

Specifications

Landscaping Maintenance for East Tennessee Homes

34401-99321-12404

The State of Tennessee, Department of Intellectual and Developmental Disabilities hereinafter shall be referred to as the "State" or "Agency".

The service provider hereinafter shall be referred to as the "Contractor".

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Contract Specifications

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A.1. Scope:

1. A five (5) year contract is requested.
2. All pricing shall be inclusive of all fees and surcharges.
3. To provide **AS NEEDED** mowing, trimming, edging, and weeding for state-owned and/or leased property. It is incumbent of all bidders to determine actual acreage for service and submit bids accordingly.
4. The Contractor shall provide Landscaping Service **AS NEEDED** for the following locations:

855 Meadowbrook Road, Afton, TN 37616
744 Stone Dam Road Chuckey, TN 37641
3590 Stone Dam Road, Chuckey, TN 37641
3960 Chuckey Pike, Chuckey, TN 37641
143 Delizie Randolph Road, Chuckey, TN 37641
633 Amity Rd. Greeneville, TN 37743
2156 Asheville Hwy. Greeneville, TN 37743
2105 Susong Rd. Greeneville, TN 37743
2107 Susong Rd. Greeneville, TN 37743
2495 Buckingham Rd. Greeneville, TN 37743
2497 Buckingham Rd. Greeneville, TN 37743
2499 Buckingham Rd. Greeneville, TN 37743
102 Dyer St. Greeneville, TN 37743
2324 Asheville Hwy. Greeneville, TN 37743
803 Redbud Dr. Greeneville, TN 37743
645 Rambo Rd. Greeneville TN 37743

Summary of Landscape Services for East Tennessee Homes													
visits per month for each home													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Mowing	0	0	1	3	4	4	4	4	4	3	2	0	29
Trimming/ Edging	0	0	1	3	4	4	4	4	4	3	2	0	29
Weeding	0	0	1	3	4	4	4	4	4	3	2	0	29

5. The Contractor shall provide bush hogging services for the three locations below AS NEEDED not to exceed 4 per season:

633 Amity Rd. Greeneville, TN 37743
2324 Asheville Hwy. Greeneville, TN 37743
645 Rambo Rd. Greeneville TN 37743

A.2. Bidder/Contractor Requirements:

A. Contractor Qualifications:

1. Criteria for bidder/Contractor qualifications shall be defined by the terms and conditions of the solicitation document.

B. Contractor Requirements and Responsibilities:

1. A site visit is ***strongly recommended*** for all potential Contractors, prior to submitting a bid, to become familiar with the locations. Failure to inspect the premises shall not relieve the Contractor from liabilities incurred in the event of default in contract agreement. Bidders must notify Tim Moody by July 10, 2022 if they plan to attend. The pre-bid site visit information is as follows:
 - i. Date: July 14, 2022
 - ii. Meeting Time: 9:00 a.m. EST
 - iii. Place: East Tennessee Regional Office Campus – 4850 East Andrew Johnson Hwy. Greeneville TN, 37743.

On-Site Agency contact:

Tim Moody
East Tennessee Regional Office Greeneville
Director of Maintenance and Safety
Facilities Manager 3
Office: 423-787-6503
Mobile: 423-972-1203
Timothy.moody@tn.gov

Main Agency contact:

Eli Rousey | Contract Manager
UBS Bldg. 8th Floor
315 Deaderick Street
Nashville, TN 37243
Phone: 615-804-2669
Eli.T.Rousey@tn.gov

2. The Contractor shall furnish all labor, materials, supplies, equipment and supervision to perform services as required and at the frequency specified. The acreage is estimated, and prospective bidders shall determine actual acreage for service and for bid purposes.
3. The Contractor shall have thorough knowledge of lawn care tasks, including but not limited to, the use of various equipment, materials, and supplies to be used within the scope of this contract agreement. The contractor shall accept responsibility and provide personal supervision for those persons within their employment.
4. The Contractor shall provide for employee safety and accept responsibility for personal injury during performance of service under this contract agreement.
5. The Contractor shall emphasize safety at all times. In event of property damage, it will be determined by the state as to the extent and liability of the parties involved under this contract agreement.
6. All Contractor personnel may be required to sign in and sign out at the job site with the homes staff.
7. If property is damaged resulting from the Contractor's negligence and must be repaired and/or replaced by the state; the expense incurred for such repairs and work shall be deducted from monies due the contractor. The state reserves the right to pursue claims for damages through any and/or all legal means available to the state.
8. It is a requirement of this contract that the bidder shall attest, in writing that it shall not knowingly utilize the services of illegal immigrants in the performance of this contract and shall not knowingly utilize the services of any subcontractor who utilizes the services of illegal immigrants in the performance of this contract in accordance with Terms and Conditions 1.70..

