

**CONTRACT FOR SERVICES
BETWEEN
CITY OF SUFFOLK, VA AND LW'S LAWN SERVICE LLC**

CONTRACT #19061

This CONTRACT ("CONTRACT"), made and entered into this, the 1st day of May 2019 by and between the **CITY OF SUFFOLK, VIRGINIA** whose principal office is the Municipal Center, 442 W. Washington Street, Suffolk, VA 23434, hereinafter referred to as the "CITY", party of the first part, and **LW'S LAWN SERVICE LLC** with an office located at 615 Old East Pinner Street, Suffolk, VA 23434 hereinafter referred to as the "CONTRACTOR", party of the second part.

The CONTRACTOR did by the 26th day of February 2019 submit a proposal to provide Landscaping Services-City Owned Buildings in accordance with the Request for Proposal for the CITY entitled "Landscaping Services-City Owned Buildings", hereinafter referred to as "CONTRACT", which by reference is made a part hereof.

In consideration of the following mutual agreements and covenants to be kept by each party, the parties agree as follows:

CONTRACT DOCUMENTS

It is mutually understood and agreed by the parties hereto that the following documents are incorporated herein by reference the same as if each had been fully set out and attached hereto and hereinafter shall be referred to as the "CONTRACT Documents":

Request for Proposal #19061-AG as published January 24, 2019, Conditions of CONTRACT (General, Special, Supplemental and other conditions as they may be titled); Proposal Documents from LW's Lawn Service LLC including the fee schedule for services, all Addenda, Anticollusion/Nondiscrimination/Drug Free Workplace clauses, and Certificate of Insurance.

Should there be conflicts among and between the CONTRACT Documents and the final executed CONTRACT; the terms of the final executed CONTRACT shall take precedence over the CONTRACT Documents. Should there be conflicts among and between the final executed CONTRACT and any subsequent change orders or other written modifications, the terms of the subsequent change order or other written modifications shall take precedence.

CONTRACT TERM

This CONTRACT shall become effective upon execution and shall be effective through February 28, 2020. The CITY reserves the right to renew the CONTRACT for two (2) additional one-year periods, terminating on February 28, 2022. The right is further reserved by the CITY to not renew the CONTRACT at the expiration of any annual anniversary date by furnishing the CONTRACTOR with thirty (30) day written notice.

SCOPE OF SERVICES

GENERAL

The Contractor shall furnish all labor, material, equipment and other services necessary for the complete maintenance of all the landscaped areas per contract.

Landscaping will also be required for the parking lots in and around the buildings, to include islands.

Landscape areas are defined as all lawn areas, trees, shrubs, ground cover, and flower beds. Installation of new landscaping in areas not currently meeting the above definition will be negotiated as separate items and as such are not included in this contract.

Locations

Animal Control	124 Forest Glen Drive
City Hall	442 W. Washington Street
Chuckatuck Fire Station	300 Kings Highway
Constance Road & Main Street Medians	
Fleet Management	120 Forest Glen Drive
Kings Fork Safety Building	300 Kings Fork Road
North Suffolk Library	2000 Bennetts Creek Park Road
North Suffolk Public Safety Complex	3901 & 3903 Bridge Road
Police Headquarters	111 Henley Place
Police Precinct #1	230 E. Washington Street
Planter's Club	4600 Planters Club Road
Riddick's Folly Grounds	510 N. Main Street
Suffolk Visitor's Center & Pavilion	524 N. Main Street
Whaleyville Recreation Center	132 Robertson Street
Whaleyville Village Town Square	Corner of Whaleyville Blvd. & Robertson Street

The City reserves the right to add or delete locations.

MINIMUM SPECIFICATIONS

Workmanship, Quality, and Appearance Level

It is the intention of the City to require the highest quality level of quality in landscape maintenance consistent with standard practices. The Contractor is expected to assume responsibility for diligently maintaining the landscaped areas with a minimal amount of oversight direction by the Parks and Recreation Department staff. It is also expected that the Contractor, their supervisors, and crew leaders will be proactive in identifying and recommending needed repairs and improvements to landscaping within the maintained areas, and communicating these recommendations to the designated Parks and Recreation Department contact. At minimum, the Contractor is expected to maintain a satisfactory appearance of the landscaped areas at all times and is encouraged to improve upon the landscape appearance wherever possible.

The Contractor shall insure that all work under this agreement is continually supervised by Contractor employed supervisory personnel who are fluent in conversational English language speech and comprehension, who are technically qualified, and possesses a level of technical and management skills required to implement modern methods and newly developed horticulture procedures.

The Contractor shall insure that fully qualified, experienced personnel, directly employed by the Contractor, perform all work under this agreement.

The Contractor shall be responsible for the skills, methods, appearance, and action of Contractor's employees and for all work done. The Contractor shall instruct all Contractors' employees that they are not required to respond to suggestions or instruction from City employees other than the Parks and Recreation designated representatives. However, a spirit of mutual cooperation is encouraged.

The Contractor shall perform the work provided for in this agreement under the direction of the Parks and Recreation Supervisor or designated representative. Designated representative may make inspections at any time and may request that the Contractor perform additional work or services to bring Contractor's performance to the level required by this agreement. The Contractor shall cooperate with any representative designated by Parks and Recreation to enable said Supervisor to determine the Contractor's conformity with the provisions of this agreement and the adequacy of the work being performed.

The Contractor shall replace in kind and at Contractor's own expense, any lawn, ground cover, trees, shrubs, requiring replacement through normal attrition, infestation, or negligence resulting from Contractor failing to provide maintenance in accordance with the provisions of this agreement. The City must approve all substitutions. These requirements are not to be construed as requiring the Contractor to replace improvements due to conditions beyond the Contractor's control, but it is to be considered strictly as a normal maintenance condition compatible with accepted practice.

Work Not Included

The Contractor shall not be responsible for structural maintenance, repair, or replacement of the following:

Parking areas, driveways, roads, buildings, walks, and related structures except in instances of damage to these structures by negligent actions on the part of the Contractor in which case the Contractor will be responsible for the complete repair/replacement of the damaged area(s) to "as new" condition as determined by the City.

DETAILED SPECIFICATIONS

Grass Cutting/Mowing

Standard weekly grass cuttings for locations shall include cutting and trimming grass to maintain a grass height not to exceed 3" with reasonable uniformity. The City reserves the right to amend the cutting height requirements, thereby reducing the frequency of cuttings, if required, due to budget restrictions.

Contractor shall complete work on each location at one cutting, unless otherwise approved by the City.

Trimming

All lawn area edges along curbs and walks shall be trimmed after each mowing. Edging shall include cutting all grass along walls, fences, foundations, curbs, sidewalks, paths, shrubs, tree trunks, poles, guy wires, or any other object or structure within or bordering the lawn areas. Trimming shall be done by powered edging equipment.

