

Belsera

Landscape Scope of Work



Request for Bids

Submit Sealed Bids to:

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By: Noon February 16, 2007

LANDSCAPE MANAGEMENT SPECIFICATIONS/SCOPE OF WORK

_____ (hereinafter referred to as "Contractor") shall furnish all labor, tools, equipment, materials, services, and special skills required to perform the specified work for the Belsera Condominium complex, (hereinafter referred to as "Belsera"), as set forth in this Landscape Management Specifications/Scope of Work.

In summary, the maintenance of plant material shall include, but not be limited to the labor to perform the mowing, trimmings, prunings, watering, fertilization, aeration, thatching, weed control, cultivation, pest control, mulching, and cleanup. Contractor will provide a plant material maintenance program to keep Belsera in a state of perpetual growth and repair. Irrigation maintenance shall include the operation of the system, adjustments, and repairs. The walkways shall be cleaned to prevent the impairment of walking surface from plant materials.

I. TURF MANAGEMENT

A. Lawn Mowing.

1. For all turf areas, Contractor will inspect and police the grounds for Litter and debris prior to each mowing and dispose of it.
2. Turf will be mowed and clippings removed on a weekly basis during active growing periods, and as often as required during slow periods of growth, to maintain a neat and manicured appearance, weather permitting.
3. Mowing height for all irrigated lawn areas will be no less than 1&1/2" for warm season turf; and no more than 2&1/2" for cool season turf during warm seasons (reduced to 2" during cool seasons) for a finished cut height unless otherwise requested.
 - Turf will be cut at a uniform height.
 - Mowing equipment is to be kept sufficiently sharp and properly adjusted through daily servicing to provide a cleanly cut grass blade. Grass blade bruising, tearing, and shredding are to be prevented.
 - Mowing pattern will be varied weekly where possible to reduce rutting and compaction of turf areas.
 - Any excess clippings will be dispersed and/or collected at time of mowing to prevent damage and unsightly appearance of lawns.
 - No mowing shall be performed in wet conditions.

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- Care shall be exercised during the mowing operations to prevent damage to trees, ground lighting fixtures, and other obstacles in the lawn areas, such as ground lighting fixtures and electrical boxes or fixtures. Damage resulting from mowing will be repaired at the cost of Contractor.

B. Edging and String Trimming.

1. All turf edges adjacent to walkways, curb lines, paved areas, concrete slabs, or fixtures at grade shall be trimmed as needed to maintain a crisp and neat appearance with a power edger.
2. A six inch (6") bare drift buffer zone shall be maintained around the circumference of all trees, and bed edges will be edged as often as necessary to maintain a neat and manicured appearance.
3. String Trimming will be performed around all trees, shrubs, road signs, guard posts, utility poles, and other obstacles. Care will be exercised to prevent damage to trees, building surfaces, walls, light fixtures, and sign poles.

C. Aerating.

Mechanically aerate all turf areas that show excessive compaction to allow for proper water penetration and minimized runoff, pursuant to the Addendum's Maintenance Schedule.

D. Watering.

1. Operate irrigation system to obtain uniform moisture throughout root zone. Adjust sprinkler heads to maximize total coverage of turf areas.
2. Use a soil probe or moisture sensor to determine moisture needs.
3. Use repeat cycle(s) to maximize penetration and minimize runoff. Cycles should occur before dawn and after sunset to minimize disease occurrence of plant material.
4. Allow soil in turf areas sufficient time to dry prior to mowing to minimize soil compaction.

E. Fertilizer, Weed, and Pest Control.

1. Fertilize turf to maintain a lush green appearance and perpetual growth. A minimum of six (6) times for warm season grass and five (5) times for overseeded Ryegrass per year, pursuant to the attached Addendum.
2. Pre Emergent Herbicides shall be used as needed, but in no event less than two (2) times per year. See Addendum.

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3. Post Emergent Herbicides shall be used as needed, but in no event less than two (2) times per year. See Addendum.

F. Cleaning of Walks.

At the conclusion of each visit, walks adjacent to work areas will be blown or swept clean, bagged/bundled, and removed from the property before the end of the work day.

