

# STATEMENT OF WORK

## LANDSCAPE AND GROUNDS MAINTENANCE

### 1.0 Purpose

The purpose of this scope of work is to obtain weekly landscape and grounds maintenance services at the following Salt Lake City facilities:

Air Traffic Control Tower (ATCT) 1201 N 4000 W Salt Lake City, UT 84122	Air Route Traffic Control Center (ARTCC) Child Care Facility (CCF) 2150 W 700 N Salt Lake City, UT 84116
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### 2.0 General Requirements

The Contractor must furnish all labor, supervision, equipment, and materials necessary to provide landscape and grounds maintenance services. All operations will be performed pursuant to FAA Sustainability Policy Statement. The Contractor must use environmentally preferred products and services. These program elements include, but are not limited to: products and services that are energy-efficient, water-efficient, bio based, non-ozone depleting, contain recycled-content, and non-toxic or less-toxic alternatives. Diversion of non-hazardous waste and construction and demolition debris from landfills, including composting; alternative fuels use and fuel efficient vehicles and equipment, reduced greenhouse gas emissions, and integrated pest management.

### 3.0 Grounds Data

The ATCT site consists of approximately six (6) acres of parking, driveways (asphalt), sidewalks, pads, ramps (concrete), xeriscape; buildings; landscaped areas, and hardstand.

The ARTCC/CCF site consists of approximately sixteen and one half (16.5) acres of parking, driveways(asphalt), sidewalks, pads, ramps (concrete), xeriscape, buildings; landscaped areas, and hardstand.

### 4.0 Work Hours

All work must be performed during regular hours. If the Contractor desires to carry on work on Saturday, Sunday, holidays, or outside regular hours at no additional cost to the Government, he/she may contact the Contracting Officer's Representative (COR) for review.

- A. Services at the ATCT must be performed one (1) time a week between the hours of 7:00 AM and 4:00 PM, Monday through Thursday.
- B. Services at the ARTCC and CCF must be performed one (1) time a week between the hours of 7:00 AM and 4:00 PM, Monday thru Thursday. Fertilizer must be applied after 4:00 PM Monday thru Thursday or on Saturday.
- C. Holidays observed by government employees during the term of this contract are as follows: New Year's Day, Martin Luther King Day, Washington's Birthday/President's Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day. Any work falling on holidays shall be rescheduled with the COR.

### 5.0 Management

The Contractor must manage the total work effort associated with the landscape and grounds maintenance services required herein to assure fully adequate and timely completion of these services. Included in this function will be a full range of management duties including, but not limited to, planning, scheduling, report preparation, and quality control. The Contractor must provide an adequate staff of personnel with

the necessary management expertise to assure the performance of the work in accordance with sound and efficient management practices.

## **6.0 Work Control**

The Contractor must implement all necessary work control procedures to ensure timely accomplishment of work requirements. The Contractor must plan and schedule work to assure labor, equipment, and material are available to complete work requirements within the specified time limits and in conformance with the quality standards established herein.

## **7.0 Herbicides and Pesticides**

The Contractor must manage pests applicable to landscape areas as well as invasive and noxious weeds via the least toxic means available. The Contractor must also use bio-based products (designated Bio Preferred by the U.S. Department of Agriculture). If herbicides or pesticides are to be used, the application must occur during unoccupied hours and the Contractor must be licensed by the applicable State agency to provide pesticide application in the categories specified in this contract. All work must be in accordance with Federal, State, local laws and requirements. The Contractor must submit Material Safety Data Sheets meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313 for all hazardous chemicals to be used prior to application and submitted to the COR for review. The Contractor must prepare, submit, and maintain records of usage. These records must be filled out as operations are performed. Completed records must be made available upon request for inspection.

## **8.0 Availability of Utilities**

The Contractor must be responsible for instructing employees in utility (water) conservation practices. Water faucets or valves must be turned off after the required usage has been accomplished. To conserve water, only the minimum quantity of water needed for the required usage must be expended.

## **9.0 Maintenance**

The Contractor must provide following landscape and grounds maintenance services in the specified work hours.

