NOAA/National Weather Service

Weather Forecast Office Green Bay, WI

2485 South Point Road
Green Bay, Wisconsin 54313-5522
Phone: (920) 494-5845
Fax: (920) 494-5823

Statement of Work

Weather Forecast Office Lawn Care

1. Purpose

The Contractor shall be responsible for satisfactorily managing and grounds maintenance of 83,000 square feet as specified herein at the following location:

National Weather Service
2485 South Point Road
Green Bay, Wisconsin 54313-5522
Brown County

2. Government Points of Contact

PROVIDED UPON AWARD

3. Legal Requirements and Permits

The Contractor must procure and maintain at his/her expense, all necessary permits and licenses for the conduct of operations under any order resulting from this Request for Quotation, and hereby agrees to comply with all applicable Municipal, State and Federal regulations. This includes Title 7, Chapter 6, Section 136 of the United States Code, "Insecticides and Environmental Pesticide Control". All personnel handling pesticides or herbicides will be certified and licensed in the state of Wisconsin. All pesticides and/or herbicides will be authorized/approved for use by the state of Wisconsin.

The contractor must provide certification or license for all employees that will be handling or applying pesticides/herbicides in performance of this Statement of Work.

4. Biobased Products

The Contractor shall utilize products and material made from biobased materials to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user. All supplies and materials shall be of a type and quality that conform to applicable Federal specifications and standards.

Biobased products that are designated for preferred procurement under USDA's Bio Preferred program must meet the required minimum biobased content as stated in the USDA Final Rule available at www.biopreferred.gov.

The following is an example list of products that may be used in this contract for grounds maintenance for which biobased products are available. The list is not all inclusive nor does it imply that a product is expected to be used in performance of this service. It is desirable that vendors be able to supply the greatest number of biobased products listed meeting the health and environmental specifications.

Fertilizers	Dust suppressants
2-cycle engine oil	Penetrating lubricants
Hydraulic fluids	Greases
Concrete and asphalt release fluids	Absorbents
Wood and concrete sealers	Diesel fuel additives

In addition to the biobased products designated in the Bio Preferred Program, the Contractor is expected to adhere to the Comprehensive Procurement Guidelines for Landscaping Products created by the Environmental Protection Agency (EPA), and available at https://www.epa.gov/smm/comprehensive-procurement-guidelines-landscaping-products Finally, the Contractor is encouraged to use other commercially available biobased products when feasible.

5. Supervisor and Labor

Within five (5) days of the contract start date, the Contractor shall submit, in writing, the name of the Site Manager. The Contractor shall supply telephone, cell phone, and/or pager numbers to the MIC for use in contacting the Site Manager. The Site Manager shall conduct overall management coordination and shall be the central point of contact with the Government for performance of all work under this contract. The Site Manager shall be authorized to receive any notices of deficiency in contract performance. The notices may include, but not be limited to the following: non-performance of work, deficiencies in work performance, and notices of proposed payment deductions due to the above. The Site Manager shall be available weekdays, between the hours of 8:00am and 3:00pm, and respond within 30 minutes to meet at the facility to discuss problem areas.

The Contractor shall promptly remove from the work site any supervisor or employee whose work or conduct is not satisfactory. The Contractor's supervisor/site manager shall be in charge of the work on behalf of the Contractor. The Contractor shall enforce strict discipline and good order among the Contractor's employees. The Contractor shall exercise the necessary supervision and control to prevent Contractor's employees from violating any rules and regulations.

Upon arrival at the site, the Contractor must check in with the Meteorologist-in-Charge (MIC) or designee before beginning work.

6. Conduct of Work

The Contractor must ensure employees are physically able to accomplish the work specified herein. All such employees working on Government premises are subject to all applicable Federal rules and regulations with regard to entering and leaving the building(s).

The Contractor must take precautions necessary for the protection against injury of all persons engaged at the site. Applicable Department of Labor and Occupational Safety and Health Standards will be taken into consideration in the performance of this contract. The Contractor will take all reasonable precautions to prevent the escape of fire and to suppress the same.

Services under this contract must be performed in such a way that there will be minimal interruption to, or interference with, the normal operation of Government business on the premises.

The Contractor shall bring any noted defect, disease or insect infestation of the grounds to the attention of the Meteorologist-in-Charge (MIC) or designee.

7. Inspection and Acceptance

The Contractor, not the Government, is responsible for management and quality control actions to meet the terms of this contract. The role of the Government is to inspect work performed to ensure contract standards are met.

