U.S. EMBASSY BAGHDAD, IRAQ
LANDSCAPING AND GROUNDS MAINTENANCE
SOLICITATION NO. 19GE5026Q0126

Attachment-I-Scope of Work

PART 1 – GENERAL

1.1 Scope
1.1.1 Maintenance responsibility. The Contractor shall maintain landscaped areas, improved grounds, exposed soil areas, sand-surface recreational areas, exterior perimeter areas, and other designated exterior areas within the contract work area in accordance with contract requirements.
1.1.2 Work categories. Work under this Section includes mobilization, inside-perimeter grounds maintenance, sand-surface recreational area maintenance, irrigation system maintenance and repair, recovery area remediation, exterior perimeter groundskeeping, security visibility vegetation control, camera exterior surface cleaning, concertina wire work, exterior paved-surface cleaning, vegetative debris handling, erosion control, quality control, and GMMS work tracking.
1.1.3 Planning quantities. For planning purposes, Post Baghdad encompasses approximately 430,000 square meters, and the perimeter fence is approximately 3.65 kilometers in length.

1.2 Definitions
1.2.1 COR. Contracting Officer's Representative.
1.2.2 Business week. The business week shall be Sunday through Thursday.
1.2.3 Business day. A business day shall be any day occurring within the defined business week, excluding officially recognized government holidays.
1.2.4 Contract work area. Any location where work is performed, including within the facility, around the exterior perimeter, or any areas where contract work is authorized by the COR.
1.2.5 Inside-perimeter grounds. Exterior grounds located inside the perimeter wall of the facility.
1.2.6 Beds. Permanent planted installations within the contract work area, including planted beds and other fixed planting areas.
1.2.7 Planters. Free-standing planted containers within the contract work area that are neither permanently anchored to the ground nor incorporated into a fixed planting installation. Planters include only containers with a volume of 200 liters or greater. The term includes large concrete planters and heavy planter barriers.
1.2.8 Landscaped areas. Vegetated or sculpted areas within the inside-perimeter grounds of the facility, including turf, beds, trees, shrubs, ground cover, decorative plantings, planters, and associated soil or mulch surfaces. All areas within the inside-perimeter grounds with accessible soil are landscaped areas or may become landscaped areas through remediation.
1.2.9 Mobile equipment. Motorized ride-on, towable, or self-propelled equipment used in performance of the work, including all-terrain vehicles, water trucks, water trailers, riding lawn mowers, utility vehicles, trailers used with motorized equipment, skid-steer loaders, compact tractors, trenchers, street sweepers, sand-sifting machines, trucks with lift gates, man lifts, and similar mobile equipment powered by engines or electric motors.
1.2.10 Power tools. Engine-driven or motor-driven handheld or walk-behind tools used in performance of the work, including edgers, string trimmers, push mowers, leaf blowers, hedge

trimmers, chain saws, pole saws, augers, pressure washers, and similar powered landscaping tools.
1.2.11 Landscaping equipment. Non-powered equipment, hand tools, manual application equipment, and hand-digging tools used to perform landscaping and grounds maintenance services, including but not limited to rakes, hoes, shovels, spades, forks, brooms, loppers, pruning saws, wheelbarrows, tampers, hand cultivators, hand sprayers, trenching tools, hand-digging tools, erosion barriers, landscape fabric, and similar manual landscaping equipment.
1.2.12 Hand & specialty tools. Hand tools and specialty tools used to perform repair, adjustment, inspection, troubleshooting, and installation work under this contract, including but not limited to wrenches, pliers, screwdrivers, hammers, socket sets, hex keys, utility knives, measuring tools, pipe cutting and joining tools, valve keys, controller diagnostic tools, wire tracing or troubleshooting tools, and other specialty tools required for performance of the work, including irrigation system maintenance and repair.
1.2.13 Irrigation system. For purposes of work performed under this contract, the irrigation system includes components serving landscaped areas downstream of, but not including, the zone isolation valves, together with controllers, associated programming, control wiring, and controls used to operate included zone control valves. The irrigation system includes downstream piping, quick couplers, sprinkler heads, rotors, bubblers, drip lines, emitters, fittings, zone control valves, and other downstream irrigation components.
1.2.14 Concertina wire. Coiled or other barrier wire installed on, along, or associated with perimeter security features or other locations within the contract work area, including supporting clips, ties, and related attachment components.
1.2.15 Landscaping chemicals. Fertilizers, herbicides, pesticides, insecticides, soil amendments, and similar chemical products used in performance of landscaping and grounds maintenance services.
1.2.16 SHEM. Bureau of Overseas Buildings Operations Safety, Health, and Environmental Management authority.
1.2.17 POSHO. Post Occupational Safety and Health Officer.
1.2.18 EOC. Emergency Operations Center.
1.2.19 SDS. Safety Data Sheet.
1.2.20 Vegetative debris. Organic plant material including leaves, branches, grass clippings, plant cuttings, dead plants, and other similar organic vegetation waste produced through landscaping activities or natural plant shedding. Vegetative debris does not include trash, plastics, paper products, packaging, metal, or other non-organic waste materials.
1.2.21 Storm event. A weather event that produces sufficient rainfall or wind to cause accumulation of leaves, debris, sediment, or vegetation capable of obstructing storm drainage systems or creating visible debris accumulation within landscaped areas.
1.2.22 Senescence. The natural decline, deterioration, or death of plant material due to age, seasonal lifecycle, environmental stress, or other non-acute causes.
1.2.23 Recovery areas. Areas within the inside-perimeter grounds of the facility in which vegetation is missing, has died, or has deteriorated to the extent that the affected area no longer meets the intended functional or visual purpose of the landscape. Recovery areas may be pre-existing conditions or may result from irrigation deficiencies, pest or disease damage, environmental conditions, physical damage, or other causes, as determined by the COR.

1.2.24 Bulk remediation materials. Materials used to restore or improve recovery areas or sand-surface recreational areas, including mulch, rock, fabric, pavers, sand, soil improvement materials, and similar bulk materials.
1.2.25 GFCI. Government-furnished, contractor-installed items.
1.2.26 CFCI. Contractor-furnished, contractor-installed items.
1.2.27 Contractor-caused damage. Damage determined by the COR to have resulted from contractor personnel, tools, equipment, vehicles, materials handling, or work methods.
1.2.28 BPA. A purchase agreement between the government and authorized vendors for the supply of GFCI plants and bulk materials. The contractor shall assist the government in selecting, vetting, and negotiating supply contracts with a minimum of three COR-approved BPA vendors.
1.2.29 Sand-surface recreational areas. Volleyball courts and other COR-designated recreational or athletic areas surfaced with sand within the contract work area.
1.2.30 Small utility access enclosures. Small utility access enclosures are non-person-entry utility access boxes, handholes, inspection wells, valve boxes, and similar small at-grade access enclosures located within landscaped areas or other maintained exterior areas. The term includes lids, covers, extensions, frames, and similar enclosure components. For purposes of this contract, a small utility access enclosure shall have a surface opening or cover area not exceeding 0.5 square meters and shall not require excavation deeper than 0.5 meters below the surrounding grade for routine leveling, adjustment, repair, or replacement. The term does not include manholes, vaults, large access hatches, structural concrete features, or internal utility systems or equipment accessed through or connected to the enclosures.
1.2.31 GMMS. The Global Maintenance Management System, the government computerized maintenance management system used to track facility-management work.
1.2.32 SWO. Standing work order. A GMMS work order used to track recurring work associated with spaces, grounds, streets, or infrastructure that do not have an associated equipment asset.
1.2.33 Preventive maintenance work order. A GMMS work order used to track recurring work associated with a specific equipment asset, typically identified by make, model, serial number, or similar asset data.

1.3 Personnel and Supervision

1.3.1 Landscaping, Irrigation, and Horticultural Technical Expert.
1.3.1.1 The contractor shall employ a qualified on-site technical expert who shall be readily available for consultation and technical guidance to contractor personnel, as needed, in support of the work required under this contract.
1.3.1.2 The technical expert shall hold, at a minimum, a bachelor’s degree from an accredited college or university, or equivalent, in horticulture, arboriculture, forestry, landscape management, plant sciences, or a closely related field, and shall have a minimum of five years of professional experience in one or more of those same fields.
1.3.1.3 The technical expert shall identify and report plant-health issues, plant-pest or disease conditions, irrigation deficiencies, and landscape conditions that may negatively affect plant survival, plant health, or site appearance. When specialized treatment is warranted, the technical expert shall provide the COR with a recommended treatment approach and the technical basis for the recommendation. The technical expert shall consult appropriate plant-health resources, including local university, agricultural, or government resources, when additional specialized guidance is necessary.