Mulching

Contractor shall be responsible for removing old mulch and providing new mulch for each location as needed.

Weed Control

Weed control shall be done on a weekly basis on paved surfaces.

The weeding of flowerbeds will be done on as needed basis, but at a minimum of once a month in season and more if needed.

Insecticides, fungicides, herbicides, and rodenticides shall be of the best quality obtainable, properly labeled with guarantee analysis, and brought to each job site in the manufacturer's original container, or appropriate and properly labeled secondary container. All shall be environmentally safe and comply with all federal, state and local environmental regulation, policies and statutes.

Fertilizing and Seeding

Fertilizing and seeding shall be done in the Spring and Fall.

Lawn seed for reseeding shall be a certified mixture to match existing grasses.

Pruning

Pruning of shrubbery and trees shall be done on as needed basis.

Flowers/Plants

Annuals shall be planted in the Spring and Fall. Annuals will be furnished by the Contractor. The Contractor shall consult with and obtain approval from the Parks and Recreation Department on the types of annuals to be planted.

All flowers and plants shall be watered on as needed basis.

Contractor is responsible for removing any dead or dying plants.

Litter removal

Litter removal will be done on a weekly basis or upon request from designated City officials.

Snow Removal (Optional)

The City requests snow removal prices, but will be for informational purposes only. Services for snow removal will be on an as-needed basis. The City reserves the right to obtain snow removal services from multiple vendors.

OTHER REQUIREMENTS

Additional Services

The City may require additional services at a later date during the contract period. Any pricing for those services will be negotiated at that time.

Materials

The Contractor shall submit a list of all materials that the Contractor proposes to use in the performance of this work. The list shall include an SDS/MSDS for each material. Said list shall be submitted before the use of any product pursuant to the provisions of this agreement. Similar listing of changes in materials proposed for use by the Contractor shall be submitted prior to use of the products.

Traffic Control

Some locations may require traffic control. Contractor shall ensure the safety of all workers and the traffic traveling near the work area, proper traffic control devices shall be installed. The Manual of Uniform Traffic Control Devices (MUTCD) guidelines and Virginia Work Area Protection Manual (latest version) must be adhered to while performing this service. All flaggers must be certified per state regulations.

Equipment

Contractor shall use commercial grade OPEI/UL approved equipment maintained in good working condition and appropriately equipped with safety devices. Contractor shall have adequate equipment and manpower necessary to complete the job in the time allotted.

METHOD OF PAYMENT

CONTRACTOR shall submit invoices for each delivery, such statement to include detailed breakdown of all charges, and shall be based on completion of tasks or deliverables.

Invoices shall be submitted to the using department.

Upon acceptance of work, the CITY will render payment within forty-five (45) days of receipt of invoice. Interest shall accrue at the rate of one percent per month. Unless otherwise provided under the terms of this CONTRACT, interest for late payments shall not exceed one percent (1%) per month.

The CONTRACTOR shall provide the CITY with their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number prior to any payments being made under this CONTRACT.

PAYMENTS TO SUBCONTRACTORS

Within seven (7) days after receipt of monies paid by the CITY for work performed by a subcontractor under this contract, the CONTRACTOR shall either:

- a. Pay the subcontractor for the proportionate share of the total payment received from the CITY attributable to the work performed by the subcontractor under this contract; or
- b. Notify the CITY and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment and the reason for non-payment.

The CONTRACTOR shall pay interest to the subcontractor on all amounts owed that remain unpaid beyond the seven (7) day period except for amounts withheld as allowed in item b above.

CHANGES AND ADDITIONS

It shall be the responsibility of the CONTRACTOR to notify the CITY, in writing, of any necessary modifications or additions in the Scope of this CONTRACT. Compensation for changes or additions in the Scope of this CONTRACT will be negotiated and approved by the CITY in writing.

It is understood and agreed to by both the CITY and the CONTRACTOR that such modifications or additions to this CONTRACT shall be made only by the full execution of the CITY'S standard CONTRACT change order form. Furthermore, it is understood and agreed by both parties that any work done by the CONTRACTOR on such modification or addition to this CONTRACT prior to the CITY'S execution of its standard CONTRACT change order form shall be at the total risk of the CONTRACTOR, and said work may not be compensated by the CITY.

TERMINATION WITHOUT CAUSE

The CITY may at any time, and for any reason, terminate this Contract by written notice to CONTRACTOR specifying the termination date, which shall be not less than thirty (30) days from the date such notice is mailed.

Notice shall be given to CONTRACTOR by certified mail/return receipt requested at the address set forth in CONTRACTOR's Bid Proposal or as provided in this Contract.

In the event of such termination, CONTRACTOR shall be paid such amount as shall compensate CONTRACTOR for the work satisfactorily completed, and accepted by the CITY, at the time of termination.

Upon termination, CONTRACTOR shall withdraw its personnel and equipment, and cease performance of any further work under the CONTRACT and turn over to the City any work completed or in process for which payment has been made.

TERMINATION WITH CAUSE/DEFAULT/CANCELLATION

In the event that CONTRACTOR shall for any reason or through any cause be in default of the terms of this Contract, the CITY may give CONTRACTOR written notice of such default by

certified mail/return receipt requested at the address set forth in CONTRACTOR's Bid/Proposal or as provided in this CONTRACT.

Unless otherwise provided, CONTRACTOR shall have ten (10) days from the date such notice is mailed in which to cure the default. Upon failure of CONTRACTOR to cure the default, the CITY may immediately cancel and terminate this CONTRACT as of the mailing date of the default notice.

Upon termination, CONTRACTOR shall withdraw its personnel and equipment, and cease performance of any further work under the CONTRACT, and turn over to the City any work in process for which payment has been made. In the event of violations of law, safety or health standards and regulations, this CONTRACT may be immediately cancelled and terminated by the CITY and provisions herein with respect to opportunity to cure default shall not be applicable.

NON-APPROPRIATION- AVAILABILITY OF FUNDS

It is understood and agreed between the parties hereto that the CITY shall be bound and obligated hereunder only to the extent that the funds shall have been appropriated and budgeted for the purpose of this CONTRACT. In the event funds are not appropriated and budgeted in any fiscal year for payments due under this CONTRACT, the CITY shall immediately notify CONTRACTOR of such occurrence and this CONTRACT shall terminate on the last day of the fiscal year for which the appropriation was made without penalty or expense to the CITY of any kind whatsoever.

NON-ASSIGNMENT

Neither the CITY nor the CONTRACTOR shall assign, sublet or transfer their right or obligations in the CONTRACT without the written consent of the other. Assignment by the CONTRACTOR to any current or future parent, subsidiary, or affiliate in connection with a corporate transaction shall require the consent of the CITY.

