

BID SOLICITATION



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

BID OPENING DATE AND TIME:

22-JUN-16 at 2:00 PM

BID NUMBER: 304287

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.

BUYER:

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

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RFQ

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T
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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 No. 133535 Ordering Dept.: Public Works Buyer: William Tucker Telephone: 423-643-7238 Fax: 423-643-7244 Email: wtucker@chattanooga.gov ***** Items Being Purchased: Grounds Maintenance for Riverwalk Extension ***** ATTACHMENTS: Specifications (20 pages) Affirmative Action Plan (2 pages) Instructions to Bidders (1 page) ***** *** BIDS MUST BE RECEIVED NO LATER THAN *** *** 02:00 PM EST on JUNE 22, 2016 *** ***** SEALED BIDS: All Bids must be delivered to the Purchasing Office in a sealed envelope on or before the time and date specified above. DO NOT email or fax your bid; such bids cannot be considered. ***** PRE-BID CONFERENCE: A non-mandatory pre-bid conference will be held at 10:00 AM on June 14, 2016, in Conference Room 2D, Development Resource Center, 1250 Market Street, Chattanooga, TN. ***** This shall be a twelve (12) month blanket contract to supply Grounds Maintenance Services for the Riverwalk Extension as needed by agencies of the City of Chattanooga. The contract term may be renewed for two (2) additional 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. ***** City of Chattanooga Terms and Conditions are incorporated herein by Reference, and are posted on the City's Website at http://www.chattanooga.gov/general-services/purchasing/standard-terms-and-conditions . If you cannot download, call buyer for a copy. ***** 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 having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated. ***** 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. | | | | | |

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| ***** | | | | | |
| Vendor Contact Information: | | | | | |
| Vendor Name _____ | | | | | |
| Contact Person _____ | | | | | |
| Tel. _____ | | | | | |
| Fax _____ | | | | | |
| Email _____ | | | | | |
| Street Address or PO Box _____ | | | | | |
| City, State, Zip _____ | | | | | |
| ***** | | | | | |

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: _____

SEALED BIDS

22-JUN-16 at 2:00 PM

DELIVERY REQUIRED:

RFQ

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|------|--|----------|------|------------|-------|
| 1 | Grounds Maintenance of Riverwalk extension | 1 | Each | _____ | _____ |

NAME AND TITLE: _____

SPECIFICATIONS FOR GROUNDS MAINTENANCE OF TN RIVERWALK EXTENSION

REVISED 5-18-2016

1.0 GENERAL

1.1 SCOPE OF WORK

The Scope of Work covered by these Specifications includes providing all of the labor, materials, supplies, and equipment necessary to perform the grounds maintenance service described herein. These services include, but are not limited to litter pickup, mowing, trimming, edging, etc. of the grounds at and adjacent to areas being bid.

The areas covered by these specifications shall be toured for estimating purposes before bidding. If you have questions concerning a site after your tour contact the Director of Parks at (423) 643-5961 for assistance.

1.2 PRE-BID CONFERENCE

A **pre-bid conference** will be held at the Public Works Administration offices in the Development Resource Center at 1250 Market Street, Chattanooga, TN 37402 at the time and date outlined in the advertisement for bid. Attendance of the pre-bid conference is required to be eligible to accept award of contract.

1.3 REQUIREMENTS FOR INSURANCE COVERAGE

1.3.1 Workman's Compensation Insurance

Where applicable the Contractor shall provide Workman's Compensation Insurance to protect the Contractor against all claims under applicable State Workmen's Compensation Laws. The Contractor shall be protected against claims for injury, disease, or death of employees that, for any reason, may not fall within the provisions of the Workman's Law.

1.3.2 General Public Liability and Property Damage Insurance

The Contractor shall provide general public liability and property damage insurance written in comprehensive form. The insurance shall protect the Contractor against all claims arising from injuries,

including death, to members of the public or damage to property of others arising out of any act or omission of the Contractor or his employees, agents, or subcontractors.

The liability limits of this insurance shall be a minimum of \$1,000,000 for each occurrence.

