**STATEMENT OF WORK**
**LANDSCAPING AND LAWN MAINTENANCE**
**VALLEY RESIDENT OFFICE, WEST SACRAMENTO, CA**
**20 July 2026**

I. GENERAL

The contractor shall furnish all necessary labor, material, equipment and operating personnel to mow, edge, fertilize, weed and aerate lawns and remove and dispose of refuse generated by the work for each job during the term of the contract. The contractor shall also remove and dispose of all leaves and tree litter during the term of the contract.

A. Period of Performance: The contract shall consist of a base year plus four option years. Option years will be exercised at the discretion of the Government.

B. Employees. The contractor shall furnish competent personnel. If employees furnished are found to be unacceptable to the Contracting Officer's Representative (COR) for any reason, the contractor shall remove them and furnish satisfactory employees at no additional cost to the Government. The contractor is reminded that any attached Wage Rates must be strictly adhered to for employees.

C. Order of Work. The work shall be carried on in such order of precedence as may be found necessary to the contractor. The Prime contractor is responsible for Quality Control (QC). If using subcontractors for performance, the Prime Contractor must do QC in person on site a minimum of once per month.

D. Authorities/Technical Direction: The Contractor shall take no direction from any Government employee or any other person other than the Government Contracting Officer that changes the terms and conditions of this contract action, the scope, or any change that impacts the cost, price or schedule. Changes authorized by the Contracting Officer will be in the form of a written, official, signed modification to the contract action received by the Contractor before the Contractor will act upon those changes. The Contractor will comply with the Changes clause of this contract when the contractor believes direction has been given from persons other than the Government Contracting Officer that equate to a change by notifying the Contractor Officer as directed by the clause. Any direction given by any Government employee or any other person outside their authority must be reported to the Contracting Officer. Contracting Officer Representatives (CORs) are limited to the authorities stated in the COR appointment letters.

E. Invoices: Invoices for payment shall be submitted upon completion of tasks as outlined in the Payment Schedule of this contract. Invoices shall be submitted to:

Original invoice only WITHOUT additional information or supporting documentation:

USAED, FINANCE CINETER
ATTN: CEFC-AO-P
5270 Integrity Drive
Millington, TN 38054-5005

One copy of each invoice WITH all required information including any necessary supporting documentation:

U.S. Army Corps of Engineers
Valley Resident Office
ATTN: CESPK-CDW-V (Name will be provided at the time of the award))
2021 Jefferson Boulevard

West Sacramento, CA 95691

F. Contract Payments: The Government shall pay the Contractor upon submission of proper invoices for services delivered and accepted for the portion of the work actually performed under the contract. Payment shall be made monthly in arrears or as soon as possible after completion of work at the agreed-upon contract price.

II. WORK TO BE PERFORMED

A. Service Scheduling. Within seven (7) days after award of contract, the contractor shall submit to the COR for acceptance a service schedule indicating the time and sequence of work. If unforeseen events cause a variation in the scheduled service, the contractor shall notify the COR in advance of the delay or as soon as possible if unable to notify in advance. Failure to provide the service or variation from the agreed schedule will require written explanation by the contractor. If and when additional service(s) are added, the schedule will be modified.

B. Mowing. The equipment to be used shall be mowers equipped with catcher and mowed to a height of not less than 1" or more than 1.5". Lawn grasses shall be clipped from around trees, pipe risers and permanently fixed sprinklers, without damage to these objects, to eliminate any growing higher than the rest of the lawns after mowing. The lawn shall be mowed evenly and be left with a well-groomed appearance to the satisfaction of the COR per the Quality Assurance Surveillance Plan (QASP) Acceptable Quality Level (AQL) as stated below.

D. Edging. Edging will be done prior to each mowing. All curbs, sidewalks, concrete slabs, roads, front entry and gate, and portions of lawns bordering gravel or bare ground will be edged to prevent grasses from overlapping the existing boundaries. Debris generated from edging shall be removed. Debris removal shall include the sweeping of paved areas adjacent to grass areas.

