

**PURCHASING DEPARTMENT  
101 EAST 11<sup>TH</sup> STREET  
CITY HALL  
SUITE G13  
CHATTANOOGA, TENNESSEE  
37402**

**Request for Bid (RFB) for the City of Chattanooga, Tennessee**

*Proposals will be received at 101 East 11<sup>th</sup> Street, Suite G13,  
Chattanooga, TN 37402 until 2:00 P.M., EST. on November 28, 2018*

**Requisition / Bid No.: R178114 / 305274**  
**Ordering Dept.: Parks Division, Public Works**  
**Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov**  
\*\*\*\*\*

**Items Being Purchased: Downtown Landscape Improvements &  
Maintenance**  
\*\*\*\*\*

**\*\*\*REQUEST FOR BIDS MUST BE RECEIVED\*\*\***  
**2:00 P.M., EST on November 28, 2018**  
\*\*\*\*\*

**\*\*\*PRE-BID CONFERENCE WILL BE CONDUCTED\*\*\***  
**10:00 A.M., EST on November 14, 2018**  
\*\*\*\*\*

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informality in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin.

The City's Standard Terms and Conditions may be found on website:  
<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

**Note: ALL BIDS MUST BE SIGNED**  
All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

- Company Name:** \_\_\_\_\_
- Mailing Address:** \_\_\_\_\_
- City & Zip Code:** \_\_\_\_\_
- Phone/Toll Free No.:** \_\_\_\_\_
- Fax No.:** \_\_\_\_\_
- E-Mail Address:** \_\_\_\_\_
- Contact Person:** \_\_\_\_\_
- Company Title:** \_\_\_\_\_
- Signature:** \_\_\_\_\_

# BID SOLICITATION



**City of Chattanooga**  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

**BID OPENING DATE AND TIME:**  
 28-NOV-18 at 2:00 PM

**BID NUMBER: 305274**

**BUYER:**  
**PHONE #:** (423) 643-7230  
**DELIVERY REQUIRED:**

**SEALED BIDS**

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

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City of Chattanooga  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition / Bid No.: 178114 / 305274 Ordering Dept.: Parks Division, Public Works Department Buyer: Mark McKeel Phone No.: 423-643-7236					
Items Being Purchased: Downtown Landscape Improvements & Maintenance					
ATTACHMENTS: 1. Specifications (22 pages) 2. Bermudagrass Maintenance Calendar & Bid Form (8 pages) 3. Affirmative Action Plan (2 pages) 4. Insurance Requirements (see page 2 of specifications) 5. Iran Divestment Act Disclosure (1 page) 6. No Contact / No Advocacy Notice (1 page) City of Chattanooga (COC) Terms and Conditions posted on Website <a href="http://www.chattanooga.gov/purchasing/standard-terms-and-conditions">http://www.chattanooga.gov/purchasing/standard-terms-and-conditions</a> If you can't download call buyer for a copy.					
NOTE: A Pre-Bid Conference will be held November 14, 2018 at 10:00 AM, in the Purchasing Conference Room At City Hall, 101 East 11th Street, Chattanooga, TN 37402 Attendance at the Pre-Bid is Preferred.					
This Shall Be A Twelve (12) Month Blanket Contract To Supply Downtown Landscaping Improvements & Maintenance the Parks Division.					
The Contract Term May Be Renewed For An Additional Two (2) Twelve (12) Month Terms Under The Same Terms And Conditions By Mutual Agreement. The City Of Chattanooga And The Contractor May Bilaterally Extend The Contract By Providing Written Confirmation Of Agreement By Both Parties At Least 30 Days Prior To The Contract's Current Expiration Date Into Any Successive Term As Provided Herein.					
QUANTITIES ARE ESTIMATES ONLY THE CITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT.					
*** BID MUST BE RECEIVED NO LATER THAN *** *** 2:00 PM EST ON NOVEMBER 28, 2018 ***					
PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305274) ON OUTSIDE PACKAGING					
**** Vendor Shall Hold Prices Firm for First (1st) Year of Contract ****					
Price Escalation Clause: If as a result of a general change in prices or discounts, the Contractor has changed prices to all of its customers, the price under this contract may be adjusted accordingly. Contractor may be requested to show proof of alleged price changes prior to approval of any price adjustments.					
NOTE: ALL BIDS MUST BE SIGNED All bids received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Bidder acknowledges					

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Item	Class-Item	Quantity	Unit	Unit Price	Total
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having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

Any manufacturer;s names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references ar enot intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.

The City of Chattanooga reserves the right to reject any and/or all bids, waive any informalities in the bids received, and to accept any bid which in its opinion may be for the best interest of the city.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color, or national origin.

\*\*\*\* NOTE \*\*\*\*  
 PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone/Toll-Free No. \_\_\_\_\_

Fax No. \_\_\_\_\_

eMail Address \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Estimated Delivery \_\_\_\_\_

Minority-Owned Business \_\_\_\_\_ Small Business \_\_\_\_\_ Veteran \_\_\_\_\_

Minority Woman-Owned Business \_\_\_\_\_ Disabled Veteran \_\_\_\_\_

Woman-Owned Business \_\_\_\_\_

\*\*\*\* ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION \*\*\*\*

**NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS**

The City is Exempt from all Federal and State Tax.  
 Bids will be received at the above mentioned address.

TERMS OF PAYMENT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

ALL BIDS MUST BE SIGNED – The undersigned offers the above quoted prices under the conditions contained herein.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

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City of Chattanooga  
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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Design and Initial Installation	1	Job	_____	_____
2	Bessie Smith Hall & Parking Lots Annual Planting	1	Job	_____	_____
3	Broad St Bike Lane Planters & 6th St Bus Stop Annual Planting	1	Job	_____	_____
4	City Hall, Annex, City Council Bldg & Parking Lot Annual Planting	1	Job	_____	_____
5	Clock Tower Park & Crye Leike Beds Annual Planting	1	Job	_____	_____
6	Development Resource Center Annual Planting	1	Job	_____	_____
7	Market St Planters & Beds Annual Planting	1	Job	_____	_____
8	Memorial Auditorium Mini Park Annual Planting	1	Job	_____	_____
9	MLK Median Planters Annual Planting	1	Job	_____	_____
10	Pine St & MLK Triangle Median Annual Planting	1	Job	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
11	Tivoli Mini Park Annual Planting	1	Job	_____	_____
12	Walnut St Bridge Annual Planting	1	Job	_____	_____
13	1st Street Art Garden Monthly Maintenance	12	Month	_____	_____
14	4th Street Medians & ROW Monthly Maintenance	12	Month	_____	_____
15	13th Street ROW Monthly Maintenance	12	Month	_____	_____
16	Bessie Smith Hall & Parking Lots Monthly Maintenance	12	Month	_____	_____
17	Broad Street Bike Lane Planters & 6th St Bus Stop Planters Monthly Maintenance	12	Month	_____	_____
18	Broad Street Median & ROW Monthly Maintenance	12	Month	_____	_____
19	Carter Street Median Monthly Maintenance	12	Month	_____	_____
20	City Hall, Annex, City Council Bldg & Parking Lot Monthly Maintenance	12	Month	_____	_____

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City of Chattanooga  
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Item	Class-Item	Quantity	Unit	Unit Price	Total
21	Chestnut Street ROW Monthly Maintenance	12	Month	_____	_____
22	Clock Tower Park & Crye Leike Beds Monthly Maintenance	12	Month	_____	_____
23	Development Resource Center Monthly Maintenance	12	Month	_____	_____
24	Frazier Avenue ROW Monthly Maintenance	12	Month	_____	_____
25	Georgia & MLK Triangle Median Monthly Maintenance	12	Month	_____	_____
26	Main Street ROW Monthly Maintenance	12	Month	_____	_____
27	Main Terrain Art Park Monthly Maintenance	12	Month	_____	_____
28	Manufacturer's Row Monthly Maintenance	12	Month	_____	_____
29	Market Street Medians Monthly Maintenance	12	Month	_____	_____
30	Market Street Planters and Beds Monthly Maintenance	12	Month	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
31	Market Street ROW Monthly Maintenance	12	Month	_____	_____
32	Memorial Auditorium Mini Park Monthly Maintenance	12	Month	_____	_____
33	Miller Park Monthly Maintenance	12	Month	_____	_____
34	MLK Median Planters Monthly Maintenance	12	Month	_____	_____
35	Phillips Parks & Surrounding ROW Monthly Maintenance	12	Month	_____	_____
36	Pine Street & MLK Triangle Median Monthly Maintenance	12	Month	_____	_____
37	Riverfront Parkway Monthly Maintenance	12	Month	_____	_____
38	Riverfront Parking Lots (ROW) Monthly Maintenance	12	Month	_____	_____
39	Riverside/Riverfront Pkwy Medians, ROW Monthly Maintenance	12	Month	_____	_____
40	Riverside & 3rd Street Medians & ROW Monthly Maintenance	12	Month	_____	_____

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City of Chattanooga  
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Item	Class-Item	Quantity	Unit	Unit Price	Total
41	Tivoli Mini Park Monthly Maintenance	12	Month	_____	_____
42	Labor Rate	75	Hour	_____	_____

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NAME AND TITLE: \_\_\_\_\_



**Specifications for Downtown Landscape Improvements & Maintenance**  
**City of Chattanooga, PWD Parks Division**  
**(10/24/18)**

**1. General**

**a. Purpose**

Request proposals from qualified firms (landscapers, vendors, contractors, proposers etc.) to provide landscape design, installation, and maintenance services in selected areas of Downtown Chattanooga.

