



# **CITY OF BELLE MEADE**

## **JAN. 2021 – DEC. 2022 LANDSCAPE MAINTENANCE AND LAWN CARE CONTRACT SPECIFICATIONS**

## ADVERTISEMENT FOR BIDS

CITY OF BELLE MEADE  
4705 Harding Road  
Nashville, Tennessee

The City of Belle Meade will receive sealed bids for the landscape maintenance of selected areas for a twenty-four (24) month period beginning JANUARY 1, 2021 and ending DECEMBER 31, 2022. At the City's option, the contract may be extended for two (2) additional one-year periods. Sealed bids, subject to the conditions contained herein, will be accepted at Belle Meade City Hall, 4705 Harding Road, Nashville, Tennessee 37205 until 10:00 a.m. CST on Monday, November 9, 2020 at which time and place all bids will be publicly opened and read aloud.

The work for which bids are submitted consists of furnishing all labor and materials for the **weed, disease and insect control along with mulching, fertilization, turf maintenance, pruning, mowing, spring and fall annual flower planting, watering, and maintenance of irrigations systems**, within areas designated in the specifications and on the **attached map of the City.**

Contract documents, including plans and specifications are on file and available at the office of the City Manager, Belle Meade City Hall, 4705 Harding Road, Nashville, Tennessee 37205, phone (615) 297-6041.

The City reserves the right to require the approved Bidder to file an acceptable Performance Bond within ten (10) days after award of the Contract. *(The City reserves the right to choose to accept a letter of credit from the Bidder's financial institution in lieu of a Performance Bond or waive the Bond requirements altogether.)*

The City of Belle Meade, hereinafter called the Owner, reserves the right to reject any and all Proposals and waive any formality or technicality in any Proposal in the interest of the Owner.

Bids may be held by the Owner for a period not to exceed thirty (30) days from the date of the Bid Opening for the purpose of reviewing the Bids and investigating the qualifications of the Bidder's prior to awarding the Contract.

## INSTRUCTIONS TO BIDDERS

### 1. DEFINED TERMS:

The term "Successful Bidder" means the most qualified, responsible Bidder to whom the City of Belle Meade (on the basis of evaluation as hereinafter provided) makes an award. The term "Owner" refers to the City of Belle Meade.

### 2. COPIES OF BIDDING DOCUMENTS:

Documents, including plans and specifications, are available at Belle Meade City Hall or online from the City's website, [www.citybellemeade.org/finance/](http://www.citybellemeade.org/finance/) as stated in the Advertisement for Bids. Complete sets of Documents must be used in preparing Bids. The Owner does not assume any responsibility for misinterpretations or errors resulting from the use of incomplete sets of Documents.

### 3. QUALIFICATIONS OF BIDDERS:

In addition to any items listed elsewhere in these Documents, **each Bid must contain the following:**

- **Certificate of Insurance**, naming the Owner as an additional insured, for \$1,000,000 (one million dollars) each in general liability and automobile liability, \$2,000,000 aggregate.
- **Proof of Workmen's Compensation coverage** in compliance with the laws of the State of Tennessee
- **Proof of licensure to do business** (Contractors or Sub-Contractors License).
- **Proof of licensure as a Licensed Commercial Pesticide Applicator** in the State of Tennessee.
- **List of references** – minimum of five (5).
- **Drug-free Workplace Affidavit** –T.C.A. § 50-9-113 - Effective January 1, 2001, any contractor with five or more employees who provides construction services for the state or any local government is required to submit an affidavit stating that the contractor has a drug free workplace program in compliance with the Tennessee Drug Free Workplace Act, T.C.A. §§ 50-9-101 through 50-9-113. The drug free workplace affidavit is to be submitted with this bid. This statute directs that no local government shall award any construction contract to a contractor who does not submit such an affidavit with its bid.
- **Iran Divestment Act Certification** - must be completed as per T.C.A. § 12-12-106, requiring a list of persons determined to engage in investment activities in Iran be published, making them ineligible to contract with the state of Tennessee.

To demonstrate qualifications to perform the work, each bidder must be prepared to submit within five (5) days of the Owner's request, the items listed below:

- Complete employee roster.
- List of equipment or source for leasing.
- List of any and all Subcontractors.