The insurance shall carry an endorsement in a form satisfactory to the City to the effect that the Contractor shall save harmless the City from any claims or damage whatsoever.

The insurance shall remain in force at all times during the term of this contract.

1.4 LENGTH OF CONTRACT

The length of this contract shall be for a period of 12 months with the City's option to renew the Contract for two (2) additional 12 month terms.

The contract shall begin upon receipt of the purchase order from the City provided the conditions in Section 3.1 are met.

1.5 BASIS FOR BIDDING

The Contract Bid shall be priced per contract year and will be awarded based on **the lowest cost** to perform the work described herein. Prices shall be provided for each work task so as to provide a basis for payment. Invoices will be submitted at the end of each month for work completed. Invoice amount should be 1/12 of the annual contract amount.

1.6 GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

The Contractor shall comply with the requirements of these Specifications and the General Conditions and Instructions to Bidders supplied by the City of Chattanooga Purchasing Department as a part of the Bid package for this work.

2.0 SERVICES

2.1 GENERAL

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.

2.2 GROUNDS MAINTENANCE

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.

2.3 DESCRIPTION OF SERVICES

2.3.1 General Mowing

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 2 ½ - 3 ½ inches
- Warm-season grasses (Bermuda grass) Mowing height 1 – 1½ inches

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.

2.3.3 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 separation 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.

2.3.4 Turf Fertilization

- Contractor will fertilize turf areas as per the maintenance specifications attached.
- Complete fertilizers shall be granular in composition and contain 30% to 50% or more of the nitrogen in a slow- or controlled-release form. The ratio of nitrogen to potash will approximate 1:1 or 2:1 for complete fertilizer formulations (Examples: 15-5-15, 16-4-8, 15-0-15, 12-2-14, 14-3-14). The exact composition of the fertilizer shall be determined on the basis of good industry practice combined with soil testing (see item 2.3.). While nitrogen fertilization is based on the desired growth rate and type of turfgrass being grown, the phosphorus fertilization rate should be based on the analysis of a lawn soil sample and the recommendations obtained from it. The fertilizer shall also contain magnesium and micro-nutrients (i.e., manganese, iron, zinc, copper, etc.). Iron shall be in the sulfate, sucrate or chelated form.
- Fertilizer will be swept off of walks and drives onto lawns or beds.
- Fertilizer will be swept off all playgrounds, any hard surface, onto lawns or beds.
- Contractor will apply fertilizers at the appropriate season and when rain is anticipated within 24 hours. If irrigation is available, the Contractor shall coordinate with Parks staff.
- Contractor and City will evaluate turf semi-annually. Contractor will provide a proposal each year for fertilization, including chemicals and composition. City will evaluate and approve before Contractor can begin.

2.3.5 Aerification

- All lawn areas should be aerified 2-3 times per growing season. See attached maintenance calendars for timing recommendation.

2.3.6 Landscape Plant Maintenance: 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.
 - The Parks Maintenance Division prefers that any tree pruning be conducted under supervision of an ISA Certified Arborist, to be provided by the Contractor
 - 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 during the winter months (Nov. - Feb).
 - 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

2.3.7 Natural "Meadow Mix" Areas

A program of weed control practices (cultural, mechanical, & chemical) is essential to ensure a satisfactory display of wildflowers and native grasses. Weeds should be eliminated as soon as they can be recognized, either by pulling, spot-spraying with a general herbicide, or selective cutting with a string trimmer.

- **Establishment** - Mow at least 2-3 times the first season and at least once the second season with a flail mower (to prevent smothering plants) to decrease competition and to provide sufficient sunlight for seedlings. Weeds should be mowed to between 5"-8" before seed is allowed to set (usually as weeds reach 12"-14"). Do not wait until weeds are taller than one foot tall, as the mowed material can smother the small prairie seedlings. Mowing height should be raised as native plants establish. The timing and

frequency of mowing should be planned to allow sufficient light to reach native plant seedlings and preventing weed seed production.

- **Annual Mowing for Established Areas:** Areas that have been planted in a "meadow mix" shall be mowed once a year in winter at a height of 6"-8".

Fertilization of these areas is not necessary

2.3.8 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.