NOTICE

Any notice, demand, or request by or made pursuant to this CONTRACT shall be deemed properly made if personally delivered in writing or deposited in the United States mail, postage prepaid, to the representative specified below or as otherwise designated in writing and mutually agreed.

Jay Smigielski, CPPO
Purchasing Agent
442 W. Washington Street, Room 1086
Suffolk, Virginia 23434

With a copy to: Patrick Roberts
City Manager
442 W. Washington Street
Suffolk, Virginia 23434

CONTRACTOR: Leotis Williams
Managing Officer
LW's Lawn Service LLC
615 Old East Pinner Street
Suffolk, VA 23434

The contract number is 19061. All invoices, documents, and correspondence shall reference the contract number.

The CITY'S primary representative will be Terry Baronner, Parks Manager, (757)514-7252 email: tbaronner@suffolkva.us , or as otherwise designated in writing.

The CONTRACTOR'S representative shall be Leotis Williams, Managing Officer (757) 328-2085, email: mwminvestments@aol.com or as otherwise designated in writing.

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of the CONTRACTOR and the CITY.

CONFLICT OF INTEREST

CONTRACTOR shall not accept or receive commissions or other payments from third parties for soliciting, negotiating, procuring, or effecting insurance on behalf of the CITY.

NON-DISCRIMINATION

During the performance of the Contract, the CONTRACTOR agrees as follows:

- a. The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the CONTRACTOR. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The CONTRACTOR, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, will state that such CONTRACTOR is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d. The CONTRACTOR will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

DRUG-FREE WORKPLACE REQUIREMENTS

During the performance of this contract, the CONTRACTOR agrees to (i) provide a drug-free workplace for the CONTRACTOR's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the CONTRACTOR's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR that the CONTRACTOR maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this CONTRACT, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a CONTRACTOR, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

INSURANCE

The CONTRACTOR shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the CITY by the CONTRACTOR, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall consist of all policies, endorsements, declaration pages and certificates of insurance and shall be submitted fifteen (15) days prior to the commencement of work and such coverage shall be maintained by the CONTRACTOR for the duration of the contract period; for occurrence policies. Claims made policies must be in force or that coverage purchased for three (3) years after contract completion date.

- a. General Liability: Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

Minimum Limits

\$2,000,000 General Aggregate Limit
\$2,000,000 Products & Completed Operations
\$1,000,000 Personal and Advertising Injury
\$1,000,000 Each Occurrence Limit
 \$50,000 Fire Damage Limit
 \$ 5,000 Medical Expense Limit

- b. Automobile Liability: Coverage sufficient to cover all vehicles owned, used, or hired by the CONTRACTOR, his agents, representatives, employees or subcontractors.

Minimum Limits

\$1,000,000 Combined Single Limit
\$ 5,000 Medical Expense Limit

- c. Workers' Compensation: Limits as required by the Workers' Compensation Act of Virginia.

Employer's Liability:
\$100,000/\$500,000/\$100,000

- d. Coverage Provisions

1. The offeror shall furnish the City with proof of coverage as contained herein and shall consist of all policies, endorsements, declaration pages, and certificates of insurance. All deductibles or self-insured retention shall appear on the declaration pages, endorsements, and/or policies provided. All documents are to be signed by a person authorized by the insurance company(s) to bind coverage on its' behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage must be attached. Proof of coverage shall be submitted fifteen (15) days prior to the commencement of work, and such coverage shall be maintained by the offeror for the duration of the contract period; for occurrence policies. Claims made policies must be in force or that coverage purchased for three (3) years after delivery date.
2. Liability insurance may be arranged by general liability and automobile liability policies for the full limits required, or for a combination of underlying liability policies for lesser amounts with the remaining limits provided by an excess or umbrella liability policy.
3. The City of Suffolk, its' officers/officials, employees, agents and volunteers shall be added as "additional insured" on the commercial general liability, automobile liability and umbrella/ excess liability policies. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability. A copy of all endorsements, declaration pages, and policies that address additional insured shall be provided.
4. Subcontractors of the offeror shall be subject to all of the requirements stated herein.
5. Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided the City, its' officers/officials, agents, employees and volunteers.
6. All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A:VII. If A.M. Best rating is less than A:VII, approval must be received from City's Risk Manager.
7. The offeror shall notify the City of Suffolk of any change, cancellation, or non-renewal as soon as they are made aware of such by their insurance

company. The failure of the offeror to provide a new and valid certificate shall result in suspension of all payments until the new certificate is furnished.

All coverage designated herein shall be as broad as the Insurance Services Office (ISO) forms filed for use with the Commonwealth of Virginia.

INDEMNIFICATION

CONTRACTOR shall defend and indemnify the City, and the City's employees, agents, and volunteers, from and against any and all damage claim, liability, cost, or expense (including, without limitation, attorney's fees and court costs) of every kind and nature (including, without limitation, those arising from any injury or damage to any person, property or business) incurred by or claimed against the CONTRACTOR, its employees, agents, and volunteers, or incurred by or claimed against the City, the City's employees, agents, and volunteers, arising out of, or in connection with, the performance of all services hereunder by the CONTRACTOR. This indemnification includes, but is not limited to, any financial or other loss, including, but not limited to, any adverse regulatory, agency or administrative sanction or civil penalties, incurred by the City due to the negligent, fraudulent or criminal acts of the CONTRACTOR or any of the CONTRACTOR'S officers, shareholders, employees, agents, consultants, sub-consultants, or any other person or entity acting on behalf of the CONTRACTOR. Unless otherwise provided by law, the CONTRACTOR indemnification obligations hereunder shall not be limited in any way by the amount or type of damages, compensation, or benefits payable by or for the CONTRACTOR under workers' compensation acts, disability benefit acts, other employee benefit acts, or benefits payable under any insurance policy. This paragraph shall survive the termination of the contract including any renewal or extension thereof.

RESPONSIBILITY OF CONTRACTOR

The CONTRACTOR shall, without additional costs or fees to the CITY, correct or revise any errors or deficiencies in CONTRACTOR'S performance. Neither the CITY'S review, approval or acceptance of, nor payment for any of the services required under this CONTRACT shall be deemed a waiver of rights by the CITY, and the CONTRACTOR shall remain liable to the CITY for all costs which are incurred by the CITY as a result of the CONTRACTOR'S negligent performance of any of the services furnished under this CONTRACT.