### **9.1 Grass Cutting**

All grassed areas located within this maintenance level must be cut to a uniform height on a weekly basis. Grass areas close or adjacent to buildings, hydrants, parking lots, manholes, fences, trees, hedges, and shrubs are included in mowing requirements, and may require hand mowing. Grassed areas, trees, or shrubs which are killed or damaged as a result of Contractor's work must be repaired or replaced by the Contractor at no cost to the Government. Grass clippings and trimmings must be removed from sidewalks and other paved areas the same day the grass is cut.

### **9.2 Edging**

All sidewalks, driveways, street edges, curbs, other paved areas, and shrubbery must be edged on a weekly basis using a mechanical edger/trimmer. The edging operation must include removal of grass and other vegetation which has encroached onto street and other paved surfaces from adjoining grassed areas. The edging operation must produce neat clean lines along the sides of sidewalks and other areas edged, and must be accomplished without scalping, rutting, bruising, and uneven and rough cutting. All vegetation growing in the following areas must be removed during the weekly edging operation:

1. Sidewalk and driveway expansion joints and cracks.
2. Street/driveway curbing expansion joints.
3. Cracks between curbing and street/driveway pavement.

For continued maintenance of vegetation growing in cracks and expansion joints, herbicide treatment may be utilized to reduce regrowth. The use of herbicides must not be allowed for the purpose of eliminating or reducing normal edging along straight paved edges (sidewalks, etc.). Debris generated by edging operations, which falls on or is thrown on sidewalks, on curbs, in gutters, streets, or is causing an unsightly appearance, must be removed and disposed from the site the day of the edging operation.

### **9.3 Plant and Shrub Pruning**

Shrubs, bushes, hedges and cultivated plants must be pruned on a monthly basis. All clippings and debris must be removed from the site the same day. Pruning must be accomplished so as to:

1. Remove new growth.
2. Reduce the size and growth rate of each shrub uniformly.
3. Evenly form and balance the shrub, bush, or plant in order to shape it according to its natural growth habits. Hedges must be sheared or pruned, as appropriate, to maintain their established shape and appearance.
4. Remove dead, damaged or diseased wood. If the entire shrub should die, notify the COR.
5. Remove vines, tree sprouts or any other extraneous vegetative growth from under or on the shrubbery.
6. Prune or remove growth in front of windows, over entrance ways or walks, or where vision is obstructed at street intersections.

### **9.4 Cultivation and Mulching of Shrubs, Hedges, and Flower Beds**

Shrubs, hedges, and flowerbeds must be cultivated and mulched on a weekly basis. Cultivation includes weeding of shrubs, hedges, and flowerbeds. Cultivation must be extended a sufficient distance from bases of shrubs to ensure their protection from damage by lawn mowers or trimmer/edger, and to provide proper care for the plants. Removal of grass, weeds, rocks, and debris encountered during cultivation must be considered part of cultivation. All timber, brick, concrete, aluminum, or plastic bed edging must be realigned as needed. Mulch in bed areas such as wood bark chips, pine straw, etc., must be well groomed after removal of weeds, rocks, etc.

### **9.5 Fertilization**

Fertilizers used must minimize environmental impact. Synthetic chemical fertilizers must not be used. Fertilization must comprise of either recovered organic material or bio-based material. Fertilizer comprised of recovered organic material must conform to the EPA's Comprehensive Procurement Guidelines (<http://www.epa.gov/cpg>). Bio-based product listings are obtainable from the U.S. Department of Agriculture (USDA) (<http://www.usda.gov>). Fertilizer must be applied only when grass blades are free of moisture. Ground cover plants and shrubbery beds must be fertilized concurrently with lawn application. The Contractor must submit Material Safety Data Sheets meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313 for all hazardous chemicals to be used prior to application and submitted to the COR for review prior to actual usage. Three applications are required through the contract year.

### **9.6 Raking**

Includes the raking and removal of leaves, pine straw and pine cones, limbs, and other debris from the raked area on a weekly basis. All debris must be disposed of the day of collection. Cleanup and removal of fallen leaves is required weekly until end of contract period.

### **9.7 Grassing**

Bare and slightly eroded areas must be filled with topsoil, raked, fertilized, seeded, and watered to establish a healthy grassed covering as needed. The Contractor must water and otherwise care for new grassed areas sufficiently to ensure proper development. Grassed areas which die or fail to develop

Noticeable growth for a period of one year after seeding must be re-grassed by the Contractor at no additional cost to the Government.