### 4. EXAMINATION OF CONTRACT DOCUMENTS AND SITE:

Before submitting a Bid, each Bidder shall examine the Contract Documents thoroughly and shall visit the site(s) of the proposed work to fully acquaint themselves with the conditions and difficulties attending the performance of the Contract. No additional compensation or relief from

any obligations of the Contract will be granted because of lack of knowledge of the site(s) or the conditions under which the work will be accomplished. By signing the bid, the Bidder certifies that he has investigated the site conditions of the Project, fully satisfied himself with the federal, state, and local laws, ordinances, rules and regulations that may in any manner affect the costs, progress or performance of the work. The failure or omission of any Bidder to do any of the foregoing shall in no way relieve any Bidder from any obligation in respect to his Bid. If awarded the contract, the Contractor shall be responsible for any damage to existing utilities and irrigation systems. Repairs shall be made at the expense of the Contractor in accordance with local codes.

5. INSURANCE:

The Contractor shall furnish a Certificate of Insurance indicating sufficient coverage, a minimum amount of \$1,000,000 per occurrence, each for general liability and automobile, to protect the Owner and to hold the Owner harmless from any damage or injuries due to the Contractor's negligence. The Contractor is to furnish a Certificate of Insurance indicating coverage under a Workman's Compensation policy that meets the State minimum requirements. The policies will be in the name of insurance companies with a Best Rating of not less than B+.

6. INTERPRETATIONS AND ADDENDA:

No oral interpretation will be made to any Bidder as to the meaning of the specifications. Interpretations, if made, shall be written in the form of an addendum and sent to all Bidders to whom documents have been issued.

7. QUESTIONS:

All questions should be directed to Larry Smith, Public Works Director, at 615-297-6041 or email to [lsmith@citybellemeade.org](mailto:lsmith@citybellemeade.org).

8. CONTRACT TIME:

This Contract is for a twenty-four (24) month period beginning January 1, 2021 and ending December 31, 2022. At the option of the Owner, the contract may be extended for two (2) additional one-year periods.

9. BID FORM:

The Bid Form is included in these Documents; additional copies are available from the City of Belle Meade or on the City website, [www.citybellemeade.org/finance/](http://www.citybellemeade.org/finance/). Bid Forms must be completed in ink or be typewritten. The prices for work and the names and addresses of the Bidders shall be clear and legible. Signatures shall be in the space provided with the name printed or typed below.

10. SUBMISSION OF BIDS:

Bids will be accepted at Belle Meade City Hall, 4705 Harding Road, Nashville, TN until 10:00 a.m. CST on Monday, November 9, 2020.

**Bids must be in an opaque, sealed envelope containing the following information on the outside; otherwise the bid will not be opened:**

- **Name of Project: Landscape Maintenance for the City of Belle Meade.**
- **Name of Bidder, contractor's license number and date of expiration.**
- **Time and date of bid opening: 10:00 a.m. CST, November 9, 2020.**

All Bids received prior to the time of the Bid Opening shall be securely kept until that time. No Bids will be accepted after the above stated time.

11. OPENING OF BIDS:

Bids will be opened publicly and read aloud. A Bid Tabulation will be made available to Bidders. The Owner reserves the right to reject any and all Proposals and waive any formality or technicality in any Proposal in the interest of the Owner. All Bids shall remain open for thirty (30) days after Opening, but the Owner may release any Bid and return the Bid Security prior to that date.

12. AWARD OF CONTRACT:

The Owner reserves the right to accept any part, or all of any bid, and to reject any and all or parts of any and all Bids, to waive any and all informalities and to negotiate contract terms with the Successful Bidder, and the right to disregard all nonconforming, nonresponsive, or conditional Bids. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

13. EXECUTION OF CONTRACT AND DELIVERY OF BONDS:

The successful Bidder shall, within seven (7) days after notice that his/her proposal has been accepted, enter into a contract and, upon request, deliver to the Owner acceptable Performance Bonds issued by an approved surety company satisfactory to the Owner. *(The Owner reserves the right to choose to accept a letter of credit from the Bidder's financial institution in lieu of a Performance Bond OR waive the Bond requirements altogether.)*

14. TERMS OF PAYMENT:

Upon submittal of an invoice, payments for the regular landscape maintenance and lawn care will be made in monthly installments equal to one twenty-fourth (1/24) of the total contract amount within 10 days of the invoice date. Invoices for items outside the regular contracted work, such as watering truck, installation of annual flowers, irrigation repairs or any other work shall be paid in the same manner according to the unit prices for labor and material as quoted in the bid document. These invoices must include a description of the work completed, dates, locations, material used, and number of workers and total man-hours involved for approval of the Owners representative.

