

Scope of Work

SCOPE OF WORK - The contractor shall furnish all labor, materials, supervision, equipment, supplies, tools, services, and all other necessary incidentals required to perform complete maintenance of landscaped areas as detailed below.

MAINTENANCE SPECIFICATIONS

- 1. Mowing-** Made up of a combination of "Argentine" Bahia grass and Stenotaphrum secundatum, variety "Floritam" St. Augustine grass.
 - a. Mowing height shall be maintained at 3 ½ to 4 inches on Floritam and Bahia grasses in all areas of improved landscape.
 - b. The contractor shall use rotary mowers with sharp blades, which are correctly balanced. Dull blades shall be changed at midday per cut. Rutting shall be avoided.
 - c. Floritam and Bahia grass will be mowed weekly from March 1st thru October 31st and every other week from November 1st thru February 28th (40 times per year).
 - d. Grass clippings are to be collected during the mowing operation and removed from the areas mowed. Mulching type mowers are acceptable. However, clippings that are visible 24 hours after mowing are to be removed from turf areas. Contractor will take care to direct grass clippings away from retention ponds.
 - e. Streets, curbs, sidewalks, bike paths, plant beds, lakes, and borders shall be maintained free of grass clippings and other debris. These will be inspected on a weekly basis.
 - f. Where possible, trees shall not have turf more than one foot inside of the "drip line", but shall be kept edged accordingly.
- 2. Edging**
 - a. Mechanical edging of all turf grass areas next to curbs, streets, sidewalks, bike paths, beds, lakes and borders shall be done at least every mowing to prevent grass encroachment. All plant beds and obstacles are to be edged every other week through out the year. All areas that are inaccessible with a mower are to be string trimmed at each mowing i.e., lake banks, signs etc. Due care shall be used from chipping or damaging hardscape (sidewalks etc).
 - b. Chemical edging IS NOT permitted.

- c. Dirt, trash, and debris resulting from edging operations shall be removed and all areas shall be left in clean condition before the end of the working day. Chemical treatment of curb road joints is permitted providing "drift damage" does not occur.

3. Fertilization

The following fertilization schedule shall be followed:

- a. All Floratam areas shall be fertilized with a commercial grade fertilizer at a minimum of six (6) times per year. It is the contractor's responsibility to adjust the timing of fertilizer applications to meet horticultural conditions and to supplement fertilizer applications in order to meet the criteria in section 3c.
- b. Bahia fertilization is not included in this contract and will be done on an as needed basis and billed as a separate application.
- c. At times environmental conditions may require additional applications of nutrients, augmenting the above fertilization programs to see that turf areas are kept uniformly GREEN, healthy and in top condition. It shall be the responsibility of the contractor to determine specific needs and requirements and notify the District resident project representative when these additional applications are needed and being executed.
- d. Fertilizers containing iron shall be removed from curbs, roads, walks, and driveways to avoid staining before the sprinklers are activated after application of the fertilizer.
- e. The complete fertilizers specified shall consist of a time release nature to encourage best management practices for the protection of water resources.
- f. Soil test samples shall be taken by the contractor to determine whether changes in the fertilizer pH or fertilizer formulations are indicated. The test results shall be given to the District for review by the resident project representative and the Hillsborough County Horticultural Agent. If it is determined, by the resident project representative after this review, that the pH or fertilizer formulations should be changed, the District will so advise the contractor in writing and the contractor shall implement such change, at the contractor's expense within two (2) weeks of receipt of said notice.
- g. The method of application of fertilizer shall be the responsibility of the contractor. If any turf is badly damaged or killed by excessive fertilizer, it shall be replaced by the contractor at no additional expense.

4. Turf Weed Control

- a. Annual grassy weeds shall be controlled by pre-emergent herbicides applied before seed germination begins. Prior to application, contractor must provide a list of chemicals to be used for weed control, to the District representative for review and approval. Application times shall be appropriate to seed germination, which depends upon whether the grasses are summer annuals, or winter annuals.
- b. Annual grasses, annual broadleaf weeds, perennial broadleaf weeds and sedges may be treated in Bahia and St. Augustine turf with post-emergent herbicides. Prior to

application, contractor must provide a list of chemicals to be used to the District representative for review and approval

- c. The chemicals applied must be safe to use on the type turf within the project indicated within Exhibit "A" when used in the correct way on mature, healthy turf at the correct dose as specified by the manufacturer.
- d. No spraying for weeds in either type of turf may be done when there is any danger of winds causing a spray drift into surrounding plants.
- e. Mowing intervals set forth in "Mowing" section 1c may be relaxed during herbicidal treatment periods, with written approval of the resident project representative.
- f. If District turf is contiguous to grasses of another variety, care shall be taken by the contractor to avoid injury to such turf.
- g. Weed control elsewhere than in turf, the contractor shall keep all planted areas free of weeds at all times. This includes the bases of trees and shrubs, beds, and borders. In general, weeds shall be removed by hand from these areas. Chemicals, which may cause plant injury, decline or death, shall not be used.
- h. Mechanical treatment may be necessary if and when directed by District project representative.