The goal of this project is to have a Downtown that is colorful, pleasing to the eyes, weed free, and properly maintained.

**b. Length of Contract**

The length of contract shall be for a period of 12 months, with an option to renew for 2 additional 12 month periods by mutual agreement between the Vendor and the City.

**c. Instructions to Bidders**

Bids for this Contract should consist of (1) price for design and initial installation of all landscape features, (1) price per location of annual plantings, as specified below, (1) price per location for monthly maintenance, as described below, and (1) hourly rate for any additional work required as the result of unforeseen circumstances, as approved by the Parks Director.

Bidders are encouraged to schedule site visits prior to bidding. Visits may be scheduled with Assistant Director of Parks, Seth Flener, (423)643-6125, [sflener@chattanooga.gov](mailto:sflener@chattanooga.gov), or Parks Director, James Bergdoll, (423)643-6122, [jbergdoll@chattanooga.gov](mailto:jbergdoll@chattanooga.gov).

A pre-bid meeting will be held at Purchasing, City Hall, 101 East 11<sup>th</sup> Street, Suite G13, Chattanooga, TN 37402 on November 14, 2018 at 10:00 AM EST..

Upon award of contract, a scheduling meeting will be held with Parks Director. Vendor has 10 days upon award of contract to set this meeting.

**d. General Conditions**

Bidders shall submit (2) copies of bids, including:

- Completed bid proposal form. The Bid shall include the cost types listed in instructions. The costs shall include any and all costs for wages, benefits, indirect costs, overhead and profit, insurance, and any other related direct or indirect costs. No mileage or travel expense will be allowed.

- List of at least five businesses, schools, or municipalities to whom the CONTRACTOR has supplied Landscape Design, Installation, and Maintenance services in the past five years. The list shall include customer name, name of contact that has worked directly with the CONTRACTOR, address and telephone number of customer.
- List and provide documentation of professional licenses and industry organization memberships

Preference will be given to local businesses.

The City of Chattanooga reserves the right to reject any or all bids, to waive any information in Bids received, and to accept any Bid which, in its opinion, may be in the best interest of the City.

The Vendor shall comply with rules and conditions found in the City of Chattanooga, Purchasing Department's "General Conditions and Instructions to Bidders" that have been made a part of this solicitation, and are posted on the website <http://chattanooga.gov/purchasing/standard-terms-and-conditions>

**e. Requirements for Insurance Coverage**

The CONTRACTOR shall be insured and bonded to the following limits:

COVERAGES	LIMITS OF LIABILITY
Workman's Comp Employer's Liability	Statutory \$750,000
Bodily Injury Liability Except Automobile	\$750,000 each occurrence \$1,500,000 aggregate
Property Damage Liability Except Automobile	\$750,000 each occurrence \$1,500,000 aggregate
Automobile Bodily Injury Liability	\$750,000 each occurrence \$1,500,000 aggregate
Automobile Property Damage	\$750,000 each occurrence
Excess Umbrella Liability	\$3,000,000 each occurrence

The CONTRACTOR shall provide proof of these insurance and bonding requirements at the time of the bid. The insurance shall remain in force at all times during this contract.

f. **Basis for Award**

Awards shall be made to the responsible and responsive CONTRACTOR submitting the best bid, considering the following:

- Proposed Schedule of Services
- Conformity to Specifications
- Price
- Ability to Perform

g. **Sole Vendor**

The Vendor shall not subcontract the services or assign the contract to others without the written consent of the City of Chattanooga.

h. **Compliance with Applicable Regulations**

All of the services provided by the Vendor shall be completed in a good and workmanlike manner. All services provided shall be in compliance with all applicable statutes, rules, ordinances and regulations of, but not limited to, the USEPA, TDOT, OSHA, and any similar federal, state, and local laws or regulations applicable to the Vendor or to the services described herein.

The Vendor's personnel shall comply with all City, Department of Public Works, and Parks Division work rules and regulations when on site.

Proof of current licenses shall be submitted with the Bid

i. **Inspection**

The services furnished by the Vendor shall be subject to inspection and approval by the City's designated representative, but the manner and method of providing the services shall be the responsibility of the Vendor.

j. **Failure to Provide Services and Termination of Contract**

In the event the Vendor:

- a. Fails to initiate services on the date specified or otherwise agreed to;
- b. Fail to provide all of the required documentation for his personnel, insurance, and any other documentation required by these Specifications at the specified times;
- c. After having begun services, abandons them for any reason;
- d. Suspends or refuses to continue services; or
- e. Defaults in any manner in the performance under the terms of the Contract for a period of thirty (30) days (unless the Vendor is prevented from continuing for reasons beyond its control);

The City of Chattanooga shall have the right to terminate the Contract immediately upon the written notification by the City for the reasons listed above

and the City shall complete the Contract or have the services completed by another vendor in any reasonable manner at the Vendor's expense.

The City shall have the right to terminate the Contract after giving a thirty-day (30) written notice to the Vendor.

## **2. PROGRAM OBJECTIVES**

- a. To provide a well-landscaped, welcoming, and attractive Downtown, seven days per week, that positively affects the perceptions of workers, residents, and visitors. Safety, cleanliness, and attractively maintained landscape features are top priorities.
- b. To provide these services in a professional manner that best represents the City of Chattanooga.
- c. To partner with a landscape company or vendor that will provide expertise and ongoing support for the delivery of these services.

## **3. Summary**

The City of Chattanooga has an expressed interest in improving landscape aesthetics and annual color plantings Downtown to enhance residents' and visitors' experiences. It is desired to prioritize drought tolerance and native species as appropriate, while continuing to consider our longstanding commitment to aesthetic and seasonal appeal. These improvements will include an increased level of service and maintenance, annual color plantings, redesign and replacement of perennial plantings, fertilization, weed and pest control, and mulching and bed maintenance, to name a few. The scope of this project will be the initial design and installation of landscaping at the selected sites, along with a proposal for annual maintenance.

Miller Park has been completely renovated and includes notable components, such as a large, event-ready pavilion, a high-quality turf lawn for events and public recreational use, along with a complex native landscaping and hardscaping plan. All of these features will attract many people into the park daily. Because of the centralized location within the Innovation District, and its expected use as a venue for concerts, special events, and social gatherings, this location must be maintained at all times to the highest standards.

## **4. Basic Scope of Work**

Provide proposal for improved landscaping at the selected sites.