II. GROUND COVER AND FLOWERING BEDS.

- A. Landscaped areas will be policed throughout the growing season for weeds, Litter, and debris. Particular attention will be paid to entryways, focal points, and high traffic areas.
- B. Ground cover and flowering beds will be groomed to promote an attractive, fresh appearance.
 1. Groundcover and flower beds adjacent to walkways, curbs, paved areas, buildings, scrubs, trees, embankments and other miscellaneous areas shall be trimmed, edged, weeded as needed to maintain a neat, clean, well-defined area.
 2. Fertilize a minimum of three (3) times per year. Soil conditions and soil test would determine fertilization. See Addendum.
 3. Contractor shall schedule water application to produce deep-rooted groundcover and flowering bed (i.e. short periods with repeat cycles).
 4. Contractor shall maintain a weed, pest and disease free groundcover and flowering beds.
 5. Mature groundcover will be maintained at a consistent appearance with a beveled or rolled edge at hard services.
- C. Walkways and concrete swales to be kept clear of miscellaneous dirt and debris.

III. SHRUBS.

A. General Pruning.

1. Major pruning will be done following flowering or during plants dormant season. Minor pruning per Addendum. Pruning to be performed by Contractor's staff that have been trained and demonstrate competency in proper pruning techniques. See Addendum.

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2. Prune shrubbery and hedges at established "maintenance" height, which shall be performed to attain the maximum desired effect or purpose while retaining as much of the natural characteristics or branching possible.
3. Shrubs shall be pruned as required for safety, removal of broken or diseased branches.
4. Shearing of plants will occur only where previous practice has been to shear, or as directed. Natural shape – will emphasize the natural form of the shrub and to avoid shearing which will eliminate flowering wood and destroy character, unless otherwise directed.
5. Removal of leaves from and debris from lawns, planter beds, and walkways will be completed throughout the year as needed to maintain a clean appearance.

B. Fertilization.

1. Fertilize a minimum of three (3) times per year. Soil conditions and soil test would determine fertilizer. See Addendum.
2. Due to area soil conditions, supplemental feedings of iron may be required to prevent chlorosis.
3. Contractor will be responsible to apply all materials required to correct mineral deficiencies affecting plant growth.

C. Weed, Pest, And Disease Control.

Contractor shall maintain weeds, pest and disease-free shrubs at all times.

IV. TREE CARE & PRUNING.

- A. All trees will be "skirted" as needed to allow for pedestrian and vehicle clearance. Removal of lower branches of trees shall occur when in conflict with growth of plantings beneath. On trees that are over 12' only the low hanging branches that are considered a hazard to pedestrians or vehicles are to be pruned as part of this scope of work.
- B. All trees less than 12' total height will be pruned to remove broken, damaged, dead, or diseased branches of the plant for natural growth development and for general containment. See Addendum.
 1. Pruning shall be done by those experienced and skilled in pruning techniques. All cuts shall be done using proper horticulture practices.

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2. Cuts will be flush and clean, leaving no stubs or tearing of bark. Major pruning will be done following flowering or during plant's dormant season.
 3. Apply all chemical controls, such as insecticides, as required to control or prevent pests. See Addendum.
 4. Fertilize all tree, as needed, a minimum of two (2) times per year with a slow releasing fertilizer. Some trees may require deep root feeding or foliar feeding. Palm Trees will need Bordeaux fungicide to crowns once a year. See Addendum.
- C. Monitor trees that are staked or guyed. Loosen and/or remove supports when appropriate to prevent girding of the trunk and encourage root development for support. Ties shall be adjusted to prevent girdling. Remove unneeded stakes, guys and ties as directed.

V. ENVIRONMENTAL WEED CONTROL AND PESTICIDES.

- A. All applications of herbicides or pesticides will be performed under the direction of a California Licensed & Certified Pest Control Specialist. All safety precautions will be taken in the handling and application of chemicals as stated on manufacturer's labels.
- B. Weeds in shrub, planter beds, ground cover areas, tree circles, and sidewalk cracks adjacent to landscaped areas will be controlled by a manual weeding program or by the use of selective herbicides, including pre-emergent herbicides. See Addendum.
- C. Planting areas will be monitored for insect and disease infestations. Moles, field mice, ground squirrels, gophers, and other rodent activity will be monitored. Notification of problems and recommendations for timely, appropriate, control measures will be made.
- D. Material Safety Data Sheets (MSDS) for all chemicals used on site(s) are available from Contractor to Owner in accordance with EPA and OSHA regulations
- E. Contractor will at all times be in compliance with requirements for hazardous communications programs. Pest control specialists are trained and supervised in the safe application, storage, and disposal of chemicals in accordance with EPA, OSHA, and DPR regulations. Care shall be taken in transferring and mixing pesticides to prevent contaminating areas outside the target area. Application methods shall be used which insure that materials are confined to the target area. Disposal of pesticides shall be within the guidelines established in the California Food and Agricultural Code.