COMPLIANCE WITH FEDERAL IMMIGRATION LAW

CONTRACTOR does not, and shall not during the performance of the CONTRACT for goods and services in the Commonwealth knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

SEVERABILITY

If any part, term, or provision of this CONTRACT, shall be found by the Court to be legally invalid or unenforceable, then such provision or portion thereof, shall be performed in accordance with applicable laws. The invalidity or unenforceability of any provision or portion of any CONTRACT document shall not affect the validity of any other provision or portion of the CONTRACT document.

CONTROLLING LAW; VENUE, PENDING/DURING LITIGATION

This CONTRACT is made, entered into, and shall be performed in the City of Suffolk, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia without regard to its conflict of law rules. In the event of litigation concerning this CONTRACT, the parties agree to the exclusive jurisdiction and venue of the appropriate state court for the City of Suffolk, Virginia; however, in the event that the federal court has jurisdiction over the matter, then the parties agree to the exclusive jurisdiction and venue of the U.S. District Court for the Eastern District of Virginia, Norfolk Division.

The CONTRACTOR shall not cause a delay in services because of pending litigation or during litigation proceedings, except with the express, written consent of the CITY or by written instruction/order from the Court.

COMPLIANCE WITH STATE LAW; FOREIGN AND DOMESTIC BUSINESSES TRANSACTIONING BUSINESS IN THE COMMONWEALTH

A CONTRACTOR organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if such is required by Title 13.1 or Title 50 of the Virginia Code or as otherwise required by law. Such status shall be maintained during the term of the CONTRACT. The CONTRACTOR acknowledges that pursuant to Virginia Code § 2.2-4311.2, a public body may void any contract with a business if the business fails to remain in compliance with the provisions of Virginia Code § 2.2-4311.2.

ENTIRE AGREEMENT

This CONTRACT comprises the entire understanding between the parties and cannot be modified, altered or amended, except in writing and signed by all parties.

WAIVER

The failure by one party to require performance of any provision of this CONTRACT shall not affect that party's right to require performance at any time thereafter, nor shall a waiver of any breach or default of the CONTRACT constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

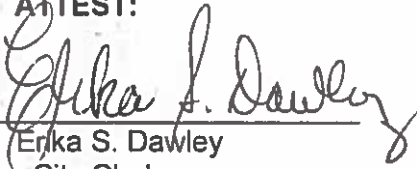
IN WITNESS WHEREOF, the parties hereto have executed and sealed this AGREEMENT as of the day and year first above written.


CITY OF SUFFOLK, VA

LW'S LAWN SERVICE LLC

BY: 
Patrick Roberts
City Manager

BY: 
Leotis Williams
Managing Officer

ATTEST:
BY: 
Erika S. Dawley
City Clerk

ATTEST:
BY: 
Print Name: Robin Booth
Title: Purchasing Associate

APPROVED AS TO FORM

BY: 
City Attorney's Office

Revised

LW'S LAWN SERVICE, LLC

615 OLD EAST PINNER STREET, SUFFOLK, VIRGINIA 23434



PREPARED FOR:

CITY OF SUFFOLK

REQUEST FOR PROPOSAL #19061-AG

LANDSCAPING SERVICES - CITY OWNED BUILDINGS

OPEN FEBRUARY 26, 2019 AT 3:00 P.M.

"EASTERN STANDARD TIME"

LANDSCAPING SERVICES-CITY OWNED BUILDINGS
RFP#19061-AG
COST SCHEDULE - Revised
(Attachment 1)

LW's Lawn Service, LLC

LOCATION: Animal Control

<u>Item#</u>	<u>Description</u>	<u>Annual Cost</u>
1 36 cycles	Grass Cutting/Mowing	<u>\$3,370.00</u>
2 36 cycles	Trimming	<u>\$540.00</u>
3 2 cycles	Mulching	<u>\$2,485.00</u>
4 3 cycles	Weed Control	<u>\$490.00</u>
5 2 cycles	Fertilizing & Seedling	<u>\$540.00</u>
6 As needed	Pruning	<u>\$230.00</u>
7 2 cycles	Flowers/Plants (60) @ 3.95	<u>\$474.00</u>
8 52 cycles	Litter removal @ 25.00	<u>\$1,300.00</u>
	Total Annual Cost	<u>\$9,429.00</u>
9	Snow Removal (optional) Per hourly rate	<hr/>

LANDSCAPING SERVICES-CITY OWNED BUILDINGS
RFP#19061-AG
COST SCHEDULE - Revised
(Attachment 2)

LW's Lawn Service

LOCATION: City Hall

<u>Item#</u>	<u>Description</u>	<u>Annual Cost</u>
1 36 cycles	Grass Cutting/Mowing	<u>\$3,530.00</u>
2 36 cycles	Trimming	<u>\$2,264.00</u>
3 2 cycles	Mulching	<u>\$7,085.00</u>
4 3 cycles	Weed Control	<u>\$652.00</u>
5 2 cycles	Fertilizing & Seedling	<u>\$650.00</u>
6 As needed	Pruning	<u>\$1,464.00</u>
7 2 cycles	Flowers/Plants (272) @ 3.95	<u>\$2,148.80</u>
8 52 cycles	Litter removal @ 25.00	<u>\$1,200.00</u>
	Total Annual Cost	<u>\$18,993.80</u>
9	Snow Removal (optional) Per hourly rate	<hr/>

LANDSCAPING SERVICES-CITY OWNED BUILDINGS
RFP#19061-AG
COST SCHEDULE - Revised
(Attachment 3)

LW's Lawn Service. LLC

LOCATION: Chuckatuck Fire Station

<u>Item#</u>	<u>Description</u>	<u>Annual Cost</u>
1 36 cycles	Grass Cutting/Mowing	<u>\$4,899.00</u>
2 36 cycles	Trimming	<u>\$1,050.00</u>
3 As needed	Landscape Stone @ \$90 per ton	<u>\$ -0-</u>
4 2	Weed Control	<u>\$790.00</u>
5 2	Fertilizing & Seedling	<u>\$880.00</u>
6 As needed	Pruning	<u>\$350.00</u>
7 0	Flowers/Plants	<u>\$ -0-</u>
8 52 cycles	Litter removal @ 35.00	<u>\$1,820.00</u>
	Total Annual Cost	<u>\$9,789.00</u>
9	Snow Removal (optional) Per hourly rate	<hr/>

LANDSCAPING SERVICES-CITY OWNED BUILDINGS
RFP#19061-AG
COST SCHEDULE - Revised
(Attachment 4)

