

Bicentennial Capitol Mall State Park

500 James Robertson Parkway, Nashville, TN 37243

Park Grounds and Maintenance

Specifications for Lawn and Landscaping

Contract Period

The State shall have no obligation for goods or services provided by the Contractor prior to the Effective Date. The acreage is estimated, and prospective Respondents must determine actual acreage for bidding purposes. The proposed contract length is for a twenty-four (24) month period.

Scope of Service

Contractor will furnish necessary materials, equipment, and labor to perform park grounds and maintenance tasks at Bicentennial Capitol Mall State Park.

Mowing, Edging, and Trimming

1. Contractor shall mow the grass every seven (7) days or maintain the park for a minimum of fifty-two (52) visits per year in adjusted occurrences as weather or events permit, to maintain an appropriate, even height for the type of grass and season, and to ensure a well-manicured and healthy appearance of grounds keeping. The Contractor shall contact the Park Manager(s) or Maintenance Supervisor when the mowing schedule must be adjusted due to weather and special events scheduling.
2. Landscaping of lawn areas not accessible by mowers shall be trimmed with line trimmers at each service visit, or as needed, unless otherwise noted. During periods of excessive rain and tall grass growth, the mowing frequency shall be altered to maintain well-manicured appearance. Mowing equipment and patterns (alternate directions, each cutting, where possible) shall be employed to permit recycling of clippings where possible and present a neat appearance.
3. Contractor shall edge all sidewalks and curbs to include ramps, ground level plazas, steps, curbs, and other hard-scape areas, with a line trimmer, after all mowing cuts.

All sidewalks, curbs, plazas, steps, and other hardscaped areas shall be blown clean of all grass cuttings, dirt, and debris by the Contractor at each visit.

4. The Contractor shall trim grass around all street signs, lamp posts, fences, and any other obstructions to maintain a well-manicured appearance. Grass trimmed next to fixed objects shall be trimmed at the same height as turf cut. Trimming is to be done so that turf areas are not scalped, nor trees marred in any way apart from the trimming.
5. All sidewalks, monuments, hardscapes, and roadways will be kept weed-free.

Tree, Plant, and Shrub Maintenance

1. Pruning shall include removal of dead or diseased branches, lateral and/or crossing branches not consistent with standard form, or where general thinning is needed for good light penetration and air circulation.
2. Pruning and trimming trees for suckers, water sprouts, and low hanging branches shall be performed by the Contractor during each regular maintenance visit throughout the year. Low hanging branches impeding sidewalks and walking paths shall be maintained to a height of seven feet during regular maintenance visits, and/or at the discretion of park designated personnel. All limbs blocking visibility of traffic signs must be trimmed so that the signs are visible from the roadway.
3. Flowering trees and shrubs shall not be pruned while in bloom or at times when pruning will inhibit blooming.
4. Pruning of ornamental shrubs, plants, and small trees shall be conducted, in consultation with park staff, no more than three (3) times per year to maintain a well-manicured appearance.
5. All perennials and ground cover must be cut back during the dormant season beginning in November. River Oats must be cut no earlier than November and to a minimum height of twelve (12) inches.
6. Plants will be pruned and trimmed throughout the year depending on the plant or shrub and the time of the year.
7. Any plants that need to be cut to the ground will be done at the appropriate time.
8. Plants and shrubs will be fertilized with both granule and topical application two (2) times per year, once in early spring and early fall.
9. Trees and shrubs will be sprayed for insect and disease control if requested by designated park personnel. The Contractor will monitor insect and disease issues and notify the State Park staff.

Landscape Maintenance

1. Complete fertilizers shall be determined based on good industry practice combined with soil testing.
2. The Contractor shall remove fertilizer off all hard surfaces onto lawn areas.
3. Turf grass areas shall be aerated one in Spring and once in Fall; this work includes all grass areas.
4. Herbicide program should be instituted for removal of lawn weeds. Application of chemicals will be done under the direction of licensed personnel, supplied by the Contractor. Each application will be expected to contain fertilizer and weed control products for all the turf to promote a healthy green and weed free surface.
5. The Contractor shall seed once in the early Spring and once in the Fall. Additional overseeding may be required due to wear from certain park events.
6. The Contractor shall apply three (3) applications of weed control product to all turf areas during the summer months - June, July and August.
7. All chemical applications must be mixed in a concealed area (not out in the open) and applied very early in the morning to reduce contact or complaints from park visitors.
8. Turf and adjacent areas shall be treated by the Contractor for insect control as needed (i.e. ant mounds).