- a. Landscape planting plan at each site including, but not limited to:
  - i. Maintenance of existing plant health with targeted additions of native perennials where appropriate.
    1. redesign and replacement of perennial plantings; use of native plants is preferred
  - ii. seasonal color plantings
    1. two times a year, Spring and Fall

- b. Installation plan, including cost and schedule proposal
- c. Maintenance plan and schedule
  - i. To include, but not limited to: fertilization, weed and pest control, trimming, irrigation, mulching and bed maintenance, mowing if applicable
- d. Annual maintenance cost, including seasonal plant rotation

**5. Sites and locations to be included in scope of work:**

See attached spreadsheet

Maps:

<http://www.arcgis.com/apps/presentation/index.html?webmap=8ad53ea26e1d4f03afcec8f3220cf315&slide=1>

**6. Detailed Scope of work**

**a. Landscape Improvement & Annual Planting Specifications**

- The Contractor will make every effort to use sustainable and environmentally-friendly techniques, methods, and products to maintain existing beds in good condition.
- The Contractor will plant a variety of living material, consisting of mixed native evergreens, native perennial, and annual flowering plants that will be kept in healthy and colorful condition with balanced proportions and varying blooming times. Beds will consist of mostly perennials, native plants are preferred, to keep year-round interest in beds and to keep plant material costs down over time. Some annuals will be added periodically to give color to beds between blooming times of perennials and provide contrast when needed. The selection of plant materials will be at the sole discretion of Contractor, but varietal options may be considered upon suggestions from responsible parties, including the City and its partners.
- Annual or Seasonal Color – Changing frequency per direction of Public Works, Parks Director. To be performed two times a year during spring and fall seasons and maintained throughout the year.
  - Include bulbs (tulips, daffodils, lilies, etc) in annual planting plan for spring color.
- The City landscape beds will be maintained so no new weed colonies are established, and in beds where they already exist, weeds and grass colonies will be removed. Contractor will create a program for eradication of these weeds and return the beds to a weed-free state so that desirable species can replace them in an organic manner. If conditions exist in City beds where a weed-free state cannot be maintained, the Contractor will take the appropriate remedial actions, which may include the installation of barriers, or other physical, non-chemical means to

avoid returns. This may include the installation of plastic covering to “solarize” areas for a period of time until the area is considered weed controlled. Physical barriers will be installed in areas that cannot be kept weed-free without other options.

- The Contractor will insure that all plants are installed in the proper manner for best survival. This includes setting plants in drip zone areas where plant roots will receive proper watering. Furthermore, the Contractor will implement a watering plan and train designated City employees to follow the watering plan, if needed.
- The Contractor will work with existing irrigation systems, but may be required at times to modify the systems accordingly. In order to achieve proper irrigation, the Contractor will have full access to the existing infrastructure, including the regulation/monitoring of irrigation timers. Some beds do not have irrigation and will require an outside water source. The City’s garden water truck may be requested for this purpose upon direction from the Contractor.
- The Contractor will propose to the City the specifications, cost, and quantities of mulch needed for the beds. With approval, Contractor will purchase and install mulch as needed.
- All materials will be furnished by the Contractor and included in bid price. This includes, but is not limited to, the purchase of mulch, fertilizers, treatment products, irrigation materials/equipment, and plants.
- Contractor will provide Public Works, Parks Director landscape improvement plan with estimated list of materials for approval.

**b. Maintenance Requirements:**

**Grounds & Landscape Maintenance Specifications**

The Contractor shall:

- Supply all labor, equipment, tools, services, skills, etc., required to improve and maintain the landscape in an attractive condition throughout the contract period. Pricing should include any and all costs for wages, benefits, indirect costs, overhead and profit, insurance, and any other related direct or indirect costs
- Maintain plantings to promote sidewalk visibility, plant health, and aesthetic variety
- Maintain plant materials, including mowing, edging, pruning, fertilizing, and cleanup on a weekly basis.
- The City landscape beds will be maintained so no new weed colonies are established, and in beds where they already exist, weeds and grass colonies will be removed. Contractor will create a program for eradication of these weeds and return the beds to a weed-free state so that desirable species can replace them in an organic manner. If conditions exist in City beds where a weed-free state cannot be maintained, the Contractor will take the appropriate remedial actions, which may include the installation of barriers, or other physical, non-chemical means to avoid returns. This may include the installation of plastic covering to “solarize”

areas for a period of time until the area is considered weed controlled. Physical barriers will be installed in areas that cannot be kept weed-free without other options.

- Place trash/litter in the trash receptacles when maintaining the landscaping.
- Once per year, install hardwood mulch, 1"- 2" deep in all beds and tree rings.
- Annual mulch applications should take place April 15th to May 15th.
- Keep the mulch in good appearance
- Maintain the beds and keep grass free of weeds.
- Provide ongoing fertilizing, pruning, and weeding of the beds and flower plantings.
- Remove weeds growing in sidewalk cracks.
- Haul away grass clippings, brush, branches, leaves, etc.
- Sweep or blow paved areas when maintaining the landscaping.
- Water, as needed, planters, flower beds, and bump-out curb beds.
- Rotate annuals two times a year in spring and fall; plant at a maximum spacing of 10" O.C.
- Include bulbs (tulips, daffodils, lilies, etc) in annual planting plan for spring color.
- Note: Trees are maintained by a certified arborist & are not part of this Maintenance RFP

### **c. General Grounds Maintenance Specifications**

- Grounds maintenance in this contract shall be provided in an ongoing manner to ensure all grounds are in excellent condition. Mowing will typically be completed every 5 to 7 days during growing season. Plant maintenance is completed seasonally based on plant-specific standards.
- All areas within the locations for bid shall receive the grounds maintenance as described herein.
- Grounds Maintenance activities shall include the following:
  1. Mowing, trimming, and edging all areas including around all trees, shrubs, buildings, structures, rip rapped banks, fences, curb and gutters, and concrete islands on and adjacent to contracted sites.
  2. Cleaning all grass clippings, grass or vegetation from curbs, gutters, sidewalks, landings, and other hardscape surfaces.
  3. Removal and disposal of any vegetation (volunteer growth of grass, weeds, trees, shrubs, etc.) growing within any and all riprap bank areas of the site.
  4. Trimming of any vegetation (vines, grasses, weeds, etc.) hanging on or over the fences maintaining a minimum of three (3) feet over fences. This shall include the disposal of all clippings, trimmings, organic material and debris.
  5. Collection, removal, and disposal of all debris, sticks, rocks, limbs, bottles, metal, plastic, paper, etc. from the site. This includes grounds, picnic, shelters, pavilions, curbs, and parking areas.
  6. Sweeping or blowing asphalt and concrete surfaces to keep them free of dirt, gravel, debris, grass clippings, etc.

7. Maintaining tree wells, tree rings, planting beds and other mulched areas in neat and orderly appearance, free of grass, weeds, leaves, litter and other debris. All grounds maintenance activities included in this contract shall be performed on adjacent rights-of-way to each property. This includes sidewalks, tree wells, grassed areas and planting beds on adjacent rights-of-way.

#### **d. General Mowing Specifications**

- When mowing the grassed areas, no more than 1/3 of the leaf blades will be removed per mowing. Towards this requirement, mowing will typically be completed every 5 to 7 days during growing season. Contractor will be expected to adjust the mowing height as appropriate and, if necessary, for different sections of the Park site. Mowing height will be according to grass type and variety per the following chart:
  - Cool-season grasses (Tall Fescue, Kentucky Bluegrass, Ryegrasses) Mowing height 3 - 4 inches
  - Warm-season grasses (Bermudagrass) Mowing height 1 – 1½ inches
- Miller Park mowing schedule must be scheduled in and around events. Parks staff will communicate event schedule to Contractor for coordination
- During periods of excessive rain and tall grass growth, the mower cut height may be raised. Mowing shall be completed in a manner so all areas of the site are cut evenly to the specified height. Mower blades will be sharp at all times to provide a quality cut and prevent tearing of the grass blades. Mowing shall be completed in a manner so all grass blades are cut cleanly without bending or tearing of grass blades. Mowing equipment and patterns (alternate directions each cutting where possible) shall be employed to permit recycling of clippings where possible and present a neat appearance.
- Grass clippings may be mulched. Clippings shall be discharged from the mowing machines so as to minimize "clumping" and discharge onto paved, graveled or ditch areas. Visible clumping of clippings must be removed by contractor. Efforts shall be made to minimize "scalping" of grassy areas.
- Contractor shall notify Parks representative immediately of signs of pests (e.g. disease, insects, weeds, etc.)
- Care shall be taken to avoid damage to trees, shrubs, and other such vegetation where applicable. Any such vegetation damaged by the Contractor shall be replaced with a plant of comparable size and species at the Contractor's expense. All vegetation planted by Contractor shall be guaranteed for one year from installation date.
- All sites shall be mowed in their entirety, including all vegetation on the City's rights-of-way. City staff can identify limits if requested.



