

FY 2022-2023**ESCAMBIA COUNTY EXTENSION LANDSCAPE MAINTENANCE SCOPE OF WORK**

This is an annual contract active from October 1 – September 30. Escambia County Extension may sever the Agreement with 30 days' written notice in advance of the contract ending date of September 30.

General description:

The area to be maintained is located at 3740 and 3730 Stefani Road. See attached map with outline.

SCOPE OF WORK

- A. Mowing and other services shall be provided at the end of the work week.
- B. BILLING shall be processed monthly. Total bid amount/12 months = monthly invoice amount. A monthly invoice of the services rendered shall be provided (hard copy or email) to the Director's Aide at the end of each month. No services will be prepaid. Bid price is based on 39 mowings per year and invoices shall be prorated if less than 39 are performed. Company shall notify Director's Aide ahead of time regarding any missed or extra services. No Change Orders shall be processed.
- C. The grass shall be mowed at no less than 1.5 inches, removing no more than 1/3 of the grass blade at one time.
- D. All mowing is up to the building, except where there are ornamental plantings or special garden features.
- E. Mowing the ditch at the front of the 3730 property than runs along Stefani Road.
- F. String trimmers may be used for areas along buildings and sidewalks. They shall not be used around any tree trunks. It shall be the responsibility of the company to purchase, install, and establish any trees that are damaged with comparably-sized trees. University of Florida installation and maintenance guidelines shall be followed.
- G. All grass debris thrown into driveways, walkways, and sidewalks during mowing and trimming shall be blown back into lawn area. Blow debris away from all doorway areas.
- H. All trash debris shall be picked up from the mowing and walking areas of the Extension grounds and disposed of.
- I. Company personnel shall dress appropriately when working on Extension grounds, to include shirts, shorts/pants, shoes, and socks.
- J. Pruning as specified to provide easier mowing under trees.
- K. All pruning and/or trash debris shall be picked up from the mowing and walking areas of the Extension property and thrown away.
- L. Pine straw installation shall include a yearly installation of pine straw to both beds on either side of 4-H building's front entrance.
- M. We are a 'No-Smoking' campus. All company personnel shall adhere to this policy.

- N. All trucks, equipment, etc., shall be parked on paved parking lots and not on grassy areas.
- O. Company is responsible for repair/replacement for any damage caused to buildings, vehicles, or property features.

PESTICIDE & FERTILIZER APPLICATIONS SHALL INCLUDE:

- Treat hardscapes, cracks , & crevices for weeds at both Extension and 4-H buildings.
- Treat for weeds in sand drainage pond in front of 4-H bldg.
- Pre- & post-emergent applications for beds on either side of front entrance to 4-H bldg.
- Late April, early May – fertilize designated turf areas in front of Extension & Windstorm bldgs.

EDGING SHALL INCLUDE:

- Sidewalks and walkways at the front and rear of the Extension bldg. and between Extension and Windstorm buildings.
- Front sidewalk on 4-H bldg.

MINIMAL LICENSING REQUIRED SHALL INCLUDE: (Licenses shall be uploaded into Vendor Registry with your bid.)

- Commercial Landscape Maintenance Pesticide License (Florida)
- Limited Commercial Fertilizer Application License (Florida)
- Failure to provide/upload required licensing by bid closing date/time shall deem your bid incomplete and unacceptable for consideration. No extensions shall be allowed.