LW's Lawn Service, LLC

LOCATION: Constance Road & Main Street Medians

<u>Item#</u>	<u>Description</u>	<u>Annual Cost</u>
1 36 cycles	Grass Cutting/Mowing	<u>\$3,564.00</u>
2 36 cycles	Trimming	<u>\$700.00</u>
3 2 cycles	Mulching	<u>\$848.00</u>
4 3 cycles	Weed Control	<u>\$220.00</u>
5 2 cycles	Fertilizing & Seedling	<u>\$397.00</u>
6 As needed	Pruning	<u>\$750.00</u>
7 2 cycles	Flowers/Plants (62) @3.95	<u>\$498.80</u>
8 52 cycles	Litter removal @ 25.00	<u>\$1,300.00</u>
	Total Annual Cost	<u>\$8,277.80</u>

LANDSCAPING SERVICES-CITY OWNED BUILDINGS
RFP#19061-AG
COST SCHEDULE - Revised
(Attachment 5)

LW's Lawn Service, LLC

LOCATION: Fleet Management

<u>Item#</u>	<u>Description</u>	<u>Annual Cost</u>
1 36 cycles	Grass Cutting/Mowing	\$4,899.99
2 36 cycles	Trimming	\$900.00
3 2 cycle	Mulching - front entrance	\$790.00
4 4 Cycles (herbicide)	Weed Control - rear parking area	\$1,050.00
5 2 cycles	Fertilizing & Seedling- front of building	\$449.99
6 As needed	Pruning	\$425.00
7	Flowers/Plants @ \$3.95	\$ -0-
8 52 cycles	Litter removal @ \$30.00	\$1,560.00
	Total Annual Cost	<u>\$10,074.98</u>
9	Snow Removal (optional) Per hourly rate	<hr/>

LANDSCAPING SERVICES-CITY OWNED BUILDINGS
RFP#19061-AG
COST SCHEDULE - Revised
(Attachment 6)

LOCATION: Kings Fork Safety Building

<u>Item#</u>	<u>Description</u>	<u>Annual Cost</u>
1 36 cycles	Grass Cutting/Mowing	<u>\$4,028.95</u>
2 36 cycles	Trimming	<u>\$1,335.35</u>
3 2 cycles	Mulching	<u>\$5,297.15</u>
4 3 cycles	Weed Control	<u>\$690.45</u>
5 2 cycles	Fertilizing & Seedling	<u>\$870.45</u>
6 As needed	Pruning	<u>\$1,280.20</u>
7 2 cycles	Flowers/Plants (118) @3.95	<u>\$932.20</u>
8 52 cycles	Litter removal @ 30.00	<u>\$1,560.00</u>
	Total Annual Cost	<u>\$15,994.75</u>
9	Snow Removal (optional) Per hourly rate	<hr/>

LANDSCAPING SERVICES-CITY OWNED BUILDINGS
RFP#19061-AG
COST SCHEDULE - Revised
(Attachment 7)

LOCATION: North Suffolk Library

<u>Item#</u>	<u>Description</u>	<u>Annual Cost</u>
1 36 cycles	Grass Cutting/Mowing	<u>\$3,004.00</u>
2 36 cycles	Trimming	<u>\$900.00</u>
3 2 cycles	Mulching	<u>\$4,000.80</u>
4 3 cycles	Weed Control	<u>\$787.50</u>
5 2 cycles	Fertilizing & Seedling	<u>\$689.54</u>
6 As needed	Pruning	<u>\$761.30</u>
7 2 cycles	Flowers/Plants (0)	<u>\$-0-</u>
8 52 cycles	Litter removal @ 30.00	<u>\$1,560.00</u>
	Total Annual Cost	<u>\$11,703.14</u>
9	Snow Removal (optional) Per hourly rate	<u> </u>

LANDSCAPING SERVICES-CITY OWNED BUILDINGS
RFP#19061-AG
COST SCHEDULE - Revised
(Attachment 8)

LOCATION: North Suffolk Public Safety Complex

<u>Item#</u>	<u>Description</u>	<u>Annual Cost</u>
1 36 cycles	Grass Cutting/Mowing	<u>\$2,994.00</u>
2 36 cycles	Trimming	<u>\$890.00</u>
3 2 cycles	Mulching	<u>\$4,975.00</u>
4 3 cycles	Weed Control	<u>\$650.00</u>
5 2 cycles	Fertilizing & Seedling	<u>\$792.65</u>
6 As needed	Pruning	<u>\$1,650.00</u>
7 2 cycles	Flowers/Plants (0) @ 3.95	<u>\$-0-</u>
8 52 cycles	Litter removal	<u>\$1,560.00</u>
	Total Annual Cost	<u>\$13,511.65</u>
9	Snow Removal (optional) Per hourly rate	<u> </u>

LANDSCAPING SERVICES-CITY OWNED BUILDINGS
RFP#19061-AG
COST SCHEDULE - Revised
(Attachment 9)

LOCATION: Police Headquarters

<u>Item#</u>	<u>Description</u>	<u>Annual Cost</u>
1 36 cycles	Grass Cutting/Mowing	<u>\$1,890.00</u>
2 36 cycles	Trimming	<u>\$674.10</u>
3 2 cycles	Mulching	<u>\$4,324.09</u>
4 3 cycles	Weed Control	<u>\$308.70</u>
5 2 cycles	Fertilizing & Seedling	<u>\$627.90</u>
6 As needed	Pruning	<u>\$525.00</u>
7 2 cycles	Flowers/Plants (77) @ 3.95	<u>\$608.30</u>
8 52 cycles	Litter removal @ 20.00	<u>\$1,040.00</u>
	Total Annual Cost	<u>\$9,998.09</u>
9	Snow Removal (optional) Per hourly rate	_____

LANDSCAPING SERVICES-CITY OWNED BUILDINGS
RFP#19061-AG
COST SCHEDULE - Revised
(Attachment 10)

LOCATION: Police Precinct #1

<u>Item#</u>	<u>Description</u>	<u>Annual Cost</u>
1 36 cycles	Grass Cutting/Mowing	<u>\$1,134.00</u>
2 36 cycles	Trimming	<u>\$378.00</u>
3 2 cycles	Mulching	<u>\$908.25</u>
4 3 cycles	Weed Control	<u>\$262.50</u>
5 2 cycles	Fertilizing & Seedling	<u>\$315.00</u>
6 As needed	Pruning	<u>\$546.00</u>
7	Flowers/Plants (0) @3.95	<u>\$-0-</u>
8 52 cycles	Litter removal @ 25.00	<u>\$1,100.00</u>
	Total Annual Cost	<u>\$4,643.75</u>
9	Snow Removal (optional) Per hourly rate	_____

LANDSCAPING SERVICES-CITY OWNED BUILDINGS
RFP#19061-AG
COST SCHEDULE - Revised
(Attachment 11)