E. New Wild Sprouts. New growths along all fence lines shall be removed to maintain a neat and clean appearance to include removing vine plants off fences.

F. Leaf Pickup. Leaves and tree litter shall be removed from lawns, walkways, flowerbeds and roadways as necessary to maintain a neat and clean appearance and shall coincide with the mowing schedule.

G. Refuse Disposal. Disposal for lawn clippings, weeds, leaves, and tree litter is not available on Corps property. The contractor is responsible for the removal and disposal of all refuse generated under the terms of this contract.

H. Misc Trash. Removal of all trash within the fenced area and around the driveway gate entrance shall be removed along with other debris and at street side of front gate.

I. Weeding. All flowerbeds shall be kept free of weeds, trash and debris. Deep-tilling rototillers shall not be used. Weed and leaf debris shall be raked out from flowerbeds and shrubbery and removed. Weeds growing in the cracks of sidewalks and curbs, along fences, around trees, and weeds growing between the asphalt shall be removed. Chemical weed control shall be allowed subject to the following provisions:

1. A Hazard Analysis of the chemicals to be used shall be furnished to the COR seven (7) days prior to commencement of work. In the performance of this contract, the contractor shall make maximum use of Bio-based and EPA-designed products that are United States Department of Agriculture (USDA)-designated items.

The Analysis should include:
-- Material to be used.
-- Exact locations to be used/applied.

-- Method of application.
-- Personnel to be exposed.
-- Quantities to be handled.
-- Hazards to Applicators, surrounding areas or vegetation from excessive exposure or spills.
-- Corrective action to eliminate such hazards.

2. Proof of State Certification of Applicators. A copy of which shall be kept on file with the contract.

3. The chemicals used shall not be on the Environmental Protection Agency's List of Restricted, Suspended or Canceled Herbicides.

4. The contractor shall maintain a written record of the location, date, volume and percent solution of each chemical application. The record shall be maintained in such a manner that the COR will be able to determine from it the total amount of chemical applied to Corps lands during the contract period. This written record shall be submitted to the COR within seven (7) days of the end of each regularly scheduled service call.

5. The application of any or all sprays may be terminated at any time by the COR.

J. Pruning and Trimming: Prune and trim 20 trees for safe passage of delivery trucks and tree health. For lawn areas, high enough to not scrape vehicles upon entry, trim limbs to a height of eight (8) feet from ground surface and trim away from all buildings a minimum of five (5) feet. Maintain trees in a trimmed condition throughout the contract period to include the tree at the front gate pin pad area. The trees bordering the driveway including the loop around the boat house shall be trimmed to a height of fourteen (14) feet from the ground. The trees on the rest of the compound shall be trimmed to a height of eight (8) feet from the ground. The contractor is responsible for the disposal and removal of all trimmings, leaves, and raked material. Specified tree trimming shall be done twice yearly for all years. Tree trimming must be supervised by a California licensed arborist. Shrubs shall be trimmed as necessary to maintain a neatly trimmed appearance inside as well as outside the fence line, to include five (5) feet along the south and west fence lines. (We have trees still behind a fence that are covered in our ¾ acre site.)

K. Preventative Maintenance: Mow/trim brush to include debris and trash removal twice a year in an additional lawn area ¾ of acre in size (31,098 SF) by boat ramp. The contractor is responsible for the removal and disposal of all refuse. Specified preventative maintenance shall be done once during the base contract period and twice yearly for option years.

L. Irrigation. Contractor shall maintain/repair current irrigation system and adjust timing to conserve water and maintain healthy lawn and shrubs.

M. Aerate. The contractor shall furnish a machine to aerate project lawns twice a year. All lawn plugs removed from the lawn in this process shall be 0.5 inch in diameter and 2 inch deep.

N. Fertilizing. An EPA-designed and Bio-based Fertilizer (accepted by COR) shall be spread twice a year with a mechanical hand crank or roller-type spreader. The contractor shall inform the COR in advance of fertilizing so arrangements can be made to water the lawns immediately after application. A complete balance-type 15-15-15 fertilizer should be applied at a rate of 3 pounds per 1000 square feet. Fertilizing is to be performed twice yearly (Spring and Fall).