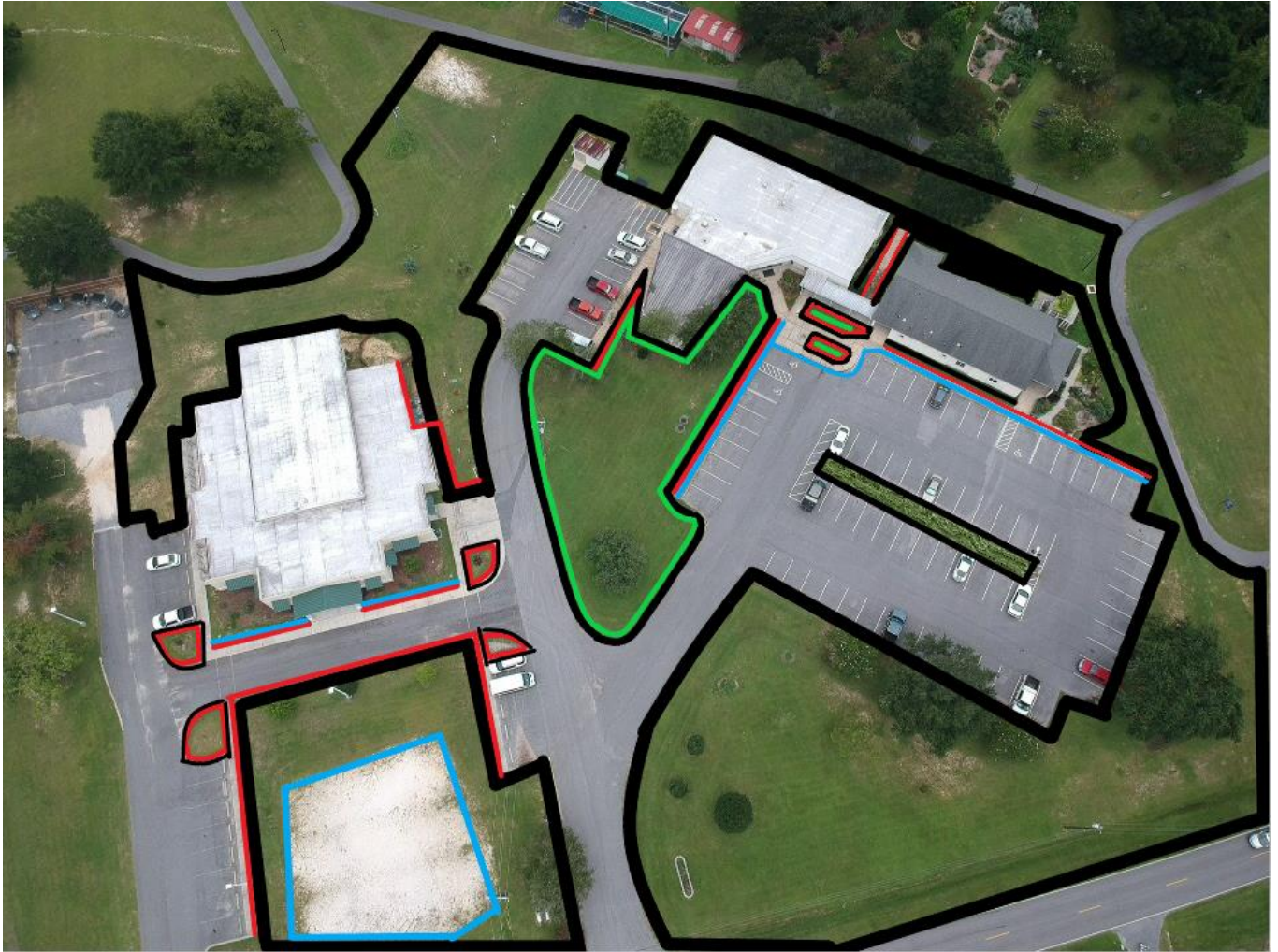
SERVICE	Oct	Nov *	Dec *	Jan *	Feb *	Mar	Apr	May	Jun	July	Aug	Sep
Mow	4	1	1	1	2	4	4	5	4	4	5	4
Pick up trash	4	2	2	2	2	4	4	5	4	4	5	4
Edge sidewalks/beds	4	1	1	1	2	4	4	5	4	4	5	4

*Mow and trim the 2nd week of the month. Pick up trash the 2nd and 4th week of the month.

*Times per month may vary by year depending on the number of weeks within a month during the active growing season.

CONTACT:

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 Director's Aide
 475-5230 x1102



Mowing Area



Edging



Weed Management



Fertilizer