

Sourcing Event #9242

**SPECIFICATIONS  
FOR  
GROUNDS MAINTENANCE SERVICES  
STATE OF TENNESSEE  
MILITARY DEPARTMENT  
MEMPHIS, TN**

SPECIFICATIONS  
GROUNDS MAINTENANCE SERVICES

1. DESCRIPTION OF SERVICES. The contractor shall provide all personnel, equipment, tools, fuels, materials, supplies and supervision, and other items and services necessary to ensure that grounds maintenance is performed at 164th Air Lift Wing, 2815 Democrat Road, Memphis, TN 38118 in a manner that will maintain healthy grass, trees, shrubs, and plants and present a clean, neat and professional appearance at all times.

1.1. MAINTAIN IMPROVED GROUNDS.  
(Approximately 27 Acres)

1.1.1. Mow Improved Grounds. Grass shall be cut on improved grounds each mowing. Mowing shall be as close as possible to all fixed objects such as buildings, fences, curbs, trees, plants and/or other fixed objects. All cut grass shall be blown from the sidewalks, driveways, curbs, patios, and et cetera. Extreme care must be taken so as not to harm items such as trees, plants, or shrubs within the mowing area. No mowing will be done during wet conditions where turf damage or ruts would occur. Contractor shall maintain the growth of grass height on improved grounds depending upon the type of grass as listed below. The height shall meet the following specifications for a neat and professional appearance. All improved grounds shall look well manicured after each mowing. Once each mowing has started, it must be completed within two consecutive calendar days unless "Acts of nature" prevents completion. (Line Item 1)

- \* Kentucky Blue Grass, St. Augustine- 2 to 3 in.
- \* Tall Fescue- 2.5 to 3.5 in.
- \* Bermuda Grass - 3 to 4 in.
- \* Zoysia Grass \* 1 to 1.5 in.

1.1.2. Edging. Sidewalks, driveways, curbs, and other concrete or asphalt edges located in the improved grounds areas shall be edged concurrent with each mowing. Edging shall include removal of vegetation from cracks in sidewalks, driveways, and curbs within .5 inch of the edged surface and to a depth of 2.0 inches. (Include cost in Line Item 1)

1.1.3. Trimming. Grass and weeds shall be trimmed around trees, shrubs, buildings, fences, poles, posts, fire hydrants, parking lot bumper blocks, boulders, and other fixed obstacles. Trimming height shall match surrounding area grass heights. This task involves all improved and semi-improved grounds (refer to 1.2). All areas shall be trimmed concurrent with mowing. Damage caused by the Contractor to trees and shrubs from trimming shall be repaired by the Contractor at no additional cost to the State. If a plant should die or become unhealthy due to damage caused by the Contractor, the contractor will be responsible for replacing the damaged plant with a plant of same size and type at no additional cost to the State. The Contractor will remove and dispose of trimmings to leave the mowed area free of heavy accumulation of grass or trimmings. The Contractor shall dispose of trimmings off of state property in accordance with state and local laws. (Include cost in Line Item 1)

1.1.4. Equipment.

- A. Equipment used must have all safety features and accessories, as applicable, and as required by existing occupational safety and health administration (OSHA) regulations and laws.

B. All rotary-type mowers will be equipped with skirt guards which restrict foreign objects from being thrown from the cutting unit enclosure.

1.1.5. Remove Debris. The Contractor shall perform general litter patrol in all areas. Responsibilities shall include, but not be limited to, the removal and disposal of all natural debris, (tree limbs, dry brush, rodent habitats, dead animals, etc.), and man-made debris such as paper, trash, etc. that is upon the area grounds. Contractor shall remove debris before and after each mowing. The Contractor shall dispose of debris off of state property in accordance with state and local laws. (Include cost in Line Item 1)

1.1.6. Repair Damaged Areas. Areas damaged by contractor's equipment or vehicle(s) shall be seeded, sprigged, or sodded to meet the standards of surrounding areas at no additional cost to the State.

1.1.7. Apply Fertilizer and weed control for all improved grounds. Chemicals shall be used to accomplish weed control and all dead weeds must be removed from mulch beds, curbs, sidewalks and parking lots. The Contractor will use the current DOD Pesticide Listed products\*.

Line Item 4: Apply fertilizer and weed Control in the winter to all improved ground areas.

Line Item 5: Apply fertilizer and weed Control in the spring to all improved ground areas.