O. Sprinklers. If broken shall be replaced at no cost to the Government.

P. Pre-Work Meeting. Prime contractor shall schedule and attend in person (phone or video is not allowed) a pre-work meeting with the COR. At this meeting the prime contractor shall provide all the required submittals – Activity Hazard Analysis (AHA), Accident Prevention Plan (APP), MSDS sheets on any chemicals to be used, Insurance, etc. Subcontractors may attend the pre-work meeting however the Prime must attend and subcontractors may NOT represent submittals for the prime contractor.

III. MOWING SCHEDULE

The lawn service is to be performed once a week and between the hours of 7:00 AM and 3:00 PM on a weekday, Monday through Friday. The contractor can select the particular day of the week during which he/she wishes to do the service. The contractor is expected to complete the job on the day selected. If for some unforeseen reason it cannot be completed on that day, the contractor shall return the next day and complete the job. Lawn maintenance services may not be performed more than two days beyond the agreed-upon service day. The contractor shall notify the COR in advance of any contract services that will not be performed on the scheduled service day. All sprinkler systems and work performed will be inspected by the contractor and the COR upon completion of each mowing service. Any damage to the sprinkler system shall be repaired by the contractor at his/her expense. All repair work or incomplete services shall be completed by 3:00pm the next workday.

IV. QUALITY

The Contractor shall furnish for review by the Government, at the Pre-Work Meeting, scheduled not later than ten (10) days after receipt of the award, the Contractor Quality Control (CQC) Plan proposed to implement the requirements of section II. WORK TO BE PERFORMED. The CQC plan shall identify personnel, procedures, control, instructions, tests, records, and forms to be used.

V. SECURITY

A. **General security requirements and guidance:** The security requirements described below apply to all contract personnel (including employees of the prime Contractor ("Contractor") and all subcontractor employees) supporting the performance requirements of this contract. The Contractor is responsible for compliance with these security requirements. Questions regarding security matters shall be addressed to the COR, Contract personnel are critical to the overall security and safety of US Army Corps of Engineers (USACE) installations, facilities and activities, and security awareness training contributes to those efforts. The Department of War (DoW) and Army security training requirements specified below, if applicable, are performance requirements; all applicable contract personnel shall complete initial training within 30 days of contract award or the date new contract personnel begin performance on the contract. Within five business days from the completion of training, the Contractor shall provide written documentation (e.g., email or memorandum) to the COR. The documentation shall include the names of contract personnel trained and which training they completed; the Contractor shall maintain training records as part of their contract files and be prepared to provide copies of training certificates to the Government representative. Contractor personnel and vehicles are subject to search when entering federal installations. Additionally, all contract personnel shall comply with Force Protection Condition (FPCON) measures, Random Antiterrorism Measures (commonly referred to as "RAMs"), and Health Protection Condition (HPCON) measures. The Contractor is responsible for meeting performance requirements during elevated FPCON and/or HPCON levels in accordance with applicable RA plans and procedures --this includes identifying mission essential and non-mission essential personnel. In addition to the changes

otherwise authorized by the changes clause of this contract, should the FPCON or HPCON levels at any individual facility or installation change, the Government may implement security changes that affect contract personnel. The Contractor shall ensure all contract personnel are aware of their security responsibilities, including any site-specific requirements identified in local policies or procedures.

B. **Antiterrorism (AT) Level I training:** All contract personnel requiring routine access to Army installations, facilities, and controlled access areas, or requiring network access shall complete initial and annual refresher AT Level I awareness training. Online AT Level I awareness training is available at https://jko.jten.mil/ (website subject to change).