1.3.2 Site supervisor.
1.3.2.1 The contractor shall employ an on-site site supervisor responsible for supervising landscaping personnel, planning and scheduling maintenance activities, coordinating landscaping operations, and serving as the primary on-site point of contact with the COR.
1.3.2.2 The site supervisor shall have a minimum of three years of professional experience in landscape maintenance, horticulture, arboriculture, urban landscape management, or a closely related field.
1.3.2.3 The site supervisor shall oversee irrigation system inspection, maintenance, repair, and any separately authorized irrigation design or installation work performed under this contract.
1.3.3 Backup site supervisor.
1.3.3.1 The contractor shall employ a competent person to serve as the backup site supervisor and point of contact for the COR during periods when the site supervisor is unavailable.
1.3.3.2 The backup site supervisor shall be capable of supervising daily landscaping operations and coordinating with the landscape technical expert regarding operational issues and technical guidance.
1.3.3.3 The backup site supervisor is not required to possess the same professional credentials as the site supervisor but shall be familiar with the contract requirements and authorized to coordinate work activities with the COR.
1.3.4 Project management, contact information, and communication.
1.3.4.1 The contractor shall designate a Project Manager responsible for overall contract administration, staffing coordination, scheduling coordination, quality-control oversight, reporting, subcontractor coordination, and communication with the COR. The Project Manager may perform duties remotely and may also serve as the Landscaping, Irrigation, and Horticultural Technical Expert, site supervisor, backup site supervisor, or another qualified contractor representative. This requirement does not require a separate full-time or on-site position.
1.3.4.2 The contractor shall provide the COR with the name and contact information for the Project Manager, Landscaping, Irrigation, and Horticultural Technical Expert, site supervisor, and backup site supervisor.
1.3.4.3 English-language capability. The site supervisor shall possess sufficient spoken-English capability to serve as the primary on-site point of contact with the COR regarding daily operations, scheduling, safety matters, deficiencies, and corrective actions. The Project Manager shall ensure that formal oral and written communications with the COR are conducted in English. Required reports and submittals shall be provided in English.
1.3.5 Supervisory and technical continuity.
1.3.5.1 The contractor shall maintain all supervisory positions and required technical-expert capability throughout the period of performance.
1.3.5.2 In the event that any supervisory position becomes vacant, or the required technical expert becomes unavailable, the contractor shall provide a qualified replacement within thirty calendar days and shall notify the COR of the vacancy or unavailability and the proposed replacement.
1.3.5.3 During any vacancy or period of unavailability, the contractor shall ensure that qualified supervisory and technical support remains available to coordinate operations and communicate with the COR.
1.3.6 Subcontractors. The contractor may use subcontractors in performance of the work. The contractor shall remain responsible for the performance of all subcontracted work. Subcontractor

personnel shall be subject to the same background-investigation, vetting, screening, access, security, conduct, and safety requirements applicable to contractor personnel.

1.4 Safety, Security, and Conduct

1.4.1 Access, security, and image capture.

1.4.1.1 Contractor personnel shall comply with all facility access procedures, security requirements, and site rules while performing work.

1.4.1.2 Photography, video recording, or image capture of any kind within the contract work area is prohibited unless specifically authorized in advance by the COR.

1.4.1.3 Contractor personnel shall not photograph, record, or otherwise document any work site, facility, equipment, or operations within the contract work area without such authorization.

1.4.1.4 Personal electronic devices capable of photography or video recording may be carried by contractor personnel but shall not be used for image capture within the contract work area without prior COR authorization.

1.4.2 Background investigations. All contractor personnel shall be subject to, and must successfully complete, security background checks and investigations by the Regional Security Officer before being granted access to post.

1.4.3 Uniforms and visibility garments.

1.4.3.1 Contractor personnel shall wear uniforms while on site and high-visibility safety vests while performing work.

1.4.3.2 Uniforms and vests shall be provided by the contractor and shall, at the start of the workday, be maintained in presentable and serviceable condition and be clean and free of tears, holes, excessive wear, or other damage.

1.4.3.3 Uniforms shall be worn in a consistent manner that allows personnel to be readily identifiable as contractor employees.

1.4.3.4 Uniforms and vests shall not be soiled, stained, faded, or obscured to the extent that identifying features, logos, reflective elements, or garment color are no longer readily visible.

1.4.4 Safety and Personal Protective Equipment.

1.4.4.1 The contractor shall be responsible for the safety of contractor personnel and shall ensure that all work is performed in accordance with applicable safety regulations and accepted safe work practices.

1.4.4.2 The contractor shall provide all personal protective equipment required for safe performance of landscaping and grounds maintenance activities, and such equipment shall be appropriate for the tasks being performed and used in accordance with manufacturer instructions and applicable safety standards.

1.4.4.3 Contractor personnel shall wear hard hats at all times while performing work within the contract work area.

1.4.4.4 Contractor personnel shall utilize appropriate personal protective equipment during landscaping operations including protective gloves, eye protection when operating cutting, trimming, or mowing equipment, hearing protection when operating powered equipment, steel-toe protective footwear suitable for outdoor landscaping work, face shields when performing operations that may propel debris, stones, or other materials, and safety harnesses when performing elevated work where fall protection is required.

1.4.4.5 Personal protective equipment shall be maintained in serviceable condition and replaced when worn, damaged, or no longer effective, and contractor personnel shall utilize appropriate protective equipment whenever required by the nature of the work being performed including

during operation of powered equipment, tree trimming activities, chemical handling, debris removal, and elevated work.
1.4.4.6 The contractor shall immediately correct any unsafe condition created by contractor operations.
1.4.5 Mobile equipment operator qualification and licensing.
1.4.5.1 Contractor personnel shall complete all required safety training, motorized vehicle operation briefings, and site-specific certifications or authorizations required by the government before being authorized to operate mobile equipment within the contract work area.
1.4.5.2 All contractor personnel who operate mobile equipment within the contract work area shall possess a valid driver's license issued by the local government.
1.4.5.3 The contractor shall ensure that only properly trained, authorized, and licensed personnel operate mobile equipment within the contract work area.
1.4.5.4 The contractor shall maintain a roster of personnel authorized or permitted to operate mobile equipment within the contract work area. The roster shall identify each operator, the categories or types of equipment the operator may use, the status of required training, briefings, certifications, and government authorizations, and possession of a valid driver's license issued by the local government. The roster shall be updated upon any change in personnel assignment, qualification, authorization, license status, or equipment assignment. Personnel not listed on the roster with a valid driver's license shall not operate mobile equipment within the contract work area.
1.4.6 Chemical handling authorization.
1.4.6.1 Contractor personnel shall complete all government-required hazard-communication training and any other training, briefings, certifications, or authorizations required for handling, mixing, applying, transporting, or otherwise utilizing landscaping chemicals on post before performing such work.
1.4.6.2 The contractor shall ensure that only properly trained and authorized personnel handle or utilize landscaping chemicals on site.
1.4.6.3 The contractor shall maintain a roster of personnel authorized to handle, mix, apply, transport, or use landscaping chemicals within the contract work area. The roster shall identify each person and the status of required training, briefings, certifications, and government authorizations for such work. The roster shall be updated upon any change in personnel, qualification, authorization, or work assignment. Personnel not listed on the roster shall not perform such work within the contract work area.
1.4.7 Professional conduct. Contractor personnel shall behave in a professional and respectful manner while on post.
1.4.8 Removal for cause. The COR retains the right to direct the removal of any contractor personnel from post at any time for cause, including failure to use required personal protective equipment as directed or repeated involvement in injuries, accidents, incidents, or near-misses, or repeated acts or omissions causing or contributing to such events.
1.4.9 Safety event reporting. The contractor shall report to the COR immediately any injury, accident, incident, near-miss, property damage, or other safety-related event arising out of or in connection with performance of the work.
1.4.10 Misconduct reporting. Any mistreatment, misconduct, or inappropriate behavior involving personnel on post that affects contract performance or workplace conditions shall be reported promptly to the COR.

1.4.11 Personnel facilities.
1.4.11.1 The government shall provide air-conditioned break room areas, restroom facilities, and shower facilities for the non-exclusive use of contractor personnel, as identified by the COR.
1.4.11.2 Locker facilities will not be provided.
1.4.11.3 The government shall maintain and clean the break room, restroom, and shower facilities identified for contractor use, but such cleaning is limited to routine housekeeping such as sweeping and mopping.
1.4.11.4 The contractor shall not leave trash, food waste, mud, excessive dirt, soaked materials, or other abnormal contamination in these areas.
1.4.12 Personal belongings and laundry.
1.4.12.1 The contractor shall control and police personal belongings brought on site by contractor personnel.
1.4.12.2 Personal items may be stored only in government-provided storage containers or in other locations specifically authorized by the COR.
1.4.12.3 Dirty clothing, towels, and other soiled personal items shall not be stored on site and shall be removed from post at the end of each workday.
1.4.12.4 Laundry machines and laundry services will not be provided, and contractor laundry shall be performed off site.
1.4.13 Drinking water and heat mitigation.
1.4.13.1 The contractor shall provide potable drinking water for contractor personnel where the work is being performed during landscaping operations.
1.4.13.2 Drinking water shall be readily available where the work is being performed and maintained in sufficient quantity to support personnel working in outdoor conditions.
1.4.13.3 Water shall be available for both drinking and cooling purposes and may be obtained from government water supply locations made available to the contractor or transported from off-site sources by the contractor.
1.4.13.4 The contractor shall ensure that personnel performing outdoor work in high temperature conditions have access to shaded rest breaks and adequate drinking water to prevent heat-related illness.
1.4.13.5 When natural or permanent shaded areas are not available where the work is being performed, the contractor shall provide and utilize portable shade structures such as pop-up tents or equivalent temporary shelters to provide shaded rest areas for personnel.
1.4.13.6 Shade structures provided by the contractor shall be of sufficient size to accommodate personnel assigned to the work area during rest periods.
1.4.14 Perimeter-wall transfer restriction. The contractor shall not lift, hoist, pass, convey, or otherwise move personnel, equipment, tools, materials, debris, or other items over or across any perimeter wall without prior approval from the EOC and the COR.