Line Item 6: Apply fertilizer and weed Control in the summer to all improved ground areas.

Line Item 7: Apply fertilizer and weed Control in the fall to all improved ground areas.

Line Item 10: Apply fertilizer and weed Control in the spring to all Plant bed areas.

\*The DOD Pesticide List is subject to change. The current DOD Pesticide List can be found at: [http://afpmb.org/sites/default/files/pubs/standardlists/dod\\_pesticides\\_list.pdf](http://afpmb.org/sites/default/files/pubs/standardlists/dod_pesticides_list.pdf).

The Contractor must be chartered and licensed to spray pesticides in the State of Tennessee. Approved fertilizers and pesticides shall be applied in accordance with the manufacturer's instructions. The type and amount of fertilizer or lime applied shall be based on results of a soil test. The requirements for the charter and license are as follows: Individuals making a bid are required to have a current Tennessee Department of Agriculture certification in category 3, a license in HLT (Horticulture, Lawn and Turf) and a charter including a \$10,000 surety bond and \$500,000.00 liability insurance. Those individuals working under the license will need to be certified in category 3. To contact the Department of Agriculture, please contact Ms. Kathy Booker at 615-837-5133 (Phone), 615-837-5012 (Fax), or by Email at [kathy.booker@tn.gov](mailto:kathy.booker@tn.gov).

1.1.7.1. Soil tests shall be conducted by a State land management university or equivalent commercial soil laboratory upon request by the State. The cost for the soil tests shall be invoiced in accordance with paragraph 1.1.10, Proof of Cost for Parts, Materials, Supplies and Equipment.

1.1.8 Maintain Bedding and Planted Areas approximately twenty-eight (28) times per year. Fertilize, water (water will be available from the site Irrigation system), edge, trim bushes, eliminate weeds, maintain mulch and replace damaged plants in shrub and plant beds (refer to 1.1.10, Proof of Cost for Parts, Materials, Supplies and Equipment for replacement of mulch, plants and shrubs). The Contractor shall receive prior approval to provide replacement mulch, plants or shrubs. All weeds shall be removed or eradicated using DOD approved pesticides. (Line Item 2).

1.1.8.1. Bed Application - Dormant Oil. An oil based pesticide shall be applied to all Plant bed areas in December to control overwinter nymphs and adult insects. The dormant oil application must be made when temperatures stay above freezing for 24 hours. The Contractor shall be responsible for following the label directions to spray only those plants that will not be damaged by the dormant oil. (Line Item 8).

1.1.8.2. Bed Application, Pre and Post Emergent. A Pre and post-emergent herbicide shall be applied to all plant bed areas in the spring to control crabgrass and other broadleaf weeds that will be effective for approximately six (6) months. The Contractor shall be responsible for following the label directions. (Line Item 9)

1.1.8.3. Mulching.

a. Specifications:

1. Mulch will be provided by the contractor at the price bid for labor and materials.
  - a) Mulch will be deep brown mulch type (colors: deep brown or black as specified by the agency).
2. Amount of applied mulch will be determined by the contractor.
3. Mulch will be distributed and spread evenly over designated areas. Mulch will be added to each tree, shrub and planting bed on the property that has an existing mulch bed. Mulch shall be applied to maintain a four (4) inch depth around plants and trees and extend to the radius of existing mulch ring and beds, edging line must be clean and sharp. If too much is present, contractor must remove old mulch before applying new mulch to beds. All weeds will be removed by hand before new mulch is applied.

b. Frequency:

1. Service is seasonal.
2. Service will be performed approximately one (1) time per contract year at the request of the agency authority. (Line Item 11)

1.1.9. Equipment Rental:

Vendor's shall have for their private use all tools, equipment, materials and supplies considered industry standard for landscaping services. Any use of additional equipment where there will be a charge to the state, shall have prior approval by the agency authority. Where the additional equipment is rented, a copy of the rental invoice must be attached to contract vendor's invoice when submitted for payment.

Contractor owned equipment that is required for specialized work may be charged the current rate that is charged by rental companies for the same type of equipment.

The agency will need to pre-approve use of the rented or owned specialized equipment.

For the owned specialized equipment, the vendor will be required to provide documentation from a minimum of two (2) rental companies substantiating the rental rate per hour and/or per day along with the vendor's quote and/or invoice.