As evidence of work performed, the Contractor will complete a service report and have the report signed by the Meteorologist-in-Charge (MIC) or designee upon completion of each servicing of the site.

The Government will perform inspections during the contract at regular intervals. Methods may include visual survey. If any of the services do not conform to the contract requirements as outlined, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount, or the Government may accept the service with price reduction. Repeated failure to do meet contract requirements shall be considered for remedial action.

8. Contractor-Furnished Property

The Contractor shall furnish all equipment, tools, and supplies necessary to perform the services required by this contract.

9. Period of Performance, Schedule, and Additional Requirements

There is a base period and one option period. The base period has a Period of Performance of the Date of Award through 03/31/2027. (Services are only provided from Date of Award-10/31/2026). The Option Year has a Period of Performance of 04/01/2027 through 03/31/2028. (Services are only provided from 04/01/2027-10/31/2027. No work is performed November through March of each year.

Schedule

The hours approved for these services are Monday through Friday 8am-5pm.

A Schedule or Work Plan that identifies when services are to be performed shall be submitted to the Meteorologist-in-Charge (MIC) or designee within seven days of the purchase order award date.

Observance of Legal Holidays and Site Closure Information

The Contractor shall observe any federal holidays set forth in the referenced Department of Labor Wage Determinations, if the holiday falls within the service period of this contract.

When any holiday falls on a Saturday, the preceding Friday is observed; when any holiday falls on a Sunday, the following Monday is observed.

In each instance, the Contractor agrees to continue to provide sufficient personnel to perform requirements of any critical tasks already in operation or scheduled, and shall be guided by the instructions issued by the Meteorologist-in-Charge (MIC) or designee.

If make-up days are needed due to inclement weather, this should be arranged with the MIC or designee via email.

10. Deliverables

Deliverable	Objective	Due	Deliver To
SDS	List any hazardous material that will be used in performance of this contract. Ref. FAR 52.223-3 and FED-STD-313E	Within 7 days of awarded contract, and as needed to document revisions after contract award	Meteorologist-in-Charge (MIC) or designee

State, County, and/or City licenses and permits	Certify compliance with local laws and regulations	Within 7 days of awarded contract, **and** within 7 days of awarded option period, if exercised	Meteorologist-in-Charge (MIC) or designee
Evidence of Sexual Assault and Sexual Harassment training completion	To maintain a work environment free from sexual assault and sexual harassment. Ref. NAM 1330-52.222-70	Within 40 business days of contract award, **and** within 10 days of awarded option period, if exercised	Contracting Officer
Schedule or Work Plan	Identify when services are to be performed throughout the period of performance	Within 7 days of purchase order award, **and** within 7 days of awarded option period, if exercised	Meteorologist-in-Charge (MIC) or designee
Service Report	Identify which services were performed, and any problems found during the service visit	At completion of service **AND** With monthly invoice	Meteorologist-in-Charge (MIC) or designee **AND** Invoice Processing Platform (IPP)
Biobased Report (copy)	Report purchases of Biobased products in System for Award Management (SAM). Ref. FAR 52.223-2	By Oct. 30 for prior fiscal year (Oct. 1 – Sep. 30) ending the performance period of the contract base period, **and** for each option period, if exercised	Contracting Officer

11. Description of Services

The Contractor will be responsible for satisfactorily managing and performing exterior landscape maintenance services at the National Weather Service office located at:

2485 South Point Road
Green Bay, Wisconsin 54313-5522
Brown County

The contractor is responsible for verifying square footage and area to be maintained.

Exterior grounds consist of lawns, native grass areas, gravel, plant beds, shrubs, trees, parking lot, walkways, driveways and curb. The Contractor must provide all labor, tools, equipment, supervision, herbicides, transportation and any other products or services necessary, to maintain the landscaping and grounds in such a manner as to present a neat and well-maintained appearance.

*******NOTE FOR 2026 BASE YEAR ONLY: PLEASE BE AWARE THAT ONLY MOWING HAS BEEN PERFORMED OVER THE LAST FEW YEARS; THEREFORE, ALL GROUNDSKEEPING AND LANDSCAPING SERVICES WILL NEED TO BE PROVIDED, REGARDLESS IF THE MONTH OR TIME FRAME FOR PERFORMING THE SERVICE HAS PASSED. THE CONTRACTOR SHALL PROVIDE ALL SERVICES THAT WERE TO HAVE BEEN PERFORMED IN APRIL 2026 THROUGH THE DATE OF AWARD WITHIN TWO (2) WEEKS OF AWARD OR AS NEGOTIATED BY THE GOVERNMENT POINT OF CONTACT. A SITE VISIT IS RECOMMENDED TO DEVELOP AN ACCURATE QUOTE. PHOTOS OF THE GROUNDS ARE INCLUDED TO ILLUSTRATE THE STATE OF THE GROUNDS CURRENTLY BUT ARE NOT EXHAUSTIVE OF THE AREAS THAT NEED TO BE BROUGHT UP TO STANDARD.*******

