

Executed Maintenance Agreements

(updated 2020)

Meridian

Legacy Business Park

Hwy 53 Commercial (Autozone)

Quicktrip

316 Professional Quarter

Epps Bridge Centre

Resurgence Park

Bogart Place

Watkinsville First Baptist

Epps Bridge Storage

Presbyterian Village (executed 2017- currently under construction)

Jimmy Daniel Professional Offices (executed 2017- not yet constructed)

Fire Station Express Carwash (executed October 2020)

2020 Maintenance Schedule for County-Owned Ponds

LawnCare Maintenance

RFP # 21-08-002

INTRODUCTION

The Oconee County Board of Commissioners is seeking to establish a contract for lawncare maintenance services at eleven (11) Oconee County Facilities, seven (7) Oconee County Fire Stations, six (6) fenced in areas and Retail right-of-way. The initial contract term will be for one (1) year with up to four (4) one year renewals. Please see the RFP documents for full scope of work.

AREA 1 - FACILITIES

- • Oconee County Courthouse, 23 North Main Street, Watkinsville, GA
- Elections Office, 10 Court Street, Watkinsville, GA
- Ward Building, 3 North 3rd Street, Watkinsville, GA
- Eagle Tavern, 26 North Main Street, Watkinsville, GA
- • Oconee County Government Annex, 1291 Greensboro Highway, Watkinsville, GA
- Health Department, 1060 Experiment Station Road, Watkinsville, GA
- Oconee County Library, 1080 Experiment Station Road, Watkinsville, GA
- • Oconee County Jail Campus, 1140 Experiment Station Road, Watkinsville, GA
- Oconee County Civic Center, 2261 Hog Mountain Road, Watkinsville, GA
- William Daniell House, 1070 Founders Grove, Watkinsville, GA
- Oconee County Animal Services, 1171 Branch Road, Bishop, GA

*Maintained areas within each property will be defined at the mandatory pre-proposal meeting.

Routine
maintenance
includes
trash removal,
mowing & cleanup
around detention
Ponds at Annex
Courthouse, Annex
& Jail/EDC.

A. MAINTENANCE INTERVALS

- March 1st – October 31st
 1. Maintenance shall occur no less than twice a month or as required if weather conditions are conducive to the rate of growth.
- November 1st – February 28th
 1. Maintenance can be reduced to once a month, but shall include leaf/debris removal from grounds and parking areas.

B. GENERAL SERVICES

- Lawns, shrubs, walks, curbs, driveways, flowerbeds, ditches, and roadsides shall be maintained.
- All areas to be mowed, edged, trimmed, blown, litter and debris removal, weeds removed, and weed killer applied as needed for maximum appeal.
- Contractor to monitor all lawn, shrub, trees, etc. for potential disease or any other problems and report to Operations staff.
- Courthouse, Eagle Tavern, and Jail have sprinkler systems. NO work on the sprinkler systems is included unless the contractor damages a system.

C. LEAVES/DEBRIS REMOVAL

- Leaves shall be removed from all developed areas including turf, beds, mulched areas, parking lots, walkways, curbs, stair/window wells and pavement.

- This service also includes disposal of limbs and branches that may have fallen from trees.
- Parking areas are to be cleaned and large deposits of sand or soil are to be removed as needed.
- All collected leaves and debris shall be removed from the sites and disposed of legally.
- Care shall be taken to keep dust and debris generated during collection from being deposited on vehicles or structures.
- Under no circumstance are leaves to be raked, blown, dumped or otherwise placed into landscape beds or natural areas.

D. FERTILIZATION

- All lawn areas to have a soil analysis annually.
- All lawn and sod areas to be fertilized per recommendations of annual soil analysis.
- The zoysia sod areas at Courthouse and Eagle Tavern are to have a proactive maintenance program to include annual core aeration and a program of fertilization, weed control, disease control, and pest control.
- Natural areas will be sprayed to keep back under growth.
- Pre-emergent to be applied to all shrub beds and mulched areas in early spring.
- A heavy pine straw application to all mulched areas once a year after pre-emergent is applied.