#### **e. Trimming and Edging**

- All trimming and edging shall be completed in a manner to maintain vegetation in a neat and orderly appearance adjacent to all other areas where vegetation is not intended. Trimming and edging shall be completed to remove all vegetation encroaching onto hard surfaces such as parking lots, curbs, gutters, sidewalks, streets, paths, driveways, etc. Trimming and edging shall be completed to remove vegetation encroaching onto soft surfaces such as tree and planting beds.
- Trimming and edging may be accomplished by use of string trimmers, edgers, and/or herbicides.
- The first contracted maintenance of the month, concrete surfaces including sidewalks, pads, paths, curbs, etc. must be edged with an edger to create physical separate between the vertical edge of the surface and the surrounding grass.
- The first contracted maintenance of the month, mulched tree and landscape beds must be edged with an edger to create physical separation between the mulched area and the surrounding grass.
- When using string trimmers & edgers, care shall be taken to avoid damage to trees, shrubs, or other vegetation. Any such vegetation damaged by the Contractor shall be replaced at the Contractor's expense.
- Any herbicides used shall be EPA approved, meet Tennessee Department of Agriculture regulations and be applied in accordance with manufacturer's suggested guidelines. Where herbicides are used for trimming and edging, care shall be taken by the Contractor to avoid damage to trees, shrubs, or other vegetation. Any such vegetation damaged by the Contractor shall be replaced at the Contractor's expense.
- If herbicides are used for trimming and edging purposes, a 2 to 3 inch area around fences, poles, curbs, and buildings, mulched areas, etc. will be allowed unless otherwise mutually agreed upon by the parties to this contract.
- When using herbicides for trimming, edging or other purposes, all dead vegetation shall be removed by use of string trimmers or other appropriate equipment to provide a neat and uniform appearance.

#### **f. Cleaning Curbs and Sidewalks**

- The Contractor shall be responsible for removing any grass clippings that may drop on curbs, gutters, sidewalks, streets, landings, etc. during the course of performing the work. These clippings shall be removed with a broom, blower/vacuum machine, shovels, or other such equipment normally used to perform such work. Leaves, grass clippings and other yard waste must never be blown, swept or dumped into storm drain, street, driveway, drainage ditch, waterway, parking lot, or any other conveyance that provides collection and movement of storm water.
- Dirt, sand, gravel, clippings, etc. shall be removed from asphalt and concrete surfaces including curbs and gutters. This material shall be removed with a broom,

blower/vacuum machine, shovels, or other such equipment normally used to perform such work.

- Any grass or other vegetation growing onto or in tennis courts, sidewalks, trails, street curbs, and driveways shall be removed by spraying with herbicide, string trimmers, or by other means of removal along the full length of the site.

#### **g. Lawn Aerification**

- All lawn areas should be aerified 1-2 times per growing season, see attached maintenance calendars for timing recommendation.

#### **h. Fall Leaf Removal**

- Allowing leaves to accumulate and smother turf over the winter can lead to dead patches in the spring. Contractor shall remove leaves from turf areas and beds to prevent this and keep lawn and landscape looking clean. If necessary, leaves will be cleared multiple times in the fall season.
  - For sites that have densely planted trees and/or large, mature trees, leaf removal is a must for maintaining a clean, orderly appearance.
  - Once the leaves begin lightly dropping in the fall, mowing crews take extra time to cut the leaves into small, fine pieces during routine mowing visits.
  - When leaves start falling in heavy concentrations, they are gathered together by means of rakes and commercial blowers and either carried off into an on-site wooded area (to be used as natural mulch) or collected by means of a vacuum and removed.
  - A final, touch-up leaf removal visit may be performed in the late fall to leave the appearance of your property clean and orderly over the winter months.

#### **i. Irrigation Systems**

- The contractor shall inspect and test rain shut-off devices and other components and zones in the irrigation system monthly and shall reset zone times according to seasonal evapotranspiration changes. Zone times shall be coordinated and consulted with Parks representative before setting. Minor adjustments and repairs such as head/emitter cleaning or replacement, filter cleaning, small leaks, and minor timer adjustments shall be made by the contractor, with the client paying for parts. Once a year, the contractor will recalibrate each zone to allow for the application of 1/2 inch - 3/4 inch of water per irrigation. During weekly maintenance, the contractor will note and report to client any symptoms of inadequate or excessive irrigation, drainage problems, etc. If the contractor is responsible for irrigation scheduling, timers will be shut off during the summer rainy season and the system will be turned on manually as needed. Contractor shall recalibrate the sprinkler system as needed. Repairs or system service beyond the above scope will be charged to the City at an hourly rate per worker plus parts. The

contractor will notify the Parks representative, of the nature of the problem before repairs are made.

**j. Other**

- All turf areas and planting beds (including shrubbery and planting areas) will be cleared of leaves, weeds, trash, and any other debris on a continual basis in Winter season.
- Prior to performing any of the work, the Contractor shall have taken care to inspect the areas to be mowed, trimmed, and/or edged and identify any hazards that might damage equipment. Any hazards shall be the responsibility of the Contractor to work around. All hazards shall be reported to City when Contractor calls or e-mails to verify the completed service location.
- All mechanized equipment (power mowers, trimmers, edgers, etc.) must be turned off if you encounter the public (within 20 feet). Care shall be taken to avoid blowing or directing dirt, sand, gravel, clippings, etc. at any person. Any property, including structures and vehicles damaged by flung debris shall be the responsibility of the Contractor to repair.
- The contractor shall post temporary signage notifying of the presence of any chemicals and shall take proper precautions before applying these chemicals.

**k. Landscape Plant Maintenance Specifications: Trees, Shrubs, Ornamental Grasses, Ground Covers**

- Pruning
  - Pruning should only be done to remove dead or diseased branches, reduce foliage density or crossing branches, to improve the beauty of the plant through selective removal of a few branches, or to ensure safety of structures and visitors.
  - *Shrubs will be pruned with hand shears as needed to provide an informal shape, fullness and blooms. No powered hedge trimmers are to be used in the Park.*
  - All trees should be trimmed so a mower can get under and around them, with these exceptions: Any and all conifers
  - No pruning will be done during or immediately following growth flushes, branches will be pruned just outside the branch collar, and pruning paint will not be applied.
  - Sucker growth will be removed by hand from the base of trees. No herbicides will be used for this purpose.
  - Ornamental grasses should be trimmed back in February or before Spring green-up
  - The Contractor will remove all litter from the Park site.
  - Contractor shall notify Parks representative immediately of signs of pests (e.g. disease, insects, etc.)

- Mulching

- The Contractor shall be responsible for maintaining tree wells, tree rings, planting beds and other mulched areas in neat and orderly appearance, free of grass, weeds, leaves, litter and other debris.
- The Contractor shall ensure there are no bare-dirt areas within the bed. Mulch shall be replaced where it washes or erodes. All mulched areas will be replenished once a year, April 15th to May 15th
- Mulch should be maintained at a depth of not less than 2-inches and not more than 3-inches.
- Mulch will not be placed against the base of plants, notably the trunks of trees.
- Mulch will not be allowed to cover valve boxes, meters, irrigation heads, landscape lighting, or any stone, structure, or marker.
- All curb, roadway and bed edges will be trenched to help contain the applied mulch. The Contractor is required to define all edges and taper or roll away the mulch from the edges.
- All mulch shall be contained within the tree well, tree ring, planting bed or mulched area. Mulch outside of these areas must be removed.
- The Contractor is responsible for remixing mulch in areas that are starting to show mold or rot and to ensure that mulch or other landscape bed materials are not mixing or creeping into turf areas.

- Fertilization

- Ornamental shrubs, trees and groundcover planted less than 3 years shall be fertilized 4 to 6 weeks after planting and then two to three times per year for the following 3 years. Two of the annual applications are normally scheduled around March and September. A third application may be made during the summer. Rate will be 1 pound of nitrogen per 1,000 square feet per application.
- Fertilizers should contain equal amounts of nitrogen and potassium, and 30% or more of both elements should be available in slow-release form. The fertilizer should also contain magnesium and a complete micronutrient amendment. The fertilizer analysis shall be similar to 8-2-8, 15-5-15, 14-3-14, 12-2-14, etc.
- Fertilizer applied to shrubs and trees planted in beds shall be broadcasted over the entire plant bed. Fertilizer must be punched shallowly into the soil on berms and slopes where runoff is likely.
- Individual, established trees and shrubs will receive annual fertilization as appropriate. In general, evergreen trees should be given a high nitrogen fertilizer such as ammonium sulfate, 21-0-0; deciduous shrubs, especially flowering ones, require phosphorus; and broad leafed evergreens should be given a balanced fertilizer such as 10-10-10. 3.2.5. Nutrient deficiencies shall be treated with supplemental applications of the specific lacking nutrient according to the local cooperative extension recommendations.