MAINTAIN IMPROVED/SEMI-IMPROVED GROUNDS

1. **Mowing:** Improved, Semi-Improved, and Native Grass Areas. The Contractor shall reasonably maintain the grass at a consistent height of between 2-3 inches long. Grass clippings must be mulched, or removed and disposed of off-site after mowing. All improved/semi-improved grounds and native grassed areas must look, well-manicured at all times.

   Edging: The Contractor shall perform edging work, to include removal of vegetation from cracks in sidewalks, driveways, parking lots, curbs, and other concrete or asphalt edges located in the improved/semi-improved grounds. This shall be accomplished concurrently with the scheduled mowing.

2. **Pruning:** Prune all trees and shrubs twice during the growing season and as needed to achieve and maintain a commonly accepted form for the type of trees/shrubs they are.

3. **Tree and shrub:** Excess shoot growth shall be removed when they are small/emerging. Contractor will consult with the Meteorologist-in-Charge (MIC) or designee if limbs should potentially be removed. The Meteorologist-in-Charge (MIC) or designee MIC may also bring to the attention of the contractor limbs that should be left or ones that should be removed. Plantings such as ground cover, perennials, and bulbs, shall be cut back as appropriate for the species and nothing should exceed 12' high.

4. **Grass Trimming:** The Contractor shall trim the grass around trees, shrubs, buildings, fences, poles, posts, fire hydrants, parking lot bumper blocks, boulders, road shoulders and other fixed obstacles concurrently with mowing. Damage to trees, shrubs, mailbox and other plantings shall be repaired or replaced by the contractor.

5. **Remove Debris:** The Contractor shall remove and dispose of all natural debris (tree limbs, dry brush, loose bark, grass clippings, etc.) from the premises, including parking lots/areas, walkways, and gutters, concurrently with mowing.

6. **Application of Fertilizer:** The Contractor shall apply an effective and season appropriate fertilizer on all lawns, shrubs, plants, and ground cover at no less than 3 applications per season or more frequently as determined by the Contractor as necessary to maintain a well-manicured appearance of the lot. All fertilizers shall be applied in accordance with the manufacturers' instructions and good trade practices.

7. **Weed Control:** The Contractor will perform weed control concurrently with mowing. The required result is to leave the grounds (lawns, semi-improved and native grassed areas, shrub beds, ground-cover beds, rock beds, flower beds, graveled areas and all other adjacent areas of the property) free of all weeds. Weeds shall be properly disposed of off-site. Appropriate weed prevention methods shall be used to keep weed growth to a minimum between visits. Herbicides may be applied at the Contractor's discretion.

8. **Sprinkler System:** The Contractor shall preform proper activation during the spring season and proper winterization/deactivation in the autumn while maintaining regular adjustments to nozzle heads, unclogging lines, and fixing overspray issues. ***If any broken lines, cracked pipes, faulty valves, damaged wiring, worn-out sprinkler heads, backflow issues, or other issues with in the sprinkler system that require repair or replacement are identified, the Contractor must let the MIC or designee know and if any work needs to be done to repair the sprinkler system, it will be addressed separate from this contract and no repair work is to be done without proper authorization to do so.***

9. **Replace black edging:** In the base year, the Contractor will remove and replace the black plastic lawn edging throughout the grounds. (Estimated to be 293 linear feet of edging).

12. <u>Invoicing</u>

Invoices will be submitted on a monthly basis in the Invoice Processing Platform (IPP), after the services for the month have been performed. As evidence of work performed, the Contractor will complete a service report and attach it to the invoice within IPP. (Sample service report is attached at the end of the Statement of Work)

SAMPLE SERVICE REPORT

DATE: _____ LOCATION:_____

SERVICES PERFORMED:

_____

_____

_____

PROBLEMS NOTED:

_____

_____

_____

COMMENTS & REMARKS:

I CERTIFY THAT THIS REPORT IS ACCURATE AND WORK PERFORMED WAS COMPLETED IN ACCORDANCE WITH THE CONTRACT SPECIFICATIONS

Name and Signature of Authorized Contractor Representative Date

Name and Signature of Authorized Government Representative **Date**