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1. Pesticides will be applied at times, which limit the possibility of contamination from climatic and other factors. Contractor shall monitor forecasted weather conditions to avoid making applications prior to inclement weather to eliminate potential runoff of treated areas.
2. Care shall be taken in transferring and mixing pesticides to prevent contaminating areas outside the target area. Application methods shall be used which insure that materials are confined to the target areas. Disposal of pesticides shall be within the guidelines established in the California Food and Agricultural Code/
3. Fertilizer product will be selected based on plant type and season. In making applications of fertilizer, precautions will be taken to contain these materials in the planting areas and prevent the depositing of material onto paved areas. Any fertilizer deposited on paved areas will be removed immediately.

VI. IRRIGATION EQUIPMENT AND OPERATION

- A. Schedule all irrigation controllers on project to maximize existing irrigation systems efficiency. Controller programs will be adjusted as determined by weather and plant requirements. Controllers will be shut off during periods of rain. Watering will be scheduled for night or early mornings unless instructed differently by Owner or Owner's Representative. Contractor to adjust watering schedule equal to the percolation rate each is capable of receiving based on topography, soil type, plant material, season or climatic factors. See Addendum.
- B. Clean and adjust the sprinkler system monthly to provide the best coverage possible from the existing system. Contractor will adjust and clean as necessary all sprinkler heads, valves, and pressure reducers to continue operation at maximum efficiency and performance. Turn on each zone, monitor for leaks or malfunctioning parts, and adjust for proper spray arc and maximum system efficiency. Contractor shall utilize repeat cycle on controller to eliminate excessive runoff.
- C. Sprinkler heads in turf areas shall be kept clear of overgrowth, which may obstruct maximum operation. No chemical spraying around heads will be allowed.
- D. Upon inspection, any accidental damage or vandalism caused by others shall be reported to Owner promptly. Repair and/or replacement of any damaged or malfunctioning components beyond Contractor's control will be submitted as an extra cost. Damage caused to the irrigation system by Contractor and Contractor's staff shall be repaired immediately and at no charge to Owner.
- E. Owner will provide locks and keys.

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- F. Contractor shall perform preventative maintenance as needed. See Addendum.
- G. Controller maps are the property of Owner.

VII. CLEAN-UP AND INSPECTION OF PROPERTY.

- A. Contractor shall remove and dispose of all debris resulting from the maintenance operations. All grass, shrubs, and tree clippings, deposited on roadways, walks shall be picked up after each mowing and trimming operation. No debris will be allowed to remain at the end of the workday.
- B. Any rubbish, including hand pulled weeds or removal of vegetation in landscaped areas shall be removed each scheduled maintenance visit.
- C. All landscaped areas shall be patrolled whenever on site to check for vandalism, broken tree branches, rodents, insects, snails, pests, disease.
- D. Inspection of site(s) will be made regularly and problems, if found, will be discussed by Contractor and Owner. Written comprehensive inspection reports will be provided after each inspection.

VIII. GENERAL CONDITIONS.

- A. Owner is responsible for all costs associated with water.
- B. Contractor will provide uniformed staff supervised by fully trained Supervisors and Area Managers. Radio, cellular phone, and pager communications shall be used during regular business hours and emergency after-hours communication shall be available.
- C. Contractor shall provide all payment of wages, workers' compensation insurance, social security tax, employment compensation tax, employer's liability insurance, and all other requirements of federal, state, and local government.
 - 1. Contactor will carry the following types and amount of insurance, at a minimum with an insurance carrier(s) rated A + or better.

▪ Comprehensive General Liability	\$5,000,000
▪ Bodily Injury/Property Damage Liability	\$1,000,000
▪ Workers' Compensation	\$1,000,000
▪ Umbrella Excess	\$1,000,000
 - 2. Licenses and proof of insurance, listing client as additionally insured, shall be submitted to Owner prior to commencement of work.

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3 Contractors License No.: _____

Phone number: _____

Emergency Phone number: _____

VIII. WORK PERFORMED AT AN ADDITIONAL FEE.

The parties expressly agree that Contractor will perform the following work unless contracted for on a separate basis. Extra work will need prior permission from the Owner. All extra work will be billed at Contractor's standard hourly rate.

