

**County of Calhoun**  
**Courthouse, Agriculture & Annex Complex**  
**Landscape Maintenance**  
**Scope of Work**

**1. GENERAL REQUIREMENTS**

The Contractor shall provide timely and professional services in accordance with the requirements and provisions specified herein.

The Contractor shall work closely with the Calhoun County Building Maintenance Department to assure quality landscape maintenance and litter control. The contact for this Department is Mr. Marc Briggman and his cell is 803-308-2665.

The Contractor shall employ workers who are competent and properly trained to perform the required work. Employees of the Contractor shall not be considered employees of Calhoun County.

The Contractor shall be responsible for supervising the work to assure compliance with all requirements specified herein.

The Contractor shall provide by the first of each month a schedule of all regularly scheduled maintenance activities, as well as additional services stated herein, to include spraying for insect/disease control, application of seed and fertilizer, applying pine straw, major pruning and any other required tasks planned for that month. The County will provide written approval of the scheduled activities via signing the schedule provided by the contractor.

Prior to execution, the Contractor shall make written requests for any changes to the approved maintenance schedule. The County will provide written approval of any such changes.

**2. LITTER CONTROL**

Litter shall be defined as paper, plastic, cardboard, landscape debris, cigarette butts, bottles, cans and any other miscellaneous item as determined by the County.

The contractor shall be responsible for removing all litter and debris prior to mowing and performing any other landscape services.

Litter shall be picked up weekly and shall be properly disposed of.

### **3. TURF CARE**

All turf areas shall be maintained in a first class manner at all times. The quality of turf is to be determined by density, color and uniformity.

#### **A. Mowing**

All non-sports turf will be mowed to a height that is best for its variety but typically maintain at 3-inch height.

To prevent tearing the grass, blades are to be inspected by the Contractor weekly and replaced if necessary

#### **B. Fertilization**

Professional grade Fertilizers will be applied (6) times per year during the months shown below. The contractor shall use a fertilizer ratio that will be most beneficial to the turf, depending on the time of application.

March and August	33% Slow Release Nitrogen (4-1-2)
April	33% Slow Release Nitrogen (3-1-3)
May and September	25% Slow Release Nitrogen (1-0-1)
June	33% Slow Release Nitrogen (2-0-1)

#### **C. Edging and Trimming**

Mechanical edging along sidewalks, curbs and bedding area will be performed at each visit. Turf shall be kept away from the base of trees in at least a six-inch radius to help prevent mechanical damage. Edges along fence lines, walks, structures, etc. will be kept trimmed or sprayed so unsightly tufts along edges to not distract from the appearance of the site.

#### **D. Weed Control**

Pre-emergent herbicides will be applied twice per year, in the spring and fall. Post emergent herbicides will be applied as needed throughout the year to maintain a neat and uniform appearance.

#### **E. Pest Control**

Fungicide and insecticide will be applied as needed, to prevent any damage to the turf.

#### **F. Irrigation**

Existing Irrigation needs to be inspected and/or repaired/replaced where needed. Inspection of the system is required upon each visit.

#### **4. TREE AND SHRUB AREA MAINTENANCE REQUIREMENTS**

The Contractor shall be responsible for maintaining all trees, shrubs and plant beds in accordance with the following requirements:

- Pruning of all trees and shrubs, including the removal of dead palmetto fronds, shall be performed as needed to maintain a neat and uniform appearance.
- Appropriate major pruning of all trees and shrubs shall be performed between February 15th and March 15th, and between November 15th and December 15th. Major pruning shall include the removal of all seasonal dead wood and the trimming and shaping of live wood as needed to maintain a neat appearance. On newly planted trees and shrubs, remove only dead or broken limbs for the first growing season. Removal of more than 30% of the leaf surface of any tree is prohibited.
- Spraying for insect and disease control shall be performed at least three times each year to the appropriate plants. The first application shall be performed during the cool weather season using a dormant oil. The second and third applications shall be done during the growing season. Applications shall include insecticides, fungicides and any other pesticides as needed to achieve insect and disease control.
- Weed control in the plant beds shall be performed by manual, mechanical or chemical means. Plant beds shall be weed free at all times.
- Mulching of all plant beds shall be performed three (3) times each year, in the spring, summer and winter.

