



CITY OF GAHANNA

DEPARTMENT OF PARKS & RECREATION

DEPARTMENT OF PARKS & RECREATION

LANDSCAPE AND TURF MAINTENANCE QUOTE SPECIFICATIONS

CITY HALL COMPLEX

DEADLINE FOR QUOTE:

11:00 AM

FEBRUARY 19, 2015

DEPARTMENT OF PARKS & RECREATION

ATTENTION: MIKE MUSSER

200 SOUTH HAMILTON ROAD

GAHANNA, OH 43230

PURPOSE

The Department of Parks & Recreation is requesting fixed price quotes to provide experienced staff, labor plus all necessary materials, supplies and equipment to provide landscape services for the City's Landscape Areas listed below.

Scope of Services

Base Quote Scope: The base quote scope is for all flower, shrub and tree areas only. The scope includes spring clean up, edging, pre-emergent weed control, mulching, weed removal and spraying throughout the year to keep all mulched areas free from weeds, grass, etc. Also included in this scope are two tree and shrub fertilizations: One in the spring and one in the fall of the calendar year. Any tree and shrub pesticide and/or disease control application will be handled on an as needed basis by change order or by City staff.

Alternate Quote Scope: Includes all items in the Base Quote Scope bid plus turf care for grass areas. Turf care includes three fertilizations: spring, summer and fall of the calendar year. All fertilizations will be performed using appropriate NPK composition for the season and shall be turf quality, homogenous, slow release urea based fertilizer.

Any herbicides or pesticides will be used on an as needed basis and will be handled by change order and/or by City staff.

Option Years: Note that on the proposal there is an option year line to be completed for a second and third year for the services outlined herein. Please adjust pricing if necessary for these option years. The City of Gahanna may elect to exercise this option at any time.

LANDSCAPE AREAS (See attached maps)

200 S. Hamilton Rd.

City Hall

460 Rocky Fork Blvd.

Police Station

480 Rocky Fork Blvd.

Senior Center

LANDSCAPE SERVICE OF PLANTED AREAS

- A. Contractor shall follow all Department of Agriculture regulations regarding spraying of chemicals.
- B. Contractor shall provide routine landscape services for all areas listed above. No tree or shrub pruning is required.
- C. Contractor shall ensure that all planted areas be kept free of trimmings, litter (paper, plastics, etc.), rubbish, or other objectionable materials on the days of service.
- D. Contractor shall ensure that no grass clippings, trimmings, or dirt be left on any paved areas due to Contractors operation.
- E. Contractor shall dispose of all waste materials or refuse off site. This includes all edging removed from plant beds.
- F. Contractor shall ensure that all plant growth be prevented in any cracks in walkways or along paved areas within the limits of the service area.
- G. All lawn areas will be edged, including walk-ways, drives, curb slabs, parking lots, tree basins, utility boxes and other structures in the lawn areas.
- H. Contractor shall notify the Parks Superintendent 48 hours in advanced of all work to be completed and shall forward service reports for each site visit to the Parks Superintendent for review.
- I. **All mulched areas shall be maintained in a weed free manner for the duration of this agreement.** New weed growth shall be treated using weed killer and/or mechanical removal. Weeds taller than three (3) inches shall be mechanically removed.
- J. The Contractor must remedy items reported by the City of Gahanna within 48 hours after notice has been given of such deficiencies in work. This notification may be written or verbally communicated. Items not remedied in a timely fashion may, at the city's option, be completed by the city and deducted from payments due.
- K. Payment shall be made monthly for services completed. Invoices submitted shall be receivable on terms of net 30 days.

- L. Contractor shall provide proper traffic controls and safety signage as needed to perform the duties of this contract. Lanes may NOT be blocked during rush hour (7am-9am and 4pm-6pm Monday through Friday).

FERTILIZER FOR LANDSCAPING (Alternate Quote)

Lawns: Contractor shall fertilize all turf areas at least three (3) times each year at a rate of two pounds of nitrogen per 1,000 square feet, with a 20-30% slow release, homogenous, turf grass quality fertilizer that will provide optimum health and appearance.

