- Herbicide program shall be instituted for removal of lawn weeds. Application of chemicals will be done under the direction of licensed personnel. Contractor will supply licensed personnel to provide this service. This will include a 5 step turf application program (liquid based). Each application will be expected to contain fertilizer and weed control products for all of the turf to promote a healthy green and weed free surface.
- Seeding will be required twice. Once for the early spring and once in the fall.
- Apply three applications of nutsedge control product to all turf areas during the summer months. (one application per month-June, July and August).

### **BED MAINTENANCE**

- Beds will be kept free of weeds, debris, leaves, trash, etc.
- Beds will be raked when needed to maintain a clean appearance
- All mulched areas will be replenished twice a year (early March and late August)
- Mulch should be maintained at a depth of not less than 2 inches and not more than 3 inches.
- Mulch shall not be placed against the trunks of the plants.
- Mulch application will be pine straw (needles).
- Trench edging of plant bed borders will be performed in conjunction with pine straw mulch application.
- Ground covers and ornamental grasses will be cut back to remove dead foliage during dormancy.

### **PLANT/SHRUB CARE & FERTILIZATION**

- Plants will be pruned and trimmed throughout the year depending on the plant or shrub and the time of the year.
- Deadwood will be removed from property and disposed properly.

- Any plants that need to be cut to the ground will be done at the appropriate time
- Plants and shrubs will be fertilized with both granule and topical application two times per year, once in early spring and early fall.
- Trees and shrubs will sprayed for insect and disease control if requested by designated park personnel at time of contract or may be added for an additional cost. Contractor will monitor for insect and disease issues.

## **INSPECTION AND MAINTENANCE OF TORO/CALSENSE ET 2000 IRRIGATION SYSTEM**

### **SCOPE OF SERVICES/SPECIFICATIONS**

1. The vendor shall provide all service and deliverables as required, described, and detailed, by this scope of services and shall meet all service and delivery timelines as specified here in.
2. The vendor shall inspect the entire irrigation system once per month during the months of April through October. The inspection shall include a test cycle on each station of each controller with the activation of each active station. A list of non-functioning heads identified by controller location and station number shall be submitted to the State or the State's designee.
3. The vendor shall winterize the system by November 15<sup>th</sup> of each year by draining the entire system and blow out with compressed air. Damage to the system caused by improper draining and blow out will be repaired by the vendor at the vendor's sole expense.
4. The vendor shall be responsible for system start-up by April 15<sup>th</sup> of each year or as requested by the State.
5. Labor, Regular time rate: Service provided during regular business hours of Monday through Friday 8:00 AM to 4:30 PM, excluding legal State holidays.
6. Labor, Premium time rate: Service provided between the hours of 4:31 PM to 7:59 AM, Monday through Friday; 24 hours on Saturdays, Sundays, and legal State holidays. Authorized Agency personnel must approve premium time rate prior to work being performed. This is to include weekend emergency rate provided 5:31 PM to 7:59 AM
7. Parts. The vendor shall make repairs to the irrigation system on an as-needed basis as requested by the State. Repairs shall be made timely and within twenty-four hours of request. Repair parts are to be supplied by the vendor. All repair parts shall be of the original equipment manufacturer or Toro brand. The vendor shall be reimbursed as per the parts term and condition. The vendor shall be required to provide copies of actual invoices for all such parts, materials, supplies, and equipment for reimbursement.

8. The vendor shall secure all areas under repair to prevent injury to the General Public.
9. All vendor personnel shall be uniformed at all times when on site.
10. All vendor personnel are required to sign in and sign out at the job site with park security personnel on duty and/or facility personnel as designated by the facility administrator when servicing the Toro/Calsense ET 2000 irrigation system.
11. The vendor shall be licensed by the State of Tennessee Board of Licensing. Contractors shall hold one or more of the following classifications: BC-29. HRA-E (2) or S(lawn and golf course sprinkler systems).
12. The vendor shall furnish all materials, tools, equipment and labor required to maintain an operable system. Vendor shall provide the name brand goods produced by the single acceptable manufacturer, including heads, valves, piping, circuits, controls and accessories.
13. The vendor shall provide only new, materials, without flaws or defects, and of the highest quality of their specified class or kind. Required pipe sizes will be used. The vendor shall not be permitted to substitute smaller pipes.
14. Materials, equipment and methods of installations shall comply with all applicable codes and standards including, but not limited to:
  - A. National Fire Protection Association, National Electrical Code
  - B. American Society for Testing and Materials (ASTM)
  - C. The Irrigation Association (IA)
15. All irrigation brand name goods (I.E., valves, controllers, heads, etc.) and associated equipment shall be purchased from an authorized distributor, recognized by the manufacturer to provide warranty support.
16. Replacement sprinkler heads shall be the manufacturer's standard built-in check valve pop up unit designed to provide uniform coverage over the entire area and spray at regulated water pressure , as follows:
  - A. Flush surface: Fixed pattern, with screw-type flow adjustment and precipitation rates matched across patterns and sets.
  - B. Bubbler: Fixed pattern, with screw-type flow adjustments
  - C. Shrubbery: Fixed pattern, with screw-type flow adjustments and precipitation rates matched across patterns and sets.

- D. Pop-Up Spray: fixed pattern, with screw-type adjustments and nozzles with precipitation rates matched across patterns and sets, stainless steel retraction spring and ratcheting stem adjustment.
- E. Pop-Up Rotary Spray: Gear or Turbine drive, full circle and adjustable part circle type.

- 17. Travel Compensation: The vendor shall not be compensated or reimbursed for travel, meals, or lodging. The vendor shall not be compensated for travel time to or from the primary locations of service provision.
- 18. At its sole discretion, the State reserves the right to refuse any personnel of the prime contractor or a subcontractor, for use in the performance of the pursuant contract.

**Agency Point of Contact:**

Jerry Wooten                      615-741-5280  
or  
Scott Rodeffer

**INVOICING**

Invoices are to be itemized for services performed and submitted on Contractor's letterhead to:

Tennessee Department of Environment and Conservation  
Tennessee Tower, William R. Snodgrass Bldg., 10<sup>th</sup> Floor  
Nashville, Tennessee 37243

A copy of invoice shall be submitted to:

Bicentennial Capitol Mall State Park  
600 James Robertson Parkway  
Nashville, Tennessee 37243