1.5 Inspection Standards
1.5.1 Turf and Mowing Standards.
1.5.1.1 Turf height shall be maintained between 6 and 10 cm.
1.5.1.2 All paved surfaces, curbs, walk edges, and landscape features adjacent to turf shall be edged each time the adjacent turf is mowed, and edges shall be maintained in a neat, clearly defined condition.
1.5.1.3 Grass clippings shall not remain on sidewalks, roads, or entrances after mowing.

1.5.1.4 Fallen limbs and branches shall be removed in conjunction with each mowing and more frequently as necessary to maintain safe and neat conditions.
1.5.2 Beds and Planters Standards.
1.5.2.1 Weed presence in beds shall not exceed 5 percent coverage.
1.5.2.2 Mulch coverage shall maintain a minimum 95 percent coverage.
1.5.2.3 Beds shall be maintained with neat lines, defined edges, and a uniform, well-kept appearance, free of unmanaged overgrowth, excessive bare spots, and accumulated vegetative debris.
1.5.2.4 Planter growing media shall be maintained at adequate level and condition to support plant health and appearance and shall not be excessively compacted, eroded, or depleted.
1.5.2.5 Manually watered landscaped areas, beds, and planters shall receive sufficient water to maintain adequate soil moisture, plant health, and acceptable appearance based on environmental and seasonal conditions, including daily during hot and dry seasons when required.
1.5.2.6 Senescent, dead, or missing plant material within planters, beds, and landscaped areas shall be replaced in kind within 14 calendar days of identification unless otherwise directed by the COR.
1.5.2.7 Beds and planters shall be free of excessive leaf litter, clippings, and loose vegetative debris that detract from appearance or impair plant health.
1.5.2.8 Planters shall be adequately watered, free of dead plant material, and maintained in healthy condition; weed growth shall not exceed 5 percent of the visible soil surface, and container exterior surfaces shall be clean. Planters shall be maintained in their intended locations and alignments to the extent reasonably achievable without material-handling equipment. The contractor shall promptly report any planter that is displaced, unstable, damaged, or otherwise requires material-handling equipment to reposition.
1.5.2.9 Beds shall be adequately watered when planted, free of dead plant material, and maintained in healthy condition and consistent appearance; weed growth shall not exceed 5 percent of the visible soil surface, and bed surfaces shall be clean and maintained in sound condition.
1.5.3 Trees, Shrubs, and Volunteer Growth Standards.
1.5.3.1 Tree clearance over sidewalks shall maintain a minimum clearance of 2.1 meters.
1.5.3.2 Tree clearance over roads shall maintain a minimum clearance of 4.5 meters.
1.5.3.3 Shrubs and hedges shall be pruned as necessary to maintain plant health, intended form, clearance, and neat appearance, without excessive dead growth or obstruction of walkways, roads, signs, lighting, or building features.
1.5.3.4 Trees shall be pruned as necessary to maintain health, structure, clearance, and appearance. Dead, broken, or hazardous branches within normal reach or otherwise identified by the COR shall be removed promptly.
1.5.3.5 Trees, shrubs, hedges, stumps, and other woody remnants designated for removal by the COR shall be removed within 7 calendar days of COR direction. Stumps shall be removed or cut flush to grade, as directed by the COR, and disturbed soil shall be backfilled, graded, and remediated as necessary to leave the area in a safe, neat, and stable condition.
1.5.3.6 Unwanted volunteer trees, shrubs, vines, and other unintended plant growth shall be removed when present in beds, planters, turf, hardscape edges, and other landscaped areas.
1.5.3.7 Sucker growth shall be removed from trees as necessary to maintain plant health, form, and appearance.

1.5.3.8 Grass and weeds growing against perimeter walls, buildings, curbs, and similar fixed features shall be trimmed as necessary to maintain a neat appearance and prevent encroachment.
1.5.4 Paved Areas and Drainage Standards.
1.5.4.1 Streets, driveways, walkways, stairs, curbs, gutters, and other paved exterior circulation surfaces within the contract work area shall be kept free of accumulated soil, trash, leaves, grass clippings, and other debris.
1.5.4.2 The contractor shall clean and police all driveways, gutters, steps, walkways, and streets within the contract work area daily.
1.5.4.3 Entryway, porch, plaza, step, and curb areas at building entrances shall be hose-washed or spray-washed at least twice during each business week and more frequently as traffic demands.
1.5.4.4 Exterior drains serving paved areas shall be kept free of accumulated debris and leaves and shall be inspected and cleared as necessary to maintain proper drainage.
1.5.4.5 Fence lines, curbs, wall lines, and similar edges shall be kept free of accumulated trash, debris, excessive weeds, and unmanaged overgrowth.
1.5.4.6 Sidewalks, entrances, borders, and hardscape edges shall remain free of encroaching vegetation.
1.5.4.7 Storm drains shall be inspected weekly.
1.5.4.8 Debris shall be removed from storm drains after storm events.
1.5.5 Vegetative Debris and Correction Time Standards.
1.5.5.1 Vegetative debris shall be removed within 2 business days.
1.5.5.2 Vegetative debris shall be removed from the site at least weekly.
1.5.5.3 Deficiencies shall be corrected within 3 business days.
1.5.6 Irrigation-Related Standards.
1.5.6.1 Irrigation components within the contractor’s maintenance-and-repair scope serving landscaped areas shall be inspected and maintained in accordance with contract requirements.
1.5.6.2 Reasonable temporary action shall be taken to minimize water loss from irrigation leaks or broken components, and the COR shall be notified promptly.
1.5.7 Exterior Perimeter Standards.
1.5.7.1 Exterior perimeter areas shall be maintained in a condition that enables patrols, preserves required line-of-sight visibility, prevents vegetation from contacting the perimeter wall, and prevents vegetation from undermining perimeter wall foundations, sidewalks, or other civil or structural features.
1.5.7.2 Brush, weeds, volunteer growth, trash, debris, and vegetative materials shall be removed or controlled in exterior perimeter areas as necessary to maintain patrol access, line-of-sight visibility, and separation from the perimeter wall.
1.5.7.3 Irrigation system maintenance is not applicable in exterior perimeter areas unless specifically directed by the COR.
1.5.8 Concertina Wire Standards.
1.5.8.1 Concertina wire shall remain in its intended location and configuration. Elevated or attached wire shall be intact, supported, and secured. Wire intentionally placed on the ground shall remain aligned and free of unintended displacement.
1.5.8.2 Garbage, debris, and foreign material caught in or attached to concertina wire shall be removed at least weekly and more frequently as necessary.
1.5.9 Erosion and Soil Stability Standards.
1.5.9.1 Eroded, washed out, rutted, settled, bare, or unstable soil areas shall be corrected as necessary to maintain safe, stable, and acceptable conditions.

1.5.10 Sand-Surface Recreational Area Standards.
1.5.10.1 Sand-surface recreational areas shall be maintained in a clean, safe, usable, and presentable condition.
1.5.10.2 Sand-surface recreational areas shall be free of visible trash, glass, stones, sharp objects, animal waste, including cat feces, contaminated sand, vegetative debris, visible wasps, insect nests, larvae, and other foreign material or pest-related contamination.
1.5.10.3 Animal waste, including cat feces, visibly contaminated sand, visible wasps, insect nests, larvae, and other pest-related contamination shall be removed promptly upon discovery or COR notification.
1.5.10.4 Sand-surface recreational areas shall be sifted using a Government-furnished or COR-approved sand-sifting machine at least monthly and more frequently as necessary to maintain required conditions.
1.5.10.5 After sifting or maintenance, sand shall be left level, loose, and reasonably even, without holes, ruts, excessive compaction, or equipment tracks that interfere with safe recreational use.
1.5.10.6 Sand removed during routine maintenance due to contamination, debris removal, or normal maintenance activities shall be replaced or topped off as necessary to maintain a safe, usable, and reasonably even playing surface.

PART 2 – PRODUCTS, EQUIPMENT, AND MATERIALS

2.1 Government-Furnished Items

2.1.1 GFCI irrigation parts and materials. The government shall furnish irrigation parts and materials required for contractor-performed irrigation-system maintenance, repair, replacement, expansion, and new installations as authorized by the COR. Issuance of irrigation parts and materials shall require prior COR authorization.
2.1.2 GFCI bulk remediation materials. The government shall furnish bulk materials for COR-authorized recovery-area remediation. GFCI bulk remediation materials may include imported fill, replacement soil, topsoil, soil amendments, sod, mulch, rock, fabric, erosion-control materials, pavers, sand, and similar materials.
2.1.3 GFCI plants.
2.1.3.1 Replacement of trees and plants exceeding 2.5 meters in height shall be GFCI, as authorized by the COR.
2.1.3.2 The contractor shall install all GFCI plants as directed by the COR.
2.1.4 Concertina wire. The government shall furnish concertina wire and related materials for maintenance, repair, and authorized new installation.
2.1.5 Seasonal lighting and decorations. Seasonal lighting and decorations used for holiday displays or other COR-directed seasonal displays shall be government-furnished.
2.1.6 Water supplies and interruptions.
2.1.6.1 The government shall provide water for irrigation through designated irrigation-water distribution points. The contractor shall manage irrigation-water distribution from those points to the areas where irrigation is required, including water trucks, water trailers, hoses, water containers, and related handling necessary to support performance of the work.
2.1.6.2 The contractor shall promptly notify the COR of any interruption, deficiency, or limitation affecting government-provided irrigation water. During such conditions, the contractor shall redirect personnel to other required work that does not depend on irrigation-water availability. If an extended irrigation-water interruption causes plant loss or deterioration, the COR may

