

Specifications for Landscape Maintenance

Specifications may not be revised without an official written amendment issued by the City of Glenwood Springs. Failure to provide service specifications and information may disqualify your bid. The City will be the sole judge of equivalency and acceptability.

General Conditions

1. Site Conditions

.1 All services provided by the Contractor shall be consistent with quality standards of grounds maintenance industry. As directed by the City, the Contractor shall coordinate the work with adjacent work and shall cooperate with all other trades so as to facilitate the general progress of the work. Interference with, or inconvenience to City operations shall be kept to a minimum. All exits, doors, passageways, and walks are to be kept in an unobstructed manner at all times. In no case will any Contractor be permitted to exclude from the premises or work, any other Contractor or their employees, or interfere with any other Contractor in the execution or installation of their work.

.2 Contractor shall be responsible for moving debris and items of value found on lawns away from the path of equipment, and grounds maintenance activities (e.g. bicycles, children's toys, picnic tables, wire, bottles, tin cans, sticks, paper and litter discarded by others) prior to beginning mowing, and during mowing operations if also necessary. Return picnic tables to original location after area is mowed. Accumulated trash and debris shall be properly disposed of in on-site trash containers. Items of value that are damaged while carrying out this contract shall be paid for by the Contractor at replacement cost for the item.

.3 Contractors shall confine to the greatest possible extent, all operations, equipment, apparatus and placement of materials to the immediate area of work. Contractor shall ascertain, observe and comply with all rules and regulations in effect on the work site, including, but not limited to parking, traffic laws, use of walks, security restrictions, hours of allowable ingress and egress.

.4 The Contractor shall notify the City of Glenwood Springs verbally or in writing of any defects noted in such surfaces that are to receive their work if such defects may affect lawn mowing operations, or in-general present a safety concern. The City will direct such surfaces to be remedied.

.5 Storage of equipment shall be off-site, not on City property. Contractor or their authorized representative must be present to accept delivery of all equipment and/or materials shipments. City personnel will not knowingly accept, unload or store anything delivered to the project site addressed to the Contractor or for the Contractor's use. Inadvertent acceptance of delivery by any representative of the City shall not constitute acceptance or responsibility for any of the materials or equipment. It shall be the Contractor's responsibility to assume all liability for equipment and material delivered to the job site.

2. Personnel

1. Contractors shall have in its employ, or under its control, sufficient qualified and competent personnel to perform work promptly and in accordance with a schedule or work program, as approved by the City.
2. Contractors shall employ only such workers as are skilled in the tasks to which they are assigned. Workers shall act appropriately and professionally at all times. Offensive language, gestures or actions while in this family-based residential community are not acceptable. The City may require the Contractor not to assign any employee the City deems incompetent, careless, insubordinate, or otherwise objectionable to work within the City of Glenwood Springs city limits.

3. Safety Standards

- .1 Contractor's employees shall be especially aware of the large number of children in this community, and shall take necessary precautions to safeguard their well-being.
- .2 Contractor's employees shall follow all applicable safety standards including operating all equipment in conformance with the manufacturer's operating instructions for each, and in compliance with federal, state, and local safety standards and requirements.
- .3 Precautions shall be exercised at all times for the protection of persons, (including employees) and property. The safety provisions of applicable laws, building and construction codes shall be observed. Machinery, equipment and all hazards shall be guarded or eliminated in accordance with applicable safety provisions.
- .4 Lawn mowing discharge shall at all times be aimed away from people, buildings, children and vehicles. Mower guards must be used as intended at all times for safety.
- .5 The Contractor shall provide and maintain in working order during work such fire protective equipment and devices as required by applicable safety standards and as they deem necessary and suitable for any possible class or type of fires. Extinguishers shall be non-freeze type of not less than (10) pound capacity each.
- .6 Mowers weed trimmers and other equipment shall be properly maintained to operate at "normal" operating sound levels. Equipment that is generating excessive noise or is otherwise objectionable to the City shall be discontinued from use, at the City's request, until repairs can be made. The City of Glenwood Springs shall be the sole judge of acceptable equipment under this section.
- .7 Traffic control measures shall conform to the MUTCD, current edition. Work to be performed from within planting islands. Traffic cones to be placed at road shoulders to identify work area. Interruption to vehicular and pedestrian traffic should be minimized when possible. Work should be performed during non-rush hour periods.

4. Property Damage

- .1 Wherever any existing material, equipment or appurtenances are damaged by the Contractor, the cost of repair or replacement shall be charged to the Contractor. Items covered by this provision include, but are not limited to curbs, sidewalks, lawns (to include scalped areas), plantings, trees, signs, sign posts, down spouts, and refuse containers.
- .2 Injuries to any person and damage to City property, or any property not belonging to the Contractor shall be reported immediately to the City of Glenwood Springs.