- **Pest Control**

- The Contractor shall practice Integrated Pest Management (IPM) to control insects, diseases and weeds on and around perennials, ground covers, shrubs, vines and trees. This will include frequent monitoring and spot treatment as necessary using the least toxic methods. All applications will be performed when temperatures are below 90°F and when wind drift is negligible. First choice will be insecticidal soaps, horticultural oils and biological controls such as *Bacillus thuringiensis* (Bt) formulations.
- Weeds in beds or mulched areas will usually be removed mechanically or by hand. Upon Parks Division approval only, herbicides may be employed for heavy weed infestations. Should herbicides be approved, all necessary precautions (including, but not limited to application when there is no wind to cause drift and tenting or otherwise covering) must be taken to prevent herbicides from being applied to or landing on park structures and amenities

- I. Tree Pit Maintenance**

- Provide approved annual mulch, April 1 to May 1 installation timeline
- Maintain groundcover planting and replace as needed
- Keep free of weeds
- Test irrigation once a month to ensure performance

- m. OTHER REQUIREMENTS**

- Suggest or provide a detailed hazardous winter freeze plan to help ensure plant survival.
- Submit an annual seasonal planting plan for review and approval.
- Remove and replace any plantings that have become unacceptable to either the Park Maintenance Director or Contractor.
- Guarantee all new plantings for twelve months or annual lifespan, as applicable.
- Contractor's guarantee shall cover replacement, without additional cost to the City, of all damaged or diseased plants, regardless of the cause, including without limitation from acts of Nature, vandalism, or incidental damage occasioned by parades, festivals, etc.
- Contractor will provide Public Works, Parks Director annual maintenance plan with estimated list of materials for approval
- All optional services will be by supplemental written agreement of the City and that agreement will specify the extent and cost of the proposed work. All such work, however, will satisfy these general requirements.

## 7. Payment of Services

- a. The City will make payment to the Vendor according to the City's normal policies and procedures.
- b. Progress invoices for design and initial installation of landscape features may be billed monthly. All other invoices must be submitted after the completion of monthly maintenance or planting is completed.
- c. Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.
- d. Invoice Date is critical and Invoices must be sent to the City on the Invoice Date in order for the City's tracking system to accurately reflect the record. The Invoice Date must not precede the Ship Date or Service Date.
- e. Invoice descriptions on transaction lines must match the wording of the Purchase Order transaction lines, and reference the corresponding transaction line number of the Purchase Order. The Vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- f. Items being billed on Markup line must have corresponding source Invoice, and that total and Markup breakdown must be reflected on Vendor's Invoice to the City. The Markup for items purchased on the percent Markup line, is for markup of items only. No Markup is allowed for taxes or freight charges. The taxes and freight charges will be a straight reimbursement, with no Markup.
- g. Markup will be calculated as the following example:  
If the part costs vendor \$100.00,  
and the Markup on contract is 10%,  
City will reimburse Vendor \$110.00.
- h. Vendor will be responsible for collecting signature and legible name of City employee when delivering goods and/or services and must be able to produce said Proof of Delivery ("POD") upon request. The POD must contain an itemized list of goods and/or services. The POD must accompany each Department's payment packet before presenting the Invoice with all necessary backup to City's Accounts Payable Division. Including copy of POD with Invoice is encouraged and speeds payment processing time.
- i. Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unprocessable are not considered valid.
- j. When sending City a Revised Invoice, it must be clearly marked "Revised." When sending City a replacement Invoice, it must reference the Invoice Number it is replacing.
- k. Invoices to the City shall reference the City Department, Release Number, Work Order Number, and the first and last name of the City employee placing the order.

- I. Accurate Invoices, with all appropriate backup documentation, shall be sent to:  
City of Chattanooga  
Attn: Accounts Payable Division  
101 East 11th Street, Suite 101  
Chattanooga, TN 37402  
[acctspayable@chattanooga.gov](mailto:acctspayable@chattanooga.gov)

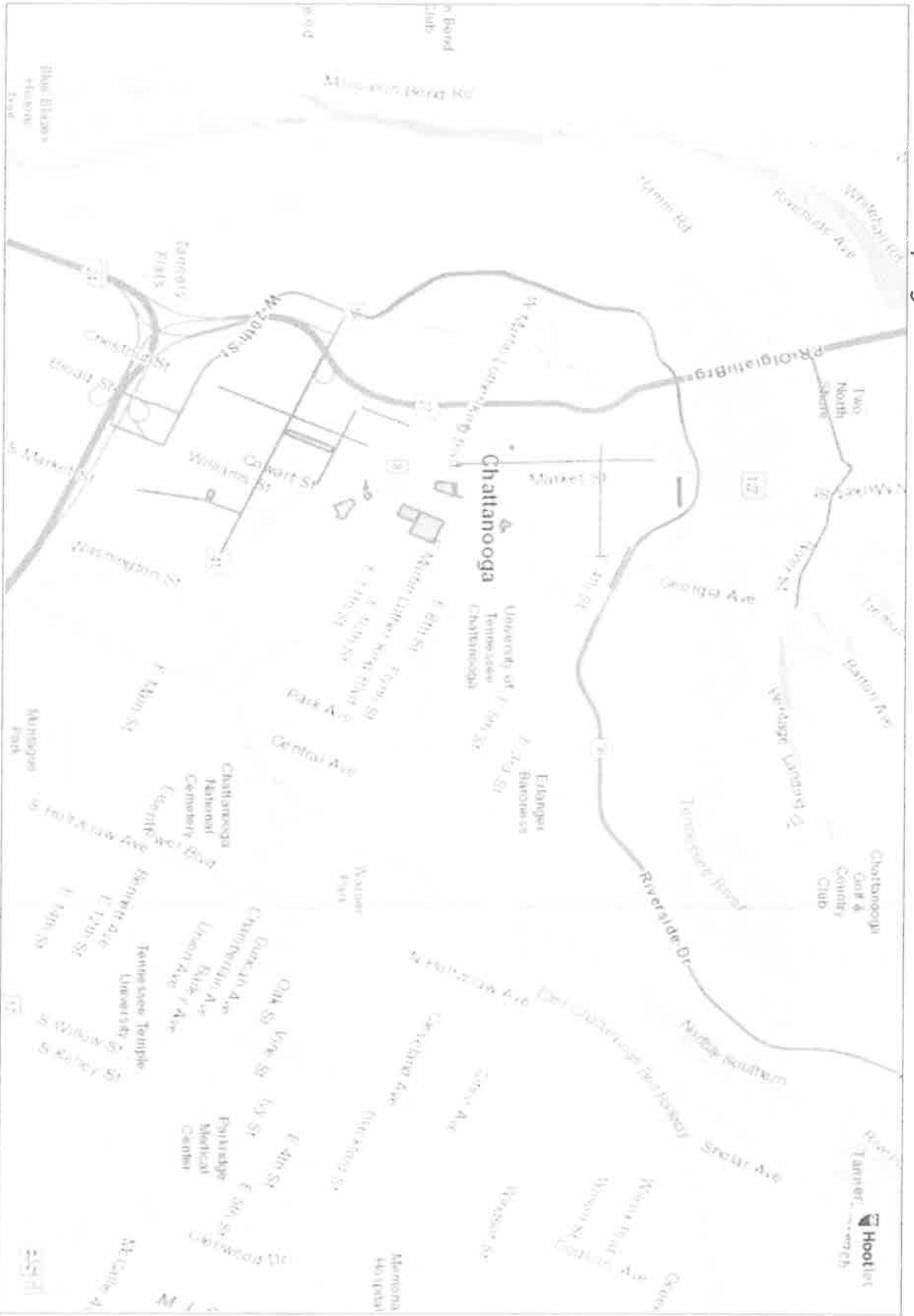
and copy sent to:

Parks Department  
1503 Middle Street  
Chattanooga, TN 37408  
[ammccormick@chattanooga.gov](mailto:ammccormick@chattanooga.gov)