designate the affected area as a recovery area in accordance with the recovery-area remediation requirements of this contract.
2.1.6.3 The government shall provide access to potable water through designated drinking-water distribution points. Bottled drinking water will not be provided by the government. The contractor shall manage potable-water containers and related handling necessary to provide drinking water to contractor personnel where work is being performed.
2.1.6.4 The contractor shall promptly notify the COR of any interruption, deficiency, or limitation affecting access to government-provided drinking water. During such conditions, the contractor shall conserve and manage available potable-water supplies, redirect personnel to less strenuous or shaded work as appropriate, and suspend affected work as directed by the COR or as necessary to protect personnel from heat-related illness.
2.1.6.5 The government may authorize and support reasonable extensions of irrigation water from available distribution points for an approved temporary greenhouse. Electricity will not be provided for greenhouse operations.
2.1.7 Fuel.
2.1.7.1 The government shall provide fuel for government-furnished mobile equipment and power tools.
2.1.7.2 Fuel shall not be provided for vehicles, watercraft, equipment, or power tools not furnished by the government, including items owned, rented, leased, or otherwise provided by the contractor or a subcontractor, unless specifically authorized by the COR.
2.1.8 Crane service. Crane service, when required for performance of the work, shall be government-furnished with COR approval.
2.1.9 GFCI small utility access enclosure components. The government shall furnish replacement utility access boxes, handholes, inspection wells, valve boxes, lids, covers, extensions, frames, and similar enclosure components as authorized by the COR.

2.2 Contractor-Furnished Materials and Consumables
2.2.1 Residual contractor furnishing responsibility. Except for materials and consumables specifically identified in this contract as government-furnished, the contractor shall furnish all materials and consumables required for performance of the work. Equipment and tools shall be furnished in accordance with the applicable requirements of this contract.
2.2.2 CFCI plants.
2.2.2.1 Plants and seeds shall be CFCI.
2.2.2.2 The contractor shall install all CFCI plants as directed by the COR.
2.2.3 CFCI landscape and routine sand-maintenance materials. Soil, soil amendments, seed, mulch, rock, ground cover, and sand required for routine maintenance shall be CFCI, except for GFCI bulk remediation materials authorized by the COR for recovery-area remediation.
2.2.4 CFCI chemicals. Fertilizers, herbicides, pesticides, and insecticides shall be CFCI.
2.2.5 Other CFCI consumables. Other recurring consumable landscape materials required for replacement of plant senescence, routine landscape sustainment, and repair of Contractor-caused damage, and not otherwise identified above, shall be CFCI.

2.3 Equipment and Tools
2.3.1 Landscaping equipment and hand & specialty tools. Landscaping equipment and hand & specialty tools shall be contractor-furnished.

2.3.2 Mobile equipment and power tools.
2.3.2.1 All mobile equipment and power tools required for performance of the work shall be government-furnished, provided to the contractor, and maintained by the government.
2.3.2.2 The mobile equipment and power tools initially available for contractor use shall be identified in attachments to this contract. The lists may be updated by the government during performance.
2.3.2.3 Additional or replacement mobile equipment and power tools required for performance may be added to the lists, procured, and provided to the contractor with COR approval.
2.3.3 Subcontractor equipment and tools. The government shall not maintain, repair, or replace vehicles, watercraft, mobile equipment, power tools, or other tools owned, rented, leased, or otherwise provided by a subcontractor.

2.4 Chemicals
2.4.1 Chemical review and approval. Landscaping chemicals shall be subject to the chemical review, approval, submittal, storage, handling, application-control, and environmental-protection requirements of the Chemical Storage, Handling, and Environmental Protection section.

PART 3 – EXECUTION

3.1 Inside-Perimeter Grounds Maintenance
3.1.1 Inside-perimeter grounds services. The contractor shall perform landscaping and grounds maintenance services for all exterior landscaped areas located inside the perimeter wall of the facility.
3.1.2 Plant senescence replacement. Except for trees and vegetation exceeding 2.5 meters in height, the contractor shall replace plant senescence in kind.
3.1.3 Inspection standards. Landscaped areas shall be maintained in accordance with the inspection standards.
3.1.4 Routine services. Inside-perimeter grounds services shall include mowing, edging, trimming, pruning, watering, irrigation maintenance, plant replacement, and other routine landscaping and grounds maintenance activities necessary to maintain landscaped areas in accordance with the inspection standards.
3.1.5 Additional services. Inside-perimeter grounds services shall also include removal of sucker growth from trees, trimming of grass and weeds growing against buildings and perimeter walls, and removal of fallen limbs and branches in conjunction with each mowing.
3.1.6 Planters and beds. The government may add or remove planters or beds during the period of performance. Such changes shall be documented by the COR and may result in an equitable adjustment to the contract price when the changes materially affect the level of effort required for maintenance.
3.1.7 Artificial turf exclusion. Artificial turf areas are excluded from inside-perimeter grounds maintenance services. The contractor shall not be responsible for watering, grooming, cleaning, repair, replacement, infill maintenance, seam repair, surface remediation, or any other maintenance of artificial turf surfaces unless such work is separately added to the contract scope.
3.1.8 Sand-surface recreational area maintenance. The contractor shall maintain volleyball court sand and other COR-designated sand-surface recreational areas within the inside-perimeter grounds in accordance with the inspection standards. Sand required for routine maintenance, including replacement or top-off of sand removed due to contamination or normal maintenance

activities, shall be CFCI. If the identified need requires replacement of more than 10 percent of the existing sand in a sand-surface recreational area by volume, the work shall be treated as remediation under the recovery-area remediation requirements of this contract.
3.1.9 Small utility access enclosures. The contractor shall keep small utility access enclosures clean, accessible, serviceable, and level with the surrounding grade. The contractor shall remove accumulated soil, debris, vegetation, and other obstructions. The contractor shall report damaged, deteriorated, displaced, or missing enclosure components to the COR and, when directed by the COR, shall level, adjust, repair, or replace them. If the required work would exceed the size or excavation-depth limits applicable to small utility access enclosures, require removal or disturbance of structural concrete or pavement, or affect internal utility systems or equipment, the contractor shall notify the COR and shall not proceed unless otherwise directed by the COR. The contractor is not responsible for internal utility systems or equipment accessed through or connected to the enclosures.
3.1.10 Excavation-disturbance surface restoration. After excavation performed by government personnel, other contractors, or other authorized parties is complete and the affected area is released by the COR for landscaping work, the contractor shall restore disturbed soil surfaces. Routine surface restoration shall include leveling, smoothing, light grading, surface conditioning, including breaking up soil clods and removing stones and debris, seeding, and maintaining seeded areas through establishment. Work exceeding routine surface restoration shall be performed only when the COR designates the affected area as a recovery area. This requirement does not include subsurface utility repair, pavement replacement, or structural concrete repair.
3.1.11 Temporary greenhouse operations.
3.1.11.1 The contractor may propose installation and operation of a temporary greenhouse within the inside-perimeter grounds at the contractor's expense. If approved by the COR, the greenhouse shall be enclosed with light-transmitting translucent plastic sheeting, shall not constitute a permanent structure, and may be secured with temporary anchors but shall not include foundations, footings, slabs, or other permanent site modifications.
3.1.11.2 The proposed greenhouse design, size, location, anchoring method, installation, and operation shall be subject to prior COR approval. Anchor installation shall comply with the underground-work excavation requirements of this contract.
3.1.11.3 The contractor shall install, operate, maintain, and remove any approved greenhouse at its own expense and shall restore the affected area when the greenhouse is removed. Approval or denial of a proposed greenhouse shall not relieve the contractor of any contract requirement.

3.2 Erosion Control
3.2.1 Erosion control. The contractor shall perform erosion control as necessary to stabilize soil and maintain safe, serviceable, and acceptable conditions in landscaped areas, exposed soil areas, and other affected portions of the contract work area.
3.2.2 Covered conditions. Erosion control shall address storm damage, high-traffic deterioration, washouts, rutting, settlement, bare soil, and other conditions causing soil displacement or instability.
3.2.3 Corrective work. Such work may include regrading, backfilling, soil stabilization, installation or replacement of mulch, rock, erosion barriers, landscape fabric, and restoration of disturbed surfaces.

3.3 Irrigation System Maintenance and Watering

3.3.1 Manual and vehicle-supported watering. The contractor shall use water trucks, water trailers, all-terrain vehicles, hoses, and related watering equipment as necessary to water landscaped areas that do not have an irrigation system or have an inoperable irrigation system and shall perform manual or vehicle-supported watering at a frequency necessary to maintain adequate soil moisture, plant health, and acceptable appearance based on environmental and seasonal conditions, including daily during hot and dry seasons when required.

3.3.2 Irrigation system maintenance and repair.

3.3.2.1 The contractor shall perform irrigation-system maintenance, inspection, troubleshooting, and repair for components serving landscaped areas downstream of, but not including, the zone isolation valves, and for controllers, associated programming, control wiring, and controls used to operate included zone control valves. The contractor's scope includes downstream piping, quick couplers, sprinkler heads, rotors, bubblers, drip lines, emitters, fittings, zone control valves, and other downstream irrigation components. Programming changes shall be performed only as authorized by the COR.