The agency reserves the right to obtain prices for the same type of rental equipment for comparison to prices quoted and if the prices quoted appears to be too high, the agency may obtain quotes for the job in accordance with the contract specifications.

In the event that the rented or owned specialized equipment requires a Contractor supplier

operator, the contractor shall be allowed to include the cost for the operator based on the hourly rate on the quote.

\* The contractor warrants that no equipment shall be rented from a business or company in which the contractor or contractor's employees have direct or indirect financial interest and will be compensated directly or indirectly for equipment being rented to perform work specified in the contract.

Any exception taken by the contractor for obtaining rental equipment will be considered a violation of the contract, and may result in contract cancellation and/or legal action being taken against the contractor, if such action is considered to be in the best interest of the state.

#### 1.1.10. Proof of Cost for Parts, Materials, Supplies and Equipment

All parts, (i.e. trees and shrubs) materials, supplies and equipment will be billed at vendor/contractor's cost, minus any applicable sales or use tax pursuant to Tennessee Code Annotated, Section 67-6-209, plus fifteen percent (+15%). Reference Standard Term & Condition titled "Taxes".

### 1.2. MAINTAIN SEMI-IMPROVED GROUNDS

(Approximately 18 Acres)

1.2.1. Mow Semi-Improved Grounds. Grass cutting shall be accomplished on semi-improved grounds and airfield grounds. Contractor shall maintain grass on semi-improved grounds from seven (7) to fourteen (14) inches in height. Grass on airfield areas shall be cut as per the schedule approved by the base operations manager. The contractor must submit the schedule for approval within ten (10) days of the start of the contract. The grass shall not be shorter than seven (7) inches in height to prevent dust and debris on the airfield, and the grass shall never be more than fourteen (14) inches in height to prevent bird habitation. Once each cutting has started, it must be completed within two consecutive calendar days unless "Acts of nature" prevents completion. Service shall include trimming (refer to 1.1.3). (Line Item 3)

1.3. MAINTAIN IRRIGATION SYSTEM (Improved Grounds): The contractor shall be responsible for the complete management, operation and maintenance of all water control devices and irrigation systems. The contractor shall ensure that the systems are in good working order and in operating condition at all times. If the State changes sprinkler system configurations, the State shall update the irrigation system drawings and provide new drawings to the Contractor. All improved areas with irrigation shall receive sufficient amounts of water, as necessary to present a uniform green color without browning or barren areas resulting from lack of water.

1.3.1. The annual irrigation Start-up shall be conducted in the spring between March and May as scheduled by the agency and shall consist of but not limited to the following: (Line Item 12)

1.3.1.1. Open the main water valve 1/3 or 33% (next to the water meter) and open all zone valves. Turn on the irrigation controller to run each zone for a short period of time pushing out the air in the system.

1.3.1.2. Open the main water valve 2/3 or 66%. Turn on the irrigation controller to run each zone for a short period of time pushing out the air in the system.

1.3.1.3. Open the main water valve 100%. Turn on the irrigation controller to run each zone for a short period of time repeatedly until all the air is pushed out of the system.

1.3.2. The monthly (April to October as based on the Start-up and Shut-Down months) irrigation Checks shall consist of but not limited to the following: (Line Item 13)

1.3.2.1. Shall consist of calibrating each zone by adjusting the time ensuring that the appropriate amount of water is applied per month to ensure proper water of the impacted areas.

1.3.3. The annual Irrigation Shut-down/Winterize as scheduled by the agency and shall be conducted in the fall in October or November and shall consist of, but not limited to, the following: (Line Item 14)

1.3.3.1. Close main valve 100% and connect an air compressor large enough to support the irrigation system, to the irrigation system blowing out all the water from each zone. Turn on the irrigation controller to run each zone for a short period of time repeatedly until all the water is pushed out of the system.

1.4. SERVICE DELIVERY. The 164Th Air Lift wing anticipates approximately 28 mowing's on improved grounds and approximately 12 mowing's on semi-improved grounds per contract year. Each cut will be performed after the Base Civil Engineer or their representative has provided the Contractor with a purchase order. The contractor will respond to the request on-site within three business days; weather permitting. The Contractor shall not perform any services without first receiving a purchase order.

## 2. GENERAL INFORMATION.

2.1.VENDOR EXPECTATIONS. Once work has commenced on a job, it shall continue uninterrupted during operational work hours until completed satisfactorily and accepted by the agency authority, unless otherwise agreed upon by the agency authority. All services must be completed to the satisfaction of the agency authority and prior to submission of an invoice for payment.