Location	Address	Grounds & Maintenance				Tree Pit Maintenance	Landscape Improvements	Estimated Lawn Acreage	Mow Frequency (Days)	Mow Height (Inches)	Site Conditions
		Lawn Maintenance	Landscape Maintenance	Annual Planting	Annual Planting						
1st Street Art Garden	Between Walnut & Cherry Streets	X	X						7		
4th Street Medians & ROW	Georgia Ave to US 27 ramp	X						0.30	7	3	
13th St ROW					X						
Bessie Smith Hall & Parking lots	200 E MLK Blvd	X	X	X				1.00	7	3	
Broad St Bike Lane Planters & 6th St bus stop planters	Between MLK & Aquarium Way		X	X							
Broad St medians & ROW	Between MLK & Aquarium Way				X						
Carver Street Median	11th - 13th Streets		X		X						
City Hall, City Hall Annex, City Council Building & Parking to 100 E 11th Street	11th - 13th Streets	X	X	X				0.2	7	3	only a 21" mower is acceptable.
Cherokee & Frazier ROW	Minor St to Tampa St										
Chestnut St ROW					X						
Clodd Tower Park & Cye Leike Beds	Market St at Houston St (12th)	X	X	X				0.1	7	3	
Development Resource Center	1250 Market Street	X	X	X				0.2	7	2	only a 21" mower is acceptable.
Frazier Ave ROW	Barton Ave to Cherokee				X						
Georgia & MLK (Triangle median)		X									
Main Street ROW	US27 to Fire Station					X				3	
Main Terrain Art Park	450 West 13th Street	X	X					2.96	7	3	scalping
Manufacturers ROW	Cherokee to US 27				X						
Market St medians	20th to Main	X							10		
Market St planters & beds	Between MLK & 6th Ave		X	X							
Market St ROW					X						
Memorial Auditorium Mini Park	327 McCallie Ave		X	X							
Miller Park	910 Market St	X						0.5	5	1-1.5	Hybrid Bermudagrass, reel mower preferred
MLK Median Planters	Between Georgia & Market		X	X							
Phillips Park (Cecil Phillips Park) & surrounding ROW	700 Georgia Avenue	X			X			0.50	7	2	bermuda
Pine St & MLK triangle median			X	X							
Riverfront Pkwy medians	Main St to City Marina	X							10		
Riverfront parking lots (ROW)			X								
Riverside/Riverfront Pkwy medians, ROW	Bluffview area		X								
Riverside & 3rd St medians & ROW		X							10		
Tivoli Mini Park	W 7th St & Chestnut St		X	X							
TN Aquarium Plaza	1 Broad St										
Walnut St Bridge					X						

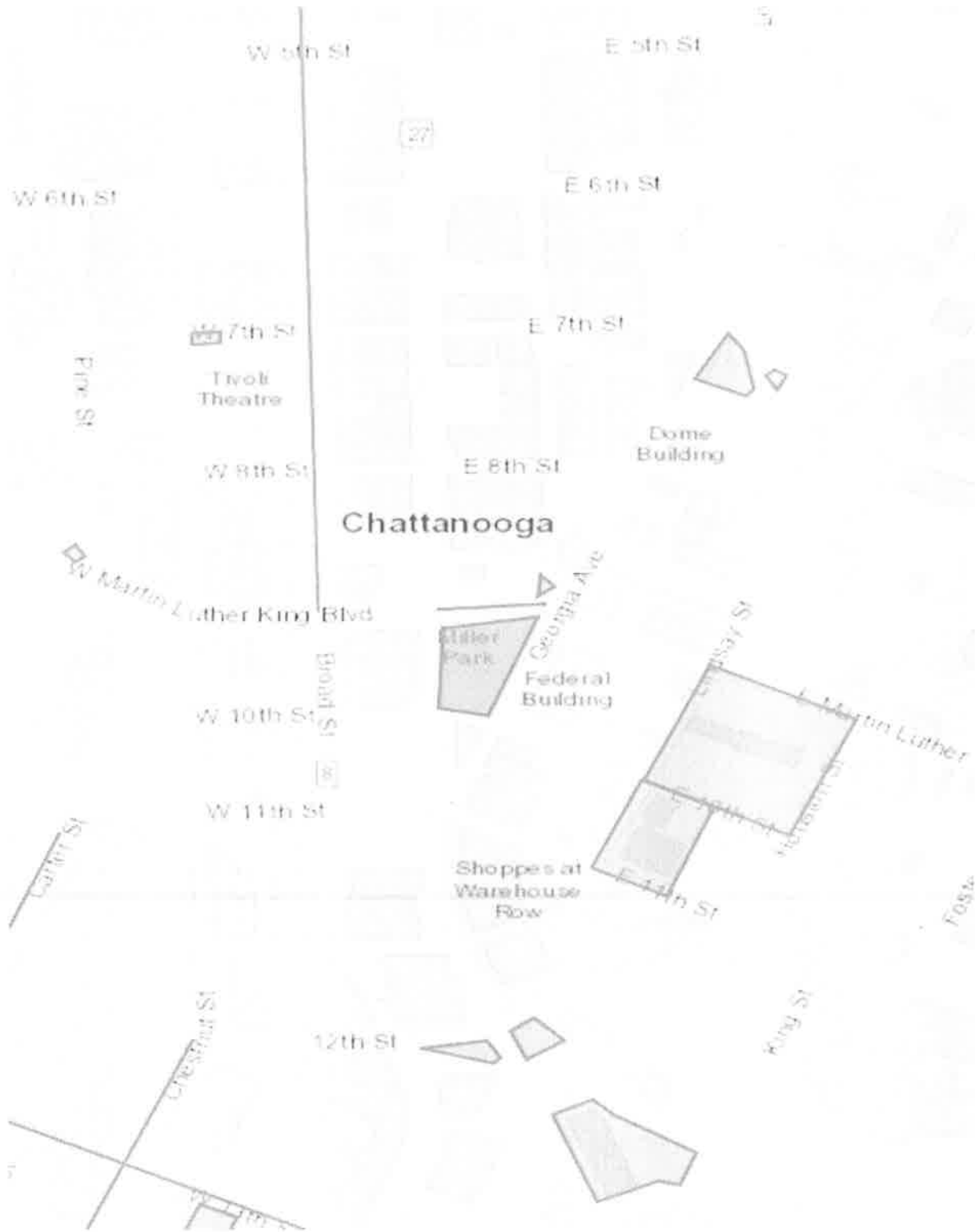


# Downtown Landscaping



Tennessee STS GIS, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA

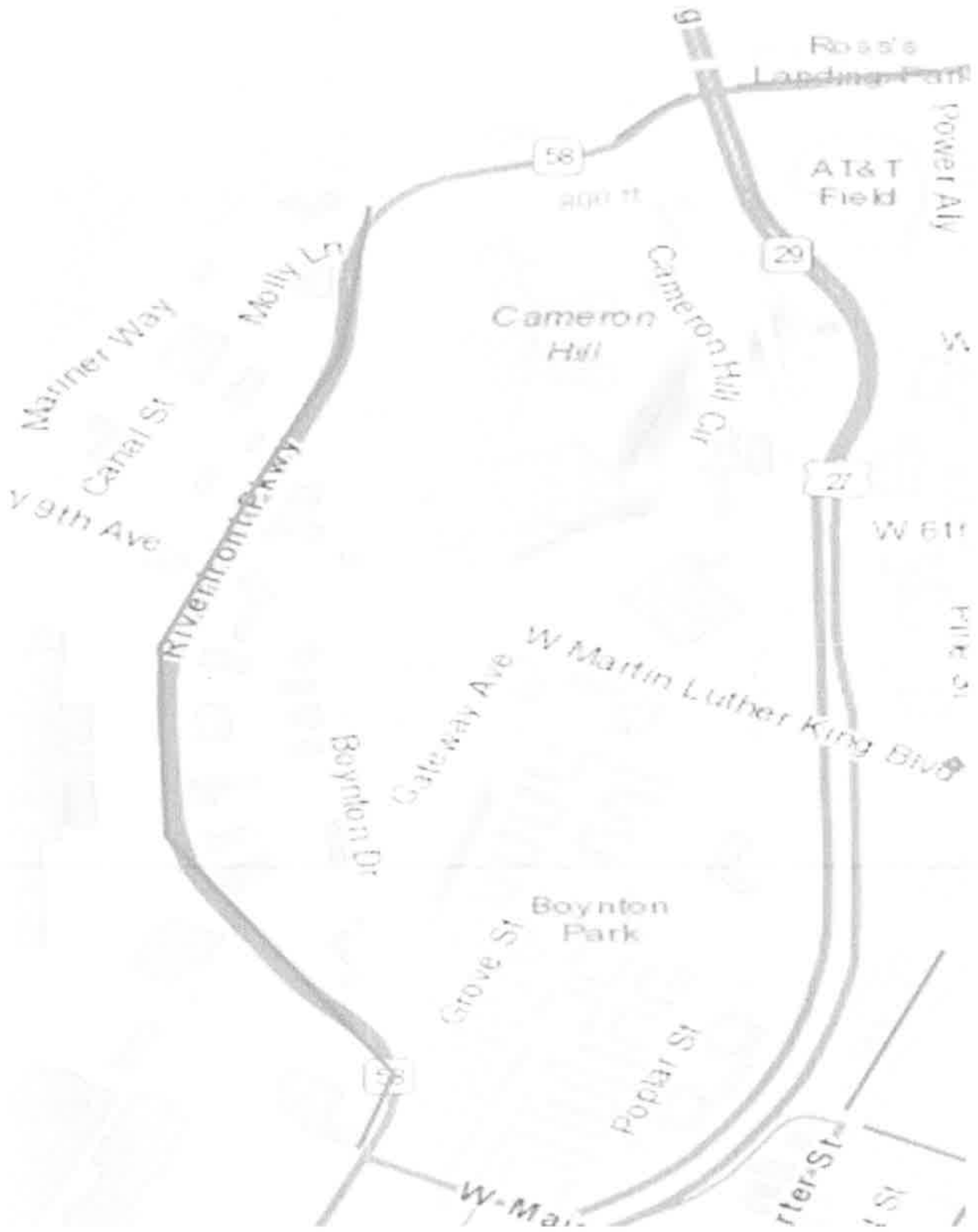
Downtown/Innovation District



Main St.