2.3.9 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.

2.3.10 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 re-calibrate 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.

2.3.11 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.

- 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.

2.4 SERVICES NOT INCLUDED

This Contract does not include any planting or other such services not specifically identified in the previous sections.

Anything that is not covered by this bid is considered additional work and may be performed only after a written quote is submitted to and written permission to proceed is received from the City. The Contractor will schedule work crews to be on-site on a weekly basis.

3.0 EXECUTION

3.1 PERFORMANCE OF WORK

3.1.1 Frequency of Maintenance

Contractor shall coordinate with the City in order to schedule the season's initial mowing date and end date. The City reserves the right to postpone the start and/or advance the end date based on growth or other factor.

City staff will determine and provide to Contractor the day of the week most suitable for mowing of each site. Mowing will take place on a five to seven day schedule in the growing season and should be completed within one calendar day of the specified day of the week.

The growing season, past and future weather conditions, and/or event schedules will be the determining factors. City staff will notify the contractor 3 calendar days before scheduled mowing if occurrence will be cancelled.

Once the scheduled work has been initiated, the Contractor shall not stop activities and work on other projects until work is completed. Work shall be continuous during normal working hours.

If scheduled maintenance cannot be performed as a result of weather, the Contractor shall advise the City's contract manager and schedule a later visit to finish the missed activity. Any extra visits that are required for the Contractor to finish the scheduled work shall be provided at no additional cost for the City.

3.1.2 Compliance with Applicable Laws and Regulations

The contractor will be responsible for complying with all codes, laws, regulations, ordinances, and rules of bodies having jurisdiction as well as any restrictive covenants of Hamilton County or the City of Chattanooga.

3.1.3 Appropriate Care of Plants, Facilities and Site in General

The Contractor shall guarantee that all plantings and turf subject to this bid will receive correct horticultural care. If a plant dies due to Contractor's negligence, it will be replaced free of charge with a plant of comparable size and species. Furthermore, all new plantings installed by the Contractor shall be guaranteed for one year from the time of installation.

The Contractor is responsible for the cost of replacing and/or repairing and cleaning all County, City, private, public, or tenant property which has been damaged due to maintenance activities performed under this bid. This includes the washing of any cars that may have dust, debris, mud, etc. on them due to maintenance activities. In the event of damage, the Contractor is to immediately notify the City and make necessary arrangements for repair, replacement and cleaning. If the resulting damage is not repaired within a reasonable time frame, then the repairs will be made by the City and the cost will be subtracted from payments due the contractor.

Contractor assumes responsibility for repairing any underground utilities that are damaged due to the result of their operations.

Contractor is responsible for maintenance, repair and removal of any erosion control measures, either in place or installed by the Contractor.

3.1.4 Subcontracting

No work under this bid may be assigned or subcontracted without prior written consent by the City.

3.2 ON-SITE STORAGE OF CONTRACTOR'S EQUIPMENT

The Contractor may store equipment on-site during the period when performing maintenance on the site. The Contractor shall be responsible for the security of all equipment and materials. The City assumes no risk for loss of equipment and materials nor damage to any equipment.

Storage of any equipment or supplies on the property is not permitted without the City's prior written approval.

3.3 TERMINATION OF CONTRACT

The Contractor shall be notified by e-mail of all problems or deficiencies with contracted work.

The Contractor shall be notified in writing of problems or deficiencies of significant importance or of a continual nature. A time period of compliance shall be established after discussion and mutual agreement. The importance of these problems or deficiencies shall be interpreted solely by the City. Failure of the Contractor to correct the deficiencies within the time period agreed upon shall constitute cause for termination of the contract, withholding of payment, and/or default of performance bond to correct deficiencies.

Any work or specific items which are not completed within ten (10) working days of receipt of written notification will be grounds for contract termination.

If it is necessary for the City to award the remainder of the contract to the next low acceptable Bidder, the terminated Contractor shall pay the City the difference in his price and that of the next low acceptable Bidder.

3.4 PAYMENT

Payment shall be in accordance with the City's standard policies and procedures.