5. Insect and Pest Control

- a. Turf- An insect and pest control program designed to prevent damage to St. Augustine and Bahia turf will be developed by the Contractor and provide for both immediate pest elimination and long term pest prevention. Chemicals may be applied only by a certified pest control operator. Infestations by other insects and pests shall be controlled by chemicals approved by the project representative prior to their use. All chemical applicators are required to read the labels of chemicals for specific information regarding the rates, approved uses and target treatment efficacy.
- b. Trees and Shrubs – The Contractor shall develop a pest control program that provides for both immediate pest elimination and long term pest prevention. The chemicals used may be general-purpose sprays or systemic insecticides and their selection shall be related to the way they damage plants. The chemical selected shall control the target pest and be safe to use on the host plant. Whenever possible use a mechanical control method, biological controls, or other non-chemical methods. The number of sprays per year needed cannot be predicted. The contractor must provide for an allowance in the bid, however, to plan for insect control. The contractor shall plan for a minimum of two sprays for all plants as an average.

6. Disease control

- a. The contractor shall apply at least three sprays per year to all plants known to be susceptible in order to prevent the most common diseases. Fungicide approved by the project representative shall be used by the contractor. Contractor will inspect weekly for

turf grass disease and shall spray on an "as needed" basis. Project representative is to be informed on all activities or problems.

- b. Tree and shrub fungicides shall be applied to assist in prevention of diseases on susceptible species. The best method of control shall be used by the contractor for the given situation. The most important consideration when combating disease is to have the spray on the plant before infection takes place.
- d. If diseases are diagnosed which have no known method of control, the project representative shall be notified promptly. If the disease is confirmed, the plant shall be removed and destroyed off site. In some cases, the contractor shall remove infected soil and replace with new soil before replacing the diseased plant.
- e. Other chemicals to control or prevent disease may be used on selected plants.
- f. The contractor shall assume full responsibility for spray damage to plants. The site applicator shall be properly trained and licensed for commercial spraying. A photocopy of FDAC spray license with associated categories shall be provided to the District.

7. Shrubs, Trees, Palms, and Annuals Fertilization

- a. The contractor shall fertilize all trees, palms, shrubs, ground covers and annuals to maintain them in a healthy growing condition, free from symptoms of nutritional deficiency or undesirable appearance.
- b. The number of fertilizer applications per year for shrubs, trees, and palms will normally be six (6) but annuals may require more applications as noted below.
- c. A complete fertilizer plus micronutrients shall be applied in March, June and October and at such other times as required by the District.
- d. Landscape Trees and Plantings shall be fertilized as follows:

Annuals - Apply slow release fertilizer every 3 months or as needed and follow at two-week intervals with the application of liquid fertilizer, at rates directed by the manufacturer.

Shrubs and Ground Covers- Fertilize in March, June and October.

Medium Shrubs- Fertilize in March, June and October.

Large Shrubs- Fertilize in March, June and October.

Distribution-. The fertilizer shall be well scattered in an area from halfway between the stem and the drip line of the circumference. The fertilizer shall be distributed as evenly as possible by hand or by special mechanical applicator.

The contractor shall apply fertilizers to plants which are turgid and shall water-in the fertilizer promptly and thoroughly after application.

Fertilizer, which lands on leaves, shall be shaken off or hosed off leaves.

Palms- Fertilize in March, June and October.

Trees- Fertilize in March, June and October. Do not fertilize within 2 feet of the trunk of a small tree or within 4 feet of a trunk of a large tree.

~~Distribution—The hole or punch bar method is required for applying fertilizer to tree and palms. The holes should be as close to a foot deep as possible, "two plus" (2"+) inches in diameter and two feet apart, extending from the "drip line" of the tree or palm to about two feet beyond. Fill holes with fertilizer after having established amount as herein before specified.~~

- e. Not less than seventy-two (72) hours prior to the application or placement of any fertilizer, the contractor shall notify the project representative of the time and date that the contractor will apply fertilizers. Failure on the part of the contractor to notify the resident project representative shall result in the contractor forfeiting any and all right to payment for the applications made without notification.