Riverfront Parkway









## Bermudagrass Maintenance Calendar

This calendar of suggested management practices is designed to be a general guide in the care of your bermudagrass lawn. Many factors such as location, soil type, and microenvironment will affect the performance of your lawn. For these reasons, the following management practices and dates may need to be adjusted to suit your particular home lawn conditions.

### March Through May

**Mowing:** Bermudagrass performs best when mowed between  $\frac{3}{4}$  and  $1\frac{1}{2}$  inches. Begin mowing as soon as the lawn turns green in spring. Always leave the clippings on the lawn in a practice called 'grass-cycling'. Grass clippings decompose quickly and do not contribute to thatch. If prolonged rain or other factors prevent frequent mowing and clippings begin to clump, they can be collected and used as mulch.

**Fertilizing:** The first application of fertilizer to bermudagrass should be made in spring when the grass is 50% green OR when soil temperatures are above 65 degrees. Apply 1 pound of nitrogen (N) per 1,000 square feet several weeks after complete green-up. Submit a soil sample to determine nutrient and lime requirements. In the absence of a soil test, use a slow-release, complete nitrogen-phosphorus-potassium (N-P-K) turf fertilizer with a 4-1-2 ratio such as 16-4-8. Apply other nutrients if suggested.

**Irrigation:** As a general rule, irrigate when 30 to 50 percent of the lawn shows sign of wilt. Probe with a screwdriver to ensure the top 4 to 6 inches of soil are moist following irrigation. Do not irrigate again until the lawn shows sign of wilt. In general, bermudagrass needs a total weekly application of about 1 to  $1\frac{1}{4}$  inches of water. Sandy soils often require more frequent watering, for example,  $\frac{3}{4}$ -inch of water every third or fourth day.

**Weed Control:** Apply preemergence herbicides to control summer annual weeds when forsythia or redbuds are in full bloom. Apply postemergence herbicides in May as needed to control summer annual and perennial broadleaf weeds. Be sure that the product is labeled for use on bermudagrass. Postemergence herbicides are applied when weeds are present, and at least three weeks after the lawn has greened up.

**Thatch Removal:** Vertically mow in May to remove the thatch after the lawn becomes green, but only if the thatch is more than  $\frac{1}{2}$ -inch thick. After dethatching, irrigate with  $\frac{3}{4}$  to 1 inch of water. Fertilize with 1 pound of N per 1,000 square feet if the lawn has not already been fertilized.

**Renovation:** Replant large bare areas using sod or sprigs (3 to 5 bushels per 1,000 square feet). Common bermudagrass can be seeded using hulled bermudagrass at 1 to 2 pounds per 1,000 square feet. Do not seed hybrid bermudagrass lawns with common bermudagrass. Use sod or sprigs of the existing hybrid instead.



## **June Through August**

**Mowing:** Bermudagrass performs best when mowed between  $\frac{3}{4}$  and  $1\frac{1}{2}$  inches.

**Fertilizing:** Apply  $\frac{1}{2}$  to 1 pound of N per 1,000 square feet every 4 to 8 weeks.

**Irrigation:** As a general rule, irrigate when 30 to 50% of the lawn shows sign of wilt. In general, bermudagrass needs a total weekly application of about 1 to  $1\frac{1}{4}$  inches of water.

**Insect Control:** August is the best time to control white grubs because they are small and close to the soil surface. Mole crickets will begin to hatch in June. Use a soap flush technique to determine if mole crickets are present. Insect Control shall be on an as needed basis, curative applications only

**Weed Control:** Apply postemergence herbicides as needed to control summer annual and perennial weeds.

**Thatch Removal:** Vertically mow to remove the thatch if it is more than  $\frac{1}{2}$  inch thick. It normally is best to vertically mow in spring whenever possible.

**Aerification:** Loosens compacted soil and increases the availability of water and nutrients. Enhances oxygen levels in the soil, stimulating root growth and enhancing the activity of thatch-decomposing organisms. Regular decompaction also reduces water runoff, increases the lawn's drought tolerance, and improves its overall health. Bermudagrass should be actively growing and not under stress during aerification. 2-3 aerifications shall be performed in a growing season. Aeration cores shall be incorporated back into soil following aerification.

**Topdressing:** Topdressing lawns has been shown to promote a quicker recovery from physical damage. Topdressing can also help to control thatch and reduce incidence of disease. Topdressing can help fill in gaps in the grass. A topdressing program can also be used to improve or alter the structure of the root zone. Top dressing a lawn is the practice of placing a thin layer ( $\frac{1}{2}$ " or less) of material on an established lawn. The material can be soil, compost or sand and should follow aerification once or twice a season. Topdressing should then be incorporated into turf canopy and soil by the process of dragging in with mat drag or broom.

## **September Through November**

**Mowing:** Mow the lawn between  $\frac{3}{4}$  and  $1\frac{1}{2}$  inches until several weeks before the first expected frost. Raise the mowing height by  $\frac{1}{2}$  inch as winter approaches if the lawn will not be overseeded. Mowing height is usually raised in mid to late September.

**Fertilization:** In September, if a soil test reports deficient potassium (K) levels, apply 1 pound of potash (K<sub>2</sub>O) per 1000 square feet, using muriate of potash (0-0-60), potassium sulfate (0-0-50), or Sul-Po-Mag (0-0-22).

**Irrigation:** Irrigate when 30 to 50% of the lawn shows sign of wilt. In general, bermudagrass needs a weekly application of about 1 to 1¼ inches of water. Dormant bermudagrass may need to be watered periodically when dry, warm, windy weather prevails.

**Weed Control:** Apply preemergence or postemergence herbicides as needed to control winter annual and perennial broadleaf weeds. Preemergence herbicides are most effective when applied as nighttime temperatures drop into the upper 50s. Preemergence herbicides do not control existing perennial weeds. Apply postemergence herbicides only when weeds are present. Do not apply herbicides designed to control annual bluegrass if the lawn is to be overseeded with ryegrass.

**Insect Control:** Continue to monitor for white grubs and control if necessary.

**Overseeding:** Overseeding with ryegrass for winter color should be done in mid September

### **December Through February**

**Mowing:** Mow overseeded bermudagrass at 1 inch before the grass gets taller than 1½ inches. Do not collect the clippings unless they accumulate heavily on the surface. Dormant bermudagrass that has not been overseeded need not be mowed.

**Overseed Fertilization:** Do not fertilize bermudagrass that has not been overseeded. Apply ½ pound of N per 1,000 square feet in December and February to overseeded bermudagrass.

**Irrigation:** Dormant bermudagrass may have to be watered periodically to prevent desiccation, especially when warm, windy weather prevails. Watering is particularly important for lawns that have been overseeded.

**Weed Control:** Apply broadleaf herbicides as needed to control winter weeds such as chickweed, henbit, and hop clover. Selective herbicides can be applied in November or December to lawns that have not been overseeded to control annual bluegrass (*Poa annua*) and several winter annual broadleaf weeds. Non-Selective herbicides can be used to clean out winter weeds on dormant bermudagrass, this should be done in late February.

## Tall Fescue Maintenance Calendar

This calendar of suggested maintenance practices is designed to be a general guide in the care of your fescue lawn. Location, soil type, health of lawn, and other factors affect turf performance. For these reasons, the following management practices and dates should be adjusted to suit your particular home lawn conditions.

### March Through May

**Mowing:** Mow lawn at a height of 3 inches. Mow frequently enough so that no more than  $\frac{1}{3}$  of the grass blade is removed. Always leave clippings on the lawn in a practice called "grass-cycling". Grass clippings decompose quickly and do not contribute to thatch.

**Fertilizing:** Do not fertilize tall fescue after April 15.

**Irrigation:** Water as needed to prevent drought. About 1 inch of water per application each week is adequate. Sandy soils often require more frequent watering, or about  $\frac{1}{2}$  inch of water every third day.

