

Bid Specifications

The scope of work shall consist of supplying the specified landscaping services to the following Daphne Utilities' locations:

Central Services Building	8301 Well Rd
Administration Building	900 Daphne Ave
Trojan Water Quality Plant	28340 County Road 13
Water Reclamation Facility	29280 North Main Street
Well #13 Olde Towne	1608 6 th Street

Central Services Building

- Mow weekly unless otherwise requested by DU or during dormant season
- Trim ditches along the ROW as well as all fencing, sidewalks, planting beds, and other borders
- Mow and trim slopes of the detention pond
- Gravel areas to be kept weed free
- Remove grass clippings and debris from sidewalks and driveways
- Remove gravel from asphalt driveways and asphalt parking areas
- Maintain and provide seasonal color for the planting beds and pots
- Pine straw and other mulching required as needed
- Well #12 is located on this property. **No herbicides can be used in the Well #12 area!**
- Service Hunter irrigation system to include regular maintenance and repairs

Administration Building

- Mow weekly unless otherwise requested by DU or during dormant season
- Trim, edge and weed all planting beds and borders
- Remove grass clippings and debris from sidewalk, parking and driveway areas
- Maintain and provide seasonal color for the planting beds and pots
- Pine straw and other mulching required as needed
- Service Rainbird irrigation system to include regular maintenance and repairs

Trojan Water Quality Plant

- **No pesticides or herbicides may be used at this site**
- Mow weekly unless otherwise requested by DU or during dormant season
- Trim, edge and weed all planting beds and borders
- Remove grass clippings and debris from sidewalk, parking and driveway areas
- Maintain and provide seasonal color for the planting beds and pots
- Pine straw and other mulching required as needed
- Trim inside and outside of fencing and areas with rip rap

Water Reclamation Facility

- Mow weekly unless otherwise requested by DU or during dormant season
- Trim around all equipment (clarifiers, chemical tanks, etc.) as well as all fencing, sidewalks, planting beds, and other borders
- Gravel areas to be kept weed free
- **Herbicides may be used around clarifier tanks, perimeter fencing and inside the wastewater drying bed and in the large gravel lay down area ONLY**
- Remove grass clippings and debris from sidewalks and driveways
- Remove gravel from asphalt driveways and asphalt parking areas
- Maintain and provide seasonal color for the planting beds and pots
- Pine straw and other mulching required as needed
- Brianna's Bridge memorial is part of this site and shall be maintained also
- Ivy growing on the memorial shall be routinely trimmed to prevent growth on the face, top and sides of the memorial

Well #13 Olde Towne Water Treatment Facility

- **No pesticides or herbicides may be used at this site**
- Mow weekly unless otherwise requested by DU or during dormant season
- Trim, edge and weed all planting beds and borders
- Remove grass clippings and debris from sidewalk, parking and driveway areas
- Maintain and provide seasonal color for the planting beds and pots
- Pine straw and other mulching required as needed
- Service irrigation system to include regular maintenance and repairs

Contractor agrees to repair or replace all damage to Daphne Utilities property or its employees or the visiting public caused by Contractor or its employees.

Contractor's crews shall perform work on the premises in a uniform with Contractor's name and logo. Crews shall meet all OSHA/ANSI requirements and wear all personal protective gear while on the premises. Contractor's vehicles shall be marked. Equipment and vehicles shall be positioned or staged on site as inconspicuously as possible so as not to interfere with Daphne Utilities' work or the general public.

The contractor shall conduct an annual soil test through the Alabama Cooperative Extension Service and apply lime and fertilizer as necessary.

Pruning of trees and shrubs shall take place at least annually and may occur more frequently depending on needs. Only staff that have been trained and can demonstrate competency in proper pruning techniques shall perform pruning. Pruning is to occur at the best time for flower and foliage growth development or as the health of the plant may require. Lower limbs of trees must be kept 7 feet off the ground and 12 feet above vehicle areas. "Knuckling" or "pollarding" of crepe myrtles is prohibited and may result in termination of the contract and replacement of the affected trees. Shrubs must be pruned to maintain a clearance of at least 18 inches from structures. All pruning shall be according to generally accepted horticultural practices.

The contractor shall be responsible for irrigation system maintenance and programming the controller to apply sufficient water to areas without excessive run off. The irrigation system shall be operated only during early morning hours prior to 8am. The contractor will be responsible for inspecting and monitoring the irrigation systems as well as winterizing to minimize damage during freezing weather. If a hard freeze is expected, the system shall be blown clear of water using an air compressor. **Any problems found shall be reported and a repair proposal submitted for approval to Daphne Utilities. Costs for repairs (except those attributed to Contractor negligence) are extra and performed on a purchase order basis with prior approval of Daphne Utilities.**

Any subcontractors to be utilized must be pre-approved by Daphne Utilities and follow all guidelines herein.

Location	Monthly Amount
Central Services Building	\$
Administration Building	\$
Trojan Water Quality Plant	\$
Water Reclamation Facility	\$
Well #13 Olde Towne	\$
Total	\$

** Maintenance and repairs to the irrigation system are not included in the monthly landscaping costs. Any needed maintenance and repairs to the irrigations systems will be performed after submittal and approval of a proposal to Mr. Antonio Winston, Facilities Manager.**

The following request is for hourly labor rates for work above and beyond the landscaping contract. For instance, in the event of a hurricane and debris removal is needed, Daphne Utilities may choose to use the services of our current contractor at the rates prescribed in this contract.

	Hourly Rate
Crew for tree trimming	
Equipment for tree trimming	
Crew for debris removal	
Equipment for debris removal	
Crew for irrigation system repairs	
Equipment for irrigation system repairs	



The vendor must comply with standard record keeping and reporting requirements. Payment will be made by Daphne Utilities after the goods and services have been received, accepted, and properly invoiced with the purchase order number. Any defects in the work performed or product delivered must be corrected before invoices are eligible for payment. Payment terms shall be net 30 days.

Bid Form

I have read and understood the terms and conditions and the bid specifications of this bid.

Submitted by: _____
Company name of bidder

By: company officer name

Signature

Title

Date

Company address, city, state, zip

Phone

EIN / tax id number

Point of contact name

Point of contact phone

Point of contact email

Addendum #	Received by	Date
Addendum #1		
Addendum #2		
Addendum #3		