E. TRIMMING/MOWING

- Lawn shall be mowed at a finished height of 2-3 inches.
- All shrubbery will be trimmed and shaped three times a year.
- Grass that cannot be mowed (e.g., against buildings, around posts, on medians, along fence lines and curbs, etc.) shall be trimmed to 3" to 4" at each mowing. String trimmers or other power equipment shall never be used to trim around tree trunks or historical structures.
- Edging of paved areas and stepping-stones shall be done, as needed, so that root growth of turf or weeds does not extend farther than .75" and foliage growth does not extend farther than 3" over the edges of pavement, curbs or pavers.
- Litter, branches, rocks or other debris shall be removed from turf prior to each mowing cycle. Debris collected shall be removed from each site and disposed of legally.
- Mulched areas shall remain free of ruts, compaction, and tire tracks caused by mowing equipment.
- Mowing shall be done in a manner that minimizes scalping, tire marking and missed areas on lawns.
- Mower blades shall be sharp enough to cleanly cut each grass blade. Tearing of the leaf is not acceptable.
- The contractor shall ensure that all trimmings and branches are properly and immediately disposed.

F. ADDITIONAL (MINOR) LANDSCAPING

- Minor Landscaping may include, but is not limited to, minor pruning of trees or tree planting, cultivating flower beds, maintaining or replacing shrubs, over-seeding, weeding, irrigation or sprinkler maintenance, wood mulching, major storm damage repairs, shoveling, spraying, sod replacement and additional pine straw application.

Attachment B-1a
Annual Grounds Maintenance Minimum Service Schedule

Area 1: Minimum mowing height –2", Maximum mowing height –3"
 Area 2: Minimum mowing height –3", Maximum mowing height –5"

Park/Bldg Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Mow Weekly Min Total
AREA 1													
Herman C. Michael Park	1	1	2	4	4	4	4	4	4	4	3	2	37
Bogart Sports Complex	1	1	2	4	4	4	4	4	4	4	3	2	37
Heritage Park	1	1	2	4	4	4	4	4	4	4	3	2	37
Oconee Veterans Park	1	1	2	4	4	4	4	4	4	4	3	2	37
OCMS Micro	1	1	2	4	4	4	4	4	4	4	3	2	37

Routine maintenance includes trash removal, mowing & cleanup around
 detention ponds at Veterans Park & Herman C. Michael Park.

SCOPE OF WORK
ATTACHMENT B-1
PARKS AND RECREATION & SENIOR CENTER

I. WORK SCOPE PROGRAM FOR OCONEE COUNTY PARKS SERVICES

A. AREAS OF RESPONSIBILITY - The Contractor is responsible for grounds maintenance of Oconee County Board of Commissioners (OCBOC) Parks Services sites including: athletic field bleacher areas, concession areas, walkways, and related areas, but excluding athletic turf fields as defined in the below work scope.

Oconee Veterans Park Area 1 (as defined below) shall be considered to be maintained at a higher level of service due to the higher quality of landscape and high traffic visibility.

B. SITE LOCATIONS – The Parks Services locations/addresses are as follows:

1. Oconee Veterans Park, 3500-A Hog Mountain Road, Watkinsville, GA 30677
2. Herman C. Michael Park, 1051 Elder Road, Bishop, GA 30621
3. Bogart Sports Complex, 200 South Burson Avenue, Bogart, GA 30622
4. Heritage Park, 2543 Macon Highway, Watkinsville, GA 30677
5. OCMS Micro, 1101 Mars Hill Rd, Watkinsville, GA 30677

C. REQUIREMENTS AND SPECIAL INSTRUCTIONS FOR OCONEE COUNTY PARKS - All grounds maintenance services include:

1. FOR AREA 1

- a) Warm season turf mowing
- b) String trimming
- c) Warm season turf mechanical edging
- d) Tree and shrub care
- e) Bed maintenance, edging, mulching and berms
- f) Fertilization
- g) Integrated pest management
- h) Leaf removal and clean up
- i) General grounds: building entrances, parking lots, bleacher and paved areas
- j) Ditches and roadsides
- k) Chain link perimeter fence area
- l) Trash

2. FOR AREA 2

- a) Warm season turf mowing
- b) String trimming and edging
- c) Ditches and roadsides
- d) General grounds policing with cleaning of paved and related areas.
- e) Trash

All minimum weekly grounds maintenance services will be included in the base price.