8. Pruning

- a. All pruning shall be performed as required to maintain the natural shape and characteristics of the plant species. The resident project representative shall be made aware of all pruning activities.
- b. Pruning shall also include removal of trees, palms, shrubs, or ground covers that are dead, broken or diseased. When diseased plant material is removed, the cut should be made well into healthy plant tissue or the plant totally removed.
- c. Pruning shall include the removal of inward growing branches, water suckers and crossing or rubbing branches (inclusion) and co-dominant leaders. The crossing branch facing inward will generally be selected for removal. Where two branches are growing immediately above and below one another - typically, the lower branch shall removed.
- d. Major pruning shall be done by the contractor to shape individual plant species and/or to renew the vigor of the particular plant species on the following schedule:

Prune all trees in January, in accordance with pruning standards for shade trees as referred to Fine and Standard Pruning manual located at the County Extension Office.

Starting the week after the traditional Easter Holiday, trim all ornamental grasses (Fountain, Fakahatchee, Muhly, etc.) to the ground.

Crepe Myrtles will be finger pruned annually within the Contractor's prescribed best Management practices.

Follow the completion of the ornamental grass pruning with pruning on Philodendron, Pittosporum, Sea Grapes, Bougainvillea, Coco Plum, Jasmine, Liriope, and Purple Queen and other non-flowering shrub species. As soon as the major flowering or the Oleander species has been completed in late spring, any necessary required pruning should occur.

Palms and related plants shall be pruned in August. Pruning shall require the removal of all fronds as close to the trunk as possible when they are brown on the tips or when the fronds are infested with the leaf scarifier. Dead and live inflorescence shall be removed at

the same time. Do not remove all green healthy fronds (just to make it easier to reach dead fruiting stalks or emerging floescence) and avoid nicking the petioles of adjacent healthy fronds. Unsightly dead fronds that occur at other times of the year shall be removed immediately.

An additional trim, to the ground, of the Fakahatchee/Ornamental grass will be required in September.

When major pruning begins on a particular species of plant, it shall continue until all plants of that species have been pruned within the jurisdiction of this contract.

Minor pruning shall occur throughout the year to keep individual plants within desired limits on an "as needed" basis. ("suckers" and "water sprouts" kept off)

- e. The contractor shall prune vertical growth at a 45-degree angle. Branches shall be removed flush with the trunk.
- f. The contractor is required to remove all pruned materials and debris from the site each day. Contractor also is required to remove all trash and other debris other than landscape clippings and limbs each day from the site.
- g. Plant materials shall be trimmed on a regular basis from around landscape lighting accent fixtures and signage.

9. Water, Irrigation and Sprinklers

- a. The manual and automatic sprinkler system is to be used to maintain plant health and to conserve water. The irrigation system is to be maintained and scheduled in compliance with all jurisdictional agencies and restrictions as warranted. Contractor will be responsible for negligence in the operations associated with restricted water schedules as placed by agencies. Specifically, the cost for all adjustments, cleanings, repairs and maintenance of lateral irrigation lines 2" in diameter and below, spray heads, nozzles, drip lines, and rotors shall be borne by the Contractor. Repairs to capitalized items such as clocks, valves, and electrical systems shall be borne by the District in except in the event that Contractor negligence
- b. The contractor shall provide supervision of the system and shall make all adjustments, repairs, and replacements required.
- c. A soil moisture probe meter shall be used by the contractor to determine soil moisture content in off-color turf areas and corrective action taken promptly to rectify the condition.
- d. Newly planted trees and shrubs shall be watered at least daily by sprinklers or rain for the first four weeks. Moisture meter readings in the ball area shall be maintained in the "moist" zone on the meter.
- e. Risers shall be added as needed in the bed areas to ensure that water is being supplied to the entire shrub area and not being blocked or deflected by growing plants.
- f. The contractor shall inform the District immediately of any serious problems in the irrigation system.

- g. The contractor shall run through each line of the system bi-weekly during the summer and monthly during the “winter cut” months to check that all heads are working properly and that all areas are being evenly and completely covered. A written report for each said visit shall be signed by the person performing the required inspections and submitted to the District within 10 (ten) days of the completed inspection.
- h. The clock controls shall be programmed to deliver the amount of water, which can be used by the turf and plants. Field capacity shall never be exceeded.
- i. Because turf water needs to vary from month to month, the amount of watering time shall be adjusted periodically to reflect these needs.
- j. Excessive watering shall be avoided.
- k. All turf and other irrigation shall be between the hours of 8:00 P.M. and 7:00 A.M., unless otherwise approved in writing by the resident project representative.
- l. It shall be clearly understood and agreed by the contractor that all irrigation, sprinkler systems including all necessary appurtenances to maintain said system shall be the responsibility of the contractor. Damage by others will not relieve the contractor of their responsibility to maintain the turf, shrubs, trees, ground covers, and annuals in a healthy condition.
- m. The site is irrigated using the Rain-Bird or similar irrigation controller system.
- n. ~~In May and October the contractor shall cut St. Augustine grass twice a year in at least a six-inch circumference around each sprinkler head during routine zone checks.~~
- o. It shall be the responsibility of the contractor within the first 90 days of the contract period to evaluate the volume of water being delivered by the irrigation system, determine the system’s effectiveness, and apply for an irrigation variance if necessary.