The Contractor shall submit an invoice monthly for completed work after all inspections of work have been performed and any deficiencies corrected. The invoices should be submitted to the Parks Division administrative offices at 1250 Market Street, Suite 2100, Chattanooga, TN 37402.

3.5 INSPECTION PROCEDURES

3.5.1 The Contractor shall be responsible for notifying the Parks Division representative as soon as practical after all work is completed.

3.5.2 All work must meet the specifications of this agreement. The Park Division representative will be the final authority on acceptance, as well as any damage to City property.

3.5.3 Contractors must email a list of completed work including location on the date of service to **mbrown2@chattanooga.gov** and **dlewis@chattanooga.gov**. These Parks Division e-mail addresses are the only acceptable ones to contact to request an inspection.

3.5.3 When Contractor emails to verify completed work, he/she must include a brief, detailed message about the location as well as the date and time completed.

3.5.4 Upon inspection, the inspector will verify the work has been adequately completed and document as complete. If the inspector encounters a problem or has questions, he/she will take digital photographs and forward the information to the General Supervisor who will inspect the problem and determine a resolution.

3.5.5 Parks Administration will notify the Contractor, in writing, of any work that is not deemed acceptable. The Contractor will have 72 hours to repair, replace, or redo the specified work. The Contractor is responsible for replacing, at his/her expense, all trees, shrubs, sprinkler heads/pipes, and any other damages caused by the Contractor's personnel. The Contractor will be responsible for all charges incurred.

3.5.6 Inspectors will not review work if the Contractor has not e-mailed in on the service date.

3.5.7 Invoices should not be sent to the City for payment until all work listed on the invoice has been completed.

3.5.8 If contractors have questions regarding the mowing contract they should contact the Director of Parks, (423) 643-5961 or **jbergdoll@chattanooga.gov**.

4.0 QUALIFICATIONS

4.1 QUALIFICATIONS FOR PROSPECTIVE BIDDERS

4.1.1 Minimum Qualifications

The following requirements shall be considered the minimum for a Contractor to be considered as qualified to provide services under this contract, and shall be a prerequisite to any award.

A period of three (3) years experience in the performance of professional commercial landscape maintenance as specified.

Current operation of a field office and/or warehouse within fifty (50) miles of the site to be serviced under this contract.

A minimum of five (5) full time qualified, local landscape personnel shall be employed by the Contractor during the contract term. A minimum of two (2) employees must have a minimum of five (5) years documented experience (each) in providing local commercial landscape services. Any persons designated to supervise others under this bid must reside within twenty-five (25) miles of the site to be serviced.

Contractor shall be a member of one or more of the following: Association of Landscape Contractors of America, Tennessee Nursery and Landscape Association, Tennessee Turfgrass Association, Professional Grounds Management Society, or other relevant professional organization.

Contractor must have assigned to the project at least one employee possessing a Tennessee Department of Agriculture Certified Pesticide Commercial Applicator's License for the control of weeds, plant diseases and other pests (Horticulture - Lawn & Turf; Cat. 03- Ornamental and Turf Pest Control). It is preferred that the Contractor have assigned to the project at least one employee who is a Certified Arborist or Certified Tree Worker (International Society of Arboriculture). It is preferred that the Contractor have assigned to the project at least one employee who has experience or training in Integrated Pest Management (IPM) techniques.

The Contractor shall execute all work subject to this bid in a professional and courteous manner at all times and shall staff all work performed with a knowledgeable, English-speaking supervisor, and with experienced, well trained, uniformed staff of enough manpower so as to complete all activities promptly and within the scope of all relevant specifications set forth in this document.

The practices and procedures employed will be according to accepted industry standards (e.g., Association of Landscape Contractors of America); installations and applications will be made with

technical expertise; all vehicles and equipment will be operated both skillfully and safely within City properties.

Services provided shall be performed by qualified and trained service personnel that are directly employed by the bidding firm. Subcontracting services in these specifications shall be prohibited without prior written consent by the City.

Before any work is initiated under this bid, the Contractor shall be fully licensed to provide landscape maintenance business in the State of Tennessee. Proof of such licensing may be required by the City before a contract award is made.