.3 Repair work due to damages caused by the Contractor shall be coordinated through, and subject to the approval of the City. Repairs shall be made with like materials in a manner acceptable to the City.

.4 Contractors shall be acquainted with the location of utilities, which may be encountered or be affected by their work, and shall be responsible for damage caused by neglect to provide proper precautions or protection.

.5 The Contractor shall repair, to its original state, any landscape damaged by failure to provide proper and adequate protection, to the satisfaction of the City, or remove and replace with new work at the Contractor's expense.

5. Site Inspection

The City of Glenwood Springs will, at its discretion, conduct site inspections before, during, and after each service to evaluate the quality, and completion of the work performed.

6. Beginning and End of Season

The landscaping season will begin on the first full week of May 1st of each year of this Contract, and end on October 30th, (25 weeks) or as mutually agreeable due to weather conditions.

7. Frequency

.1 Landscape Maintenance shall take place according to frequency tables.

.2 Cancellation of scheduled weekly landscape maintenance, or any portion of the landscape maintenance, is permitted by the City if any part of the scheduled mowing is determined to be unnecessary or undesirable by the City of Glenwood Springs. The City agrees to provide notice of cancellation by noon of the day preceding scheduled work to be canceled.

8. Day(s) of the Week

Work shall be scheduled to take place on a weekly basis on a Monday, Tuesday, Wednesday, Thursday or Friday, excluding holidays and weekends, or as mutually agreed upon by the Contractor and the City.

9. Time Allotted From Mowing Beginning to End

.1 All scheduled mowing and spraying shall be commenced and completed in one week as specified unless otherwise rescheduled due to inclement weather. Contractor shall be obligated to complete mowing and spraying in that same week, weather and other conditions permitting. Failure to do so may be grounds for termination of this Contract.

.2 Weather permitting, work shall be continuous.

10. Inclement Weather Rescheduling

.1 Contractors may cancel all or part of a scheduled mowing due to inclement weather. It is the responsibility of the Contractor to contact the City on or before 9:00 a.m. of the day to be canceled, when such cancellation is desired.

.2 Inclement weather shall be defined as weather that both the Contractor and the City agree makes the accomplishment of quality work unfeasible, unusually time-consuming, or potentially dangerous, or harmful. In the event mutual agreement cannot be reached for a particular mowing, the inclement weather determination shall be made by the City. However in the event the City feels the Contractor is inappropriate in their use of this provision, the City reserves the right to cancel this Contract.

.3 Any part of a scheduled mowing that is canceled due to inclement weather shall be rescheduled by the Contractor to a date within three calendar days of the cancellation, or a mutually agreed upon time frame with the city.

.4 The City may, at its option, elects not to reschedule any part of a mowing. The City of Glenwood Springs shall have sole authority to cancel all or part of a mowing.

.5 Any portion of a mowing that is canceled and not rescheduled shall not result in a mowing charge.

.6 In the event of on-going wet weather, the Contractor and the City of Glenwood Springs will negotiate a strategy to accomplish the necessary work.

.7 In areas of poor drainage which adversely affect the work of the Contractor, the Contractor shall be responsible for informing the City of the affected area. The City will have discretionary authority to waive work quality standards in areas which both the City of Glenwood Springs and the Contractor agree are problematic.

11. Work Hours

Contractor shall adhere to city ordinances

12. Mowing

.1 All formal turf shall be maintained to a height of two inches.

.2 All rough turf and bio swales shall be maintained to a height of three to four inches.

.3 The Contractor shall adjust lawn mowing heights at the written request of the City of Glenwood Springs.

13. Trimming

Contractor shall be responsible at EVERY lawn mowing for trimming around trees, sign posts, fencing, near buildings, in curbs and gutters, around all dumpsters and dumpster area, etc. and any other part of the lawn area where the lawn mowers may not be able to reach during routine mowing. Areas to be trimmed shall be brought to the same level as the mowing level of the lawn. Care shall be taken not to damage structures or trees with equipment.

14. Edging

All turf areas shall be edged at sidewalks, curbs, hard surfaces, and formal beds. It is required that a power edger with a hard blade be used. Extreme caution should be used to prevent chipping of concrete structures by edging equipment.

15. Picking up Grass Clippings

Contractor shall be responsible for removing grass clippings from sidewalks, parking areas, planted areas, barked areas, and other areas that are not part of the grassy area being mowed or maintained.

16. Grass Clippings Management

Mulching mower to be used when mowing grass to ensure even spreading of clippings and prevent windrowed grass. All clippings left on pedestrian sidewalks to be removed with a blower.

17. Directions of Cut

The Contractor shall alter the mowing direction for each successive mowing where feasible. Areas where such alteration of mowing direction is not practicable may be exempted at the discretion of the City of Glenwood Springs. Maintain a uniform lawn height free from scalping.