- A. Trimming of trees over 12' in height.
- B. Treatment for rodents, snails, diseases or pests on lawns, trees and shrubs, except as specified.
- C. Aeration, scalping or renovation of lawn areas, except as specified.
- D. Correction of pre-existing conditions such as dead or dying plant material requiring remedial work from former Landscape Maintenance Contractor.
- E. Cleaning and/or repairing from acts of vandalism, natural disorders, or acts of God (example: freeze, wind, fire, etc.)
- F. Irrigation repairs beyond regular maintenance repairs.

IX. ADDENDUM, Maintenance Schedule

1. JANUARY

Week 1 & 2

- Make an inspection of the grounds and set priorities.
- Rake all lawn areas free of debris and leaves.
- Check the irrigation system for winter damage.
- Begin pruning program for removal of all dead wood and shoot growth from trees.

Week 3 & 4

- Continue raking lawn areas free of debris and leaves.
- Continue pruning program for all shrubs.

2. FEBRUARY

Week 1

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- Complete the pruning program for all shrubs and trees.
- Begin pesticide treatment for scale-infested shrubs with dormant oil (if temperature is above 45°).
- Rake all lawn areas free of debris and leaves.
- Check the irrigation system for winter damage.
- Complete fourth application of granular fertilizer to all overseeded lawn areas.

Week 2

- Begin treatment of fire-ant control.
- Continue pesticide treatment for scale insects.

Week 3 & 4

- Begin cutback of Pampas grass, if any, and decay removal.
- Trim boarder grass.
- Begin general clean up of shrub beds.
- Check the irrigation system for winter damage.
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3. MARCH

Week 1

- Complete cutback of Pampas grass, if any, and decay removal.
- Complete fifth application of granular fertilizer to all over seeded lawn areas.
- Perform a complete pre-season check on all irrigation pumps and controllers.

Week 2

- Complete general clean up of shrub beds.
- Begin pre-emergent herbicide application for weed control in all shrub bed areas.

Week 3 & 4

- Begin pruning program for all evergreens and flowering shrubs blooming in June.

4. APRIL

Week 1

- Complete pruning program for all evergreens and flowering shrubs.

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- Begin replacement of all fall and winter seasonal bed plantings with spring and summer seasonal bed plantings.
- Complete first application of granular fertilizer to shrubs to promote summer growth.
- Begin de-thatching of all turf areas.
- Begin on-going irrigation operation maintenance with head and controller adjustments, as needed.
- Complete first application of granular fertilizer for warm season lawn areas.
- Complete first application of pre-emergent herbicide in all lawn areas.
- Delay mowing program to allow die-back of Ryegrass in shaded areas and mow all sunny grass.
- Begin first application of mulch in all bed areas.
- Begin first straight blade and manual tool edging of all bedded areas.

Week 2

- Perform straight blade edging of all paved and concrete surfaces abutting lawn.

Week 3

- Rake lawn areas free of debris and leaves.
- Complete replacement of all fall and winter seasonal bed plantings with spring and summer seasonal bed plantings.

Week 4

- Apply insecticides to all lawn areas for control of chinch bugs and grubs.
- Apply more insecticides for scale when sustained temperatures are between 45 and 85°F.
- Complete first application of mulch in all bed areas.
- Complete first straight blade and manual tool edging of all bedded areas.

5. **MAY**

Week 1

- Complete second application of granular fertilizer for warm season lawn areas.
- Continue treatments for fire-ant control.
- Continue the on-going irrigation operation maintenance with spray

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head and controller adjustments, as needed.

- Begin supplemental weed control program by hand removal.

Week 2

- Begin pruning all early flowering shrubs for shape.
- Make adjustments in cutting height for warm season grasses as all over seeded Ryegrass should be dead.
- Perform straight blade edging of all paved and concrete surfaces abutting lawn.
- Continue pre-emergent herbicide in all lawn areas for weed control.

Weeks 3 & 4

- Apply needed insecticides for insect control to shrubs.
- Remove by hand all plant shoot growth from the shallow water areas.
- Begin post-emergent weed control program in the beds.
- Continue supplemental hand weed control program.

6. JUNE

Weeks 1 & 2

- Complete third application of granular fertilizer for warm season lawn areas.
- Continue pre-emergent herbicide program in all lawn areas for weed control.
- Continue the on-going irrigation operation maintenance with spray head and controller adjustments, as needed.
- Continue supplemental hand weed control program.
- Perform straight blade edging of all paved and concrete surfaces abutting lawns.

