

ATTACHMENT B
INFORMAL SOLICITATION 5517
888 E FIRS S LLLP LANDSCAPING SERVICES
SCOPE OF WORK

General Requirements:

- a. Provide all labor, material, supplies and equipment necessary to maintain the property as noted on the attached diagram and as described in these specifications.
- b. All work shall be done in accordance with industry standards and regionally accepted landscaping practices.
- c. At the beginning of the Contract, the Contractor shall submit a proposed schedule and manpower projection as required to accomplish the work indicated.
- d. All work shall be accomplished on a regularly scheduled basis during normal working hours (7:00 a.m. to 7:00 p.m., Monday through Friday, except holidays). No blowing before 8:00 a.m.
- e. Contractor shall provide the name of their contact person who can be reached by phone during the hours of 7:30 a.m. through 5:00 p.m., Monday through Friday. This person shall have the authority to give supervisory instruction to the crew assigned to this Contract.
- f. Contractor shall also provide a contract phone number for 24-hour, 7-day emergency service, with a maximum response time of 12 hours.
- g. Contractor performance will be reviewed periodically for compliance with the terms of the Contract.
- h. Material Safety Data Sheets (MSDS). The contract shall supply the Senior Property Manager with copies of all Materials Safety Data Sheets (MSDS) for all fertilizers, chemicals, fungicides, herbicides, pesticides and insecticides used for landscape maintenance.

ITEM ONE: Landscape Areas - The Landscape Areas consists of garden beds, planters, and walkways. The area in the inner court yard with artificial turf will be swept/blown clean at each visit and at the completion of other work around this area. Any debris should be removed from the site and not swept or blown in undesignated areas of the property. The Landscape Areas shall be maintained in a healthy growing condition to include the following:

- A. Fertilize: shrubs shall be fertilized in accordance with the schedule as stated on the spreadsheet with a natural organic plus slow-release synthetic fertilizer such that the fertilizer provides a balanced feeding throughout the year.
- B. Weed Control: Control weeds in garden beds and planters will undergo weed control by removal or killed as set forth in the schedule. Dispose of weeds off site.
- C. Noxious Weeds: As identified by King County Noxious Weed Program, Class A, B and C noxious weeds will be eradicated and removed. See Noxious Weed Regulatory Guidelines. www.kingcounty.gov/weeds.
- D. Shrub Maintenance: Shrub areas will be maintained so shrubs do not obstruct walkways and handrails and to maintain a one foot clearance from all building structures; maintain by

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trimming or pruning as required to maintain the health of the plant, to remove old dead growth, to obtain the desired shape and to provide a neat appearance. Shrubs will be fertilized on annual basis. Also, plant nutrition deficiencies shall be corrected as needed.

- E. Groundcovers shall be trimmed to prevent overcrowding in the beds with respect to other plants. Groundcovers shall be pruned at the edge of concrete surfaces such as walkways, patios. They must be trimmed where irrigation heads and valve boxes are located to ensure the proper function of the irrigation system.
- F. Leaf Removal: Will occur during the fall of each year as per the schedule and will continue until the leaf drop ceases.
- G. Climbing Vines: Training, staking, and selective trimming of climbing vines to ensure maximum coverage on green screens and green walls.

ITEM TWO: Management of the Drip Irrigation System

Maintenance to include: Coordination with onsite maintenance supervisor to maintain property irrigation watering schedule, notify onsite maintenance supervisor within 24 hours of any changes to or irregularities in watering schedule, periodic inspection and adjustment of the flushing valves, leak repairs, cleaning of disc filters and servicing controllers. Other repairs to the irrigation system are outside the scope of this contract and may be bid on a time and materials basis. Damage to the system caused by contractor will be repaired without charge to the property.

- A. Winterizing irrigation system: To be done annually prior to freezing weather (typically, late October to early November). The system will be drained and shut down for the winter.
- B. Spring start up: Start up the system for irrigation purposes during the dry season. System repairs will be identified and will be billed outside of the contract on a time and materials basis.

ITEM THREE: Tree Maintenance

Trees to be pruned are no higher than 12 feet. Pruning shall be done based on requirements specific to the plant. Trees larger than 12 feet high require the service of a trained and insured arborist and work done shall be with the approval of management. Newly planted trees shall not be pruned until established for 5 years. All trees will be fertilized per attached schedule. All trees will be staked until the trunk has reached sufficient caliber to support the head of the tree or that the tree root system has sufficiently established itself.

ITEM FOUR: Trash Removal and General Clean-Up

- a. At each visit to the site by the contractor, all loose trash shall be picked up from the grounds, to include all miscellaneous trash such as paper debris, plastic debris, drink cups, bottles, cans, cigarette butts, etc.

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- b. Hardscape areas and sidewalks shall be swept/blown clean at each visit and at the completion of other work around these areas. Any debris should be removed from the site and not swept or blown in undesignated areas of the property.
- c. All bulky materials from pruning and trimming of plants shall be removed from the premises by the Contractor and disposed of properly.

Playground Area

The scope of the contract includes only those landscaped areas in and around the playground. The playground equipment and the artificial surface area in the playground area are outside the scope of this contract.

Plant Replacement

Contractor shall replace, at no cost, all shrubs, turf, trees, or plants that are damaged or killed due to Contractor's operations, negligence, or failure to act or use chemicals. If plant damage or death is caused by conditions beyond Contractor's control, replacement cost shall be at the property's expense, on a time and materials basis and upon approval of such work.

ITEM FIVE: Insect and Disease Control

All plants will be inspected throughout the year for disease and insect infestation. When disease or detrimental insects are detected, the contractor shall notify the Management. Contractor may recommend a treatment and bid an estimate. Upon Management's written approval, contractor may perform treatment.

Weather Clause Conditions

Contractor retains the discretionary right to decide if weather conditions are so severe (i.e., major rain, wind, storm, snow, ice, etc.) that it is unfeasible to perform the work on a scheduled maintenance day.

Additional Services to be Provided as Needed

The following services are available for bid or time and materials upon the approval of Management:

- a. Replenishment or replacement of soil to planting areas, bark or other mulch where depth has been reduced to less than two inches.
- b. Annual and perennial bedding material installed seasonally.
- c. Annual and perennial flower maintenance.
- d. Landscape repair and renovation projects per specification.

Parking Lot Maintenance

Unless otherwise specified in Statement of Work, sweeping, vacuuming, or blowing of parking lots, underground garage and drives is not included in the contract.