DESCRIPTION/SPECIFICATIONS
STATEMENT OF WORK
Lawn Services
Payette National Forest
McCall Ranger District Office, Krassel Ranger District Office,
Payette National Forest Supervisor's Office, Daycare Center

1. **SCOPE OF CONTRACT**

The contractor shall provide all personnel, equipment, tools, supplies (except those designated as Government- furnished) and supervision, services necessary to perform grounds maintenance at the McCall Ranger District Office, Krassel Ranger District Office, Payette National Forest Supervisor's Office and Daycare Center in a manner that will maintain healthy grass, trees, shrubs, and plants and present a clean, neat, and professional appearance as specified herein.

2. **LOCATIONS:**

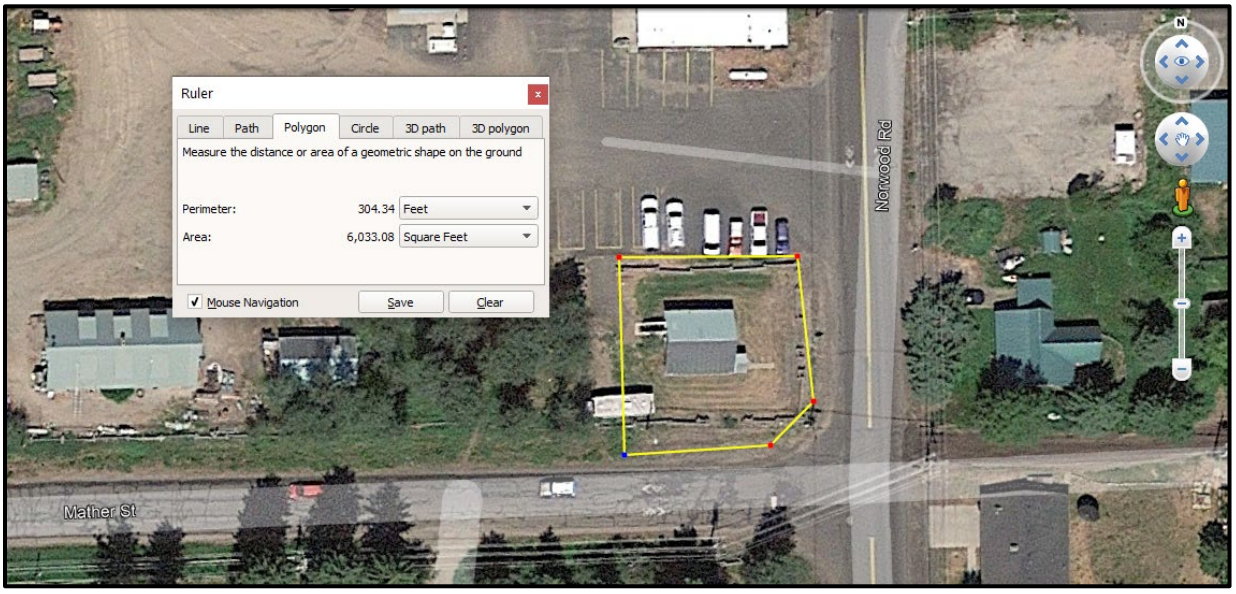
- McCall Ranger District, 102 W Lake St, McCall, ID 83638
- Krassel Ranger District, 500 N Mission St, Building 1, McCall, ID 83638
- Payette NF Supervisor's Office, 500 N Mission St, Building 2, McCall, ID 83638
- Payette NF Daycare Center, 500 N Mission St, Building 3, McCall, ID 83638

2.1 **McCall District Office Location**:

The area (lawn area ~31,000sf) adjacent to the office building:

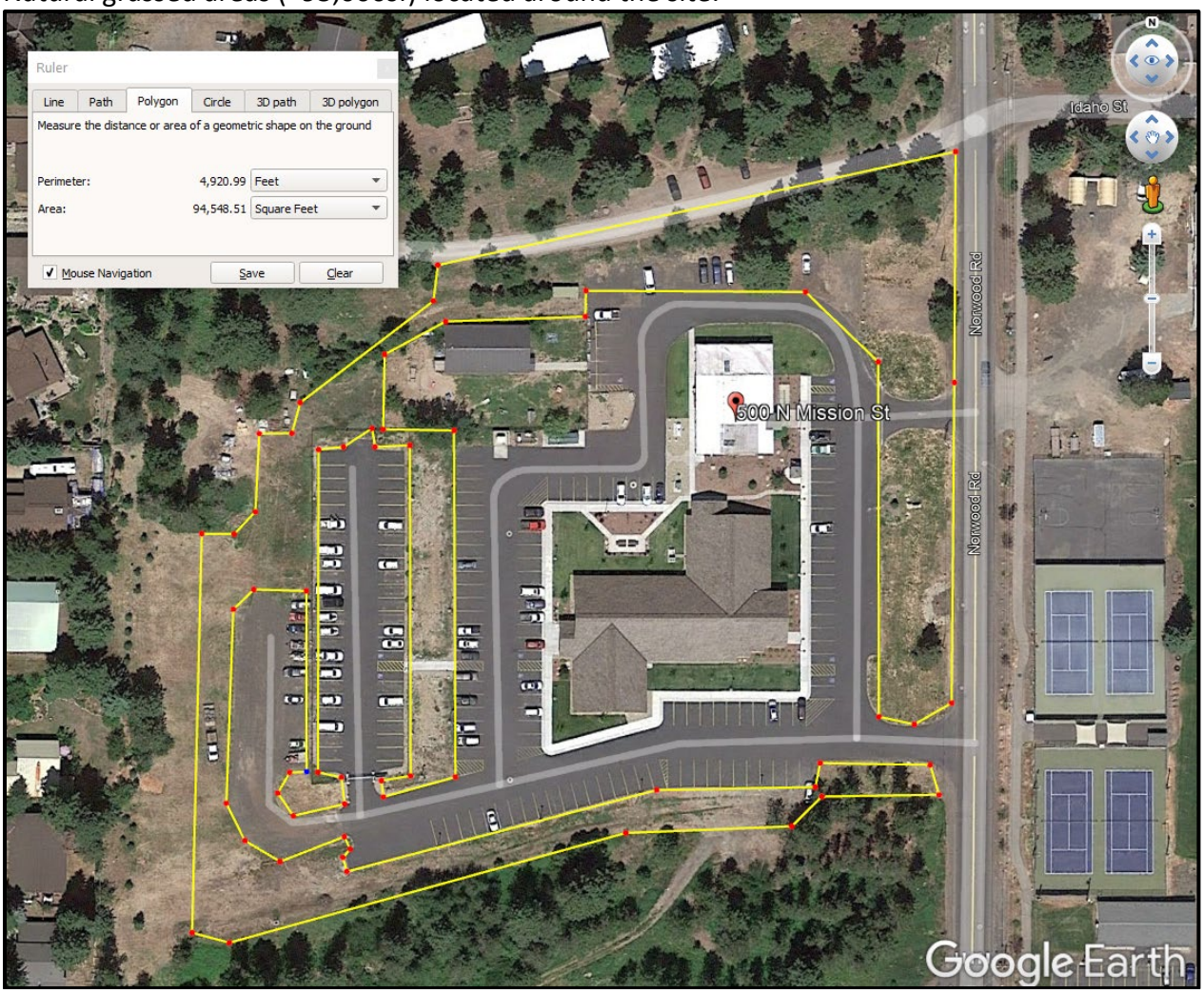
Large lawn area (~44,000sf) west of the office building:

The area (lawn area ~6000sf) around the building located on the corner of Mission and Forest Streets:

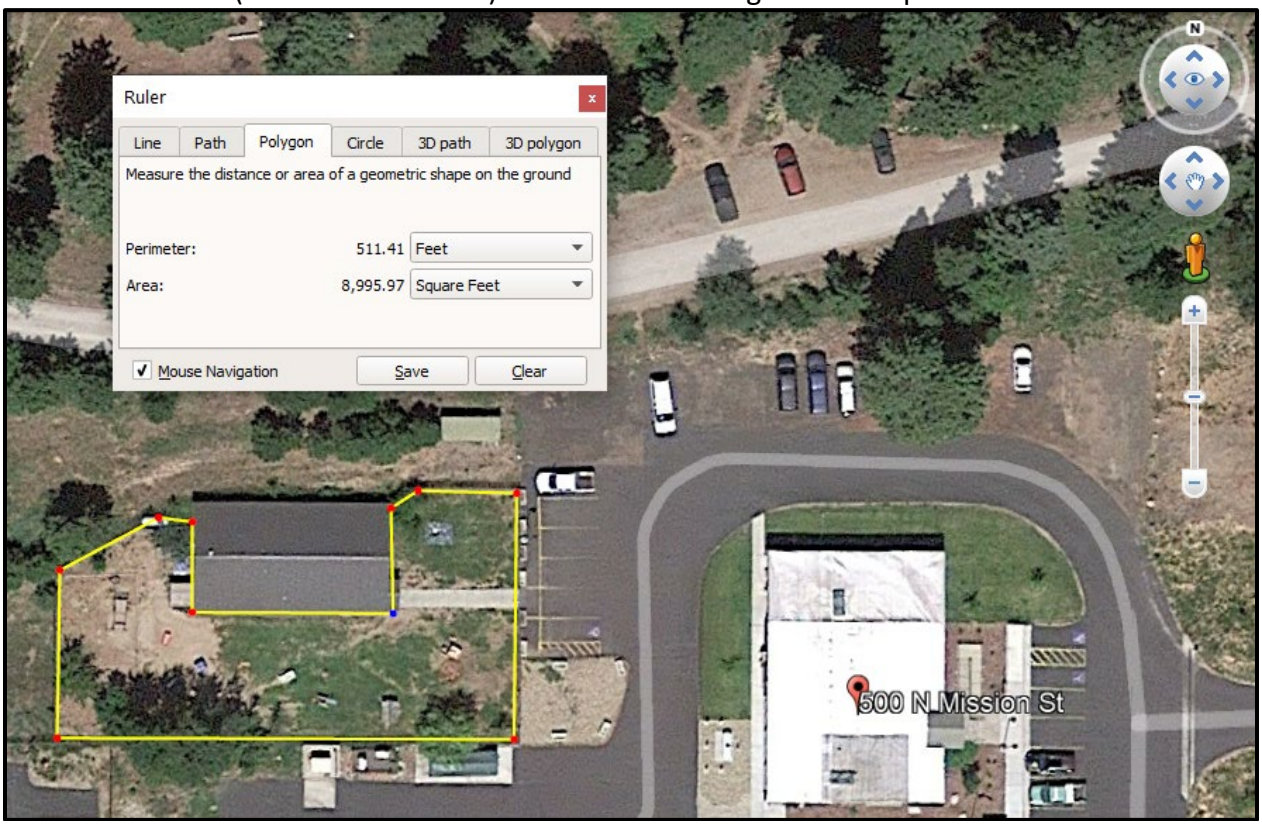


2.2 **<u>Krassel District Office and Payette NF Supervisor's Office Location</u>**:
Includes the area (lawn area ~ 20,000sf) adjacent to the office buildings:

Natural grassed areas (~95,000sf) located around the site:



2.3 **Payette NF Daycare Center Location**:
Includes the area (lawn area ~ 9000sf) around the building inside the perimeter fence:



3. **MAINTAIN GROUNDS WEEKLY**

3.1 **Mow grounds**. Contractor will be required to mow grounds weekly. It is preferred that the grass clippings be mulched. If the clippings cannot be mulched, they shall be removed. Removal and disposal of clippings is the responsibility of the contractor. To maintain a uniform, neat and professional appearance at all times, the contractor shall maintain grass height between 3 and 3 ½ inches after mowing.

3.2 **Edging**. Sidewalks, driveways, curbs, and other concrete or asphalt edges located on the grounds will be edged at the time of mowing. Edging will include removal of vegetation from cracks in sidewalks, driveways, and curbs within a half-inch of the edged surface.

3.3 **Trimming**. Grass and weeds shall be trimmed around trees, shrubs, buildings, fence lines, sign posts, decks, water spigots, etc. Trimming height will match surrounding area grass heights. The grounds will be trimmed at the time of mowing. Damage to trees, shrubs and bushes from trimming will be repaired or replaced by the contractor at no cost to the government. If a tree, shrub or bush on the grounds should die or become unhealthy, the contractor will be responsible for replacing the damaged plant with a plant of same size and type. The cost to replace damaged trees, shrubs or bushes on the grounds will be the

responsibility of the contractor. The plant replacement will occur within 15 days of noticed damage. Contractor will not plant a tree, shrub or bush without the approval of the Contracting Officer and the COR.