2.2.VENDOR COMPLAINTS. Failure to perform services in accordance the specifications may result in vendor complaints. Severe vendor complaints may result in the cancellation of the contract and the possible debarment from the State's bid list.

2.3. HOURS OF OPERATION. 7:30 am to 3:30 pm CST Monday thru Friday except on State and Federal holidays.

### 2.4. SITE SAFETY:

- a. The contractor must assure all equipment, tools and products used on agency grounds is under their control at all times.
- b. The contractor must clean a work area of any unsafe materials, dangerous objects and/or debris.

### 2.5. SECURITY REQUIRMENTS.

The base requires all contract personnel to satisfactorily pass the base given, detailed, security

background check in order to obtain a security issued ID card base pass. Those that do not satisfactorily pass the background check will not be allowed access to the base.

The background check shall be conducted upon award of the contract for all personnel assigned to work on the base and for all new personnel assigned to work on the base during the contract period. The agency shall bear the cost for the background check.

Contract personnel shall be required to have the base pass on their person at all times while on base.

All contract personnel driving on base are required to possess a valid photo driver's license with valid vehicle registration and insurance. Contract personnel shall be required to show this information to base security personnel when requested to do so.

Failure to meet these specifications shall result in denial of base access resulting in loss of security issued ID card and denial of base access.

All contract vehicles may be subject to search.

#### 2.6. INVOICE REQUIREMENT.

- a. The invoice for payment must be submitted to [military.invoices@tn.gov](mailto:military.invoices@tn.gov)
- b. The invoice must describe the work performed, and be itemized as per the contract lines.
  1. The invoice must reference the date(s) services were provided.
- c. The service must be completed entirely and accepted by the agency authority before an invoice for payment can be submitted.
- d. All materials (i.e. trees and shrubs) will be invoiced at cost plus 15% minus tax. Proof of cost must be attached when an invoice is submitted for payment. Vendor must attach a copy of the original receipt of purchase when invoicing for materials as per the Parts Term and Condition.
- e. All inquiries concerning invoice and statement matters (payment, overdue accounts, charge discrepancies, etc.) shall be addressed to the State of Tennessee, Department of Military's Contract Administrator, Crystal Lysinger, PH: 615-313-0691, [crystal.m.lysinger@tn.gov](mailto:crystal.m.lysinger@tn.gov).

#### 2.7. CHARGE SCHEDULE (Lines Items 1 thru 14)

The unit price will be inclusive of all expenses including, but not limited to: personnel, supervision, labor, travel cost, vehicles, equipment, tools, fuel, trip charge, materials and supplies. Important Notice: No additional cost or surcharge will be levied or paid.

Appendix A - Estimated Workload Data

<b>ITEM</b>	<b>Name/Description of Services</b>	<b>Specification Reference</b>	<b>Estimated Quantity</b>
	<b>Improved Grounds (Approximately 27 Acres)</b>		
1	Line 1: Mow Improved Grounds	1.1.1	28 cuts/yr
2	Line 1: Edging	1.1.2	During each cut
3	Line 1: Trimming	1.1.3	During each cut
4	Line 1: Debris/Litter Patrol	1.1.5	During each cut
5	Line 1: Repair Damaged Areas	1.1.6	During each cut
6	Lines 4-7: Fertilizer & Weed Control (Spring-5, Summer-6, Fall-7, Winter-4)	1.1.7	4/yr
7	Line 10: Fertilizer & Weed Control Plant Beds (Spring)	1.1.7	1/Yr
8	Line 2: Maintain Bedding & Planted Areas	1.18	28/yr
9	Line 8: Bed Application-Dormant Oil	1.1.8.1	1/Yr
10	Line 9: Bed Application, Pre-Post Emergent	1.1.8.2	1/Yr
11	Line 11: Mulching	1.1.8.3	1/ yr
	<b>Semi-Improved Grounds (Approximately 18 Acres)</b>		
12	Line 3: Mow Semi-Improved Grounds	1.2.1	12 cuts/yr
	<b>Maintain Irrigation System</b>		
13	Line 12: Annual Irrigation Start-Up (Spring)	1.3.1	1/yr
14	Line 13: Irrigation Monthly Checks (April-October)	1.3.2	7/yr
15	Line 14: Annual Irrigation Shut-down/Winterize	1.3.3	1/yr