LOCATION: Planters Club

<u>Item#</u>	<u>Description</u>	<u>Annual Cost</u>
1 36 cycles	Grass Cutting/Mowing	<u>\$5,399.00</u>
2 36 cycles	Trimming	<u>\$1,439.00</u>
3 2 cycles	Mulching	<u>\$1,049.00</u>
4 3 cycles	Weed Control - around building	<u>\$1,050.00</u>
5 2 cycles	Fertilizing & Seedling - around building	<u>\$726.00</u>
6 As needed	Pruning	<u>\$850.00</u>
7	Flowers/Plants @ \$3.95	<u>\$-0-</u>
8 52 cycles	Litter removal @ \$35.00	<u>\$1,820.00</u>
	Total Annual Cost	<u>\$12,333.00</u>
9	Snow Removal (optional) Per hourly rate	_____

LANDSCAPING SERVICES-CITY OWNED BUILDINGS
RFP#19061-AG
COST SCHEDULE - Revised
(Attachment 12)

LOCATION: Riddick's Folly Grounds

<u>Item#</u>	<u>Description</u>	<u>Annual Cost</u>
1 36	Grass Cutting/Mowing	\$1,280.00
2 36	Trimming	\$540.00
3 2	Mulching / Pine Straw	\$320.00
4 3	Weed Control	\$275.00
5 2	Fertilizing & Seedling	\$304.00
6 As needed	Pruning	\$560.00
7 2 cycles	Flowers/Plants (20) @ 3.95	\$158.00
8 52	Litter removal @ 25.00	\$1,300.00
	Total Annual Cost	<u>\$4,737.00</u>
9	Snow Removal (optional) Per hourly rate	_____

LANDSCAPING SERVICES-CITY OWNED BUILDINGS
RFP#19061-AG
COST SCHEDULE - Revised
(Attachment 13)

LOCATION: Suffolk Visitor's Center & Pavilion

<u>Item#</u>	<u>Description</u>	<u>Annual Cost</u>
1 36 cycles	Grass Cutting/Mowing	\$3,099.60
2 36 cycles	Trimming	\$1,039.50
3 2 cycles	Mulching	\$4,031.00
4 3 cycles	Weed Control	\$390.00
5 2 cycles	Fertilizing & Seedling	\$723.00
6 As needed	Pruning	\$1,220.00
7 2 cycles	Flowers/Plants (255) @ 3.95	\$2,014.50
8 52 cycles	Litter removal @ 25.00	\$1,300.00
	Total Annual Cost	<u>\$13,817.60</u>
9	Snow Removal (optional) Per hourly rate	_____

LANDSCAPING SERVICES-CITY OWNED BUILDINGS
RFP#19061-AG
COST SCHEDULE - Revised
(Attachment 14)

LOCATION: Whaleyville Recreation Center

<u>Item#</u>	<u>Description</u>	<u>Annual Cost</u>
1 36 cycles	Grass Cutting/Mowing	<u>\$3,036.00</u>
2 36 cycles	Trimming	<u>\$820.00</u>
3 2 cycles	Mulching	<u>\$2,013.00</u>
4 3 cycles	Weed Control	<u>\$630.00</u>
5 2 cycles	Fertilizing & Seedling	<u>\$660.00</u>
6 As needed	Pruning	<u>\$300.00</u>
7 2	Flowers/Plants (30) @ 3.95	<u>\$237.00</u>
8 52 cycles	Litter removal @ 34.00	<u>\$1,794.00</u>
	Total Annual Cost	<u>\$9,490.00</u>
9	Snow Removal (optional) Per hourly rate	<u> </u>

SECTION 3
METHODOLOGY SECTION

ANIMAL CONTROL METHODOLOGY AND SCHEDULE OF COMPLETION

Upon arriving on site the following steps are needed to complete Ground Maintenance and Landscaping Services in a professional and timely manner:

1. The safety of the City staff, citizens, and property are a priority, therefore the maintenance crew will walk-through the property to ensure that there aren't any objects that could become a safety hazard while mowing turf.
2. Maintenance crew will retrieve any trash prior to mowing the turf.
3. Mow the turf around buildings and common areas.
4. Trim (weed eat) around trees and any other permanent objects.
5. Edge sidewalks and curbs.
6. Maintenance crew will inspect the flowerbeds for weeds.
7. Maintenance crew will ensure the growth of the hedges are manicured appropriately and trimmed as needed.
8. Mulch around the building and any existing mulched areas two times (2) per year.
9. Blow any thrown grass off the sidewalks, curbs, and parking lots after mowing is completed.

Regular Estimated time of completion for ground maintenance services will be approximately 2 hours. The City Refuse Team will be responsible for bulk trash removal such as mattresses, televisions, appliances, etc.



CHUCKATUCK FIRE STATION METHODOLOGY AND SCHEDULE OF COMPLETION

Upon arriving on site the following steps are needed to complete Ground Maintenance and Landscaping Services in a professional and timely manner:

1. The safety of the City staff, citizens, and property are a priority, therefore the maintenance crew will walk-through the property to ensure that there aren't any objects that could become a safety hazard while mowing turf.
2. Maintenance crew will retrieve any trash prior to mowing the turf.
3. Mow the turf around buildings and common areas.
4. Trim (weed eat) around trees and any other permanent objects.
5. Edge sidewalks and curbs.
6. Maintenance crew will inspect the Rock beds for weeds.
7. Maintenance crew will ensure the growth of the hedges are manicured appropriately and trimmed as needed.
8. Blow any thrown grass off the sidewalks, curbs, and parking lots after mowing is completed.

Regular Estimated time of completion for ground maintenance services will be approximately 1 hour and 50 minutes. The City Refuse Team will be responsible for bulk trash removal such as mattresses, televisions, appliances, etc.



CITY HALL

METHODOLOGY AND SCHEDULE OF COMPLETION

Upon arriving on site the following steps are needed to complete Ground Maintenance and Landscaping Services in a professional and timely manner:

1. The safety of the City staff, citizens, and property are a priority, therefore the maintenance crew will walk-through the property to ensure that there aren't any objects that could become a safety hazard while mowing turf.
2. Maintenance crew will retrieve any trash prior to mowing the turf.
3. Mow the turf around buildings and common areas.
4. Trim (weed eat) around trees and any other permanent objects.
5. Edge sidewalks and curbs.
6. Maintenance crew will inspect the flowerbeds for weeds.
7. Maintenance crew will ensure the growth of the hedges are manicured appropriately and trimmed as needed.
8. Mulch around the building and any existing mulched areas two times (2) per year.
9. Blow any thrown grass off the sidewalks, curbs, and parking lots after mowing is completed.

Regular Estimated time of completion for ground maintenance services will be approximately 2 hours and 15 minutes. The City Refuse Team will be responsible for bulk trash removal such as mattresses, televisions, appliances, etc.