## CITY OF BELLE MEADE - BID FORM LANDSCAPE MAINTENANCE & LAWN CARE CONTRACT 2021-2022

Pursuant to, and in compliance with the advertisement for bids dated October 8, 2020, and Instructions to Bidders and other documents related thereto, the undersigned, having familiarized themselves with the existing conditions of the sites and the conditions under which the work is to be done, hereby proposes to furnish all labor, materials, equipment, and services to perform all specified work for the above named project in strict accordance with the price(s) set forth on the accompanying bid form sheet attached hereto. It is hereby agreed that if this bid is accepted, all work called for shall be performed under the supervision of the bidder and by bidder's own employees or persons or subcontractors approved in advance by the City of Belle Meade.

If written notice of acceptance of this bid is mailed, faxed, or delivered to the undersigned within five (5) days after the opening of bids, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract in the form specified and furnish the required bonds within ten (10) days after the prescribed forms are presented to the Contractor for signature.

**CONTRACTOR NAME:** \_\_\_\_\_

<b>PRICING WITH PERFORMANCE BOND</b>	<b>PRICING WITH LETTER OF CREDIT</b>
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**LUMP SUM BID PRICE for Maintenance Categories I – VII and Lawn Mowing/Trimming**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**MONTHLY BID PRICE (1/24 OF LUMP SUM) FOR Maintenance Categories I – VII and Lawn Mowing/Trimming:**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**(1) HOURLY LABOR RATE FOR WATERING WITH TRUCK:**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**(2) HOURLY LABOR RATE FOR INSTALLATION OF ANNUALS/BULBS:**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**(3) HOURLY LABOR RATE FOR IRRIGATION TECHNICIAN (REPAIRS):**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**(4) ANNUAL FEE FOR REMOVAL, STORAGE AND INSTALLATION OF BACKFLOWS**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

# CITY OF BELLE MEADE - BID FORM LANDSCAPE MAINTENANCE & LAWN CARE CONTRACT 2021-2022

## UNIT PRICE BID SHEET for Work Outside Regular Maintenance Contract

The Contractor may be asked from time to time to perform work not included in this contract. Payment will be for labor at an hourly rate with materials upon receipt of invoice showing number of employees, hours worked, materials used, location of work and date of activity.

Please provide the following unit price rates for labor and materials:

Per hour for weed control	Labor \$_____ Materials \$_____
Per hour for Fertilization of Lawn Areas	Labor \$_____ Materials \$_____
Per hour for Fertilization of Plant Materials	Labor \$_____ Materials \$_____
Per hour for Mulching	Labor \$_____ Materials \$_____
Per hour for Pruning	Labor \$_____
Per cutting/mowing all turf areas (specifications included)	Labor \$_____
Per hour leaf removal	Labor \$_____
Per hour mowing & trimming	Labor \$_____
Per hour – General Labor	Labor \$_____
Per hour – skilled operator with heavy equipment	Labor \$_____
Per hour – small dump truck and driver	Labor \$_____

Contractor Name: \_\_\_\_\_

Signature of Contractor’s Representative: \_\_\_\_\_

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

**NOTE: INCLUDE WITH BID**

### DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF Tennessee

COUNTY OF Davidson

The undersigned, principal officer of

\_\_\_\_\_, (the "Company"), being duly authorized to execute this affidavit on its behalf makes oath as follows:

1. The Company is an employer of no less than five (5) employees receiving pay and is submitting a bid to the City of Belle Meade for a contract to provide construction services.
2. The Company has a drug-free workplace program in full compliance with Title 50, Chapter 9, of the Tennessee Code Annotated, in effect at the time of the submission of such bid.
3. This affidavit is submitted in compliance with T.C.A. 50-9-113.

Further affiant saith not.

**Principal Officer** \_\_\_\_\_

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

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that the statements contained in the forgoing affidavit are true of his own knowledge.