3.3.2.2 If the contractor identifies a zone control valve that is not downstream of a zone isolation valve, the contractor shall promptly notify the COR so the configuration may be evaluated and scheduled for modification. The contractor shall not modify upstream piping, zone isolation valves, or other components outside the contractor's authorized irrigation scope unless otherwise directed by the COR.

3.3.2.3 The contractor shall report observed irrigation-system deficiencies to the COR, including deficiencies affecting components outside the contractor's maintenance-and-repair scope.

3.4 Recovery Area Remediation

3.4.1 Recovery area designation and minor-remediation opportunities.

3.4.1.1 The COR may designate any landscaped area, bed, or planter within the contract work area as a recovery area when refresh, restoration, or improvement is required.

3.4.1.2 Recovery areas do not require irrigation or watering unless specifically directed by the COR.

3.4.1.3 Recovery areas are subject to remediation and conversion to landscaped areas over time.

3.4.1.4 It is the intent of this contract that the contractor maintain all landscaped areas within the inside-perimeter grounds and that areas requiring minor corrective work be restored to an acceptable functional and visual condition as quickly as practicable. The contractor shall routinely identify areas that can be added to the landscaped-area inventory through minor corrective work, such as debris removal, limited grading, soil preparation, or similar low-effort measures. The contractor shall recommend such areas to the COR. When directed by the COR, the contractor shall complete the minor remediation and add the area to the landscaped-area inventory. Minor remediation that is reasonably incidental to routine grounds maintenance and does not require GFCI bulk remediation materials shall not count toward the monthly recovery-area remediation quantity. Work requiring more substantial remediation shall be handled under the recovery-area remediation requirements of this contract.

3.4.1.5 The COR may designate an area disturbed by excavation or other work as a recovery area when the required work exceeds routine surface restoration.

3.4.2 Remediation work.
3.4.2.1 The contractor shall perform remediation of recovery areas and other COR-directed landscaped areas, sand-surface recreational areas, beds, and planters, including those located within the inside-perimeter grounds or exterior perimeter areas, as directed by the COR.
3.4.2.2 The contractor shall identify and suggest recovery areas for remediation, and the COR shall select and prioritize areas for remediation. In setting priorities, the COR may consider safety, drainage, erosion, plant health, irrigation status, visibility, site appearance, operational impact, and available monthly remediation capacity.
3.4.2.3 The contractor shall remediate up to 1000 square meters of recovery areas and other COR-directed landscaped areas, sand-surface recreational areas, beds, and planters each month, as determined by the COR.
3.4.2.4 For purposes of the monthly remediation quantity, one square meter of bed or planter area shall count as ten square meters of recovery-area or other non-bed and non-planter remediation area.
3.4.2.5 Remediation may include irrigation-system design and installation within the contractor's authorized irrigation scope, replanting, sod installation, grading, soil improvement, installation of bulk materials, and other corrective measures necessary to restore the affected area to an acceptable functional and visual condition, as approved by the COR.
3.4.2.6 Upon completion of remediation, the affected area shall no longer be considered a recovery area and shall thereafter be maintained as landscaped area in accordance with the applicable requirements of this contract, including any associated irrigation maintenance requirements.
3.4.3 Design package requirements for authorized remediation work.
3.4.3.1 When COR-authorized remediation of recovery areas, beds, or other landscaped areas includes new irrigation systems, irrigation-system expansions, or landscape design and installation work within the contractor's authorized irrigation scope, the contractor shall submit a design package for COR review prior to beginning that work.
3.4.3.2 The design package shall include drawings, layout description, proposed plants and materials, recommended furnishings or hardscape surfaces if applicable, anticipated maintenance requirements, impacts on existing landscape or structures, climate suitability, schedule, required resources and materials, and estimated costs.
3.4.3.3 The contractor shall coordinate such remediation work with the COR to minimize disruption to site operations and conflict with other work.

3.5 Exterior Perimeter Areas
3.5.1 EOC coordination. The contractor shall coordinate with the EOC prior to performing work outside the perimeter wall.
3.5.2 Limited exterior perimeter groundskeeping and water access.
3.5.2.1 The contractor shall perform limited groundskeeping services outside the perimeter wall for areas extending up to three meters from the exterior face of the wall.
3.5.2.2 Work outside the perimeter wall shall include vegetation clearing, debrushing, trimming, trash and debris removal, removal of vegetative materials, and other routine groundskeeping necessary to maintain exterior perimeter areas in accordance with the inspection standards. Any ground-laid concertina-wire handling needed for this work shall comply with the concertina-wire requirements of this contract.

3.5.2.3 Exterior perimeter areas shall be serviced at least twice each year and more frequently as necessary.
3.5.2.4 Approximately one-third of the exterior perimeter has limited land access. Although portions of these areas may be accessible on foot for inspection or limited work, the terrain is rough and rocky, access may be restricted to narrow single-file movement, and land access is generally not suitable for transporting equipment, tools, materials, or removed vegetation and debris.
3.5.2.5 The contractor shall remain responsible for performing all required exterior perimeter services in water-access-limited areas and shall account for the equipment, transportation, and access methods necessary to perform this work safely and effectively. Offerors should anticipate that a contractor-furnished boat, pontoon, work boat with material-handling capability, or similar watercraft will likely be necessary for efficient performance. Any watercraft use shall be subject to EOC coordination, COR direction, and applicable security and safety requirements.
3.5.2.6 The contractor may also be directed by the COR to trim or remove vegetation beyond the three-meter limit when such work is required to maintain exterior perimeter areas in accordance with the inspection standards.
3.5.3 Exterior perimeter beds and planters.
3.5.3.1 The contractor shall perform routine maintenance of beds and planters located in exterior perimeter areas in accordance with the inspection standards.
3.5.3.2 The contractor shall tend and manually water planters and beds located in exterior perimeter areas weekly, or more often as necessary to maintain plant health and an acceptable appearance, including daily during hot and dry seasons when required.
3.5.3.3 The contractor shall replace plant senescence in kind, except for trees and vegetation exceeding 2.5 meters in height.

3.6 Security Visibility
3.6.1 Visibility vegetation control. Vegetation that obstructs security visibility, surveillance systems, lighting, fencing, or line-of-sight within the inside-perimeter grounds or along the perimeter wall shall be trimmed, maintained, or removed as directed by the COR.
3.6.2 Applicability. This section applies to both inside-perimeter grounds and exterior perimeter wall areas, including vegetation beyond the three-meter exterior perimeter groundskeeping limit when directed by the COR.
3.6.3 EOC coordination. The contractor shall coordinate with the EOC prior to performing security visibility work affecting perimeter security conditions or exterior visibility lines.
3.6.4 Immediate response. When such conditions create an immediate security concern, the contractor shall respond to COR direction to clear or trim the affected area as soon as practicable.
3.6.5 Camera exterior surface cleaning. The contractor shall clean exterior surfaces of security cameras located within the contract work area at least quarterly, including cameras inside the perimeter and outside the perimeter. Cleaning shall include lenses, domes, covers, housings, mounts, and similar external camera surfaces. Cleaning is limited to cameras readily accessible from grade, by ladder, or by man lift. The contractor shall not be required to use ropes, climb poles or structures, access cameras through interior building stairs, or use other unusually difficult access methods. The contractor shall not open, disassemble, adjust, repair, realign, troubleshoot, or modify camera equipment. The contractor shall coordinate with the EOC and the COR before beginning camera cleaning. The contractor shall use non-abrasive methods and products appropriate for camera lenses, domes, housings, mounts, and finishes. The contractor shall not use

pressure washing, harsh chemicals, or methods that may scratch, cloud, damage, move, or misalign camera equipment. Damaged, loose, misaligned, inaccessible, or unsafe camera conditions shall be reported promptly to the EOC and the COR.

3.7 Concertina Wire

3.7.1 Labor and services. The contractor shall provide all labor and services necessary to inspect, maintain, and clean concertina wire within the contract work area, and, when directed by the COR, to install, remove, demolish, repair, relocate, or provide related support for concertina wire.
3.7.2 Coordination and notification. Prior to performing any concertina wire work, the contractor shall coordinate with the EOC and notify the COR before starting the work.
3.7.3 Directed installation, removal, and demolition. The COR may direct up to six contractor personnel to perform concertina wire installation, removal, demolition, relocation, or related support work. Removed or demolished concertina wire shall be handled, staged, transported, and disposed of only as directed by the COR.
3.7.4 Debris removal. The contractor shall remove garbage, debris, and foreign material caught in or attached to concertina wire weekly, or more often as necessary.
3.7.5 Repairs and deficiencies. Broken, damaged, unintentionally displaced, or otherwise improperly configured concertina wire shall be reported promptly to the COR and restored as directed.
3.7.6 Ground-laid concertina wire. Where intentionally ground-laid concertina wire obstructs required landscaping or groundskeeping, the contractor shall temporarily move only the portion necessary, perform the work, and promptly restore the wire to its intended location, alignment, and general configuration. This temporary handling is incidental to groundskeeping and is not a COR-directed relocation. If the work cannot be performed safely, the wire cannot be restored, or a condition may affect perimeter security, the contractor shall stop the affected work and promptly notify the EOC and the COR.