SCOPE OF WORK
ATTACHMENT B-1
PARKS AND RECREATION & SENIOR CENTER

3. DESCRIPTION OF SERVICES

a) Mowing (Area 1 and Area 2)

- o All types of grass on the lawn areas will be maintained by mowing at the minimum frequency indicated in Schedule I (**See Attachment B-1a-Minimum Annual Grounds Maintenance Annual Schedule**).
- o All additional mowing authorized, in writing, by the Parks Manager, or her/his specified alternate, will be provided at the prices indicated in this proposal.
- o Lawn areas shall be mowed at a finished height of two-to-three inches for warm season turf in Area 1 throughout the mowing season and finished height of three-to-five inches for warm season grasses in Area 2.
- o **All minimum weekly mowing services will be included in the base price.**

Note: During the mowing season, all lawn areas shall be mowed every seven-to-ten days or as weather conditions dictate and according to the minimum frequency stipulated in the Grounds Maintenance Service Schedule.

b) Prior to each mowing:

- o All reasonable trash, sticks and other unwanted debris will be removed from lawns, plant beds, paved areas and curbs.
- o The mowing operation includes trimming around all obstacles and removing dirt and debris from walks, curbs and parking areas.
- o Grass clippings will be kept out of beds and tree rings.
- o regular basis to present the most aesthetically pleasing appearance.
- o Mowing equipment may be rotary (Toro 72" Z Master 560 rotary mowers or approved equivalent). Rotary blades must be inspected weekly and sharpened and/or replaced when necessary so as not to tear grass.
- o Patterns will be employed to permit recycling of grass clippings and to present a neat appearance.
- o Excess clipping from all mowed areas will be removed through dispersal with a blower or physical removal, and comply with any present or future state, county or local ordinances regarding disposal.
- o Papers and other debris will be cleaned off all areas before and after mowing.
- o Contractor will use a mower with a factory mulching kit to prevent side and excessive under deck discharge for all Area 1 mowing. For Area 2, a tractor and an attached mulching mower are acceptable. Consult with the Parks Manager for acceptability.

Note: Oconee Veterans Park, Herman C. Michael Park, Bogart Sports Complex and OCMS Micro Soccer Complex entire park areas (excluding forest natural areas) is considered an **Area 1 level of maintenance**.

c) String Trimming (Area 1 and 2).

- o This service will be performed around all obstacles and along fence lines even if treated with approved herbicides.
- o String trimmers cannot be used near ornamental vegetation. If such vegetation is damaged by accident, Contractor must replace it.

SCOPE OF WORK
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PARKS AND RECREATION & SENIOR CENTER

- **Price included in Basic Services.**

d) Mechanical Edging (Area 1)

- This service shall be performed along all paved areas at OCBOC Parks plus those that are included within or considered a part of an athletic field. Included are athletic fields' seating areas, concession stands, etc. Concrete walkways and curbing in close proximity to building structures will be edged as part of the regular mowing process.
- All other curbing will be edged bi-monthly to include asphalt pathways.
- **Price included in Basic Services.**

e) Tree and Shrub Care, Pruning / Shearing (Area 1)

Pruning Shrubs

- Shrubbery that requires shearing to maintain a formal appearance will be sheared two times per year unless otherwise indicated differently on the Minimum Grounds Maintenance Service Schedule.
- Informal shrubbery will be pruned twice per year unless otherwise indicated on the Grounds Maintenance Service Schedule, approximately in June and in early September.
- Flowering shrubs shall be pruned after blooming. Hand-pruning of shrubs will not include rejuvenated pruning on overgrown plants, neglected plants or plants that have been improperly pruned or sheared in past years. Pruning to promote growth will be conducted 2X per growing season.
- Groundcovers shall be edged and pruned as needed to contain them within their borders according to frequency set forth in the Minimum Grounds Maintenance Service Schedule. Standard horticultural pruning practices will be observed and all resulting debris will be removed.
- Perennials will be cut back and pruned at the appropriate times according to frequency set forth in the Minimum Grounds Maintenance Service Schedule.
- In general, perennials will be cut back in late fall for the end of the season and certain perennials will be pruned mid-summer for a second bloom.

