



CONTRACTOR BID SUBMITTAL FORMAT

		Comment	
Contractor's Name:			
Contact Person:			
Phone #:			
Date Submitted:			
Job Description:	Jones Day Building Owner: Rolex International Center II & III, LLC 2727 N. Harwood, Dallas, Texas 75201		
Frequency	Job Function	Cost/ Time	Cost/ Year
50	Mow, Edge, Line Trim, & Blow		
50	Debris & Litter Removal		
50	Leaf Removal		
	Ant Control	As needed	
16	Shrub & Ground Cover Pruning- minor tree pruning up 12' height & 1" caliber		
6	Turf Fertilizations		
1	Turf Pre-Emergent Application		
	Turf /Bed Post Emergent Applications	As Needed	
2	Landscape Beds Per-Emergent Appli.		
1	Turf Scalping		
1	Winter Rye Over seeding		
1	Fescue Over seeding		
12	Irrigation Systems Checks		
4	Seasonal Color Changes (50 Flats) (6 inch centers)		
4	Seasonal Color Fertilizations		
12	Seasonal Color Deadheading/Grooming		



Harwood All Inclusive Irrigation Contract

Contract Includes:

1. All materials and labor for irrigation repairs within the term of the contract.
2. Normal wear and Tear of the existing irrigation for all sites.
3. Investigation of irrigation versus City water issues as needed.

Contract Exclusions:

1. Acts of Vandalism, theft, and accidental damages (i.e., vehicular damages)
2. Acts of nature: fire, tornado, flood, lightning strikes, power surges, or other electrical source issues, etc.
3. Repair or retrofitting due to construction or renovation activities.

Requirements:

1. Vendor will provide a complete list repair cost not included in the contract.
2. Vendor will provide a monthly itemization of all repairs performed.



SPECIFICATIONS FOR SITE MAINTENANCE

These specifications will be part of the contract executed between Owner and your company.

I. Services to be furnished:

A. Lawns

1. Mowing and Edging

a. Lawns must be mowed weekly during the growing season with rotary mowers at the recommended height according to the season or the type of grass. Edge lawn at every other mowing or weekly if necessary.

b. Clippings can be left to disintegrate and return valuable nutrients to the soil. However, if the clippings become swathed from wetness or delay in mowing due to inclement weather, they should be either spread or removed. Areas where people are tracking clippings into the buildings should be removed.

2. Watering

a. Lawns should be watered at the frequencies needed to replace soil moisture below the root zone.

b. Electrically controlled irrigation systems should be scheduled to operate during early morning hours. Fertilizations should be followed immediately by irrigation in order to prevent desiccation.

c. A small circle should be kept clear around each sprinkler, as needed, so that good water coverage results.

3. Fertilizing

a. A healthy green color should be maintained with three to four applications with proper fertilizer that is efficient for the Dallas area soils.

4. Lawn Weed, Insect and Disease Control

a. Chemical controls should be applied as needed by licensed operator using EPA approved materials under the direction of a Certified Pest Control Operator.

b. Grub control should be applied at the proper time to reduce white Grub infestation.



5. Scalping

a. Lawns should be scalped in early spring to get rid of unnecessary thatch and to stimulate growth. Ordinarily this procedure will eliminate the need for extensive lawn renovations.

B.

1. Watering

a. Watering should be done after a moisture check has been made of representative plants. Surface dryness should not be the criterion for determining water need. When plants are irrigated, enough water should be applied to penetrate below the root zone. Manual watering is not included.

2. Pruning

a. Except for desired hedges or to conform to design intent, all pruning and thinning of plants should be done so that the natural shapes are retained. If previous maintenance practices have been to shear and ball, the natural shape will be restored gradually.

b. Plants overhanging passageways and parking areas, and damaged plants should be pruned when needed.

c. Trees under 12' in height should be pruned once a year as needed.

3. Insect and Disease Control

a. Only when absolutely required, EPA approved pesticides can be applied by a state licensed operator.

b. Dormant spray should be sprayed during the dormant season to kill scale and prevent the hatching of insect eggs.

4. Weed Control

a. Plants should be fertilized in March and June, generally with a balanced fertilizer. The rate will depend on the size and age of the plant. Fertilizer should be spread evenly on the surface out to the drip line and watered in as soon as possible.



C. Groundcover

1. Weed Control

a. Weeds are the major problem affecting groundcovers. A program to control weeds, to eliminate damages caused by hand weed removal, and to promote fast coverage will be as follows:

- 1.) Clean out existing weeds, preferable using selective, systemic herbicides. Hand-remove if necessary.
- 2.) Fertilize and water
- 3.) Apply an approved pre-emergent herbicide to stop germinating weeds. Be sure to water in the herbicide.
- 4.) Repeat (2) and (3) at 4 to 6 month intervals in accordance with the herbicide label recommendations until all bare soil is covered with groundcover.
- 5.) Thereafter, all groundcover can be fertilized in early and late spring.

2. Trash Removal

a. Remove all trash during each regular visit of the maintenance crew. Do not blow into beds or mow over resulting in shredding.

3. Watering

a. Watering should be done only as needed and then only enough applied to penetrate the root zone. Manual watering is not included.

4. Edging and Mowing Groundcovers

a. Groundcovers should be edged as needed to keep them within the planter borders. Chemical growth control applications should be made where desirable.

b. Groundcovers such as Asian Jasmine, Ivy, Honeysuckle, Euonymus and Vinca should be mowed to a height of 4 inches in early spring every few years or so in order to prevent woodiness, to improve density and to renew young growth.



D. Winter Clean Up

1. Once a month during the dormant season, leaves and other debris in landscaped areas should be removed.

E. Irrigation Systems

1. Servicing

- a. System must be inspected regularly to check proper operation of system.
- b. Damages to sprinkler heads and other parts of the system resulting from Contractor's operation must be repaired without charge.
- c. Failures in irrigation components due to other causes such as wearing out, vandalism, accidents caused by other, etc, should be reported to the owner and remedied after approval of payment by owner.
- d. A representative of the owner should be instructed in turning off the system during emergencies and freezing weather.

Special Provisions:

1. Four (4) Color changes per year. (6 inch centers)
2. Winter Rye
3. Two year term