**Weed Control:** Apply preemergence herbicides to control crabgrass, goosegrass, foxtail and other annual weeds. Apply when forsythia or dogwoods are in bloom.

### June Through August

**Mowing:** Raise mower height to  $3\frac{1}{2}$  inches. Mow frequently enough so that no more than  $\frac{1}{3}$  of the grass blade is removed. Always leave clippings on the lawn in a practice called "grass-cycling".

**Fertilizing:** Do not fertilize fescue at this time. Submit a soil sample to your local extension office to determine nutrient requirements.

**Irrigation:** Either water as needed to prevent drought or allow the lawn to go dormant. About 1 inch of water per application each week is adequate for irrigated lawns. Sandy soils often require more frequent watering, or about  $\frac{1}{2}$  inch of water every third day. Dormant lawns in summer should receive about  $\frac{1}{2}$  inch of water every 3 weeks to prevent crown dehydration and plant death.

**Disease Control:** Check lawn frequently for brown patch which is the most widespread disease of fescue. It most commonly occurs in June, July, and August but may be seen as early as March and as late as September.

**Weed Control:** Avoid the use of herbicides at this time. Fescue stressed by drought and high temperatures is more susceptible to herbicide damage.

**Insect Control:** Check for grubs in August and control if necessary.

## **September Through November**

**Mowing:** Mow lawn between 2½ and 3½ inches. Mow frequently enough so that no more than ⅓ of the grass blade is removed. Practice "grass-cycling" which is simply leaving the clippings on the lawn. Grass clippings decompose quickly and can provide up to 25 percent of the lawn's fertilizer needs. If prolonged rain or other factors prevent mowing and clippings are too plentiful to leave on the lawn, they can be collected and used as mulch.

**Fertilizing:** The best way to determine your lawn's nutrient needs is by a soil test. Samples can be taken to your local county extension office. Results will also indicate if lime is needed to adjust the soil pH. In the absence of a soil test, use a complete turf-grade fertilizer with a 4-1-2 ratio, such as 16-4-8. Apply 1 pound of actual nitrogen per 1000 square feet in September and, optionally again in November.

**Irrigation:** A dark bluish gray color, footprinting, and wilted, folded, or curled leaves indicate that the turf needs water. Tall fescue needs a weekly application of about 1 to 1¼ inches of water, which will wet the soil to a depth of 4 to 6 inches. Sandy soils often require more frequent watering, such as ¾ inch every three days.

**Weed Control:** Apply broadleaf herbicides to control dandelions, wild onions, cudweed, and other weeds if necessary. Check product labels carefully because some herbicides may affect newly seeded turf.

**Insect control:** Check for white grubs through October and control if necessary.

**Aerification:** Core aerify lawns subject to heavy traffic or on clay soils to minimize compaction and improve rooting. Break up plugs.

**Renovation:** Overseed thin, bare areas as grass begins to respond to cooler temperatures in September and early October. Use a blend of tall fescue cultivars at 6 pounds per 1000 square feet. Apply a starter fertilizer with high phosphorus at time of seeding. Keep seedbed moist with light, frequent sprinklings several times a day to ensure good germination.

**Thatch Removal:** It is not necessary to remove thatch with most tall fescue lawns.

## **December Through February**

**Mowing:** Mow lawn at 3 inches and keep it clear of debris including leaves.

**Fertilizing:** Fertilize with 1 pound of actual nitrogen per 1000 square feet in February. In the absence of soil test results, use a complete turf-grade fertilizer with a 4-1-2 ratio.

**Irrigation:** Water, if needed, to prevent excessive drying. About 1 inch of water per application each week is adequate.

**Weed Control:** Apply broadleaf herbicides as necessary for control of chickweed, henbit or other weeds.

**Bid Form  
Downtown Landscaping Services**

**Company Name:** \_\_\_\_\_

Line	Price	
Design and Initial Installation	\$	
Bessie Smith Hall & Parking Lots Annual Planting	\$	/Planting
Broad St Bike Lane Planters & 6 <sup>th</sup> St Bus Stop Annual Planting	\$	/Planting
City Hall, Annex, City Council Bldg & Parking Lot Annual Planting	\$	/Planting
Clock Tower Park & Crye Leike Beds Annual Planting	\$	/Planting
Development Resource Center Annual Planting	\$	/Planting
Market St Planters & Beds Annual Planting	\$	/Planting
Memorial Auditorium Mini Park Annual Planting	\$	/Planting
MLK Median Planters Annual Planting	\$	/Planting
Pine St & MLK Triangle Median Annual Planting	\$	/Planting
Tivoli Mini Park Annual Planting	\$	/Planting
Walnut St Bridge Annual Planting	\$	/Planting
1 <sup>st</sup> Street Art Garden Monthly Maintenance	\$	/Month
4 <sup>th</sup> Street Medians & ROW Monthly Maintenance	\$	/Month
13 <sup>th</sup> Street ROW Monthly Maintenance	\$	/Month
Bessie Smith Hall & Parking Lots Monthly Maintenance	\$	/Month
Broad Street Bike Lane Planters & 6 <sup>th</sup> St Bus Stop Planters Monthly Maintenance	\$	/Month
Broad Street Median & ROW Monthly Maintenance	\$	/Month
Carter Street Median Monthly Maintenance	\$	/Month

City Hall, Annex, City Council Bldg & Parking Lot Monthly Maintenance	\$	/Month
Chestnut Street ROW Monthly Maintenance	\$	/Month
Clock Tower Park & Crye Leike Beds Monthly Maintenance	\$	/Month
Development Resource Center Monthly Maintenance	\$	/Month
Frazier Avenue ROW Monthly Maintenance	\$	/Month
Georgia & MLK Triangle Median Monthly Maintenance	\$	/Month
Main Street ROW Monthly Maintenance	\$	/Month
Main Terrain Art Park Monthly Maintenance	\$	/Month
Manufacturer's Row Monthly Maintenance	\$	/Month
Market Street Medians Monthly Maintenance	\$	/Month
Market Street Planters and Beds Monthly Maintenance	\$	/Month
Market Street ROW Monthly Maintenance	\$	/Month
Memorial Auditorium Mini Park Monthly Maintenance	\$	/Month
Miller Park Monthly Maintenance	\$	/Month
MLK Median Planters Monthly Maintenance	\$	/Month
Phillips Parks & Surrounding ROW Monthly Maintenance	\$	/Month
Pine Street & MLK Triangle Median Monthly Maintenance	\$	/Month
Riverfront Parkway Monthly Maintenance	\$	/Month
Riverfront Parking Lots (ROW) Monthly Maintenance	\$	/Month
Riverside/Riverfront Pkwy Medians, ROW Monthly Maintenance	\$	/Month
Riverside & 3 <sup>rd</sup> Street Medians & ROW Monthly Maintenance	\$	/Month
Tivoli Mini Park Monthly Maintenance	\$	/Month
Labor Rate	\$	/Hour

## Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto shall further describe the methods by which the Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor upon request of the City, will make available for inspection by the City of Chattanooga copies of payroll records, personnel documents and similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.



6. The Contractor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each subcontractor. The Contractor agrees to notify the City of Chattanooga of any subcontractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions the Contractor and/or Subcontractor shall be a breach of this contract.

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(Signature of Contractor)

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(Title and Name of Construction Company)

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(Date)

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.  
Vendor Disclosure and Acknowledgement

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.

(SIGNED) \_\_\_\_\_

(PRINTED NAME) \_\_\_\_\_

(BUSINESS NAME) \_\_\_\_\_

(DATE) \_\_\_\_\_

For further information, please see website:

[https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List\\_of\\_persons\\_pursuant\\_to\\_Tenn.\\_Code\\_Ann.\\_12-12-106,\\_Iran\\_Divestment\\_Act-July.pdf](https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106,_Iran_Divestment_Act-July.pdf)

**No Contact/No Advocacy**

**Notice Receipt**

City of Chattanooga

Purchasing Division

**For Submission with Sealed Bid Solicitation Responses:**

\_\_\_\_\_ (Vendor Agent name), states that:

(1) He/She is the owner, partner, officer, representative, or agent of \_\_\_\_\_

\_\_\_\_\_ (Business name), the Submitter of the

attached sealed solicitation response to Solicitation # \_\_\_\_\_, and said

Business has taken notice, and will abide by the following No Contact and No Advocacy clauses:

**NO CONTACT POLICY:** After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

**NO ADVOCATING POLICY:** To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

**Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.**

Submitter Signature:

Printed Name:

\_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_