C. **Physical security and access control requirements:** All contract personnel requiring physical access to a federal installation or facility shall comply with the access control procedures of that location. Contract personnel requiring unescorted access to meet contract performance requirements on a DoW installation in the US shall be vetted by the installation/facility Provost Marshal/Directorate of Emergency Services/Security Office using the National Crime Information Center-Interstate Identification Index (commonly referred to as "NCIC-III") and Terrorist Screening Database (commonly referred to as "TSDB"). Contract personnel shall comply with all personal identity verification requirements specified in installation/facility policies and procedures. Contract personnel who do not meet requirements for unescorted access to USACE facilities shall coordinate escorted access with the Government representative, as needed. Contract personnel who receive keys, access cards, or lock combinations that provide access to government-owned property shall comply with key and lock control procedures of the RA.

D. **Suspicious Activity Reporting training (e.g. iWATCH, CorpsWatch, or See Something, Say Something):** All contract personnel shall receive initial and annual refresher training from the RA representative on the local suspicious activity reporting program. This locally developed training provides contract personnel with general information on suspicious behavior, and guidance on reporting suspicious activity to the project manager, security representative or law enforcement entity.

E. **Pre-screen candidates using E-Verify Program:** Contractors shall comply with the requirements set forth in Revolutionary Federal Acquisition Regulations (FAR) Overhaul (RFO) clause 52.222-54 Employment Eligibility Verification and RFO Subpart 22.18 in using the E-Verify Program at (https://www.e-verify.gov/) (website subject to change) to meet the contract employment eligibility requirements. Contractors are encouraged to cooperate with Federal and State agencies responsible for enforcing labor requirements to include eligibility for employment under United States immigration laws in accordance with RFO 22.802-1(b). An initial list of verified/eligible candidates shall be provided to the COR no later than three business days after the initial contract award. When contracts are with individuals, the individuals are required to complete a Form I-9, Employment Eligibility Verification, and submit it to the COR to become part of the official contract file.

VI. SAFETY

Work performed on Corps of Engineers projects is under scrutiny for safe working practices. Workers shall wear appropriate shoes, gloves, hearing protection and goggles for their protection when operating tools and equipment. Any unsafe working practice will be called to the contractor's attention and the condition will be expected to be corrected immediately. All equipment safety devices shall be in place and in good operating condition. All movable objects such as water hoses, sprinklers, etc. on lawns, walks and curbing shall be moved as needed by the contractor

when maintaining the landscape. The contractor is responsible for preventing damage to sprinkler systems while performing lawn maintenance. Objects such as sprinkler heads which are damaged by the contractor shall be repaired or replaced by the contractor within 24 hours at the contractor's expense.

A. The contractor's attention is directed to the need for extreme caution and care while driving and operating equipment. Safety requirements of EM 385-1-1 March 2024 shall apply to all work. A copy of EM 385-1-1 is available at the Resident Office building for review and online at http://140.194.76.129/publications/eng-manuals/ .

B. The contractor shall submit an Accident Prevention Plan in accordance with EM 385-1-1, Appendix A to the COR within 10 days of contract award.

C. The contract shall obtain a Material Safety Data Sheet for all chemicals used in performance of this contract. A copy of each MSDS shall be given to the COR r for review and acceptance prior to the use of any chemical.

**Safety and Health Plans:**

The contractor shall obtain USACE Safety Officer acceptance of all Safety and Health Plans BEFORE starting any on-site work.

**Accident Prevention Plan (APP):**

The Contractor shall use a qualified Safety and Health Manager (SHM) to prepare the written site-specific Accident Prevention Plan (APP) in accordance with the format and requirements of USACE EM 385-1-1. Cover all paragraph and subparagraph elements in Appendix A of USACE EM 385-1-1 "Minimum Basic Outline for Preparation of Accident Prevention Plan". Activity Hazard Analyses (AHAs) shall be appended to the APP. The Contractor shall develop an Injury and Illness Prevention Program (IIPP) for projects within the State of California as an appendix to the APP. Where a paragraph or subparagraph element is not applicable to the work to be performed indicate "Not Applicable" next to the heading. The APP shall be job-specific and shall address any unusual or unique aspects of the project or activity for which it is written. The APP shall interface with the Contractor's overall safety and health program (SHP). Any portions of the Contractor's overall safety and health program referenced in the APP shall be included in the applicable APP element and made site-specific. The Government considers the Prime Contractor to be the "controlling authority" for all work site safety and health of the subcontractors. Contractors are responsible for informing their subcontractors of the safety provisions under the terms of the contract and the penalties for noncompliance, coordinating the work to prevent one craft from interfering with or creating hazardous working conditions for other crafts, and inspecting subcontractor operations to ensure that accident prevention responsibilities are being carried out. The Contractor, SHM, on-site Project Supervisor, and Site Safety and Health Officer (SSHO) shall sign the APP.