Pruning Trees

- Pruning of the deciduous trees will be done in the months of January, February, and March, during the dormant season and will be limited to a height of 14' and a branch caliper of 3", any pruning outside of this specification will be performed at an additional cost to OCBOC when requested.
- Structural pruning will be performed and includes removal of crossing branches, or those not consistent with standard form, general thinning for good light penetration and air circulation, elevation of lower branches to achieve consistency between the trees and to maintain safe passage of pedestrians and vehicles.
- Removal of dead branches will be done where it can be identified; however this is often not detectible in the dormant season.
- All pruning cuts shall be made to the lateral branches, buds, or flush with the trunk. Stubbing will not be permitted.

SCOPE OF WORK
ATTACHMENT B-1
PARKS AND RECREATION & SENIOR CENTER

- All debris will be composted on site at a location determined by the Parks Manager.
- Throughout the growing season, pruning of suckers, water sprouts and low-hanging branches will be performed during regular visits.
- Replacement will not be part of this contract, unless damaged by application of herbicides, fertilizer, or other Contractor actions. All needed replacement(s) due to damage by Contractor will paid for by the Contractor.
- All planting, replanting, relocating, or replacement of shrubbery, trees, or other flora must be approved, in writing, by the Parks Manager, or designated representative, before any action is taken.
- The removal of dead or balding shrubs is the responsibility of the Contractor after notifying the Parks Manager, or designated representative.
- **Price included in Basic Services.**

f. Bed Maintenance, Edging, Mulching and Berms (Area 1)

- All ornamental planting beds, including tree rings, will be trenched and mulched.
- Mulch shall be placed around all plants to a depth not to exceed four (4) inches, but not less than three (3) inches.
- All beds and individual plants will have a 90 degree defined edge cut into the soil to separate lawn from plant bed.
- Brown cypress hardwood mulch, no pine nuggets, will be applied in all bed areas and tree rings and to the edge of buildings when next to structures. *Individual plants/trees will be mulched to the depth and radius that is appropriate to horticulturist specifications.*
- Soft edging of beds and tree rings must be completed monthly as part of the basic maintenance program.
- Beds and tree wells will be weeded on a continuous basis throughout the growing season to maintain a neat appearance at all times. This will be performed through the use of pre-emergent and post-emergent herbicides as well as hand-weeding. Chemicals will be used according to the product label.
- A non-selective and/or pre-emergent herbicide will be applied on a continuous basis to all walks, curbs and other paved areas to help prevent the growth of weeds.
- The mulched berms in Oconee Parks will be maintained to ensure unwanted growth is removed during monthly maintenance just as any other garden bed. The contractor will provide Brown double ground hard wood mulch at a 3" depth and mulching will be conducted once (1X) annually (typically in the fall).
- Improvements to berms or replacement of dead plant and/or trees must be coordinated with the Parks Manager.
- **Price included in Basic Services.**

g. Fertilization (Area 1)

- All ornamental trees up to six-inch caliper will be fertilized with 10-6-4 analysis fertilizer at the rate of one pound-per-inch of trunk caliper.
- Shrubs and groundcover shall be fertilized with 10-6-4 analysis fertilizer at the rate of four pounds per 100 square feet of bed area once in the spring. Acid-loving plant material shall

SCOPE OF WORK
ATTACHMENT B-1
PARKS AND RECREATION & SENIOR CENTER

be fertilized with an ericaceous fertilizer, i.e., Hollytone, at the manufacturer's recommended rate.