A.3. General Specifications and Special Requirements:

A. Scope of specifications:

Lawn care/grounds maintenance shall include, but is not limited to, mowing, trimming, weed eating, and General clean-up of grounds area. The lack of and/or omission of detailed specifications does not minimize the acceptable levels of service and only the best commercial practices are acceptable

B. Frequency of service:

1. All specified services shall be provided upon request of the facility administrator "or designee".
2. A normal mowing and trim cycle shall be 7 days (approx.) unless changed by the facility administrator. A 48-hour notice, written and/or verbal, will be issued by the facility administrator "or designee" before a cutting cycle is changed.
3. A mowing and trim cycle shall not begin without authorization from the facility administrator "or designee".
4. All service cycles shall be completed prior to beginning a new cycle and includes delays due to inclement weather conditions.
5. All service cycles shall be completed to the satisfaction of the facility administrator "or designee" and prior to submission of an invoice for payment.

C. Specifications and service requirements:

1. All trash and debris shall be picked up before mowing and disposed of properly. The height of the mowing shall not be less than 2 1/2 inches and the contractor shall mow all areas that are designated as mow able areas. The height of bush hogged area (where applicable) shall be 5 to 6 inches and is to be cut as evenly as possible when/if bush hogging is applicable.
2. Mowing shall be as close as possible to all fixed objects, without damage to such objects, such as curbs, buildings, vehicles, fences, trees, plants, etc.
3. Hand trimming in and around fixed object shall be required with the removal of brush and trimmings from the premise.
4. All cut grass shall be blown and/or swept from the sidewalks, driveways, roadways, curbs, patios, etc.
5. Weed and Vegetation Control shall be applied to curbs, sidewalks, driveway, parking lots, shrub and mulch beds, including bio-retention basin.
6. Pruning shall be performed on trees and shrubs in October and Crepe myrtles in January or as needed.
7. Extreme care shall be taken not to damage or harm items such as trees, plants, shrubs, etc. within the mowing area.

8. All lawn care and mowing services shall be performed during daylight hours.
9. No mowing services shall be performed during wet weather conditions whereby ruts and/or turf damage may occur.
10. In the event there is damage by reason of the mowing, the Contractor shall be required to repair and/or replace the damaged property at contractor's own expense with like kind and as directed by the facility administrator.

D. Equipment:

1. All equipment that is to be used on job site shall be safe and in good working order.
2. Equipment used shall have safety features and accessories, where applicable, as required by existing OSHA regulations and/or laws.
3. The type of equipment, accessories, materials, supplies and labor necessary for the efficient operation and completion of a mowing cycle and the design acted time, shall be provided by the Contractor.
4. Rotary type mowers shall be equipped with skirt guards which restrict foreign objects from being thrown from the cutting unit enclosure.

A.4. Security Requirements:

- A. All Contractor Service Personnel, including subcontractors, shall be uniformed or have visible identification, while on State property, at all times. Contractor Service Personnel shall be required to provide photographic identification for inspection upon entering all State facilities.
- B. Contractor Service Personnel shall provide proper Government issued identification to enter any Facility, may be subject to search, and are restricted to the work area site.
- C. Contractor Service Personnel may be subject to background checks by the Tennessee Bureau of Investigation (TBI). Upon request by the End User for background check(s), the Contractor shall absorb all costs to obtain the requested TBI background check(s).
- D. Visits to all State Facilities require proper check in and check out; on no occasion shall service be provided without proper contact with the Authorized Agency Personnel in charge of the Facility. Security provisions for all State Facilities shall be strictly observed and the Contractor shall coordinate access to the State Facility with the Authorized Agency Personnel or their designee.



- E. The State reserves the right to inspect and search all Contractor Service Personnel and/or vehicles at any time while on the facility grounds.
- F. The Contractor and Contractor Service Personnel shall strictly abide by all State policies and procedures at all times. Deviations from these policies by the Contractor, Contractor Service Personnel, or Subcontractor Personnel will not be tolerated and shall be considered grounds for Contract cancellation.
- G. If the Authorized Agency Personnel deems it necessary, the Contractor Service Personnel and/or Subcontractor Personnel may be required to leave the premises.

A.5. Invoice Information:

- A. Invoices shall be itemized by home upon conclusion of a service.
- B. Supporting documentation shall accompany each invoice including, but not limited to location, date, time and attendance records, etc.
- C. Invoices shall be mailed or emailed to:

UBS Bldg. 8th Floor
315 Deaderick Street
NASHVILLE TN 37243-1403
Attention: Account Payable
Email address: DIDD.Invoicing@tn.gov