**Activity Hazard Analysis (AHA) Appendix to the APP:**

The Contractor shall develop an Activity Hazard Analysis (AHA) for every operation involving site activities presenting hazards. The AHA(s) format shall be in accordance with Figure 1-2 of EM 385-1-1. Subsequent AHAs shall be submitted as amendments to the APP. The analysis must identify and evaluate hazards and outline the proposed methods and techniques for the safe completion of each phase of work. At a minimum, the AHA shall define activity being performed, sequence of work, specific safety and health hazards anticipated, control measures

(to include personal protective equipment) to eliminate or reduce each hazard to acceptable levels, equipment to be used, inspection requirements, training requirements for all involved, and the competent person in charge of that phase of work.

**Injury and Illness Prevention Program (IIPP) Appendix to the APP:**

For projects within California, the Contractor shall develop and implement an Injury and Illness Prevention Program (IIPP) that shall be attached to the APP as an appendix. The IIPP shall address all elements of Title 8 California Code of Regulations (CCR) Section 3203 and Section 1509. IIPP appendix elements that overlap with APP elements need not be duplicated in the IIPP, provided each safety and occupational health issue is adequately documented in the APP. The IIPP shall be developed under the direct supervision of a qualified SHM.

**Deliverable schedule for health and safety plans:**

The contractor shall submit the APP/AHA/IIPP to the USACE Safety Officer within **10 days** of award. The Government will review the documents within **10 days**. The contractor shall resubmit the documents, with any requested changes, within **5 days** of request. Submissions shall be provided in Microsoft Office Word and shall be provided on a CD, and in two hard copies.

**References**

The Contractor's APP/IPP, SSHP Appendix and subsequent activities must comply with the following referenced documents (most current version, if different than the date referenced), at a minimum:

EM 385-1-1

USACE Safety & Health Requirements Manual, EM 385-1-1, the latest version.
http://www.usace.army.mil/CESO/Pages/EM385-1-1,2008NEW!.aspx

Title 29 Code of Federal Regulations (CFR) 1910, Occupational Safety and Health Standards.

29 CFR 1926, Safety and Health Regulations for Construction.

29 CFR 1926.65/29 CFR1910.120, *Hazardous Waste Operations and Emergency Response*.

USACE Safety & Health Requirements Manual, EM 385-1-1, 15 Sep 08 Edition, Effective 12 Jan 09. Located at:
http://www.usace.army.mil/CESO/Pages/EM385-1-1,2008NEW!.aspx

USACE, Safety and Occupational Health Document Requirements for Hazardous, Toxic and Radioactive Waste (HTRW) Activities, ER 385-1-92 (1 July 2003).

NIOSH/OSHA/USCG/EPA, Occupational Safety and Health Guidance Manual for Hazardous Waste Activities (October 1985).

American Conference of Governmental Industrial Hygienists (ACGIH®), TLVs® and BELs®, Threshold Limit Values for Chemical Substances and Physical Agents & Biological Exposure Indices (2005).

Title 8 California Code of Regulations (CCR) Chapter 4 Subchapter 4, Construction Safety Orders.

