

**SAMPLE
INTEGRATED PEST MANAGEMENT (IPM)
BID SPECIFICATIONS
COMMERCIAL LANDSCAPING SERVICES**

Ornamental & Turf - Basic Services/No Pesticide Applications

1. Description of Service

This contract is for lawn mowing and grounds maintenance services including installation of bark mulch in formal planting areas and flowerbeds as well as spring and fall clean up. It does not include or require the application of pesticides to control weeds, insects or disease.

The Contractor is required to employ best management practices including the collection and analysis of soil samples, appropriate applications of fertilizer, lime or other soil amendments and mowing grass to a height of between 2-3 inches in order to promote dense vigorous growth of turf for all areas specified herein.

The contractor shall furnish all supervision, labor, materials and equipment necessary to accomplish the services described in the terms and conditions of this contract.

a. Requirements for Bidding

In order for a company to qualify for the bidding process, it must meet the following requirements:

(1) Provide proof of appropriate insurance;

(2) Provide three references attesting to the company's past performance at locations similar in size and scope of services.

b. Pesticide Application - Pests Included and Excluded

The use of pesticides including herbicide, insecticide and/or fungicide is specifically excluded from this contract. Pesticide applications of any kind will be considered special services, separate from the specifications of this contract:

2. Employing Best Management Practices

Turf - Soil fertility and pH

The Contractor is expected to utilize best management practices at all times to maintain turf health and appearance. Prior to the application of any fertilizer, composite soil samples will be collected and analyzed for pH and fertility. The Contractor will be expected to perform soil sampling on an annual basis throughout the term of the contract, either in late fall or early spring when the frost has left the ground. The Contractor will be responsible to apply amendments to the soil as recommended by the soil analysis reports. Organic fertilizers should be used whenever possible, otherwise, fertilizer with

50% slow release nitrogen shall be used. Fertilizer applications are to be performed when grasses are actively growing, usually late May/early June and late August/early September. Fertilizer applications will not exceed 2 1/2 pounds of nitrogen per 1000 square feet unless soil sample analysis reports indicate a necessity to further amend the soil.

The Contractor will be responsible for mowing turf grass to a height of 2"-3" on a schedule that is frequent enough to avoid clumping of grass clippings. Clippings will remain on the lawn and allowed to degrade. The Contractor will be responsible for the removal and proper disposal of grass clippings if the mowing schedule is not maintained and results in excessive grass clippings being deposited on the lawn area.

3. General Requirements

The Contractor will be expected to remove and properly disposed of trash on each service, prior to mowing. The Contractor is also expected to perform spring and fall clean up (April & November) by raking and removal of leaves, branches and other debris to maintain the appearance of the property. All materials are to be removed from the premises on the days that clean-up activities are performed.

Bark mulch shall be placed in areas of formal landscaping and flowerbeds at a depth no greater than 3" and tapered to a shallow depth around the base of trees to reduce weed growth and retain moisture. Mulch beds shall be restored annually throughout the term of the contract. Black plastic mulch is not to be used.

4. Record Keeping

The Contractor shall be responsible for maintaining a logbook or file for each site specified in this contract. These records shall be kept on the property of the contractee and maintained on each visit by the Contractor.

Each logbook or file shall contain at least the following items:

(1) Service records, which will be used to document the performance of all work, including emergency work. Upon completion of each service visit to the site, the Contractor's representative performing the service shall complete, sign and date the service record and place it in the logbook or file on the same or succeeding day of the services rendered.

(2) Copies of soil test analysis reports.

5. Manner and Time to Conduct Service

The Contractor shall perform routine services that do not adversely affect occupant health or productivity during the regular hours of operation in the buildings. When it is necessary to perform work outside of the regularly scheduled hours set forth, the Contractor shall notify the facility contact person at least one day in advance.

The Contractor shall observe all safety precautions throughout the performance of this contract. Certain areas may require special instructions for persons entering the property. The facility contact person will explain any restrictions associated with these special areas. The Contractor shall adhere to these restrictions at all times.

All Contractor personnel working around buildings designated under this contract shall wear distinctive uniform clothing. The Contractor shall determine and provide additional personal protection equipment required for the safe performance of work. Protective clothing, equipment, and devices shall, as a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for the products being used.

6. Special Requests and Emergency Service

On occasion, the facility contact person may request that the Contractor perform corrective, special, or emergency service (s) that are beyond routine service requests. The Contractor shall respond to these exceptional circumstances and complete the necessary work within one (1) working day after receipt of the request. In the event that such services cannot be completed within one working day, the Contractor shall immediately notify the facility contact person and indicate an anticipated completion date.

7. Program Evaluation

The contracting agency reserves the right to evaluate the progress of this contract in terms of effectiveness and safety, and to require such changes as necessary. The Contractor shall take prompt action to correct all identified deficiencies.

8. Safety And Health

- a. All work shall comply with all applicable state and federal safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply.
- b. The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work.