- **Price included in Basic Services.**

h. Integrated Pest Management (Area 1)

- The contractor shall be responsible for the detection, monitoring and control of plant damaging insects. The contractor shall be aware of the potential pests and shall make regular inspections of the plant material and treat as necessary. These principles will be practiced under an Integrated Pest Management (IPM) program.
- Our goal in implementing an IPM program is to maintain insect and disease problems at acceptable levels. This benefits the parks by insuring more frequent inspections by qualified on-site personnel and a safer environment through the use of less pesticide. Pesticides will be applied under the supervision of a certified applicator.
- Spraying operations will cover all material up to a height of 25 feet. Trees exceeding this height will be serviced under a separate agreement.
- Dormant oil shall be applied in early March to all plants susceptible to over-wintering insects, to include needled Evergreens, Junipers, Euonymus, Hollies, Cherries, Oaks and Maples.
- Applications of pesticide shall not be done as calendar scheduled or general cover sprays. Pesticides shall only be applied as needed, when pests are detected through regular inspections.
- There are several species of insects, i.e., scale, pine bark beetle, Japanese beetle, mites and borers that require an extensive control program. It may take several seasons to achieve control. Disease of ornamental plant material will be treated on a curative basis as needed.
- **Price included in Basic Services.**

Note: Wildlife such as deer, geese and ducks may cause damage to plant material and turf in certain landscapes. Application of repellents can be performed at when requested.

Priced as Additional Services.

i. Leaf Removal and Clean Up (Area 1)

- Leaf removal and cleanup will be done during each regularly scheduled service. This includes:
- Raking park areas
- Cleaning out all beds and shrubs of trash, leaves, plus limbs and branches that may have fallen from trees.
- All drains and strainers are to be cleaned (this is to continue throughout the entire year).
- Parking areas are to be cleaned and large deposits of sand or soil are to be removed as needed.
- Any unsafe conditions are to be reported to the Parks Manager or designated representative upon discovery if such condition cannot be corrected by Contractor.
- **Price included in Basic Services.**

Work Request Invoice - Public Works

WOID	Department	Name of Requestor	Daytime Phone	Date of Request	Time of Request
11065	Road Department	Michael Weathers		2/14/2020	7:30 AM

Location of Request

Veterans Park

Task

County property

Date Completed

2/14/2020

Action for Task

fixed road at creek, straightened out rip rap, s

Date of Action

2/14/2020

Employee Hours and Cost
of Employees
Combined Hours
Cost of Action

5

19.50

Subcontractor Hours and Cost
Equipment Hours and Cost
Equipment
Hours
Equip Cost

D321 CAT EXCAVATOR

4.00

D465 CAT R/T EXCAVATOR

4.00

D494 DUMP TRUCK

4.00

D947 FORD FLATBED

4.00

G489 FORD

4.00

Materials Cost
Material Name
Amount Used (Units)
Measured In
Material Cost

GAB

8.00

ton

Employee Costs for this Task: \$0.00

Subcontractor Costs for this Task: \$0.00

Equipment Costs for this Task: \$0.00

Materials Costs for this Task: \$0.00

Total All Employee Costs: \$0.00

Total All Subcontractor Costs: \$0.00

Total All Equipment Costs: \$0.00

Total All Materials Costs: \$0.00

GRAND TOTAL: \$0.00

Work Request Invoice - Public Works

WOID	Department	Name of Requestor	Daytime Phone	Date of Request	Time of Request
11115	Road Department	Michael Weathers		2/28/2020	7:30 AM

Location of Request

Veterans Park

Task
Date Completed

2/28/2020

County property

Date of Action

2/28/2020

Action for Task

placed pedestal tops, removed trees from silt

Employee Hours and Cost
of Employees
Combined Hours
Cost of Action

7

40.00

Subcontractor Hours and Cost

<u>Equipment Hours and Cost</u>	<u>Equipment</u>	<u>Hours</u>	<u>Equip Cost</u>
	D147 NEW FLAT BED	8.50	
	D321 CAT EXCAVATOR	8.50	
	D465 CAT R/T EXCAVATOR	8.50	
	D494 DUMP TRUCK	8.50	
	D995 STERLING	8.50	
	G771	8.50	