Witness my hand and seal at office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_





**CONTRACTOR CERTIFICATION  
TCA Title 12, Chapter 12 – IRAN DIVESTMENT ACT**

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

**NOTE: INCLUDE THIS SHEET WITH**

Contractor Name \_\_\_\_\_

**BID SUBMITTAL**

Address \_\_\_\_\_

City, State \_\_\_\_\_

Contract Name/description: **City of Belle Meade Landscape Maintenance & Lawn Care Contract 21-22**

The City of Belle Meade has executed and hands you herewith an executed counterpart of its contract with you for the performance of the above work. In your performance on this contract, we call to your attention the provisions of Tennessee Code Annotated Title 12, Chapter 12, Iran Divestment Act, which requires that any bidder submitting a bid or proposal, or who contracts with the state or political subdivision of the state, including a contract renewal or assumption, shall certify the following statement as true under the penalties of perjury: "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 TCA Section 12-12-106" (copy attached). In your performance of this contract, we shall expect full compliance with the requirements of this statute and request your confirmation of this fact upon the line provided below.

THE CITY OF BELLE MEADE

By: \_\_\_\_\_  
Mayor

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

\_\_\_\_\_ (Contractor) certifies that it understands the requirements of the above-referenced statute and agrees that it will comply fully with the same in the performance of the above contract.

By: \_\_\_\_\_  
(Contractor's Representative)

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

\_\_\_\_\_  
Print name of Representative



### NOTICE

Tenn. Code Ann. § 12-12-106 requires the chief procurement officer to publish, using credible information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105.

For these purposes, the State intends to use the attached list of “Entities determined to be non-responsive bidders/offers pursuant to the New York State Iran Divestment Act of 2012.”

While inclusion on this list would make a person ineligible to contract with the state of Tennessee, if a person ceases its engagement in investment activities in Iran, it may be removed from the list.

If you feel as though you have been erroneously included on this list, please contact the Central Procurement Office at [CPO.Website@tn.gov](mailto:CPO.Website@tn.gov).

List Date: April 15, 2020

Source: <https://www.ogs.ny.gov/iran-divestment-act-2012>

1. Ak Makina, Ltd.
2. Amona
3. Bank Markazi Iran (Central Bank of Iran)
4. Bank Mellat
5. Bank Melli Iran
6. Bank Saderat Iran
7. Bank Sepah
8. Bank Tejarat
9. China Precision Machinery Import- Export Corporation (CPMIEC)
10. ChinaOil (China National United Oil Corporation)
11. China National Offshore Oil Corporation (CNOOC)
12. China National Petroleum Corporation (CNPC)
13. Indian Oil Corporation
14. Kingdream PLC
15. Naftiran Intertrade Co. (NICO)
16. National Iranian Tanker Co. (NITC)
17. Oil and Natural Gas Corporation (ONGC)
18. Oil India, Ltd.
19. Persia International Bank
20. Petroleos de Venezuela (PDVSA Petróleo, SA)
21. PetroChina Co., Ltd.
22. Petronet LNG, Ltd.
23. Sameh Afzar Tajak Co. (SATCO)
24. Shandong FIN CNC Machine Co., Ltd.
25. Sinohydro Co., Ltd.
26. Sinopec Corp. (China Petroleum & Chemical Corporation)
27. SKS Ventures
28. SK Energy Co., Ltd.
29. Som Petrol AS
30. Unipet (China International United Petroleum & Chemicals Co., Ltd.)
31. Zhuhai Zhenrong Co.

## **CITY OF BELLE MEADE**

### **SPECIFICATIONS FOR LANDSCAPE MAINTENANCE**

#### SCOPE OF WORK

The scope of work shall consist of the Landscape Maintenance for the City of Belle Meade within the six (6) areas identified as follows. A map of the City identifying the location of these areas is included in the bid documents.

