

EXHIBIT A

DESCRIPTION OF GOODS AND SERVICES

I. **Lawn Mowing Services including Clean Up**

- A. Contractor(s) shall perform services between the hours of 7:00 a.m. and 3:00 p.m. Monday through Friday.
- B. The contractor(s) shall be responsible for clean up to include:
 - a. Raking/sweeping gravel, sand, debris, etc. from around building, and parking lot perimeter. Pick up fallen leaves, branches and limbs; prune dead or broken branches from trees and shrubs remove off site.
 - b. Clean all shrub and flower beds to weeds, dead vegetation, sticks and debris. Provide fresh edge along perimeter lines of beds.
 - c. Sweep gravel, sand, debris from around building, parking lot perimeter.
 - d. Debris pick up will encompass parking lot, parking lot islands, shrub areas and entire perimeter fence line.
 - e. Sweep or air-blow walkways, drive ways and parking lots (ALWAYS AWAY FROM BUILDING AND AUTOMOBILES) after each pick up and weeding.

II. **Fall clean-up**

- A. Contractor(s) shall be responsible for fall clean-up during the month of November or as needed and directed by the Agency to include:
 - a. All leaves shall be raked, bagged, and removed off site
 - b. All areas surrounding and including planting beds, grass areas, fence line, outbuildings and main structures shall be cleaned and prepared for the winter.

III. **Parking Lot Sweeping**

- A. Removal of all sand and debris from all parking lots and driveway entrance areas
- B. Work to be performed by use of truck mounted vacuum system

IV. **Pruning**

- A. All pruning and trimming shall be completed to maintain proper growth patterns and uniform sizing and appearance of like or similar plantings
 - a. Ornamental shrubs, bushes and associated site plantings shall be trimmed and pruned
 - b. Specific heights of shrubs, bushes and hedges to be determined by the Property Management

V. Weed Control (Must follow IPM Guidelines) to be completed after hours or when facility is not open to the public

- A. Pre-emergent weed and crab grass control (early spring)
- B. Weed and Feed (late Spring)
- C. Fertilization (One (1) application Fall)

VI. Flowers

- A. New Guinea Impatiens
- B. Chrysanthemums
- C. Annuals: i.e. Marigolds, Coleus, etc

VII. Brown Mulch

- A. To include delivery and spreading, 3: thick

VIII. Loam

- A. Deliver and spread one load of loam (5 cubic yards) each season to fill in sinkholes as they appear in the parking lot islands to help eliminate hazardous tripping conditions
- B. Holes to be filled as directed by Property Management Agent
- C. Mulching of bare spot areas to be done to prevent further eroding of soil