3.8 Streets, Sidewalks, and Stairs Cleaning

3.8.1 Exterior paved-surface cleaning. The contractor shall perform cleaning of all streets and sidewalks inside the perimeter wall and all streets and sidewalks outside and adjacent to the perimeter wall, together with stairs, curbs, gutters, entry areas, fence lines, flower beds adjacent to paved areas, building entry areas, exterior drains, and other paved exterior circulation surfaces within the contract work area.
3.8.2 Covered work. Such work shall include sweeping, policing, washing, cleaning with a hose, pressure washing as needed or as directed by the COR, and removal of soil, trash, leaves, grass clippings, and other debris necessary to maintain safe, neat, and presentable exterior surfaces.
3.8.3 Cleaning frequency. Cleaning shall be performed weekly, or more often as necessary to maintain the required condition.
3.8.4 Exterior drains. Exterior drains serving paved areas shall be monitored and kept free of accumulating debris, leaves, and other obstructions.
3.8.5 Cleaning operations. Cleaning operations shall be performed in a manner that is safe for facility operations and site occupants and that avoids damage to existing structures, pavements, drains, railings, curbs, and other site features.

3.9 Vegetative Debris

3.9.1 Collection and disposal. The contractor shall collect, remove, and dispose of vegetative debris generated by landscaping and grounds maintenance work performed within the contract work area.

3.9.2 Site removal. The contractor shall remove vegetative debris from the site at least weekly, or more often as necessary to prevent overflow, obstruction, unsafe conditions, pest attraction, or unsightly appearance.

3.9.3 Non-vegetative waste. Non-vegetative waste collected during performance of the work, including trash, animal waste, contaminated sand, and other non-organic waste, shall be placed in government-provided garbage dumpsters unless otherwise directed by the COR.

3.9.4 Waste separation. The contractor shall take reasonable steps to avoid mixing non-vegetative waste with vegetative debris.

3.9.5 Mixed debris disposal. Vegetative debris that becomes mixed with non-vegetative waste may be disposed of in government-provided garbage dumpsters with COR approval.

3.9.6 Collection means. The contractor shall provide COR-approved containers, bins, or other suitable collection means necessary to collect, stage, and remove vegetative debris generated during performance of the work.

3.9.7 Container condition. Such containers or collection means shall be maintained in a neat and safe condition and shall not obstruct access, drainage, or normal facility use.

3.9.8 Overflow prevention. If containers or collection points become full or begin to overflow, the contractor shall promptly remove or empty the accumulated vegetative debris as necessary to prevent spillage, obstruction, unsafe conditions, or unsightly appearance.

3.9.9 Additional containers. Additional containers, bins, or other collection means shall be provided as needed, subject to COR approval.

3.9.10 Removal areas and staging.

3.9.10.1 Vegetative debris shall be collected and removed from landscaped areas, beds, planters, sand-surface recreational areas, walkways, roads, entrances, and other affected portions of the contract work area within two business days of generation, discovery, or COR notification.

3.9.10.2 Vegetative debris awaiting site removal shall be staged only in COR-approved containers, bins, or locations and shall be maintained in a neat, safe, and contained condition that does not obstruct access, drainage, security visibility, or normal facility use.

3.9.11 Covered debris. Debris generated by trimming, pruning, mowing, debrushing, storm response, security visibility work, and other landscaping activities shall be handled under this section.

3.9.12 Removal frequency. Vegetative debris shall be removed from the site weekly, or more often as necessary to maintain acceptable appearance, safe access, proper drainage, and compliance with the inspection standards.

3.10 Seasonal Lighting and Decorations

3.10.1 Seasonal services. The contractor shall install, maintain during the seasonal display period, and remove seasonal lighting and decorations as directed by the COR.

3.10.2 Covered locations. Seasonal lighting and decoration work shall include installation and removal of lighting and decorations on palm trees and along building edges bordering the main roads within the contract work area, as directed by the COR.

3.10.3 Baseline requirements. Baseline seasonal decoration requirements shall be established by photographs and review of the existing holiday lighting and decorations on site, as directed by the COR.
3.10.4 GFCI seasonal lighting and decorations. All seasonal lighting and decorations shall be GFCI.
3.10.5 Workmanship. Seasonal lighting and decoration installation, maintenance, and removal shall be performed in a neat and workmanlike manner that avoids damage to trees, buildings, lighting systems, decorations, and other government property.
3.10.6 Coordination. The contractor shall coordinate seasonal lighting and decoration work with the COR to avoid interference with traffic, pedestrian access, and facility operations.
3.10.7 Packing and cleanup. In connection with installation and removal, the contractor shall unpack, assist with placing and arranging, take down, pack, and store seasonal lighting and decorations as directed by the COR, and shall leave the affected areas clean and free of packaging, cut ties, damaged materials, and other debris generated by the work.

3.11 Mobilization
3.11.1 Mobilization timing and relationship to the Base Year.
3.11.1.1 Mobilization activities shall begin upon issuance of the initial task order authorizing commencement of services and shall be completed within two months after issuance of that task order. Mobilization shall occur within the Base Year and shall not extend the Base Year beyond 12 months.
3.11.1.2 During mobilization, the contractor and government shall complete the mobilization activities assigned to each under this contract.
3.11.2 Contractor mobilization activities.
3.11.2.1 Contractor mobilization activities shall include provision of required supervisory personnel, provision of required personnel, delivery of CFCI, delivery of landscaping equipment, hand & specialty tools, and other contractor-furnished non-powered equipment required for work performance, establishment of required quality-control procedures, and availability of personnel capable of performing irrigation inspection and repair work.
3.11.2.2 During mobilization, the contractor shall ensure that contractor mobilization activities are complete and that required personnel and contractor-furnished items are available and prepared to perform the work required.
3.11.3 Government mobilization activities.
3.11.3.1 Government mobilization activities shall include turnover to the contractor of government-furnished property, materials, and support required for startup performance, including listed mobile equipment, listed power tools, water support, fuel support, and maintenance support.
3.11.3.2 Upon receipt of government-furnished mobile equipment and power tools, the contractor shall inspect, inventory, and document the condition of such items and shall promptly report any observed damage, deficiencies, or missing items to the COR.
3.11.3.3 After receipt, the contractor shall be responsible for the accountability, proper use, and protection of government-furnished mobile equipment and power tools while in its custody or control.
3.11.3.4 Any damage to or loss of such items shall be reported to the COR upon discovery.
3.11.3.5 The contractor shall maintain an accountability inventory of all government-furnished mobile equipment and power tools in its custody or control. The inventory shall identify each

item, its condition, and its accountability status, and shall be updated upon turnover, addition, removal, reassignment, damage, loss, repair, replacement, or other change in status or condition. The inventory shall be provided to the COR upon request.
3.11.4 Completion confirmation, plan, map, and inventory.
3.11.4.1 The contractor shall provide the COR with confirmation that required mobilization activities have been completed and that recurring services are fully operational.
3.11.4.2 The grounds maintenance plan shall be submitted to the COR for review no later than thirty calendar days after issuance of the initial task order authorizing commencement of services.
3.11.4.3 An attachment to this contract provides an initial sanitized grounds and service-area map in PDF format for bidder planning. The government may revise the map during mobilization and throughout the period of performance and provide updated sanitized PDF maps to the contractor as appropriate.
3.11.4.4 During mobilization, the contractor shall develop and submit an initial inventory of landscaped areas and maintained exterior features. The inventory shall identify, count, and document turf areas, beds, trees, shrubs, ground cover, planters, sand-surface recreational areas, and other maintained exterior areas. The contractor shall also identify, count, and document exterior-perimeter beds and planters and the locations, approximate quantities, and general configurations of concertina wire throughout the contract work area, including wire intentionally placed on the ground.
3.11.4.5 The inventory shall include the location, quantity, and general condition of identified landscaped areas and maintained exterior features. The inventory shall be incorporated into the grounds maintenance plan to establish baseline maintenance requirements.
3.11.4.6 During the period of performance, the contractor shall update the inventory as areas or maintained exterior features are identified, added, removed, remediated, reclassified, or otherwise changed. Recovery areas and other cultivatable or maintainable landscape areas may be identified and listed over time as they are identified by the contractor or designated by the COR. The contractor shall notify the COR of changes that may warrant revision of the government-maintained grounds and service-area map.
3.11.4.7 Failure to identify, map, or list an existing cultivatable or maintainable landscape area or existing maintained exterior feature does not exclude that area or feature from the contract scope. Such areas and features shall be added to the inventory when identified. This paragraph does not limit the equitable-adjustment provision applicable to government additions or removals of beds or planters during the period of performance.
3.11.4.8 Recurring services may begin before the initial inventory is fully complete and accurate, provided that all planters have been included before completion of mobilization and the contractor proceeds with all otherwise identifiable work within scope.

3.12 Access and Coordination
3.12.1 Operations coordination. Landscaping and grounds maintenance activities shall be coordinated with facility operations to prevent interference with security activities, vehicle movement, pedestrian access, and normal facility functions.
3.12.2 Work scheduling. The contractor shall schedule work in a manner that minimizes disruption to facility operations and shall comply with any access restrictions or operational guidance provided by the COR.

