

**Attachment 7 – Scope of Work
(Also Appendix A1 in Agreement)**

OVERVIEW

The scope of work shall consist of the maintenance and upkeep of the Superior Courts grounds and landscaping. Ensuring that grass, trees, shrubs, plant beds, plants are cleaned, trimmed and maintained healthy and neat, along with minor irrigation system repairs. All landscape vegetation shall be maintained green year round, excepting the yearly dormant stage.

1. Service Locations and Hours:

Service locations (see page 4 for maps) are:

3.6-acre site on Wake Avenue between Merrill Center Drive and Thomas Drive.

El Centro Court Facility, 939 Main Street, El Centro, California. Landscape maintenance areas are North, East and West of Courthouse. Grounds include all the area surrounding the Courthouse.

Services shall be performed outside Court business hours; during weekends or holidays. Court business hours are Monday thru Friday, 7:30 A.M. to 5:00 P.M.

Holidays:

- | | |
|------------------------------|------------------------|
| New Year’s Day | Labor Day |
| Martin Luther King, Jr., Day | Columbus Day |
| Lincoln’s Birthday | Veterans Day |
| President’s Day | Thanksgiving Day |
| Cesar Chavez Day | Day after Thanksgiving |
| Memorial Day | Christmas Day |
| Independence Day | |

2. Equipment:

Equipment shall be per manufacturers design and commercial grade appropriate for the size of the Court property, totally safe for use, and with minimal operational noise. All labor and equipment shall be provided by the Contractor.

3. Summer Service:

Shall be provided during an eight (8) month period March through October inclusive; service shall be performed on a weekly basis.

4. Winter Service:

Shall be provided during a four (4) month period November through February inclusive; service shall be performed on a bi-weekly basis.

5. Exception to Season Service:

Facilities with “Rye / Perennial Grass” growth during the winter service shall be serviced on a weekly basis. The Court reserves the right to require the seeding of Rye / Perennial Grass during the winter season at one or all Court Facilities.

6. Mowing:

Grass shall be mowed on court grounds. Grass clippings shall be removed after each mowing. Contractor shall maintain grass growth height on improved grounds between two to four (2 – 4) inches depending upon type of grass. The grass

height being the guideline for a neat and professional appearance; all improved grounds shall look well maintained at all times.

7. Edging and Trimming:

Sidewalks, driveways, curbs, ADA ramps and other concrete or asphalt edges located in the improved grounds areas shall be edged at least every other mowing. Edging shall include removal of vegetation from cracks in sidewalks, driveways, and curbs within one-half (0.5) inch of the edged surface and to a depth of two (2) inches. Grass shall be trimmed around trees, shrubs, buildings, fences, poles, posts, fire hydrants, parking lot bumper blocks, boulders, and other fixed obstacles, all weeds are to be removed from grounds either by manual removal or the use of an approved pesticide. Trimming height shall match surrounding area grass heights. All areas shall be trimmed concurrent with mowing. Damage to trees and shrubs from trimming shall be repaired by the Contractor.

8. Use of Fertilizer:

The Contractor shall fertilize all landscaped grounds and keep healthy, green, and uniform. Fertilizer and weed control agent shall be applied to landscape growth a minimum of three (3) times per year; early March, July, and late October approximately. Notice of services should be emailed to Court Facilities Director to schedule and upon completion.

9. Grounds:

The Contractor shall perform general litter patrol in all areas to ensure grounds present a neat and clean appearance. Responsibilities shall include, but not be limited to, the removal and disposal of all natural debris, (leaves, tree limbs, dry brush, rodent habitats, dead animals, stains, palm dates, pigeon droppings, etc.) and man-made "trash" debris.

During the fall months, fallen leaves shall be removed weekly from all affected areas. At other times leaves shall be removed as necessary to maintain a neat appearance. Building exterior stairwells are not a part of this proposal except for removing any landscape debris (leaves, grass). All debris shall be picked up from ground areas and adjoining street surfaces. If an area is damaged by the Contractor's vehicles, erosion, drought or insect/diseases, Contractor shall meet with the Court Facilities Director or Assistant to determine if the area shall be replaced, seeded, sprigged, or sod to meet the standards of surrounding areas at Contractor's expense. If a plant should die or become unhealthy due to damage, the Contractor will be responsible for replacing the damaged plant with a plant of same size and type, at no cost to the Court. Plant replacement shall occur within thirty (30) days of damage. Vendor shall notify the Facilities Director.

10. Maintenance of Trees, Shrubs, Hedges:

Lower branches of all trees shall be kept trimmed to an 8 foot approximate height clearance from ground-level. Hedges and shrubs shall be pruned as required to maintain their natural growth characteristics and enhance the beauty and health of the plant and hedge. Hedges shall be maintained to their natural mature height and shape. Contractor shall notify the Court Facilities Director when trimming/pruning around utility poles/power lines is needed.

11. Irrigation System:

Automatic sprinkler irrigation system shall be inspect, maintain and kept fully operational according to designated season watering schedule. Contractor shall submit a recommended irrigation schedule to the Court representative. System's watering devices (sprinkler heads only) shall be the responsibility of the Contractor at all times. Contractor may be called on any weekday to perform repairs to devices if required. Call-out shall be managed within a one (1) day period. If a sprinkler head should break as a result of Contractor activity, the Contractor will be responsible for replacing the damaged item with an item of same size and type, at no cost to the Court. Repairs need to be performed according to any drought regulations and/or prevent runoff.

12. Communication with Court:

Contractor shall be available to Court Facilities Director or Assistant to discuss the services described in this RFP. Contractor shall immediately report all unusual items, and safety issues, to the Court Facilities Director. Contractor shall communicate with Facilities Director via email when Contractor will be trimming hedges, fertilizing, etc.

13. Optional Services:

Contractor may be asked to provide optional services on a limited basis that includes the following items. Contractor will provide quote and receive a purchase order prior to the start of work.

- a. Additional planting
- b. Work related to VIP visits or special event services
- c. Use of herbicides for insects and disease control that is not managed as required in Section 8.
- d. Irrigation repairs that are not mentioned in Section 11. Contractor shall do minor irrigation system repairs e.g. sprinkler head repairs and broken water line repairs within 18 inches of sprinkler head that are a result of normal wear and tear.

14. Excluded services:

1. Complex Irrigation repairs that require shutting off plumbing or electricity.
2. Major tree trimming performed on an annual basis.
3. Daily watering.

15. Safety:

Contractor shall take all the necessary steps/precautions to ensure safety of contractor employees, court employees and the public while performing the work, and shall comply with all applicable safety laws to prevent accidents or injury to persons on, about or adjacent to premises where work is being done. Contractor shall take all the necessary safeguards for the protection of workers and the public. Contractor shall maintain emergency first aid treatment for contractors employees which complies with the Federal Occupational Safety and Health Act of 1970 (29 U.S.C.A. 651, et seq.).

Contractor shall be responsible for all damages to persons or property and/or violations that occur as a result of contractors fault or negligence in the connection with the execution of this contract, and shall be responsible for the care and protection of all court and public property during the process of this contract.

16. Compliance with Laws Generally:

Contractor complies in all material respects with all laws, rules, and regulations applicable to Contractor's business and services. Including, but not limited to, Labor Code Sections 204, 204b, 205, 209 and 215, which require paying wages on the regular designated payday.

Service location on Wake Avenue is highlighted in yellow



Service location at 939 Main St., El Centro highlighted in yellow

