I. DESCRIPTION OF GOODS AND SERVICES:

A. SCOPE OF SERVICES:

1. Contractor shall provide services including but not limited to; spring clean-up, grounds maintenance and mowing, fall clean-up and other related grounds maintenance and landscaping services (“Service(s)”) for the State of Connecticut Department of Emergency Services and Public Protection (DESPP) (“Client Agency”), DESPP Headquarters, 1111 Country Club Road, Middletown, CT 06457 (“Facility”).

2. The Service(s) pertain to the entire Client Agency Facility including the front entrance(s) and all areas within the Facility’s perimeter fence, except for the natural forested areas. There is no regularly scheduled maintenance in those areas except for patrolling for and removal of refuse during all Client Agency authorized Contractor Service visits.

3. Unless otherwise directed in writing by the Client Agency, Contractor shall complete all Client Agency authorized Service(s) in one day.

4. Contractor shall provide at a minimum, all labor, materials, supervision, tools, equipment, staging, hoisting, handling, unloading, loading, transportation, certifications, licenses, and all other necessary and incidental items and components required for the performance of the Service(s) to the Client Agency’s satisfaction.

B. CLIENT AGENCY AUTHORIZATION:

1. The Client Agency shall designate or assign a representative(s) to act on behalf of the Client Agency regarding all matters affecting the Service(s) (the “Client Agency Designee”). The Client Agency shall identify the Client Agency Designee upon commencement of the Contract. The Facility is currently managed by a third party property management firm who will serve as the initial Client Agency Designee. Client Agency shall notify the Contractor in writing within (5) business days prior to any Client Agency Designee change. The Contractor shall notify the Client Agency Designee in writing within five (5) business days prior to any Contractor representative change.

2. Contractor shall adhere to an authorized Service(s) schedule provided by the Client Agency Designee. Contractor shall perform Services between 8:00 am eastern time and conclude Service(s) by 4:00 pm eastern time Monday through Friday, excluding State Holidays unless otherwise directed by the Client Agency.

C. GENERAL REQUIREMENTS:

1. Contractor shall provide sufficient qualified supervision and labor and sufficient and proper materials, supplies, and equipment to perform the Service(s).
2. Contractor shall complete authorized Service(s) in a professional manner, using equipment and materials that conform to all current Federal, State and local regulations. Contractor must ensure that the grounds are uniformly well maintained to the Client Agency Designee’s satisfaction.

3. Contractor’s performance will be monitored and audited by the Client Agency Designee. Contractor must provide the Client Agency free and easy access to inspect and measure the manner and performance of the Service(s) at all times and to inspect the types and quantities of equipment, materials and supplies used in the performance of the Service(s).

4. Contractor’s employee(s) shall be fully trained and skilled in safe and proper techniques. At the request of the Client Agency Designee, Contractor shall provide documentation that demonstrates employee(s) have had adequate training in all necessary State, Federal and Occupational Safety and Health Administration (“OSHA”) regulations and retain during the Contract Term, active Connecticut license(s) for including but not limited to; insect, fertilizer and pesticide application(s).

5. Upon the commencement of the Contract, Contractor shall provide Client Agency Designee with identification badges for all employees including at a minimum company name and employee photograph, name and signature.

6. Client Agency Designee shall provide the Contractor with security regulations for the Facility. Contractor shall inform its employee(s) of all security regulations. Contractor shall be responsible for training its employee(s) in the security regulations of the Facility and shall be responsible for enforcing the security rules as they apply to its employees. In addition to the security regulations, the Contractor shall inform its employees of the following: guns, knives or other dangerous weapons are not allowed on state property; illegal drugs or other prohibited substances are not allowed on state property; and unauthorized personnel are not allowed on state property.

7. Contractor shall confine its operations including but not limited to the parking of vehicle(s), trailer(s) and equipment at the Facility to those areas designated by the Client Agency. Contractor shall not block or restrict, in any manner, access or egress to and from the Facility.

8. Contractor shall ensure the Facility remain functional and in full and complete operation during the course of the performance of the Service(s). Contractor’s access and egress to the Facility will be as directed by the Client Agency. Contractor acknowledges and agrees to maintain safe egress for the Client Agency, its visitors, employees and other contractors. Contractor shall refrain from any and all interaction with the Client Agency’s employees and visitors and prevent any disruption to the Client Agency’s operations.
EXHIBIT A

DESCRIPTION OF GOODS & SERVICES AND ADDITIONAL TERMS & CONDITIONS

9. Contractor shall furnish all equipment required to perform the Service(s) and maintain the same in first class condition. All safety equipment/devices must be present and operating properly. Client Agency Designee may inspect all equipment furnished by the Contractor and any equipment found unsuitable shall be removed from the premises and replaced with a type approved by the Client Agency Designee.