3.12.3 Work coordination. When work activities may affect roads, walkways, building entrances, or security areas, the contractor shall coordinate the timing and location of such work with the COR prior to beginning operations.
3.12.4 Working hours. Landscaping operations involving motorized equipment shall be conducted during approved working hours unless otherwise authorized by the COR.
3.12.5 Noise control. The contractor shall minimize noise impacts to facility occupants by scheduling high-noise activities such as mowing, trimming, and blowing at times that reduce disruption to facility operations.
3.12.6 Timing adjustments. When directed by the COR, the contractor shall adjust the timing or location of work activities to accommodate occupant activities, outdoor use of the grounds, and facility and contractor operational requirements.
3.12.7 Work zone safety and access.
3.12.7.1 The contractor shall maintain safe pedestrian and vehicle access during landscaping operations and cleaning operations and shall promptly remove equipment, debris, or materials that obstruct normal facility use.
3.12.7.2 The contractor shall provide and diligently use barriers, warning tape, cones, signs, or other appropriate caution devices as necessary to keep pedestrians away from active work areas and to protect pedestrian and vehicle traffic from hazards created by contract performance.
3.12.8 Outdoor work areas. The government shall provide designated outdoor work areas for contractor operations, as approved by the COR. No interior workspaces or interior storage areas will be provided to the contractor.
3.12.9 Storage containers. The government shall provide approved storage containers in designated locations, and contractor storage on site shall be limited to those containers unless otherwise authorized.
3.12.10 Area condition. The contractor shall keep all assigned work areas and storage containers neat, secure, and orderly.
3.12.11 Temporary access restrictions. If access to a work area is temporarily restricted or unavailable, the contractor shall promptly notify the COR and redirect personnel to other required work to the extent practicable. Work in the affected area shall resume when access is restored or as otherwise directed by the COR.
3.12.12 Underground-work excavation. Excavation for underground work shall be performed using hand tools only. Power tools and mobile equipment shall not be used for excavation unless specifically authorized in advance by the COR.

3.13 Damage to Government Property
3.13.1 Damage prevention. The contractor shall exercise care to prevent damage to government property during performance of landscaping and grounds maintenance activities, including reasonable care when operating tools and equipment within the contract work area to avoid damage to irrigation components and other landscape infrastructure, including visible, partially exposed, or reasonably anticipated sprinkler heads, drip lines, valves, and small utility access enclosures.
3.13.2 Covered damage. Contractor-caused damage to government property may include damage to irrigation systems, government-furnished property, buildings, structures, utilities, paved surfaces, railings, doors, windows, gates, walls, sidewalks, roads, and other permanent site features within the contract work area.

3.13.3 Damage reporting. Contractor-caused damage to government property, and any loss of government-furnished property in the contractor's custody or control, shall be reported to the COR upon discovery. If irrigation components or other landscape infrastructure are damaged, the contractor shall also take reasonable temporary measures to prevent further damage, unsafe conditions, or loss of functionality.
3.13.4 Normal wear and tear. Normal wear and tear to government property resulting from authorized use in accordance with the contract shall not constitute Contractor-caused damage.
3.13.5 Replacement and repair responsibility.
3.13.5.1 If Contractor-caused damage to irrigation systems requires replacement items with an estimated value of less than $2,500, as determined by the COR, such items may be furnished by the government.
3.13.5.2 If Contractor-caused damage to irrigation systems requires replacement items with an estimated value of $2,500 or greater, the contractor shall procure and deliver them at its own expense, unless otherwise directed by the COR.
3.13.5.3 When contractor-caused damage occurs to irrigation components within the contractor's authorized maintenance-and-repair scope, the contractor shall repair the damage under this contract. Contractor-caused damage to irrigation components outside that scope shall be handled as damage to other government property under this section.
3.13.5.4 If Contractor-caused damage or loss involves government property other than irrigation systems and requires replacement items or repairs with an estimated value of less than $2,500, as determined by the COR, such replacement items or repairs may be furnished by the government.
3.13.5.5 If Contractor-caused damage or loss involves government property other than irrigation systems and requires replacement items or repairs with an estimated value of $2,500 or greater, corrective action shall be as determined by the COR. Such action may include contractor-performed repair when authorized, use of a qualified third party arranged by the contractor, or separate government contracting action with contractor responsibility determined accordingly.
3.13.5.6 Repeated Contractor-caused damage or loss of like-kind government property with a cumulative replacement or repair value exceeding $2,500 may be assigned to the contractor for replacement or repair responsibility, as determined by the COR.
3.13.5.7 The contractor shall not attempt to repair government property without COR approval.

3.14 Chemical Storage, Handling, and Environmental Protection
3.14.1 Chemical handling. The contractor shall store, transport, mix, and apply landscaping chemicals in a manner that prevents spills, leaks, drift, overspray, runoff, unintended contamination of soil, landscaped areas, or paved surfaces, discharge into storm drains, drainage systems, or waterways, and other release into non-target areas.
3.14.2 Chemical storage. All landscaping chemicals shall be stored in properly labeled containers and secured within the contractor-provided lockable hazardous materials storage containers when not in use, and chemical storage and handling shall comply with applicable safety and environmental requirements and follow manufacturer instructions.
3.14.3 Advance notice. The contractor shall provide the COR with at least 7 calendar days' notice before application of landscaping chemicals, unless otherwise approved by the COR.
3.14.4 Application-area controls and marking. During application, and for any applicable restricted-entry period, the contractor shall use signs, barriers, access restrictions, separation distances, and other controls required by the product label, SDS, COR direction, or approved chemical-use submittal to protect occupants, visitors, and other bystanders. Areas treated with

chemicals that may present a health hazard shall be clearly and conspicuously marked for at least 48 hours after application, or longer when required by the product label, SDS, or COR direction.
3.14.5 SDS approval. SDS for all landscaping chemicals shall be submitted to and approved by the COR prior to application.
3.14.6 SDS library.
3.14.6.1 The contractor shall maintain a current SDS library for all landscaping chemicals brought on site or used in performance of the work.
3.14.6.2 The SDS library shall be kept available at the work site and shall be provided to the COR upon request.
3.14.7 Chemical approval. All landscaping chemicals proposed for use on site shall be submitted to the COR for approval prior to use.
3.14.8 Safety review and authorization. COR approval shall confirm completion of applicable SHEM and POSHO safety review and authorization for the proposed on-site use and application. Such approval does not relieve the contractor of responsibility for recommending an appropriate treatment, complying with product-label and manufacturer instructions, or implementing required safety and environmental controls.
3.14.9 Mixing and preparation. Mixing and preparation of landscaping chemicals shall be conducted in a controlled manner that prevents spills or runoff into landscaped areas, pavement, storm drains, or waterways, and the contractor shall immediately contain and report any chemical spills or releases to the COR.
3.14.10 Equipment condition. Chemical application equipment shall be maintained in proper working condition to prevent leaks, overspray, or unintended discharge.
3.14.11 Drainage separation. The contractor shall not mix, load, or transfer landscaping chemicals within five meters of storm drains or drainage inlets.
3.14.12 Manufacturer instructions. The contractor shall follow all manufacturer and supplier instructions for materials, chemicals, and equipment used in performance of the work.
3.14.13 Hazard notification. The contractor shall notify the COR immediately of any potential hazards, spills, releases, claims, or suits arising from the use of pesticides, herbicides, insecticides, or other chemicals in connection with performance of the work.
3.14.14 Fuel handling.
3.14.14.1 Refueling of government-furnished mobile equipment shall occur only at the government-designated fueling location.
3.14.14.2 Refueling of government-furnished power tools and other small powered equipment may occur at the work site when conducted in a controlled manner that prevents spills and contamination of soil, turf, landscaped areas, or irrigation system components.
3.14.14.3 Handheld fuel containers with a maximum capacity of 20 liters may be used for refueling government-furnished power tools and other small, powered equipment, and such containers shall be listed by Underwriters Laboratories or by a nationally recognized testing laboratory and compliant with Occupational Safety and Health Administration Title 29, Code of Federal Regulations, Section 1910.106.
3.14.14.4 Containers shall be transported, handled, and stored in a manner that prevents spills, leaks, or soil contamination and shall be stored inside the government-provided flammable materials storage cabinet when not in use.
3.14.14.5 Fuel handling shall comply with applicable safety and environmental requirements and COR direction.

3.15 Quality Control

3.15.1 QC applicability. Quality-control responsibilities apply regardless of whether work uses contractor-furnished or government-furnished materials.

3.15.2 QC program. The contractor shall establish and maintain a quality-control program to ensure that landscaping and grounds maintenance services are performed in accordance with the requirements.

3.15.3 QC inspections. The contractor shall conduct and document at least one formal quality-control inspection of all landscaped areas, beds, planters, sand-surface recreational areas, and other maintained exterior areas each week.

3.15.4 Inspection records. Inspection records shall be submitted to the COR weekly and shall identify inspected areas, deficiencies observed, corrective actions taken, dates of deficiency correction, and a condition grade for each inspected area.

3.15.5 Record organization. Inspection records shall be organized by location, landscaped area, bed, planter, sand-surface recreational area, or other maintained exterior area and shall include the assigned condition grade and any corrective actions required for each area inspected.

3.15.6 Condition grades. Condition grades shall be assigned using the following scale.

3.15.6.1 Grade A – Acceptable. Area meets all performance standards.

3.15.6.2 Grade B – Minor Deficiencies. Area generally meets standards but contains minor deficiencies that do not significantly affect appearance or function.

3.15.6.3 Grade C – Deficient. Area does not meet one or more performance standards and requires corrective action. Any area receiving a Grade C shall be corrected within 3 business days.

3.15.7 Government inspections. Government personnel may conduct inspections at any time, announced or unannounced, to verify performance.