8 CCR Chapter 4 Subchapter 7, General Industry Safety Orders.

8 CCR Sections 3203 & 1509, Injury and Illness Prevention Program.

American Conference of Governmental Industrial Hygienists (ACGIH®), TLVs® and BELs®, Threshold Limit Values for Chemical Substances and Physical Agents & Biological Exposure Indices (2005)

OSHA ancillary safety and health regulations governing certain aspects for this contract include:

Respiratory Protection (29 CFR 1910.134/8 CCR Section 5144)

Occupational Noise Exposure (29 CFR 1910.95/8 CCR Sections 5095-5100)

Hazard Communication (29 CFR 1910.1200/29 CFR 1926.59/8 CCR Section

5194)

The Control of Hazardous Energy (Lockout/Tagout) (29 CFR 1910.147)

Proposition 65 (22 CCR Section 12000) Chemicals Know to the State to Cause Cancer or Reproductive Toxicity.

VII. QUALITY ASSURANCE SURVEILLANCE PLAN (QASP):

The Government shall monitor the Contractors performance in each functional area under this contract and reserves the rights to use whatever additional surveillance procedures are deemed appropriate. The Government shall monitor the Contractor's services using the random sampling method, the planned sampling method and/or the 100% inspection method. The Government reserves the right to change or alter the type of inspection plan at its discretion at any time.

**Monitoring:** The scope of work and requirements outlined in this Performance Work Statement (PWS) to be performed by the Contractor is subject to a QASP conducted by the Contracting Officer Representative (COR). Table 1 provides the QASP to be used for this PWS. The Contractor is encouraged to read the QASP to fully understand how the Contractor will be evaluated during the course of the contract (Table on next page).

**Rating System**

If a deliverable as described in the QASP is rated as being below the AQL it will get a rating of unsatisfactory, and will require the contractor to re-perform, at no additional cost to the Government, prior to the next scheduled service date.

**Surveillance Methodology**

The surveillance methods listed below will be used in the execution of this QASP:

**100% Inspection -** All key performances and deliverables will be evaluated through 100% inspection (e.g., on-site inspection, document review). The COR will document performance for each completed milestone/deliverable prior to payment, as described in the QASP.

**Periodic Progress Inspection -** At the COR's discretion, periodic inspections may be conducted to evaluate progress toward and/or completion of key milestones and deliverables. The COR may complete a periodic progress inspection if s/he believes that deficiencies exist that must be addressed prior to milestone/deliverable completion. While corrective action or re-performance will be required if necessary, the Contractor will not be financially penalized for unacceptable performance recorded in periodic progress reports, provided that final performance evaluation of the milestone/deliverable is deemed acceptable.

**Surveillance Documentation**

**Quality Assurance Monitoring Form** - The COR will use a performance evaluation form to record evaluation of the Contractor's performance for each deliverable in accordance with the methodology described in this QASP. The COR must substantiate, through narratives in the form, all unsatisfactory ratings. Performance at the AQL is expected from the Contractor. At a minimum, the evaluation form will indicate actual and scheduled delivery times and number of reviews required to achieve the final product. The COR will forward copies of all completed performance evaluation forms to the KO and Contractor within one week of performing the inspection.

**Corrective Action Process** - When inspection of services shows the contractor failed to meet the AQL, the contractor shall reperform at no additional cost to the Government, prior to the next scheduled service.

**KO Role in the Surveillance Process** - The KO will review each performance evaluation form prepared by the COR. When appropriate, the KO may investigate further to determine if all the facts and circumstances surrounding the event were considered in the COR opinions outlined on the form. The COR will immediately discuss any unsatisfactory rating with the Contractor to assure that corrective action is promptly initiated.

**Table 1 – Quality Assurance Surveillance Plan (QASP) Performance Standards and Ratings Definitions**

| ***Performance Standard*** | ***Acceptable Quality Level (AQL)*** | ***Method and Frequency of Inspection*** | ***Remedy*** |
|---|---|---|---|
| Perform on-site landscaping services per contract Performance Work Statement. | 85% required service successfully performed | 100% or spot/periodic field inspection by the COR | **Remedy**: The Contractor shall re-perform to the AQL, at no additional cost to the Government. Continuous review until performance is satisfactory. |
| Pre-Work Meeting | 100% required service successfully performed | 100% inspection by the COR | **Remedy**: The Contractor shall re-perform to the AQL, at no additional cost to the Government. Continuous review until performance is satisfactory. |