10. Contractor shall not store any equipment, materials and/or supplies at the Client Agency Facility without written consent from Client Agency Designee.

11. Contractor shall remove all debris from the Facility at the end of each work day at no additional cost to the State and dispose of off-site in a lawful manner. Contractor shall not place debris in Client Agency’s dumpster or compactor.

12. At the request of the Client Agency Designee, Contractor shall provide emergency telephone numbers.

13. Contractor shall be responsible for contacting the local utility services for underground utility locations at least 48 hours in advance of commencing any Services requiring digging/excavation at the Facility. Contractor shall not dig/excavate until the utilities have marked the location with paint or flags identifying the location of underground utilities.

14. In the event that the Contractor provides unsatisfactory Service(s) the Client Agency or Client Agency Designee or both shall submit to the State of Connecticut Department of Administrative Services Procurement Services (“DAS Procurement Services”) a vendor performance report detailing the specifics of the Service deficiencies.

D. SERVICES:

1. SPRING CLEAN-UP:

   Unless otherwise directed by the Client Agency Designee, Contractor shall:

   a. Remove sand and debris from all walkways, the top of catch basins and building entrances and other areas as directed by the Client Agency Designee.

   b. Remove all winter debris, branches, sticks, leaves, and refuse accumulated over the winter season.

   c. Remove all debris from perimeter fence area.

   d. Remove all winter damage and broken and dead branches from trees and shrubs.

   e. Remove all weeds by the roots from all plant beds.
EXHIBIT A
DESCRIPTION OF GOODS & SERVICES AND ADDITIONAL TERMS & CONDITIONS

f. All debris shall be removed from the Facility and disposed of offsite in a lawful manner.

g. Machine edge all sidewalks, landscape beds and hardscapes.

h. Remove all tire rut damage to lawn areas and re-seed as directed by the Client Agency Designee.

i. Re-seed all lawn areas as directed by the Client Agency Designee.

j. At the request of the Client Agency Designee, Contractor shall provide a written report of landscaping repairs needed along with a written estimate.

2. MULCH:

At the request of the Client Agency Designee, Contractor shall supply and install a 2” bed of fresh bark mulch in all planting beds as directed by the Client Agency Designee. Mulch shall be double shredded hardwood bark, natural in color. Contractor shall submit a sample of the bark mulch to the Client Agency Designee for approval for use at least one week before installation.

3. GROUNDS MAINTENANCE AND MOWING:

Client Agency Designee reserves the right to change the frequency of scheduled Service(s) based upon weather and growing conditions. Contractor shall perform and complete grounds maintenance and mowing Services on the same work day unless otherwise directed in writing by the Client Agency Designee.

a. Grounds Maintenance:

Unless otherwise directed by the Client Agency Designee, Contractor shall:

i. “Monitor” the Facility and remove all refuse, sticks, broken branches and dead plant material prior to performing Service(s).

ii. String trim around planting beds, curbs, light poles, hydrants, dumpster areas, areas along all building foundations, fences, signs, parking areas, walkways, trees and other areas as directed by the Client Agency Designee.

iii. Maintain clean edges at all sidewalks and planting beds with string trimmer or power edger.
iv. Blow off all debris from walks and entrances and remove debris from all walkways. Cut back any plant material growing into walkways and paths.

v. Hand weed planting areas as needed.

vi. Dead-head perennial flowers and cut back all dry brown leaves.

vii. Collect and dispose of clippings, or use a mulching mower, casting clippings evenly on the lawn surface.

viii. Remove all un-mulched clippings and excess turf clumping and debris.

ix. Not deposit clippings onto the sides of buildings, walkways, stairways, roadways, driveways, sides of buildings, signage, equipment or vehicles. Lawn mowers must be used as to direct clippings away from these areas.

x. Leaf and debris removal from the turf and beds must be performed in the autumn as part of this Service.

xi. Spray with an herbicide to prevent weed growth on curbs and cracks in pavement, inclusive of paved driveways, all walkways, parking lots, as directed by the Client Agency Designee.

xii. Contractor shall clear debris blocking the tops of catch basins and other drains as directed by the Client Agency Designee.

b. Mowing:

Unless otherwise directed by the Client Agency Designee, Contractor shall:

i. Mow all Facility areas, once per week, or more often as required, at a height of 3" as conditions dictate through the growing season as designated by the Client Agency Designee in a uniform and neat pattern. This schedule may be altered by the Client Agency Designee to avoid lawn burn during dry periods. Mowing equipment shall be employed to permit recycling of clippings where possible. Blades on all equipment shall be sharp to prevent tearing of the grass blades. Curbs, gutters, walks, stairs, driveways, and landscape beds shall be left in a clean condition after mowing.

ii. Adjust the height of blades to accommodate weather and growing conditions.
iii. String trim around all mowing obstacles.

iv. Contractor shall provide sweeping or blowing of cut grass and/or leaves from all areas including stairs and entrances after mowing. It is not acceptable to leave grass clumps on site.