Weeks 3 & 4

- Continue post-emergent weed control program in beds.
- Continue supplemental hand weed control program.

7. JULY

Weeks 1 & 2

- Treat all lawn areas with insecticide for pest control.
- Continue supplemental hand weed control program.
- Continue the on-going irrigation operation maintenance with spray

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head and controller adjustments, as needed.

- Prune all dead shoot growth from all palm trees and apply Bordeaux fungicide to palm crowns.
- Continue pre-emergent herbicide program in all lawn areas for weed control.
- Complete fourth application of granular fertilizer for warm season lawn areas.
- Perform straight blade edging of all paved and concrete surfaces abutting lawns.
- Begin second straight blade and manual tool edging of all bedded areas.

Weeks 3 & 4

- Begin second phase of pruning program for evergreen shrubs and late spring flowering plants.
- Continue supplemental hand weed control program.
- Continue pre-emergent herbicide program in all lawn areas for weed control.
- Complete second straight blade and manual tool edging of all bedded areas.

8. **AUGUST**

Week 1

- Complete fifth application of granular fertilizer for warm season lawn areas.
- Prune any fast growing shoots on shrubs.
- Continue supplemental hand weed control program.
- Continue the on-going irrigation operation maintenance with spray head and controller adjustments, as needed.
- Continue post-emergent weed control program in beds.

Weeks 2, 3 & 4

- Complete second phase of pruning program for evergreen shrubs and late spring flowering plants.
- Continue pre-emergent herbicide program in all lawn areas for weed control.
- Complete second application of granular fertilizer to all shrubs to promote winter hardiness.
- Continue supplemental hand weed control program.
- Continue insecticide application to all lawn areas.

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9. SEPTEMBER

Weeks 1 & 2

- Continue supplemental hand weed control program.
- Continue the on-going irrigation operation with spray head and controller adjustments, as needed.
- Continue the post-emergent weed control program in beds.
- Complete sixth and final application of granular fertilizer to warm season lawn areas.
- Perform straight blade edging of all paved and concrete surfaces abutting lawns.
- Complete pre-emergent herbicide program in all lawn areas for weed control.

Weeks 3 & 4

- Begin aeration of all lawns.
- Apply broadleaf herbicide to lawn area for weed control.
- Continue supplemental hand weed control program.

10. OCTOBER

Weeks 1 & 2

- Complete second dethatching of all lawn areas.
- Sow perennial Ryegrass during second week in October.
- Begin raking of lawn areas removing fall leaf drop.
- Continue the on-going irrigation operation maintenance with spray head and controller adjustments.
- Continue supplemental hand weed control program.
- Perform straight blade edging of all paved and concrete surfaces abutting lawns.
- Begin second application of mulch in all bed areas.
- Begin third blade and manual tool edging of all bedded areas.

Weeks 3 & 4

- Cease all mowing activity until Ryegrass seed germinates.
- Begin replacement of all spring and summer seasonal bed plantings with fall and winter seasonal bed plantings.
- Complete application of fungicide to all lawn areas for control of winter diseases.
- Complete the winterization program for the irrigation system.

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- Continue supplemental hand weed control program;
- Complete first application of granular fertilizer to all overseeded lawn areas.
- Complete third straight blade and manual tool edging of all bed areas.

11 NOVEMBER

Weeks 1 & 2

- Complete second application of mulch in all bed areas.
- Continue raking of falling leaves from lawn trees.
- Complete second application of granular fertilizer to all overseeded lawn areas.
- Begin mowing program of those lawn areas evidencing Ryegrass growth.
- Complete replacement of all spring and summer seasonal bed plantings with fall and winter seasonal bed plantings.
- Check irrigation system for winter damage.

Weeks 3 & 4

- Continue raking of leaves and debris from lawn areas.
- Mow all lawn overseeded areas needed.

12 DECEMBER

Weeks 1 & 2

- Begin mowing of Ryegrass providing a sufficient rate of growth is evidenced.
- Mow all overseeded areas as needed.
- Complete third application of granular fertilizer to all overseeded lawn areas.
- Check the irrigation system for winter damage.

Weeks 3 & 4

- Complete major removal of all leaf drop and debris from lawn areas.
- Begin fall pruning program of all shrubs.