- AREA I**            **BELLE MEADE BOULEVARD**  
Medians #1-37 - Harding Road to Percy Warner Park (Median numbers are painted on their curbs. Median #1 is at Belle Meade Blvd. and Harding Road.)
- AREA II**            **ISLANDS & TRIANGLES**  
#38; Sunnyside Drive cul-de-sac  
#39-41; Clarendon Avenue Triangles at Sutherland, Evelyn and Cornwall  
#43; Triangle at Park Hill and Carriage Hill  
#44; Sutherland Avenue at Belle Meade Boulevard  
#47; Gerald Place Triangle at Jackson Boulevard  
#48; Truxton Place cul-de-sac  
#49; Georgian Place cul-de-sac  
#51; Cornwall Avenue at Belle Meade Boulevard  
#53; Lynwood Boulevard, Lynwood Lane, and Lynwood Terrace Triangle  
#54; traffic-calming bulb-outs and holly tree circle on (old) Lynwood Boulevard from Lynwood Terrace to the Lynwood Blvd./Lynwood Terrace/Lynwood Lane intersection  
#55; Triangle at Lynwood Boulevard and Abbott Martin  
#56; Walnut Drive cul-de-sac
- AREA III**            **POCKET PARKS**  
#45; Triangle at Harding Place and Westover Avenue  
#46; Deer Park Pocket Park  
#52; Deer Park Drive at Belle Meade Boulevard
- AREA IV**            **ENTRANCE PLANTINGS**  
#42; Island at Deer Park Drive and Jackson Boulevard  
#50; Jackson Boulevard at Harding Road  
#57; Forsythe Place Bridge and Headwall  
#58; Westview Avenue Bridge  
#59-60; Islands at Harding Place and Lynwood Boulevard intersection  
#61; Traffic-calming Island on Lynwood Boulevard near Westhampton  
#62; Herbert Place Bridge at Chickering Road
- AREA V**            **BELLE MEADE CITY HALL**
- AREA VI**            **BRIDGES**  
Founders Bridge And Children's Bridge - Planter Boxes on both sides of bridges (Belle Meade Blvd. near Tyne); Herbert Place; Forsythe Place; Warner Place; Westview Avenue and Jackson Blvd. near Harding Road

## MAINTENANCE CATEGORIES

### I. WEED CONTROL – Plant Materials and Lawn Areas

It is the intent of this contract that the contractor will maintain all planted and designated lawn areas in a **weed-free** condition through the **suggested** use of:

- A. Pre-emergent Herbicide ("Barricade" or equivalent), is to be applied to shrub, beds and tree saucers and ("Treflan or equivalent) is to be applied to annual and bulb beds using manufacturer's recommended rate. Lawn areas at City Hall, Belle Meade Boulevard medians (listed under Area I), the Pocket Parks (listed under Area III) and Bridges (listed under Area VI) are to be treated with appropriate pre-emergent prior to crabgrass germination, usually at the time of Forsythia bloom (Feb./March). Be sure to read labels carefully and apply at proper rates using safety precautions. All pre-emergent is to be incorporated into the soil or watered in using the time- frame recommended by the manufacturer.

Schedule for shrub, annual, bulb beds, and tree saucers:

1. March application - be sure to apply **BEFORE** new growth begins or at time of Forsythia bloom.
2. September application

- B. Post-emergent Herbicide ("Roundup" or equivalent), is to be applied in spray form to perennial weeds visible in mulched areas and lawn areas at City Hall, Belle Meade Boulevard medians (listed under Area I) and the Pocket Parks (listed under Area III). Do not spray on windy days and avoid spray drifting to shrubs or ground cover as it will kill or injure any green vegetation it touches. Use "Vantage", "Poast" or equivalent where injury to plant material could not be avoided by using roundup in removing grasses from planted areas. A zone six (6) inches from the trunks of all street trees is to be maintained free of all plant growth. Make sure all suckers are removed prior to spraying at the base of trees. Do not spray the trunks of trees showing any green color. It is the responsibility of the contractor to avoid injury to plant material with herbicides. If plant injury is evident and it is the judgment of the Owners representative in consultation with University of Tennessee Agricultural Extension Specialist that the contractor is at fault then the contractor will be held responsible for the replacement of the injured plant materials with the same size plant material.

Schedule:

Three (3) applications: April/May, August, and Oct./Nov. Specific time to be determined by the Owner or its representative dependent on weather conditions and weed growth.

- C. Manual removal of weeds: The schedule for application of pre and post-emergent herbicides is designed to minimize manual removal of weeds except where the use of a post-emergent herbicide would cause injury. Remove weeds by their roots to prevent rapid return.  
Schedule: As directed by the Owner or their representative.