10. Special Requirements

- a. All tree bracing systems shall be checked regularly and tightened as needed.
- b. Mulch shall be replenished in October and April, or at the District’s request as it deteriorates, is blown, washed away, or becomes unsightly. Mulch shall be high quality and in keeping with what is currently used. The depth of the mulch in no case shall be greater than a two-inch depth. If mulch build up occurs greater than two inches depth, the existing mulch shall be removed and the area re-mulched to the proper two-inch depth. Mulch will be included in the contract price and pro-rated in the Contractor’s monthly billings.
- c. Parks - The community parks and the playground shall be mulched \geq 1 time a year. Replenishment of the sand in the playground shall be the responsibility of the Contractor. Mulch and sand in play areas will be to a depth as determined by the project representative that is consistent with ADA standards. The Contractor shall remove trash and debris from the playground.
- d. Seasonal Planting

All seasonal plantings shall be maintained by the contractor in the following manner:

1. Soil Bed Preparation

- a. Remove all grass, weeds, stones, and other debris from seasonal color beds.
- b. Treat all beds for nematodes with chemicals that have previously been approved by District project representative.
- c. Apply four pounds of a balanced fertilizer per 100 sq. feet of bed area. Spade, roto-till or otherwise mix well until uniform and level off.
- d. Test soil pH. Soil pH needs to be 5.5 to 7.0, correct with sulfur to lower pH as needed.

2. Planting Details

- a. Seasonal plantings are installed in November, March, and July. Plant material being installed shall be a minimum of 4 ½" containers and in a condition acceptable to the District project representative. Within the first 30 days of the Contract, the Contractor shall provide the District with a written and visual plant list, by season of all anticipated seasonal plantings.

3. Fertilizing

- a. Fertilize every two weeks.
- b. Soluble salts should be checked on a regular basis to ensure that roots will not be damaged by excessive fertilizer applications

4. Watering

- a. Watering needs to be performed as often as turf watering. Monitor for possible additional watering requirements.

5. Mulching

- a. Seasonal plantings will be mulched appropriately so as not to damage them.
- b. Just prior to the next seasonal planting, the mulch should be incorporated into the soil. Additional mulch should then be added (top dressed) immediately following the next planting maintaining the one to two inch requirement at all times.

6. Weeding

- a. Remove all weeds once per week so they do not compete for water and nutrients.

7. Manicuring

- a. The Contractor will monitor seasonal plantings for required manicuring needs through weekly inspections.

8. Insect and Disease Control

- a. Check weekly for insects and possible disease, and follow through with the appropriate treatments.

9. Frost Protection

- a. It is the responsibility of the Contractor to insure that they have immediate access to enough protective material to cover all flowers within their contract area and to have that material properly installed prior to a frost event. Frost protection will be provided by the Contractor at no cost to the District.
- e. Fountain and Urn Maintenance on a weekly basis are included. All debris should be removed from both the Urns and the Fountain and the Fountain Filter should be cleaned with the appropriate chemicals as to reduce and prevent algae buildup. Weeds will be controlled in the Urns. Replacement of plants/annuals in the Urns will need to be provided. Playground maintenance will be completed twice weekly to include trash pick up, ~~bathroom cleaning, pressure washing as needed and cleaning of the bus stop.~~
- f. Contractor shall be responsible for emptying and replacing trash liners of all trash containers weekly or when container is full.
- g. Contractor shall be responsible for debris cleanup deposited by typical weather conditions
- h. Contractor shall be responsible for carcass removal within District boundaries.
- i. Monthly Tour
1. Once a month (time to be determined by District), a tour of the landscape contract area will be performed by the Contractor's superintendent and the District's Representative.
 2. All District property within the scope of this contract and during its tenure shall be policed and cleaned for and of debris of no less than a weekly basis. The District reserves the right to increase the schedule if needed. All said debris shall be removed from CDD property.

Insurance

Limits of liability not less than the following:

Workers Compensation	As Required By Law
General Liability	
Bodily Injury (including Contractual)	\$1,000,000
Property Damage (including Contractual)	\$1,000,000
Automobile Liability	
Bodily Injury	\$1,000,000
Property Damage	\$1,000,000
Professional Liability for Errors and Omissions	\$1,000,000