4. PRUNING:

Unless otherwise directed by the Client Agency Designee, Contractor shall:

a. Prune and shape all lawn and foundation shrubs.

b. Prune and shape all ornamental trees, remove suckers, raise level and lightly shape.

c. Cut back any shrubs impeding on walkways and any plants to maintain an “air space” between the plants and the building. No branches will hang lower than 14’ over a walkway.

5. FALL CLEAN-UP:

Unless otherwise directed by the Client Agency Designee, Contractor shall:

a. Clean and remove all leaf debris, twigs, branches and litter from planting beds, stone walkways and perimeter fence area.

b. Cut back dead flowers and leaves.

c. Prune and shape late flowering shrubs.

d. Rake, blow or sweep all areas to remove fallen leaf debris.

e. Mow all slope, detention areas, and meadow areas.

f. Prune dormant ornamental trees – remove crossing branches, thin interior, and shape exterior.

6. INTEGRATED PEST MANAGEMENT PLAN (IPM):

Contractor must follow the State of Connecticut Department of Energy and Environmental Protection (“DEEP”) guidelines for Integrated Pest Management fertilization and pest management which can be obtain on DEEP’s web site at:


Unless otherwise directed by the Client Agency Designee, Contractor shall:
EXHIBIT A

DESCRIPTION OF GOODS & SERVICES AND ADDITIONAL TERMS & CONDITIONS

a. Treat all lawn areas with fertilizer at least 4 times per year including early spring pre-emergent crabgrass control, broadleaf weed controls and a late fall slow release fertilizer.

b. Treat all lawn areas with grub control at the appropriate time each year.

c. Treat all lawn areas with pelletized lime at the appropriate time each year.

d. Implement and maintain an Integrated Pest Management program with inspections at least monthly and treatments as necessary to prevent insect and disease infestation.

e. Only a properly certified and Connecticut licensed applicator may perform chemical applications.

f. Contractor shall supply the Client Agency Designee with a full listing of all chemicals that are to be used in the performance of the Services. As part of this documentation, the Contractor shall provide pertinent material safety data sheets (“MSDS”) for all chemicals to be applied to the Client Agency Facility.

E. DOCUMENTATION OF WORK PERFORMED:

Unless otherwise directed by the Client Agency Designee, Contractor shall:

a. Provide a service ticket report to the Client Agency Designee noting arrival time and departure time and description of work performed.

b. Include in the service ticket the following information including but not limited to: date of service, location of service, arrival time, name of technician(s) performing service, Contractor name and business address and telephone number, description of work performed and departure time.

c. Ensure to print the service ticket and obtain signatures by the Client Agency Designee and by the Contractor.

F. ADDITIONAL TERMS AND CONDITIONS:

1. Contract Separately/Additional Savings Opportunities:

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.
EXHIBIT A

DESCRIPTION OF GOODS & SERVICES AND ADDITIONAL TERMS & CONDITIONS

2. **Subcontractors:**

DAS must approve any and all subcontractors utilized by the Contractor in writing prior to any such subcontractor commencing any work. Contractor acknowledges that any work provided under the Contract to any state entity is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. Contractor shall be responsible for all payment or fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the Contractor to DAS upon request.

Contractor must provide the majority of services described in the specifications.

3. **Standard Wages:**

Contractors shall comply with all provisions of Connecticut General Statues 31-57f, Standard Wage Rates for Certain Service Workers and shall pay wages in accordance with the current wage rates provided by the Department of Labor. Information regarding this Statute and how and when it applies can be obtained from DOL’s web site at [http://www.ctdol.state.ct.us/wgwkstnd/standardwage.htm](http://www.ctdol.state.ct.us/wgwkstnd/standardwage.htm). Questions concerning the provisions and implementation of this act should be referred to the Connecticut Department of Labor, Wage and Workplace Standards Division, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114 (860) 263-6790 or his designated representative. A link to the Standard Wages is provided below.

Standard Wages
[http://www.ctdol.state.ct.us/wgwkstnd/prevailing-rates/service/rates-service.htm](http://www.ctdol.state.ct.us/wgwkstnd/prevailing-rates/service/rates-service.htm)

4. **Security and/or Property Entrance Policies and Procedures:**

Contractor shall adhere to established security or property entrance policies and procedures or both for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.