The Contractor shall ensure that all employees working under this bid shall wear matching company uniforms including shirts, clearly identifying them as the bidder's employees.

All vehicles and equipment utilized by the Contractor for this contract shall be clearly marked with the company logo or name while on the job site. The Contractor shall utilize clean, well-maintained equipment of the latest and most efficient design. All equipment may be inspected by the City representative prior to use.

All Bidders desiring to provide services specified shall visit the job site to become familiar with the facilities and equipment prior to submitting a bid. No bidder shall be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required with this specification, because of failure to investigate the conditions or become acquainted with all the information concerning the services to be performed.

4.1.2 Required Documentation for Bid

Each Bidder shall submit a list of the five (5) full time qualified, local landscape personnel who are currently employed by the Contractor and who plan to be employed during the contract term. The list should identify the two (2) employees who have a minimum of five (5) years documented experience (each) in providing local commercial landscape services. Employee resumes and training records are acceptable as backup documentation of experience and training. The proposed point-of-contact for this contract shall be identified.

Bidder shall submit copies of related employee licenses and certifications and proof of professional memberships.

Bidder shall submit with its bid, two (2) current references of commercial clients within 25 miles of Chattanooga that the bidder currently service.

Bidder shall submit a list of vehicles and equipment available to be used for this contract. Vehicles and equipment shall be available for inspection by City employees to ensure the selected Contractor has sufficient equipment to complete the requirements of the contract.

General Lawn Maintenance Calendars with Recommendations

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 ¼ inches of water. Sandy soils often require more frequent watering, for example, ¾-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 ½-inch thick. After dethatching, irrigate with ¾ 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 ¾ and 1½ inches.

Fertilizing: Apply ½ 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 1¼ 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 ½ 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 (K₂O) 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 $1\frac{1}{4}$ 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 $1\frac{1}{2}$ 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 ⅓ 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 ½ 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 3½ inches. Mow frequently enough so that no more than ⅓ 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 ½ inch of water every third day. Dormant lawns in summer should receive about ½ 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.

Affirmative Action Plan

For
(Invitation or RFP No.)

(Name of Contractor)

The above named Contractor is an equal opportunity employer and during the performance of this contract, the Contractor agrees to abide by the Affirmative Action Plan 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 that 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, or 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. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
 - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer".
 - b. Seek and maintain contracts with minority groups and human relations organizations as available.
 - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities.
 - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group

members and women will be sought for consideration for all positions when vacancies occur.

5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

(Signature of Contractor)

(Title and Name of Construction Company)

(Date)

Instructions to Bidders

(1) Bid documents can be downloaded from the City's website, at www.chattanooga.gov. At the left side of that page is a link labeled "Bid Solicitations." Click that link, and a page will open with search results related to Bid Solicitations. One of the top results will be a link that will display a page listing the current Bid Solicitations, with links that will display a PDF version of the bid documents suitable for printing.

(2) Any Addenda will be published in the list of Bid Solicitations mentioned above. Bidders should check this list before submitting their bids, to see whether any Addendum has been issued.

(3) Bid documents should be submitted to the Purchasing Office at the following address:

Purchasing Office, Suite G13
City Hall
101 East 11th Street
Chattanooga, TN 37401

(4) Sealed Bids should be submitted in a sealed envelope. No particular envelope is required, but the Bid Solicitation number should be noted on the outside of the envelope. This is a six-digit number starting with a "3".

(5) Any questions regarding the specifications or bidding process should be directed to the Buyer, **preferably by email** to the following address:

wtucker@chattanooga.gov.

The Buyer will, if possible, find answers to the submitted questions and will issue an Addendum, so that all potential bidders will have access to the answers.

(6) Construction Drawings entitled "Riverwalk Ext Grounds Maint Drawings" showing the site can be viewed or downloaded from the City's website. Using a web browser, enter the following address into the browser's address bar:

<ftp2.chattanooga.gov/Ground Maintenance Services-Parks>

To access the files, enter the following:

Username: pwksftp

Password: chattpwks

Please email the Buyer if you have problems accessing the files.