CONSTANCE ROAD & MAIN STREET MEDIANS METHODOLOGY AND SCHEDULE OF COMPLETION

Upon arriving on site the following steps are needed to complete Ground Maintenance and Landscaping Services in a professional and timely manner

1. While maintaining a safe working environment, the **Maintenance crew will display traffic visuals for public advance awareness of upcoming work zone.**
2. The safety of the City staff, citizens, and property are a priority, therefore the maintenance crew will walk-through the medians to ensure that there aren't any objects that could become a safety hazard while mowing turf.
3. Maintenance crew will retrieve any trash prior to mowing the turf.
4. Mow the turf at medians.
5. Trim (weed eat) around trees and any other permanent objects.
6. Maintenance crew will inspect the flowerbeds for weeds.
7. Maintenance crew will ensure the growth of the hedges are manicured appropriately and trimmed as needed.
8. Mulch flowerbeds and any existing mulched areas located in the medians two times (2) per year.
9. Blow any thrown **grass** off the sidewalks, curbs, and parking lots after mowing is completed.

Regular Estimated time of completion for ground maintenance services will be approximately 1 hour and 40 minutes. The City Refuse Team will be responsible for bulk trash removal such as mattresses, televisions, appliances, etc.



FLEET MANAGEMENT METHODOLOGY AND SCHEDULE OF COMPLETION

Upon arriving on site the following steps are needed to complete Ground Maintenance and Landscaping Services in a professional and timely manner:

1. The safety of the City staff, citizens, and property are a priority, therefore the maintenance crew will walk-through the property to ensure that there aren't any objects that could become a safety hazard while mowing turf.
2. Maintenance crew will retrieve any trash prior to mowing the turf.
3. Mow the turf around buildings and common areas.
4. Trim (weed eat) around trees and any other permanent objects.
5. Edge sidewalks and trim ditch banks.
6. Maintenance crew will inspect the flowerbeds for weeds.
7. Maintenance crew will ensure the growth of the hedges are manicured appropriately and trimmed as needed.
8. Mulch front of building and any existing mulched areas two times (2) per year.
9. Blow any thrown grass off the sidewalks, curbs, and parking lots after mowing is completed.

Regular Estimated time of completion for ground maintenance services will be approximately 3 hours and 15 minutes. The City Refuse Team will be responsible for bulk trash removal such as mattresses, televisions, appliances, etc.



KINGS FORK SAFETY BUILDING METHODOLOGY AND SCHEDULE OF COMPLETION

Upon arriving on site the following steps are needed to complete Ground Maintenance and Landscaping Services in a professional and timely manner:

1. The safety of the City staff, citizens, and property are a priority, therefore the maintenance crew will walk-through the property to ensure that there aren't any objects that could become a safety hazard while mowing turf.
2. Maintenance crew will retrieve any trash prior to mowing the turf.
3. Mow the turf around buildings and common areas.
4. Trim (weed eat) around trees and any other permanent objects.
5. Edge sidewalks, curbs and parking lot islands.
6. Maintenance crew will inspect the flowerbeds for weeds.
7. Maintenance crew will ensure the growth of the hedges are manicured appropriately and trimmed as needed.
8. Mulch around the building and any existing mulched areas two times (2) per year.
9. Blow any thrown grass off the sidewalks, curbs, and parking lots after mowing is completed.

Regular Estimated time of completion for ground maintenance services will be approximately 2 hours and 55 minutes. The City Refuse Team will be responsible for bulk trash removal such as mattresses, televisions, appliances, etc.



NORTH SUFFOLK LIBRARY METHODOLOGY AND SCHEDULE OF COMPLETION

Upon arriving on site the following steps are needed to complete Ground Maintenance and Landscaping Services in a professional and timely manner:

1. The safety of the City staff, citizens, and property are a priority, therefore the maintenance crew will walk-through the property to ensure that there aren't any objects that could become a safety hazard while mowing turf.
2. Maintenance crew will retrieve any trash prior to mowing the turf.
3. Mow the turf around buildings and common areas.
4. Trim (weed eat) around trees and any other permanent objects.
5. Edge sidewalks, curbs, and parking lot islands.
6. Maintenance crew will inspect the flowerbeds for weeds.
7. Maintenance crew will ensure the growth of the hedges are manicured appropriately and trimmed as needed.
8. Mulch around the building and any existing mulched areas two times (2) per year.
9. Blow any thrown grass off the sidewalks, curbs, and parking lots after mowing is completed.

Regular Estimated time of completion for ground maintenance services will be approximately 3 hours. The City Refuse Team will be responsible for bulk trash removal such as mattresses, televisions, appliances, etc.



NORTH SUFFOLK PUBLIC SAFETY COMPLEX METHODOLOGY AND SCHEDULE OF COMPLETION

Upon arriving on site the following steps are needed to complete Ground Maintenance and Landscaping Services in a professional and timely manner:

1. The safety of the City staff, citizens, and property are a priority, therefore the maintenance crew will walk-through the property to ensure that there aren't any objects that could become a safety hazard while mowing turf.
2. Maintenance crew will retrieve any trash prior to mowing the turf.
3. Mow the turf around buildings and common areas.
4. Trim (weed eat) around trees and any other permanent objects.
5. Edge sidewalks and curbs.
6. Maintenance crew will inspect the flowerbeds for weeds.
7. Maintenance crew will ensure the growth of the hedges are manicured appropriately and trimmed as needed.
8. Mulch around the building and any existing mulched areas two times (2) per year.
9. Blow any thrown grass off the sidewalks, curbs, and parking lots after mowing is completed.

Regular Estimated time of completion for ground maintenance services will be approximately 3 hours. The City Refuse Team will be responsible for bulk trash removal such as mattresses, televisions, appliances, etc.



POLICE HEADQUARTERS METHODOLOGY AND SCHEDULE OF COMPLETION

Upon arriving on site the following steps are needed to complete Ground Maintenance and Landscaping Services in a professional and timely manner:

1. The safety of the City staff, citizens, and property are a priority, therefore the maintenance crew will walk-through the property to ensure that there aren't any objects that could become a safety hazard while mowing turf.
2. Maintenance crew will retrieve any trash prior to mowing the turf.
3. Mow the turf around buildings and common areas.
4. Trim (weed eat) around trees and any other permanent objects.
5. Edge sidewalks and curbs.
6. Maintenance crew will inspect the flowerbeds for weeds.
7. Maintenance crew will ensure the growth of the hedges are manicured appropriately and trimmed as needed.
8. Mulch around the building and any existing mulched areas two times (2) per year.
9. Blow any thrown grass off the sidewalks, curbs, and parking lots after mowing is completed.

Regular Estimated time of completion for ground maintenance services will be approximately 2 hour and 45 minutes. The City Refuse Team will be responsible for bulk trash removal such as mattresses, televisions, appliances, etc.