Pine strawing or mulching of all plant beds shall be performed with fresh and clean pine straw/mulch, to a minimum depth of three inches after settling. Do not allow mulch to touch trunks of trees and shrubs; place one inch or more from trunks.

- It is the responsibility of the Contractor to remove any dead tree/ plant and landscaping material that is found on each maintenance visit and to notify building maintenance immediately.
- It is the responsibility of the Contractor to inspect the irrigation systems during each visit to ensure each zone is property working and if not, notify building maintenance immediately.

## **5. MISCELLANEOUS REQUIREMENTS**

The Contractor shall be responsible for performing all landscape maintenance activities in accordance with the following miscellaneous requirements:

Appropriate work zone safety provisions shall be made at all times for the protection of highway traffic and workers. The Contractor shall provide signage as specified in the Manual on Uniform Traffic Control Devices (MUTCD) and as may be required by the South Carolina Department of Transportation's work zone safety standards manual.

- a. All workers shall wear ANSI compliant safety vests at all times when performing the requirements of this contract. Vehicles employed to perform any specification of this contract shall be equipped with activated amber rotating, flashing or strobe lights. Vehicle hazard warning signals are not an acceptable alternative.
- b. All work shall be performed during daylight hours.
- c. All mowing equipment shall have safety lighting, turf type tires and deflective shielding on the mower decks. All mower blades shall be replaced or sharpened as needed to provide cutting action.
- d. All tools and equipment shall be appropriate for the task performed and shall be maintained in good working condition.
- e. Application of pesticides shall be done in accordance with all applicable laws and under the direct supervision of South Carolina Licensed Certified Pesticide Applicator.

## **6. PERFORMANCE REQUIREMENTS**

The Contractor shall be responsible for coordinating; scheduling and supervising all work activities and shall perform in accordance with the following requirements:

- a. All work shall be inspected by the County for compliance with these specifications. All incomplete or improperly performed work shall be rectified immediately.
- b. The County shall withhold payment for work that is deemed incomplete or improperly performed during the previous month. The Contractor shall be required to meet all tasks of this contract during the specified timeline for each. Failure on part of the Contractor to perform all tasks in accordance with the specifications may result in non-payment of those services not deemed to be performed to an acceptable standard. Any repeated failure to correct noted deficiencies shall result in cancellation of this contract.

- c. Adverse weather conditions may delay the schedule of work to be performed, but shall not eliminate the performance requirement for any work specified herein.
- d. All encountered damages (from vehicles) or unusual problems shall be reported to the Building Maintenance Department immediately.
- e. All noticed maintenance needs not covered in these specifications (such as drainage, potholes, dead animals, etc.) shall be reported to the Building Maintenance Department immediately.

**7. EQUIPMENT REQUIRMENTS**

At a minimum, the Contractor shall have available at all times the following equipment to perform the specifications herein:

The Contractor shall also have available all ancillary tools and equipment needed to perform the specifications herein (shovels, rakes, pruners, etc.)

**8. PLANT REPLACEMENT AND ADDITIONAL SERVICES**

When the scope of additional services warrants, a written proposal shall be submitted for review and written acceptance by the County. Additional services shall only be performed on a “time and materials” basis when conditions so warrant.

**9. INSURANCE REQUIREMENTS**

The Contractor shall provide a certificate of insurance and maintain at all times the following minimum insurance coverage and amounts per incident:

Worker’s Compensation Insurance:	Statutory Amount
Aggregate General Liability Insurance:	\$1,000,000
Comprehensive Vehicle Liability Insurance:	\$1,000,000

**10. PAYMENT REQUIREMENTS**

The Contractor shall submit an invoice for work done the previous month by the first day of each month. Litter pickup will be done before mowing.

**1. Maintenance Level is described as:**

Turf Care as defined in section 3, **once every 7 days** (During growing season) and **twice a month** November through February during the off season. Litter Patrol will be done before mowing.