INSECTICIDES FOR LANDSCAPING (As needed by change order)

- A. Contractor shall apply insecticides as needed to protect all plant material from damage. The insect control program shall include slugs and snails. The Contractor shall be responsible for choosing chemicals and insecticides and be accountable for the proper use of chemicals and insecticides.
- B. Contractor shall apply the proper fungicides, herbicides, pesticides and insecticides for the control of pest, weeds and plant disease.
- C. Contractor must have appropriate State License to apply chemicals, and do so consistent with rules and regulations as set forth by the licensing agency.

PRE-EMERGENT WEED CONTROL

Pre-emergent weed control for use in turfed areas shall be a minimum of 8 week control and be applied according to manufacturer's instructions. Contractors must submit which product and application rates to be used with their quotes. Contractors will be required to apply between April 15, 2014 and May 1, 2014.

MULCH SPECIFICATIONS

Mulch shall be premium hardwood mulch, black in color, and shall be dyed by the manufacturer to maintain a lasting color. Mulch shall be free of debris, sticks and any other foreign objects detracting from its appearance. Mulch layer shall be installed at a uniform 3" (two inch) thickness over all areas.

DAMAGES TO LANDSCAPE AREAS

- A. Contractor shall be responsible for any and all damage caused by Contractor's operations, negligence or failure to act under the terms of the contract.
- B. Contractor shall replace, at no cost to the City, all shrubs, turf, trees, or plants that are damaged or killed due to Contractor's operations, negligence, or failure to act or use chemicals. If plant damage is caused by conditions beyond Contractor's control, replacement cost shall be at the City's expense.
- C. Contractor shall immediately replace all sprinklers that are damaged due to Contractor's operation. Damaged sprinkler replacement or repair shall be at Contractor's expense.
- D. Contractor shall notify the City of any sprinklers that are not operational, due to wear or conditions beyond Contractor's control.

APPENDIX I

PROPOSAL

GAHANNA MUNICIPAL FACILITY LANDSCAPE MAINTENANCE

Parks Superintendent, Department of Parks & Recreation
City of Gahanna, Ohio

After careful examination of the specifications, form of contract and the site of the proposed work, the undersigned hereby proposes and agrees if this proposal be accepted, to enter into a contract using the form of contract provided for, to furnish all equipment, labor, materials and construction to complete the said work in accordance with the terms and conditions specified and to furnish a satisfactory bond in the amount of one hundred percent (100%) of the total amount of the contract, conditioned as and in form prescribed by law as a guarantee for the faithful performance of the contract for the following prices as described and contained herein.

This is a lump sum contract with a price not to exceed for services specified. The City reserves the right to waive any irregularities of the bidding process, and to make any mathematical corrections as required. This form is to provide your lump sum total for the services outlined.

CONTRACTOR MUST ATTACH A DETAILED UNIT COST SUMMARY FOR MATERIALS AND LABOR.

COMPANY NAME: _____

ADDRESS: _____

PHONE/FAX: _____ / _____

CONTACT PERSON: _____

E-MAIL: _____

BASE QUOTE: FLOWER, TREE AND SHRUB AREAS AS SPECIFIED IN SCOPE.

\$ _____

PLEASE PRINT BASE QUOTE IN WORDS

OPTION YEAR #1: \$ _____

OPTION YEAR #2: \$ _____

ALTERNATE QUOTE: BASE BID PLUS LAWN CARE AS SPECIFIED IN SCOPE.

\$ _____

PLEASE PRINT BASE QUOTE IN WORDS

OPTION YEAR #1: \$ _____

OPTION YEAR #2: \$ _____

NOTE: NO BIDDER MAY WITHDRAW UNTIL SIXTY DAYS AFTER THE DATE OF OPENING. THE CITY OF GAHANNA HAS THE OPTION OF ACCEPTING, REJECTING ANY OR ALL PROPOSALS OF ANY PORTION THEREOF. TERMS OF PROGRESS PAYMENTS ARE NET 30 DAYS.

Submittals: In addition to this packet in its entirety please attach the following documentation:

- A. Proof of Workmen's Compensation Coverage (certificate)
- B. Proof of Liability Insurance (COI to follow with successful bidder naming Gahanna as additional insured)
- C. References (minimum of three)
- D. Any additional company information you wish
- E. Proof of current application licensing

Municipal Complex
DO NOT INCLUDE HERB GARDEN IN QUOTE