### **9.8 Soil Erosion Control**

Soil erosion damage must be repaired by filling in washed out/bare areas (areas requiring less than five cubic yards of fill soil) to within four inches of normal ground elevation as needed. This soil will be compacted. Top soil will then be placed to return the area to normal ground elevation; raked; fertilized; seeded; covered with straw, matting, or other material suitable to reduce the effects of erosion; and watered to establish a healthy grassed covering. Repaired areas must be watered and otherwise cared for until grass is firmly established. Repaired areas on which grass dies or fails to develop noticeable growth, or which again erode within one year must be repaired and re-grassed by the Contractor at no additional cost to the Government.

### **9.9 Irrigation**

Irrigation involves the application of water to promote proper health, growth, color, and appearance of cultivated vegetation. Grassed areas, shrubs, trees, and ground cover plants must be irrigated in accordance with the following directions.

1. Care must be exercised by regulating time and equipment to prevent wasting of water. Watering must be accomplished in a manner that avoids erosion, run-off, or ponding due to excessive quantities or rate of application. The minimum amount of water to be applied to all lawns, and planted areas must be one inch of water per application.
2. The Contractor will be held responsible for any damage to plants, lawns, or buildings caused by careless handling of irrigation equipment. Sprinklers must not be set in such a position as to throw water into doorways, windows, porches, parked cars, parking areas, or to impede vehicular and/or pedestrian traffic.
3. Where such installed sprinkler system equipment does not cover the area adequately, the Contractor must provide hoses and sprinklers to irrigate the entire area uniformly.
  - a. Sprinkler riser connections and sprinkler heads must be maintained, repaired, or replaced by the Contractor as necessary to eliminate obstructions, leaks, and other defects which would prevent proper operation, at no additional cost to the Government. Sprinkler heads must be maintained clear of dirt and other debris for approximately one inch around their outer circumference.
  - b. The Contractor will notify the COR when other required maintenance is needed to installed sprinkler systems due to normal wear and tear, to include time clocks, valve systems, and underground piping. A separate quote will be requested. Any damage to such systems caused by the Contractor must be repaired or replaced by the Contractor at no expense to the Government. The Contractor must promptly report damage to or malfunction of any sprinkler system.
4. Hoses, portable sprinklers, portable pipe, and similar irrigation equipment must be removed from lawn areas at the end of each work day or when not actually in use. All valves, covers, and valve box covers must be kept closed at all times except when in actual use.
5. The Contractor must abide by any local, state, or other water agency regulations or controls in force at the time of this contract.
6. The contractor will winterize irrigation system using compressed air to clear lines of existing water, including backflow prevention devices. Contractor will contact COR and local contact personnel to schedule Irrigation shutdown.

### **9.10 Ditch Cleaning**

Vegetative growth in drainage ditches must be cut on bottom and sides of said ditch on a monthly basis. Mouths of ditches, inlets, and outlets must be cleared of sediment, vegetation, and debris to allow unrestricted flow of water. Where ditch bottoms are paved, all mud and debris must be removed from

the paved surface and disposed of from the premises the same day of cleaning. Where ditch bottoms are not vegetated and have intermittent water flow, woody and aquatic vegetation must be removed or chemically treated. The Contractor must submit Material Safety Data Sheets meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313 for any hazardous chemicals to be used and submitted to the COR for review prior to actual usage.

#### **9.11                   Vegetation Removal**

Vegetation removal must consist of the removal of grass, weeds, trees and all other vegetative growth to ground or pavement level both sides of fence lines as needed. (ARTCC security fence on East side of property must maintain 20 foot clear zone as well as Gravel area north of the ATCT must also be treated and remain clear of vegetation). The Contractor must submit Material Safety Data Sheets meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313 for any hazardous chemicals to be used and submitted to the COR for review prior to actual usage. Debris generated by vegetation removal operations must be removed weekly from off Government property.

#### **9.12                   Aeration**

The Contractor must aerate once in the spring and once in the fall. The Contractor to coordinate time with COR.

#### **9.13                   Trees**

Trees must be pruned to ensure proper growth, maintain health and stay clear of walk and Driveways. Application of specialized fertilizer may be necessary for tree health.