18. Proper Equipment Type and Maintenance

.1 Equipment shall be adequate for the completion of the work being bid. The cutting edges of all mowing equipment used in the performance of work shall be kept in sharp condition. Grass bruising or rough cutting will not be accepted, and may require the Contractor to perform rejuvenation procedures to bring it out of a stress condition.

.2 The maintenance and upkeep of equipment is the sole responsibility of the Contractor. The staff of the contractor shall not ask for any assistance or equipment parts from the City.

19. Waste Disposal

Grass clippings, oil cans, personal refuse and other items for disposal shall be disposed of by the Contractor in accordance with local, state and federal laws.

20. Walk the Site

Contractor or Bidder responsibility to walk the site prior to bid opening, and know the site conditions.

21. Soil Testing

Soil testing will be performed and the results shared with the City at the beginning of the contract. The City should then be notified in writing of what corrective action plan will be put in place to correct any deficiencies. This would include ph control and fertilizer requirements. Random, multiple soil samples from each site should be collected and tested from each of the areas listed in the contract and then on an annual basis.

22. Pesticide Use

The City shall be notified prior to any pesticide use, and what pesticide will be used within City limits. The City should also be provided with any MSDS sheets for the pesticides that will be used. The Contractor shall possess a current Colorado State, Department of Agriculture (CDA), and Commercial Pesticide Applicator Company License and all other licenses and permits required for compliance with all CDA regulations and statutes.

23. Turf Renovation

All formal lawn areas shall be aerated at least once annually and include thatching, mechanical plugging and topdressing with a sand/compost mix. All formal lawn areas shall receive treatment for Crane Fly and Moss in the early spring when necessary. Contact herbicide shall be considered during the growing season to control broadleaf weeds in formal lawns. Weed cover should be maintained below 20% of lawn area.

24. Turf Fertilization

Fertilize all formal turf areas with a well-balanced, slow release fertilizer as required to provide vigorous deep rooting and a healthy green appearance year-round. Determine fertilizer application rates and materials from soil test results.

25. Turf Lime Application

Adjust soil PH levels by applying agriculture grade lime at a rate of up to 40lbs/1000 sq. ft. in formal turf areas only as recommended by soil test results, and no more than once annually in the spring. Do not apply lime and fertilizer at the same time. Lime should go on first, wait at least 30 days after applying lime before fertilizing.

26. Trees, Shrub and Ground Cover Areas

A. Landscape bed areas shall be kept in weed, leaf, and debris free condition. All landscape beds shall be weeded by hand. Pre emergents may be used up to two times a year with City approval. The City encourages the use of industry recognized IPM practices.

B. All ornamental plant material except trees shall be judiciously pruned in accordance with standards of good practice and in accordance with the intended function of the plant in its present location. Major pruning shall be done at least every six months during the growing season. Shrubs shall be pruned to maintain desired shape and function as needed to provide a neat, trim appearance.

C. Ground cover shall be trimmed at the edge of hard surfaces, (sidewalks and curbs), trails, and bed areas. Ground covers shall be trimmed to prevent encroachment in to shrubs, trees, utility vaults, irrigation valve boxes, and irrigation heads. Equipment used shall insure proper pruning techniques and that plant material will not be damaged.

D. Once annually Contractor shall replenish mulch to maintain a depth of no less than two inches in all planting areas and tree wells. Keep mulch at least two inches away from the crown of plants and trees. Mulch shall be a medium bark or other, as directed by the City.

E. All shrubs and ground cover in landscape bed areas shall be fertilized twice a year with a slow release fertilizer as required by soil testing.

27. Other Services

A. Leaves shall be removed from all maintained areas. Including turf, landscape beds, and hard surfaces. The use of power blowers is acceptable, however, debris accumulations must not be blown onto adjacent street surfaces or neighboring properties. Undesirable vegetation in sidewalks, curbs, and other hard surfaces shall receive an approved herbicide application and be removed.

B. All encroaching, neighboring vegetation, including brush, trees and shrubs, shall be kept trimmed from any roads, trails, walkways and maintained areas. Vegetation shall normally be trimmed at property boundaries, but also shall be trimmed to prevent the limitation of sightlines along trails and/or streets. A buffer area of four feet, along all trails maintained, will be kept to a height no greater than four inches where possible.

D. 1st year establishment period for seeded grasses: areas to be mowed with mowers set at highest setting. Beginning to middle of may and once every four weeks. To control annual weeds, noxious weeds. Weeds such as thistle and bind weed shall be sprayed with pesticides according to the description contained in this document. If thistle has gone to seed head, seed heads to be cut from plant, removed and disposed offsite according to local, state and federal guidelines.