3.15.8 COR authority. The COR shall be the final arbiter of the condition grade assigned to any landscaped area, bed, planter, sand-surface recreational area, or other maintained exterior area.

3.16 GMMS Work Tracking

3.16.1 Work-order applicability. The contractor shall support GMMS work tracking for work performed under this contract. SWOs shall generally be used for recurring tasks associated with spaces, grounds, streets, or infrastructure that do not have an associated equipment asset. Preventive maintenance work orders or other applicable GMMS records shall be used for work associated with equipment assets, as directed by the COR.

3.16.2 Work-order verification. The contractor shall verify that each recurring task performed under this contract is covered by an applicable SWO or other applicable GMMS work order that accurately describes the work and location.

3.16.3 Discrepancy reporting. If an applicable GMMS work order does not exist or does not accurately describe the work or location, the contractor shall promptly notify the COR and Facilities personnel and shall provide the information needed to facilitate correction of the GMMS record.

3.16.4 Initial review and ongoing updates. The contractor shall complete an initial systematic review of existing GMMS work orders applicable to contract performance no later than the end of the Base Year. Throughout the period of performance, the contractor shall continue to identify and notify the COR and Facilities personnel of missing, inaccurate, obsolete, or incomplete work-order information and shall provide supporting information and recommended updates as

discrepancies are discovered, maintained areas or features change, and remediation areas are completed. Facilities personnel remain responsible for entering changes in GMMS.
3.16.5 System edits. The contractor shall not directly edit GMMS unless authorized by the COR and granted system access.

Key Personnel
A. The Contractor shall assign to this contract the following key person:

POSITION/FUNCTION NAME

Project Manager: _____

On-site technical expert: _____

On-site site supervisor: _____

Backup site supervisor: _____

- The Project Manager shall have, at a minimum, professional experience in managing similar projects in scope and magnitude, be proactive and qualified. The Project Manager may perform duties remotely and may also serve as the Landscaping, Irrigation, and Horticultural Technical Expert, site supervisor, backup site supervisor, or another qualified contractor representative. This requirement does not require a separate full-time or on-site position. The Project Manager shall ensure that formal oral and written communications with the COR are conducted in English. Required reports and submittals shall be provided in English.
- The on-site technical expert shall have, at a minimum, a bachelor's degree from an accredited college or university, or equivalent, in horticulture, arboriculture, forestry, landscape management, plant sciences, or a closely related field, and shall have a minimum of five years of professional experience in one or more of those same fields.
- The on-site site supervisor shall have a minimum of three (3) years of professional experience in landscape maintenance, horticulture, arboriculture, urban landscape management, or a closely related field. The site supervisor shall possess sufficient spoken-English capability to serve as the primary on-site point of contact with the COR regarding daily operations, scheduling, safety matters, deficiencies, and corrective actions.
- The backup site supervisor shall be familiar with the contract requirements.

B. During the first 90 days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is required due to illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required below to the Contracting Officer at least 15 days before making any permanent substitutions.

C. After the first 90 days of performance, the Contractor may substitute a key person if the contractor determines that it is necessary. The Contractor shall notify the Contracting Officer of the proposed action immediately. Prior to making the substitution, the Contractor will provide the information required below to the Contracting Officer.

D. The Contractor shall provide a detailed explanation of the circumstances requiring the proposed substitution, a complete resume for the proposed substitute. The proposed substitute shall possess qualifications comparable to the original key person. The Contracting Officer will notify the Contractor of its approval or disapproval of the substitution within 15 calendar days
after receiving the required information. The Government will modify the contract to reflect any changes in key personnel.

Standards of Conduct

(a) General. The Contractor shall maintain satisfactory standards of employee competency, conduct, cleanliness, appearance and integrity and shall be responsible for taking such disciplinary action with respect to employees as may be necessary. Each Contractor employee is expected to adhere to standards of conduct that reflect credit on themselves, their employer, and the United States Government. The Government reserves the right to direct the Contractor to remove an employee from the worksite for failure to comply with the standards of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional cost to the Government.

(b) Uniforms and Personal Equipment. The Contractor 's employees shall wear clean, neat and complete uniforms when on duty. All employees shall wear uniforms approved by the Contracting Officer's Representative (COR). The Contractor shall provide for each employee and supervisor, uniforms and personal equipment. The Contractor shall bear the cost of purchasing, cleaning, pressing, and repair of the uniforms.

(c) Neglect of duties shall not be condoned. This includes sleeping while on duty, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or cooperate in upholding the integrity of the worksite security.

(d) Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting shall not be condoned. Also included is participation in disruptive activities which interfere with normal and efficient Government operations.

(e) Intoxicants and Narcotics. The Contractor shall not allow its employees while on duty to possess, sell, consume, or be under the influence of intoxicants, drugs or substances which produce similar effects.

(f) Criminal Actions. Contractor employees may be subject to criminal actions as allowed by law in certain circumstances. These include but are not limited to the following actions: falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records or concealment of material facts by willful omission from official documents or records; unauthorized use of Government property, theft, vandalism, or immoral conduct; unethical or improper use of official authority or credentials; security violations; organizing or participating in gambling in any form; and misuse of weapons.

(g) Key Control. The Contractor shall receive, secure, issue and account for any keys issued for access to buildings, offices, equipment, gates, etc., for the purposes of this contract. Keys shall not be duplicated without the COR's approval. Where it is determined that the Contractor or its agents have duplicated a key without permission of the COR, the Contractor shall remove the individual(s) responsible from performing work under the contract. If the Contractor has lost any such keys, the Contractor shall immediately notify the COR. In either event, the Contractor shall reimburse the Government for the cost of rekeying that portion of the system so compromised.

Removal of Personnel

The contractor shall maintain discipline at the site and at all times take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst those employed at the site and for the preservation of peace and protection of persons and property in the neighborhood of the project against the same. The COR may require, in writing, that the contractor remove from the work any employee that the COR deems incompetent, careless, insubordinate or otherwise objectionable, or whose continued employment on the project is deemed by the COR to be contrary to the Government's interests.

Insurance requirement

The Contractor assumes absolute responsibility and liability for any and all personal injuries or death and property damage or losses suffered due to negligence of the Contractor's personnel in the performance of this Contract. The Contractor's assumption of absolute liability is independent of any insurance policies. The Contractor, at it's own

expense, shall provide and maintain during the entire period of performance of this Contract, whatever insurance is legally necessary.

Contracting Officer Representative (COR)

The following is the designated contact personnel between the U.S. Embassy and the Contractor:

COR _____ (to be determined upon award)

The Contracting Officer Representative (COR) will be the contractor's point of contact at the U.S. Embassy. All questions concerning coordination of services while at post shall be directed to the COR.

Payment Schedule and Invoice Submission (Fixed-Price)

Payment to The Contractor can only be made once the proper monthly invoice is submitted and upon COR acceptance. Thereafter, payment will be processed within 30 days. Unless a separate remittance address is specified, payment shall be made to the contractor's address as specified on the cover page of the issued contract.

Unauthorized work

No payments will be made for any unauthorized supplies or services or for any unauthorized changes to the work specified herein. This includes any services performed by the Vendor of its own volition or at the request of an individual other than a duly appointed Contracting Officer (CO). Only the duly appointed CO is authorized to change the specifications, terms, and/or conditions of this contract.

Quality Assurance and Surveillance Plan (QASP)

This plan is designed to provide an effective surveillance method to promote effective contractor performance. The QASP provides a method for the Contracting Officer's Representative (COR) to monitor contractor performance, advise the contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The contractor, not the USG, is responsible for management and quality control to meet the terms of the contract. The role of the USG is to conduct quality assurance to ensure that contract standards are achieved.

Performance Objective	**Performance Work Statement Para**	**Performance Threshold**
Services **Performs all services set forth in the scope of work.**	**(iii). 1.1 through (iii).3.16**	**All required services are performed and no more than one (two) customer complaints are received per month.**

• Surveillance – The COR will receive and document all complaints from USG personnel regarding the services provided. If found valid, the COR will send the complaints to the contractor for corrective action.

• Standard – The performance standard is that the USG receives no more than two (2) customer complaint per month. The COR shall notify the Contracting Officer of the complaints so that the Contracting Officer may take appropriate action to enforce the inspection clause (FAR 52.246-4, Inspection of Services – Fixed Price (AUG 1996) or the appropriate Inspection of Services clause), if any of the services exceed the standard.

• Complaint Procedures

(a) If any Government personnel observe unacceptable services, either incomplete work or required services not being performed they should immediately contact the COR.

(b) The COR will complete appropriate documentation to record the complaint.

(c) If the COR determines the complaint is invalid, the COR will advise the complainant. The COR will retain the annotated copy of the written complaint for his/her files.

(d) If the COR determines the complaint is valid, the COR will inform the Contractor and give the Contractor additional time to correct the defect, if additional time is available. The COR shall determine how much time is reasonable.

(e) The COR shall, as a minimum, orally notify the Contractor of any valid complaints.

(f) If the Contractor disagrees with the complaint after investigation of the site and challenges the validity of the complaint, the Contractor will notify the COR. The COR will review the matter to determine the validity of the complaint.

(g) The COR will consider complaints as resolved unless notified otherwise by the complainant.

(h) Repeat customer complaints are not permitted for any services. If a repeat customer complaint is received for the same deficiency during the service period, the COR will contact the Contracting Officer for appropriate action under the Inspection clause.