## II. FERTILIZATION

Trees, shrubs, ground covers, lawns, annuals and perennials shall be maintained in a healthy and vigorous condition by the use of proper fertilization practices.

- A. All existing trees shall be fertilized each spring and fall (before March 15 and after leaf drop of deciduous trees) using Sta-Green Nursery Special (12-6-6), Howard Johnsons' (12-4-8) or equal at the rate of 2-3 pounds per inch of trunk diameter (diameter to be measured at 4 feet above soil level for trees less than six (6) inches in diameter). Broadcast evenly to three (3) feet beyond canopy drip line of tree. Note: Any plants indicating a nutrient deficiency shall receive supplemental feeding in accordance with recommendations of a soil test performed by a recognized lab.
- B. Shrubbery and ground cover fertilization is to be accomplished by using same fertilizers as for trees but using at the rate of 1 - 2 pounds per 100 square feet. Do not pile fertilizer close to stems of shrubs, but scatter granules evenly to several feet beyond shrub spread. Note: See procedure above for indicated nutrient deficiency of shrubbery and ground cover.
- C. Lawns fertilized in March and Sept./October with a balanced lawn fertilizer to include areas at City Hall, Belle Meade Boulevard medians (listed under Area I) and the Pocket Parks (listed under Area III). The last scheduled fertilization of lawns should include aerating and overseeding with fescue.
- D. Annuals to be fertilized only once with Osmocote 14-14-14 or equal at the time of planting and thoroughly incorporated into the soil at the recommended rate as part of the preparation of the beds.
- E. Perennials to be fertilized every March with Osmocote 14-14-14 or equal at the recommended rate according to manufacturer's directions.

## III. DISEASE AND INSECT CONTROL

An **Integrated Pest Management (IPM)** approach to pest control that utilizes regular monitoring to determine if and when treatments are needed and employs physical, mechanical, cultural, biological and educational tactics to keep pest numbers low enough to prevent intolerable damage or annoyance. It is the responsibility of the contractor to notify the owner when diseased plant material needs to be removed and on approval, it is the responsibility of the contractor to dispose of said diseased material. Least-toxic chemical controls are used as a last resort. It is imperative that regular inspection of plant material be done so that prompt identification of problems occurs and correction can be accomplished before plants are injured. The following are some of the common problems to anticipate and **suggested** treatments:

- A. Crepe myrtles: Aphids (treat with "Orthene", "Mavrik", "Talstar" as needed to control), Powdery Mildew (treat with "Cleary's 3336" at first sign of problems).
- B. Junipers: spider Mites (treat with "Kelthane", "Talstar", "Mavrik" or equivalent miticide in April as recommended); Bagworms (treat with *Bacillus thuringensis* {Dipel} or "Talstar" at first signs).

- C. Crabapples: Scale, Aphids (treat with Dormant Oil and Lime Sulphur in March).
- D. Dogwoods: Borer (treat with "Dursban" in May, June, July and August. Apply to lower portions of trunk, from ground to first major branch or to smooth bark).
- E. Cherries: Caterpillars (treat with Bacillus thuringensis {Dipel} at first signs).
- F. Pines: Aphids, (treat with "Diazinon", "Mavrik", or "Talstar" in mid-April, the spray lasts about two weeks), Pine Tip Borer (treat with "Cygon" as the candles mature), Scale (treat with Dormant Oil in March).

A general application of Dormant Oil in March in all plant materials that would benefit is required. Included in this spraying would be all pines, cherries, crabapples, hawthorns pears, junipers and red cedars, and euonymus, to name some.

The Contractor is responsible for inspecting plant material, including the success of the weed control, and reporting in writing the results of these inspections to the City of Belle Meade's designated representative at two-week intervals. Diagnosis and method of correction of any infestation will then be determined by the City of Belle Meade representative and the Contractor. The City of Belle Meade will inspect plant material ten (10) days after it has been treated for disease and/or pest and recommend retreating if necessary.

**All chemical applications will be carried out under the direct supervision of a LICENSED PESTICIDE APPLICATOR as defined by the State of Tennessee Department of Agriculture.**

#### IV. MULCHING

Mulch is to be maintained around plant material to preserve moisture, protect roots in freezing conditions, restrict weed growth, and simplify mowing. Mulch build-up is to be avoided. Do not allow mulch to come in direct contact with existing plant material. Mulched area should be sprayed for weed control before applying mulch.