Materials Cost

Employee Costs for this Task: \$0.00

Subcontractor Costs for this Task: \$0.00

Equipment Costs for this Task: \$0.00

Materials Costs for this Task: \$0.00

Total All Employee Costs: \$0.00

Total All Subcontractor Costs: \$0.00

Total All Equipment Costs: \$0.00

Total All Materials Costs: \$0.00

GRAND TOTAL: \$0.00

Work Request Invoice - Public Works

WOID	Department	Name of Requestor	Daytime Phone	Date of Request	Time of Request
11121	Road Department	Michael Weathers		3/2/2020	7:30 AM

Location of Request

Veterans Park

Task	Date Completed
County property	3/2/2020

Action for Task	Date of Action
put rip rap around silt pond, straightened out	3/2/2020

Employee Hours and Cost	# of Employees	Combined Hours	Cost of Action
	4	16.00	

Subcontractor Hours and Cost

Equipment Hours and Cost	Equipment	Hours	Equip Cost
	D146 FORD	4.00	
	D465 CAT R/T EXCAVATOR	4.00	
	D493 DUMP TRUCK	4.00	
	G771	4.00	

Materials Cost	Material Name	Amount Used (Units)	Measured In	Material Cost
	Rip-rap	48.00	ton	

Employee Costs for this Task:	\$0.00
Subcontractor Costs for this Task:	\$0.00
Equipment Costs for this Task:	\$0.00
Materials Costs for this Task:	\$0.00

Total All Employee Costs:	\$0.00
Total All Subcontractor Costs:	\$0.00
Total All Equipment Costs:	\$0.00
Total All Materials Costs:	\$0.00
GRAND TOTAL:	\$0.00

Work Request Invoice - Public Works

WOID	Department	Name of Requestor	Daytime Phone	Date of Request	Time of Request
11164	Road Department	Michael Weathers		3/11/2020	7:30 AM

Location of Request

Veterans Park

Task

County property

Date Completed

3/11/2020

Date of Action

3/11/2020

Employee Hours and Cost
of Employees
Combined Hours
Cost of Action

6 36.00

Subcontractor Hours and Cost

Equipment Hours and Cost	Equipment	Hours	Equip Cost
	D050 JOHN DEERE TRACTOR	6.50	
	D089 CAT BULLDOZER	6.50	
	D146 FORD	6.50	
	D321 CAT EXCAVATOR	6.50	
	D442 FORD	6.50	
	D465 CAT R/T EXCAVATOR	6.50	
	D494 DUMP TRUCK	6.50	
	G489 FORD	6.50	

Materials Cost	Material Name	Amount Used (Units)	Measured In	Material Cost
	Rip-rap	16.00	ton	

Employee Costs for this Task: \$0.00

Subcontractor Costs for this Task: \$0.00

Equipment Costs for this Task: \$0.00

Materials Costs for this Task: \$0.00

Total All Employee Costs: \$0.00

Total All Subcontractor Costs: \$0.00

Total All Equipment Costs: \$0.00

Total All Materials Costs: \$0.00

GRAND TOTAL: \$0.00

Work Request Invoice - Public Works

WOID	Department	Name of Requestor	Daytime Phone	Date of Request	Time of Request
11983	Road Department	Michael Weathers		9/17/2020	
Location of Request					
bogart					
Task		Date Completed			
County property		9/17/2020			
Action for Task		Date of Action			
clean pipes		9/17/2020			
<u>Employee Hours and Cost</u>	<u># of Employees</u>	<u>Combined Hours</u>	<u>Cost of Action</u>		
	2	8.00			
Subcontractor Hours and Cost					
<u>Equipment Hours and Cost</u>	<u>Equipment</u>			<u>Hours</u>	<u>Equip Cost</u>
	G703 FORD P/U			4.00	
Materials Cost					
Employee Costs for this Task:		\$0.00			
Subcontractor Costs for this Task:		\$0.00			
Equipment Costs for this Task:		\$0.00			
Materials Costs for this Task:		\$0.00			
Total All Employee Costs:		\$0.00			
Total All Subcontractor Costs:		\$0.00			
Total All Equipment Costs:		\$0.00			
Total All Materials Costs:		\$0.00			
GRAND TOTAL:		\$0.00			