3.4 **Trimming and Pruning Shrubs/Bushes**. The Contractor must maintain a neat and well maintained appearance of all plants, shrubs, and trees by proper pruning, clipping, pinching back, digging out new growth, and shape maintenance. To be completed at time of mowing.

3.6 **Repair Damaged Areas**. Areas damaged by vehicles, erosion or drought will be seeded, sprigged, or sodded to maintain a uniform, neat and professional appearance. Areas damaged by rodents/diseases will be mitigated of the pests before being seeded, sprigged or sodded to maintain a uniform, neat and professional appearance. Contractor shall notify the COR when the areas noted above appear, and shall repair the damaged areas within seven (7) calendar days.

3.7 **Remove Debris/Police Grounds**. The Contractor must perform general litter patrol on all grounds. Responsibilities will include, but will not be limited to, the removal and disposal of all natural debris (tree limbs, dry brush, rodent habitats, dead animals, etc) and manmade debris. All grass clippings must be properly removed and disposed of offsite. Sidewalks and paved areas must be cleaned of all lawn clippings after each mowing. Curb-gutter, sidewalks, and concrete flatwork must be kept debris free (includes bark debris, dust, and dirt) with the debris properly removed and disposed of offsite. Removal of debris and policing of grounds will be concurrent with mowing schedule.

4. **PERIODIC MAINTENANCE**

4.1 **Mow Natural Grassed Areas**. Contractor will be required to mow/cut the natural grassed areas as needed to maintain a grass height of 8 inches. Site plans denote the natural grassed areas at each site.

4.2 **Apply Fertilizer (June and early August)**. The contractor shall perform an effective commercial fertilizer application for all lawn areas (not natural grassed areas). Approved fertilizers shall be applied in accordance with the manufacturer's instructions. Contractor shall apply fertilizer within least seven (7) calendar days from notification by the COR's request of the application.

4.3 **Apply Fungicide (November**). The contractor shall perform an effective commercial fungicide application for all lawn areas (not natural grassed areas) to minimize the potential of snow mold. Approved fertilizers shall be applied in accordance with the manufacturer's instructions. The best application will be within (2) weeks of snow fall that stays on the ground. Lawn areas must be mowed 2" and 2-1/2" prior to application. Contractor shall apply fungicide within least seven (7) calendar days from notification by the COR's request of the application.

4.4 **Aerate/Thatch Soil**. Aerate/thatch soil on the lawn areas (not natural grassed areas) to maintain a healthy state at the beginning of each season and as needed.

4.5 **Weed Control/Removal**. The Contractor must keep all lawns (includes semi-improved grassed areas), natural grassed areas, shrub beds, ground-cover beds, flower beds, graveled areas, and all other adjacent areas free of weeds at all times. Any herbicides must be applied by certified personnel and should take place at the appropriate times based on the weather/climate. No herbicides will be used at the Daycare Center.

5. **CONTRACTOR PROVIDED EQUIPMENT AND SUPPLIES**.

5.1 **Contractor-Furnished Equipment**: The contractor shall provide and maintain all equipment necessary to perform the requirements of this contract.

5.1.1 All equipment used in the performance of this contract shall be in good operable condition and carry a U/L (Underwriters Laboratory) listing. Equipment found to be unsafe and unable to function as designed, shall not be used in performance of this contract. The contracting officer or designated representative may inspect the contractor's equipment and direct the removal of any unsafe or unusable equipment or vehicle from the installation.

5.1.2 Contractor will supply all fertilizers, grass seed, and herbicides, etc. required to meet the requirements of this contract at no additional cost to the government, except those items listed in Section 6, Government Furnished Supplies and Equipment.