- A. Mulch is to be renewed each year as necessary to maintain a three (3) inch depth. Mulch shall consist of pine straw. Mulch in shrub beds shall extend one (1) foot beyond tips of plants. Surplus existing mulch will be used in other locations as desired by the City of Belle Meade if mulch removal is necessary.

Schedule:

1. May mulch
2. November mulch touch-up.

#### V. EDGING

- A. Edging plant beds and tree saucers to be done to maintain neat appearances throughout growing season. Be careful not to cut irrigation leaders during edging work. Contractor will be responsible for repairs if necessary.

Schedule:

1. June edging - to be done when ground is workable and not wet and in accordance with June mulch touch-up.
2. July edging.
3. September edging.
4. November edging after leaf removal and mulch touch-up.

VI. TREE WRAP AND STAKE REMOVAL

- A. Tree tape around trunks of newly planted trees to be removed after one (1) year.
- B. Tree stakes and wires to be removed from newly planted trees after one (1) year.

VII. PRUNING

All trees, shrubs, and ground covers are to be pruned as instructed by the City Manager or Public Works personnel for desired form, health, and maximum growth by removal of dead and diseased or rubbing wood. The Contractor shall be responsible for the pruning of trees that can be reached by a typical pole pruner, i.e. twelve (12) feet in height.

- A. Spring flowering shrubs are to be pruned after flowering by removing one-third of the canes to within six (6) inches of the ground, i.e., Forsythia, to retain their natural growth habit of the plant material.
- B. Summer flowering shrubs (Dwarf Crepe Myrtle, Anna Belle Hydrangea) to be pruned to approximately twenty-four (24) inches on or about March 15,
- C. All Evergreen Trees (Pines, Canerti Juniper and American Hollies) are to be pruned in such a manner as to prevent excessive damage from ice and snow and should include both height and width factors.
- D. Chinese Hollies, Barberry, Burning Bush, Laurel and Yews are to be pruned as follows:  
 Burning Bush, Laurels and Barberries: Before Spring growth occurs.  
 Chinese Hollies and Yews: Mid July to control height and uniformity.
- E. Tree-form Crepe Myrtles should be pruned on or about March 15 by removing approximately one-third of the previous year's growth. Suckers should be removed as needed (approximately three (3) times) throughout the summer season.
- F. Ground cover: junipers shall be confined to their bed, curb or sidewalk line. Liriope shall have the previous year's growth removed prior to the emergence of new growth (usually late February or early March). Wintercreeper Euonymus shall be clipped three (3) times per year to encourage the desired effect. A string trimmer, hedge shears or like equipment may be used on the Euonymus.
- G. Ornamental Grasses: Previous year's growth to be removed to ground on or about March 15 before new growth commences.



- H. Daylilies: Old flower stalks (scapes) to be removed on or about September 1, or when dry.

NOTE: Crabapples are to be pruned in a manner to support fruiting. Remove excess fruit to prevent the bending and breaking of branches. Remove all suckers from the base of the tree mechanically to a level below the mulch.

NOTE: Contractor shall be aware of the condition of all plant material. Any dead, damaged, or diseased plant material shall be reported **IMMEDIATELY** to the owner who will then determine and direct the method of correction. The Contractor will then be responsible for the removal and disposal of all trimmings and of damaged or dead plant material.

**THE FOLLOWING ITEMS MAY OR MAY NOT OCCUR ON A REGULARLY SCHEDULED BASIS AND THEREFORE ARE NOT INCLUDED IN THE 2-YEAR LUMP SUM BID AMOUNT. THEY ARE TO BE INVOICED BASED ON HOURLY RATES AS BID, SEPARATE FROM THE MONTHLY MAINTENANCE INVOICE.**

VIII. PLANTING / REPLACEMENT OF BULBS AND ANNUALS

- A. Bulbs, annuals, and/or perennials will be planted at Belle Meade City Hall, Jackson Boulevard entrance (#50) Perkins Triangle (#42), Glencourt Condominiums, Lynwood and Harding Triangle (#59-60), Lynwood Boulevard and Lynwood Terrace Triangle (#53), Founders Bridge and Children's Bridge and Lynwood/Abbot Martin triangle (#55).
- B. Owner will provide thirty (30) days notice for installation and/or removal of bulbs, annuals, and/or perennials by scheduling a meeting with contractor to determine specific plant material, colors, etc.
- C. Labor to install plant material will be invoiced separately as per the hourly rate quoted in the bid document.