Bed Maintenance

1. The Contractor shall provide maintenance of all plant beds continuously throughout the contract period, including all beds being kept free and clear of all weeds. This work includes trimming of shrubbery, trees, and herbaceous plant materials. Application of herbicide sprays in designated areas will be allowed to provide clearance of weeds to present a well-maintained appearance.
2. Beds will be kept free of weeds, debris, leaves, trash, etc.
3. Beds will be raked when needed to maintain a clean appearance.
4. All mulched areas will be replenished twice a year (early Spring and Fall).
5. Mulch should be maintained at a depth of not less than two (2) inches and not more than three (3) inches.
6. Mulch shall not be placed against the trunks of the plants.
7. Mulch application will be determined in consultation with park staff.
8. Mulch will not obstruct any lighting in park features.
9. Trench edging of plant bed borders will be performed in conjunction with mulch application.

Leaf Removal

1. Contractor shall remove leaves during each visit. This includes leaves in bed planters, along the history wall, in the amphitheater, and all other areas of the park.
2. Special attention should be paid to ensure leaves are also removed during special events or as described by park designated personnel. Leaves shall be removed from the property; leaves do not need to be mulched and redistributed.

Clean-Up and Trash Removal

1. The Contractor shall ensure all sidewalks, curbs, driveways, plazas, and steps are blown free of clippings after each mowing.
2. Contractor will leave clippings on the lawn as long as no readily visible clumps remain on the grass surface. Otherwise, Contractor will distribute large clumps of clippings by mechanical blowing or other means.
3. The Contractor shall remove all debris associated with the lawn maintenance during each visit.
4. The Contractor shall remove all natural materials left on curb by park staff.
5. Deadwood and storm debris will be removed from property and disposed properly.

Equipment Requirements

1. Mower blades shall be sharpened on a weekly basis to provide a clean and efficient cut.
2. All equipment that is to be used on job site must be safe and in good working order.
3. Equipment used must have safety features and accessories, where applicable, as required by existing OSHA regulations and laws.
4. Rotary type mowers must be equipped with skirt guards, which restrict foreign objects from being thrown from the cutting unit enclosure.
5. Park staff must be notified of any leaks or combustion of equipment. Contractors are responsible for the cleaning up of any fluids spilled or resulting damage.

Personnel

1. The Contractor shall designate, hire, and dismiss the personnel necessary for the care, maintenance, and servicing of specified property. The Contractor shall provide training for each employee that will include instruction in State Park rules, site and equipment operation and maintenance, local health department requirements, conduct and professional problem-solving techniques. The Contractor shall provide

supervision of its employees and employees shall conduct themselves in a polite and acceptable manner when on site. Each employee, including supervisors, equipment operators, and general laborers, must always be in uniform.

2. There must be a Designated Crew Leader on site during all maintenance visits. The Contractor shall ensure that the Designated Crew Leader possess sufficient English proficiency to effectively perform all required job duties, communicate with State personnel and accurately understand and produce work-related documentation.
3. No vehicles (i.e. ATVs, trucks, cars, golf carts, etc.) shall be driven on the interior of the park without first consulting park staff.

Licenses

The Contractor will be required to have a charter issued by the Tennessee Department of Agriculture. Contractor will be required to submit this permit number.

The Contractor shall maintain, and ensure at all times, that the following remain active, current, and in good standing:

- TN Dept of Agriculture Pesticide Charter (also referred to as a “business license”)
- TN Dept of Agriculture Pesticide License with a Category 3 and HLT Certification
- General Commercial Liability, Workers Compensation, and Auto Insurance policy in accordance with Terms & Conditions Section 9

Additional Services and Obligations

The State agrees to promptly notify Contractor in writing of any dissatisfaction with the maintenance service to ensure that maintenance is performed as agreed.

Billing and Payment

Contractor shall submit invoice(s) for services on the first day of each month for the preceding month of service. Bicentennial Capitol Mall State Park agrees to make payment within forty-five (45) days of receiving invoice from Contractor. Invoices are to be itemized for services performed.

For payment processing, please submit an itemized invoice once per month to:

Allyson Tolson
Administrative Assistant

Bicentennial Capitol Mall State Park
600 James Robertson Parkway Nashville, Tennessee 37243
allyson.tolson@tn.gov

Park Contacts

- Scott Rodeffer - Maintenance Supervisor 615-741-5771
- Allyson Tolson - Administrative Assistant 615-741-5280
- Jeff Woodfin - Park Manager 615-741-5800
- Mallory England - Park Manager 615-920-4126