

Scope of Work for Lawn and Landscaping Maintenance

Properties to be serviced:

MHA Central Office - 525 South Lawrence St., Montgomery, AL
The Terrace - 1301 Adams Avenue, Montgomery, AL
Parks Place – 660 Cleveland Ct., Montgomery, AL
Victor Tulane Gardens - 1101 Victor Tulane Circle, Montgomery, AL
Paterson Court - 609 Winnie Street, Montgomery, AL
Gibbs Village West - 2025 Terminal Road, Montgomery, AL
Gibbs Village East - 1701 Terminal Road, Montgomery, AL
Cedar Park (formerly Young Fort Village)-Montgomery, AL (vacant lot)
Lister Hill-1000 Adams Ave., Montgomery, AL (vacant lot)
Centennial Hill Phase III (near 515 Percy Drive) - Montgomery, AL (vacant lot)
Highland Gardens-(corner of Highland Ave. and High St.) – Montgomery, AL (vacant lot)
Smiley Court-4107 Marlyn St., Montgomery, AL (vacant lot)

Services provided:

SEQUENCING AND SCHEDULING

- Contractor shall coordinate with MHA to arrange a schedule of services and shall continue coordination at intervals set forth by MHA.
- MHA shall diligently endeavor to facilitate the selected Contractor's work by providing reasonable access to all work areas.
- MHA shall facilitate the selected Contractor's services program by providing access to the project premises during both regular business hours and, as is necessary, at other times so that the selected Contractor can conduct both regular, scheduled maintenance and any special service(s).
- MHA shall assure the selected Contractor of the availability of off-loading and staging areas and other facilities required for the efficient performance of the work.
- The selected Contractor shall be responsible for all aspects of lawn and landscape maintenance during the term of the agreement. These services shall always be carried out by trained service technician(s).

TURF MAINTENANCE

- Lawns shall be mowed weekly at Gibbs Village East, Gibbs Village West, and Tulane Gardens, and bi-weekly at Central Office, The Terrace, Parks Place and Paterson Court at the appropriate height to keep a neat appearance. Considering the topography, Contractor shall use the proper mowing equipment to provide a high-quality cut and minimize the occurrence of unnecessary scalping due to uneven terrain.
- Excessive clippings shall be collected and removed from the job site at the end of each visit. Clippings shall not be left overnight for removal the following day. The use of bagging attachments is recommended but not required.
- Permanent fixtures in the turf areas are to be trimmed with weed-eaters to avoid unsightly growth at the base. Care shall always be taken when operating around fixtures to prevent damage to them.

- Edging and trimming along bed edges and tree wells shall be done to keep a neat appearance.
- Hard edging shall be mechanically along curbs and walkways. Concrete/asphalt cracks, walkways, pavement edges, sidewalks, AC units, utility equipment, fence lines and other areas of undesirable vegetation, at set intervals, shall be treated with a non-selective herbicide to control weeds.
- Edging that cannot be addressed during regular visits, due to vehicle obstructions, shall be discussed with MHA to achieve a solution.
- Well-balanced fertilizer shall be used to maintain a healthy green color and shall be applied based upon the selected Contractor's knowledge and needs of the area. Fertilization should occur at a minimum of four (4) times a year or at Contractor's discretion during the following times: Early Spring (February), Late Spring (March), Summer (August) and Fall (November). This applies to properties with Bermuda turf not field grass.
- All lawn areas shall be treated with crabgrass prevention and broadleaf weed control products as necessary. This applies to applicable lawns.
- During routine maintenance visits, the selected Contractor shall be responsible for removing trash and debris from the property.
- Curbs and sidewalks shall be cleaned with mechanical blowers and/or brooms to maintain a neat appearance.
- Heavy accumulations of sand, gravel, or leaves shall be removed with a shovel or broom if blowers provide unsatisfactory results.
- Soil surfaces shall be raked smooth and cultivated regularly.
- Vines shall be trimmed neatly against supporting structures and kept within bounds
- Groundcovers shall be kept trimmed within curbs and along walkways. They shall not be allowed to grow into or through shrubs or other plantings.
- Sign faces and windows shall be kept clear of encroaching growth.
- Mulch/pine straw all areas as needed to enhance curb appeal or at a minimum twice in the Spring and twice in the Fall.
- Perform flower bed maintenance to include replacement of flowers as needed. Replacement of flowers in all areas but not limited to outside of office building and around community signs.
- Replace pine straw and/or mulch flower beds, trees, and shrubbery as needed to maintain curb appeal.

TREE AND SHRUB MAINTENANCE

- All plant and tree material shall be pruned in a manner to provide a neat natural appearance (at a minimum of four (4) feet high).
- Limbs that obstruct buildings, walkways or vehicular traffic shall be removed.
- Shearing and selective pruning techniques shall be left to the discretion of the selected Contractor.
- Shrubs shall be pruned to retain their natural shape, to promote bloom, and to meet accepted horticultural practices.
- Growth shall be kept from encroaching on signs, walkways, driveways, and ventilation units.
- All formal hedges shall be sheared to maintain desired shape and height.
- Ornamental flowering trees are to be pruned at the proper time of year to encourage maximum flower production.