NOTE: Owner maintains the option to supply bulbs, annuals, and/or perennials or purchase contractor supplied material. Contractor supplied material must meet owner specifications. Contractor supplied plant material will be invoiced separately.

NOTE: Installation and/or removal to be completed at above locations concurrently and will occur up to three (3) times per year.

IX. WATERING (MANUAL LABOR)

- A. All locations that are not irrigated including but not limited to islands, pocket parks, entrance plantings, and bridge foundation plantings shall be hand watered as needed or directed by the City's representatives during the growing season. Contractor shall provide the water tank truck and the Owner shall provide the water.
- B. Labor to water plant material will be invoiced separately as per the hourly rate quoted in the bid document.

X. MAINTENANCE AND REPAIR OF IRRIGATION SYSTEMS

- A. The following locations have an irrigation system installed: Belle Meade City Hall, all medians on Belle Meade Boulevard, Triangle at Lynwood Blvd/Lynwood Terrace/Lynwood Lane, Triangle at Westover Avenue and Harding Place, Deer Park Pocket Park, and the Founders Bridge and Children's Bridge on Belle Meade Boulevard.
- B. Any repairs needed must also be documented by location and Owner notified immediately. Labor costs for irrigation system repairs will be invoiced separately as per the hourly rate quoted in the bid document, along with costs for materials.
- C. Documentation of spring activation and fall winterization of the irrigation systems shall be provided to Owner and include locations worked and date work was completed. Winterization includes the removal and storage of all backflows from locations identified in "A." above (approximately 14 backflows). Spring activation shall mean the re-installation of the stored backflows. The annual fee for installation, removal and storage of backflows will be invoiced separately as per the rate quoted in the bid document.

## CITY OF BELLE MEADE SPECIFICATIONS FOR LAWN CARE & TRIMMING SERVICES

- A. Pick up trash at all locations prior to each mowing.
- B. Grass shall be cut and planted areas shall be trimmed weekly at the following locations except for #7, below:
1. All grass medians and shoulder areas located on Belle Meade Boulevard.
  2. Lawn at City Hall.
  3. Grass shoulder along the east side of Harding Road from City Hall to Lynwood Boulevard and along the south side of Lynwood Boulevard from Harding Road to Westhampton Place.
  4. Triangles: Westover at Harding Place; Carriage Hill; Belle Meade Boulevard at Deer Park Drive; Belle Meade Boulevard at Cornwall Avenue; Belle Meade Boulevard at Sutherland Avenue.
  5. Cul-de-sacs: Georgian Place.
  6. Entrance at Jackson Boulevard and Harding Road.
  7. ONCE-A-MONTH: Right-of-way on both sides of Harding Road from Lynwood Boulevard to entrance at The Jewish Temple, 5015 Harding Road.
- C. All work will be performed under the supervision of city's representatives.

**Note:**

Weekly mowing and trimming traditionally begins around Easter and extends until Halloween. *This contract includes thirty-one (31) weekly and seven (7) monthly mowing and trimming times.* If additional mowings are needed beyond the contracted amount, and the City Manager or Public Works Director has approved such, they shall be billed at the per hour rate for mowing and trimming. Occasionally, during periods of extreme drought, the grass will not be mowed or will be mowed with the blades set higher. Mowing dates are scheduled at the owner's discretion. However, Thursday is the customary day. Leaves are gathered throughout the fall at the triangle locations and at City Hall.

Contractors are cautioned that there are irrigation back-flow preventors and granite blocks with bronze plaques on the medians and triangles for which contractors will be held responsible in the event of damage. Contractors are further cautioned that equipment cannot be parked on the grass areas but arrangements may be made to park trailers and workers' vehicles at City Hall or other designated locations in the City. Contractors are informed that they must provide a supervisor to coordinate and monitor their personnel at all times they are working in the City, that crew members and supervisors must at all times exercise caution, use safety equipment and be properly attired for working in the City's residential areas. Contractors are urged to familiarize themselves with the areas set out in I-B.