POLICE PRECINCT # 1

METHODOLOGY AND SCHEDULE OF COMPLETION

Upon arriving on site the following steps are needed to complete Ground Maintenance and Landscaping Services in a professional and timely manner:

1. The safety of the City staff, citizens, and property are a priority, therefore the maintenance crew will walk-through the property to ensure that there aren't any objects that could become a safety hazard while mowing turf.
2. Maintenance crew will retrieve any trash prior to mowing the turf.
3. Mow the turf around buildings and common areas.
4. Trim (weed eat) around trees and any other permanent objects.
5. Edge sidewalks and curbs.
6. Maintenance crew will inspect the flowerbeds for weeds.
7. Maintenance crew will ensure the growth of the hedges are manicured appropriately and trimmed as needed.
8. Mulch around the building and any existing mulched areas two times (2) per year.
9. Blow any thrown grass off the sidewalks, curbs, and parking lots after mowing is completed.

Regular Estimated time of completion for ground maintenance services will be approximately 1 hour. The City Refuse Team will be responsible for bulk trash removal such as mattresses, televisions, appliances, etc.



PLANTERS CLUB METHODOLOGY AND SCHEDULE OF COMPLETION

Upon arriving on site the following steps are needed to complete Ground Maintenance and Landscaping Services in a professional and timely manner:

1. The safety of the City staff, citizens, and property are a priority, therefore the maintenance crew will walk-through the property to ensure that there aren't any objects that could become a safety hazard while mowing turf.
2. Maintenance crew will retrieve any trash prior to mowing the turf.
3. Mow the turf around buildings and common areas.
4. Trim (weed eat) around trees and any other permanent objects.
5. Maintenance crew will inspect the flowerbeds for weeds.
6. Maintenance crew will ensure the growth of the hedges are manicured appropriately and trimmed as needed.
7. Mulch around the building and any existing mulched areas two times (2) per year.
8. Blow any thrown grass off the sidewalks, curbs, and parking lots after mowing is completed.

Regular Estimated time of completion for ground maintenance services will be approximately 3 hours and 15 minutes. The City Refuse Team will be responsible for bulk trash removal such as mattresses, televisions, appliances, etc.



RIDDICK'S FOLLY GROUNDS

METHODOLOGY AND SCHEDULE OF COMPLETION

Upon arriving on site the following steps are needed to complete Ground Maintenance and Landscaping Services in a professional and timely manner:

1. The safety of the City staff, citizens, and property are a priority, therefore the maintenance crew will walk-through the property to ensure that there aren't any objects that could become a safety hazard while mowing turf.
2. Maintenance crew will retrieve any trash prior to mowing the turf.
3. Mow the turf around buildings and common areas.
4. Trim (weed eat) around trees and any other permanent objects.
5. Edge sidewalks and curbs.
6. Maintenance crew will inspect the flowerbeds for weeds.
7. Maintenance crew will ensure the growth of the hedges are manicured appropriately and trimmed as needed.
8. Mulch around the building and any existing mulched areas two times (2) per year.
9. Apply pine straw around trees two times (2) per year.
10. Blow any thrown grass off the sidewalks, curbs, and parking lots after mowing is completed.

Regular Estimated time of completion for ground maintenance services will be approximately 50 minutes. The City Refuse Team will be responsible for bulk trash removal such as mattresses, televisions, appliances, etc.



SUFFOLK VISITOR'S CENTER & PAVILION METHODOLOGY AND SCHEDULE OF COMPLETION

Upon arriving on site the following steps are needed to complete Ground Maintenance and Landscaping Services in a professional and timely manner:

1. The safety of the City staff, citizens, and property are a priority, therefore the maintenance crew will walk-through the property to ensure that there aren't any objects that could become a safety hazard while mowing turf.
2. Maintenance crew will retrieve any trash prior to mowing the turf.
3. Mow the turf around buildings and common areas.
4. Trim (weed eat) around trees and any other permanent objects.
5. Edge sidewalks and curbs.
6. Maintenance crew will inspect the flowerbeds for weeds.
7. Maintenance crew will ensure the growth of the hedges are manicured appropriately and trimmed as needed.
8. Mulch around the building and any existing mulched areas two times (2) per year.
9. Blow any thrown grass off the sidewalks, curbs, and parking lots after mowing is completed.

Regular Estimated time of completion for ground maintenance services will be approximately 2 hours and 10 minutes. The City Refuse Team will be responsible for bulk trash removal such as mattresses, televisions, appliances, etc.



WHALEYVILLE RECREATION CENTER METHODOLOGY AND SCHEDULE OF COMPLETION

Upon arriving on site the following steps are needed to complete Ground Maintenance and Landscaping Services in a professional and timely manner:

1. The safety of the City staff, citizens, and property are a priority, therefore the maintenance crew will walk-through the property to ensure that there aren't any objects that could become a safety hazard while mowing turf.
2. Maintenance crew will retrieve any trash prior to mowing the turf.
3. Mow the turf around buildings and common areas.
4. Trim (weed eat) around trees and any other permanent objects.
5. Edge sidewalks and curbs.
6. Maintenance crew will inspect the flowerbeds for weeds.
7. Maintenance crew will ensure the growth of the hedges are manicured appropriately and trimmed as needed.
8. Mulch around the building and any existing mulched areas two times (2) per year.
9. Blow any thrown grass off the sidewalks, curbs, and parking lots after mowing is completed.

Regular Estimated time of completion for ground maintenance services will be approximately 1 hour and 30 minutes. The City Refuse Team will be responsible for bulk trash removal such as mattresses, televisions, appliances, etc.



LW'S LAWN SERVICE, LLC.
615 OLD EAST PINNER STREET
SUFFOLK, VIRGINIA 23434
TELEPHONE: (757)925-0747 / FAX: (757)925-4943

DATE STARTED: _____

DATE COMPLETED: _____

NAME: _____

PROPERTY LOCATION: _____

CITY: _____ STATE: _____ ZIP: _____

GROUND MAINTENANCE JOB CHECKLIST:

- CUT GRASS**
- PRUNE SHRUBS**
- EDGE SIDEWALK**
- TRIM HEDGES**
- TRIM (WEED EAT)**
- BLOW SIDEWALK / CRUBS**
- PICKUP LITTER**
- HERBICIDE TREATMENT**
- MUCLH**
- TOP SOIL**
- SEED**
- FERTILIZER TREATMENT**
- PULLED WEEDS (AS NEEDED)**
- TRASH REMOVAL**
- RAKED LEAVES**
- ROMOVEL OF DEBRIS**
- CLEAN FLOWERBEDS / PREP FLOWERBEDS**

Comments:

SUPERVISOR SIGNATURE: _____ **DATE:** _____