- Dead or damaged portions of plants shall be removed whenever possible.
- All plant material will be fertilized with a balanced slow release fertilizer in the dormant season and supplemented throughout the year as necessary to maintain vigorous healthy plant material.
- The selected Contractor shall monitor trees and shrubs for signs of disease and insect infestations. If plants are affected appropriate recommendations for treatment shall be submitted to MHA. When insect and/or disease problems are detected, legally approved chemicals shall be used to treat the problem.
- Deep cut selective pruning and hard cutbacks shall be performed on plant material during winter months, for corrective and restorative purposes. Owner shall be informed before any drastic cutbacks are performed.
- All mulched shrub beds, maintained natural areas and walking paths, shall be treated with pre-emergence and post-emergence chemicals to control weeds. Weeds more than 2” tall shall be removed by hand and disposed of. Weeds less than 2” tall shall be treated with legally approved post-emergence herbicides.
- All pruning debris shall be the responsibility of the selected Contractor.
- No debris shall be disposed of on-site without the expressed permission of the customer.

GROUND COVER & BEDS

- Open ground between plants shall be kept weed-free using mechanical or chemical methods.
- All plant material shall be free of insect and disease. At all times public and environmental safety is to be considered when applying pesticides.
- Groundcovers shall be fertilized, with a complete fertilizer, as appropriate and as recommended.
- Litter and debris shall be removed during maintenance visits in order to ensure a neat appearance.
- Soil surfaces shall be raked smooth and cultivated regularly.
- Vines shall be trimmed neatly against supporting structures and kept within bounds.
- Groundcovers shall be kept trimmed within curbs and along walkways. They shall not be allowed to grow into or through shrubs or other plantings.
- Sign faces and windows shall be kept clear of encroaching growth.
- Mulch all areas as needed.
- Perform flower bed maintenance to include replacement of flowers as needed. Replacement of flowers in all areas but not limited to outside of office building and around community signs.
- Replace pine straw and/or mulch flower beds, trees, and shrubbery (as needed).

IRRIGATION SERVICES (Central Office, Parks Place, The Terrace & Victor Tulane Gardens)

- Contractor shall provide expertise and all labor to water all areas as required. Contractor shall inspect, test and ensure proper time clock operations; this includes

monitoring the irrigation sprinkler system to ensure watering times are properly set, using the least amount of water necessary throughout the year. The controllers shall be programmed according to seasonal requirements ensuring all sprinkler heads are adjusted properly to maximize effective use of water on landscaping and to minimize overflow of water onto sidewalks, driveways and buildings. The sprinkler system will be checked after each mowing for any damage; damages which occur as a result of the selected Contractor's own labor, shall be repaired by the selected Contractor at the selected Contractor's expense, within 48 hours.

- The system shall be thoroughly evaluated at the time that the Contractor begins work on the property. This evaluation, along with cost estimates to bring the system to acceptable working conditions, shall be given in writing to the Owner. The cost of this evaluation shall be included in the Scope of Work, but any necessary repairs shall be at the Owners' expense, if approved.
- Contractor shall present repairs and maintenance requirements to MHA immediately. Contractor shall at no additional cost, fully cooperate and respond to assist and repair malfunctioning sprinkler systems on a 24-hour basis, seven days a week.
- Contract also includes a system start-up and winterization.

EXTERIOR COLOR MAINTENANCE

- Dead blooms, including stems, declining foliage and plant debris shall be removed to encourage continued blooming and maintain a neat appearance
- Plants shall be fertilized with either a balanced liquid or bloom-inducing fertilizer to promote lushness and colorful displays.
- Contractor shall be responsible for monitoring the water needs of all seasonal color beds and coordinating the appropriate irrigation settings.
- Contractor shall arrange for and oversee watering of the planters and un-irrigated beds.
- Plants shall be monitored for the presence of insects or diseases and shall be treated accordingly. An Integrated Pest Management (**IPM**) strategy, emphasizing least toxic choices, preventative cultural practices and most effective and cost-efficient results shall be implemented.
- Plants shall be watered as required to promote optimum growth. Contractor shall make provisions to provide watering services up to two times per week for non-irrigated areas such as containers.
- Soil shall be cultivated periodically to promote adequate aeration and to counteract the effects of soil compaction. Soil surfaces shall be left smooth to maintain a neat appearance.
- Litter shall be removed as color is generally in a focal area. Color beds and containers shall not be void of plant material at any time. Should any plant material need to be replaced due to any type of damage a proposal for replacement shall be submitted and approved by MHA prior to replacement installation.

OTHER SERVICES

- All fence lines at all properties listed herein shall be trimmed and kept free of debris
- Spring Clean-Up shall be included in the pricing and performed as follows: includes but is not limited to leaf removal from all beds, turning flower beds as appropriate, removal of winter wrapping and removal of sand and gravel from beds and lawns.
- Fall Clean-Up shall be completed in late fall after all leaves have fallen from the trees in the area. Fall Clean-up shall be included in the pricing and performed as follows: includes, but is not be limited to leaf removal from all areas of the property, removal of

all dead annual, cutting back of perennial plantings appropriately, wrapping trees to prevent sunscald, covering of beds necessary to protect plants.

- Erosion issues will be noted and options for correction will be provided by Contractor.
- Vacant lots Lister Hill, Centennial Hill, Highland Gardens and Smiley Court shall be cut monthly. Cedar Park Lot will be bush hogged by another vendor, but pricing should include maintaining areas in which the bush hog tractor can't reach, as needed or at a minimum monthly.

The Contractor shall maintain a clean and well-groomed landscape at all properties listed herein. General maintenance of each property shall be serviced no less than twice monthly at all properties. Contractor shall manage the frequency of the cuts and service of each property to ensure it is always kept in a clean and well-groomed appearance. In addition, the Contractor shall provide MHA with an annual scheduled service per property before beginning this contract.