5.1.2 **Biobased Product Utilization**
The Contractor must comply with the Agricultural Act of 2014; the Food, Conservation and Energy Act of 2008 (FCEA), 7 U.S.C. 8102; the Farm Security and Rural Investment Act of 2002 (FSRIA), 7 U.S.C. 8102; the Federal Acquisition Regulation; Executive Order (EO) 13514, "Federal Leadership in Environmental, Energy and Economic Performance," dated October 5, 2009; EO 13423, "Strengthening Federal Environmental, Energy, and Transportation Management," dated January 24, 2007; and Presidential Memorandum, "Driving Innovation and Creating Jobs in Rural America through Biobased and Sustainable Product Procurement," dated February 2012, to provide 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. All supplies and materials to be used in the performance of work described herein are subject to the approval of the Contracting Officer's Representative (COR). The following is an example list of products that may be used in this contract for which biobased products are available. The list is not all inclusive. It is desirable that Contractors 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 Absorbents	Wood and Concrete Sealers
Diesel Fuel Additives	

Biobased products that are designated for preferred procurement under USDA's Biopreferred Program must meet the required minimum biobased content as stated in the USDA Final Rule available at www.biopreferred.gov. The Contractor should provide data for the biobased products such as biobased content and source of biobased material. In addition to the biobased products designated by the U.S. Department of Agriculture in the Biopreferred Program, the Contractor is encouraged to use other commercially available biobased products. The Contractor shall submit with the initial proposal a complete list of biobased products, indicating the name of the manufacturer, cost of each material, and the intended use of each of the materials that are to be used in carrying out the requirements of this contract (see Section L, Clause L- * - Instructions for the Preparation of Technical and Business Proposals). Additionally, the winning Contractor on each anniversary date of the contract shall compile a complete list of biobased products, including the information above, purchased to carry out the contract requirements. The Contractor shall list volume to be used and total cost for each individual product. This information will be used for reporting purposes (see Section I, FAR Clause 52.223-2). Within thirty (30) days of contract award, the Contractor shall submit an Operation Plan. This submittal will be approved by the COR in writing. The Contractor shall not commence work until this submittal is approved by the COR in writing. The Plan must be reviewed and updated annually, and as required by the COR. The Plan must contain and define the following elements:

• The Contractor's written policy stating its commitment to the use of biobased products, employee health and safety, and sound environmental management practices.

• Detail on how the Contractor intends to keep abreast of the development and increasing availability of designated and non-designated biobased products and how any new or improved products will be incorporated on an ongoing basis into contract performance.

• Proposed biobased construction products which must be selected in accordance with the criteria included above. At a minimum, the Plan must identify products by brand name for each of the product types.

NOTE: A Contractor may propose more than one product within a product category and/or propose a product or products addressing more than one product category.

• The product guides which define standard operating procedures for instructing staff in the proper use, storage, and disposal of biobased products; proper maintenance of equipment; and other procedures/instructions to accomplish work under this contract.

The Contractor shall provide data on the quantity and dollar values of biobased products used in this contract. The data shall be submitted to the COR quarterly. A demonstration of proper use, an effective training program, and technical assistance are essential to the success of the purchase and use of some biobased products that may function differently than a conventional product.

6. **GENERAL INFORMATION**

6.1 **Hours of Operation**. The contractor shall perform the services required under this contract during the hours listed below. The contractor is not required to perform services on Federal Holidays. All work is intended to be done during each period of performance for a time frame not to exceed (NTE) 19 weeks. Work will begin approximately May-June and be completed by October each year. However, this will be directed by a Start/Stop work order as directed by the CO & COR each year.

6.1.1 **Normal Work Hours**. The contractor shall perform services at Daycare Center no earlier than 11:00 am and no later than 2:00 pm as to be able to clear the grass of toys for mowing. The contractor shall perform services at McCall and Krassel/Payette NF Supervisor's Office's before or after the more restricted time of the daycare center but no earlier than 9:00 am and no later than 6:00 pm. The normal workday must be requested by the contractor and approved by the COR before work begins. If contractor finds it necessary to deviate from the normal workday or hours of operation to ensure timely completion of work under this SOW at no additional cost to the government, coordination is required with the COR. Normal work hours can be any day of the week Sunday through Saturday but must be approved or acknowledged through the COR.

7.1.2 **Federal Holidays**.
Federal Holidays
New Year's Day - 1 January
Martin Luther King Day - 3rd
Monday in January
Washington's Birthday - 3rd
Monday in February Memorial
Day - last Monday in May
Independence Day - 4 July
Labor Day - 1st Monday in
September Columbus Day -
2nd Monday in October
Veteran's Day - 11 November
Thanksgiving Day - 4th
Thursday in November
Christmas Day - 25 December