

**EXHIBIT A**

**DESCRIPTION OF GOODS & SERVICES AND ADDITIONAL TERMS & CONDITIONS**

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**I. DESCRIPTION OF GOODS AND SERVICES:**

**A. SCOPE OF SERVICES:**

1. Contractor shall provide 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 Administrative Services ("Client Agency"), Connecticut Governor's Residence located at 990 Prospect Ave, West Hartford, CT 06117 ("Facility").
2. The Service(s) pertain to the entire Client Agency Facility.
3. Contractor shall provide including but not limited to; 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. Contractor shall adhere to an authorized Service(s) schedule. Contractor shall perform Services between 8:00 am eastern time and conclude Services by 4:00 pm eastern time Monday through Friday, excluding State Holidays unless otherwise directed by the Client Agency.
2. Client Agency shall request Service(s) a minimum of two days (Monday through Friday, excluding State Holidays) before work is to be performed.

**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 quality 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's satisfaction.
3. Contractor's performance will be monitored and audited by the Client Agency. 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, Contractor shall provide documentation that demonstrates employee(s) have had adequate training in all

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- 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. Contractor shall provide identification badges for all employees including at a minimum company name and employee photograph, name and signature.
  6. Client Agency 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 must 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 must 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 shall be as directed by the Client Agency. Contractor acknowledges Facility have specific operating and logistical criteria and must be maintained in an extremely neat and organized manner. Contractor understands 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.
  9. Contractor shall furnish and maintain in first class condition all equipment required to perform the Service(s). Client Agency shall inspect all equipment furnished by the Contractor and any equipment found unsuitable shall be removed from the premises and replaced by the Contractor with a type approved by the Client Agency.
  10. Contractor shall not store any equipment, materials or supplies at the Client Agency Facility without written consent from Client Agency.
  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.

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12. At the request of the Client Agency, Contractor shall provide emergency telephone numbers that will be answered by the Contractor, 24 hours a day, seven days a week.
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 shall submit to the State of Connecticut Department of Administrative Services Procurement Services ("DAS Procurement Services") a vendor performance report.

**D. SERVICES:**

**1. SPRING CLEAN-UP:**

Unless otherwise directed by the Client Agency, 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.
- 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.
- f. Remove all debris from the Facility and dispose of offsite in a lawful manner.
- g. Machine edge all sidewalks, landscape beds and hardscapes.

**2. GROUNDS MAINTENANCE AND MOWING:**

Client Agency 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 by the Client Agency.

**a. Grounds Maintenance:**

Unless otherwise directed by the Client Agency, Contractor shall:

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- 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, monuments, trees and other areas as directed by the Client Agency.
- iii. Maintain clean edges at all sidewalks and planting beds with string trimmer, power edger or both.
- iv. Blow off all debris from walkways, patios 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 should 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. Remove all debris blocking the tops of catch basins and other drains as directed by the Client Agency.
- xii. Remove all sand from the training facility, as directed by the Client Agency.

**b. Mowing:**

Unless otherwise directed by the Client Agency, Contractor shall:

- i. Mow all Facility areas as designated by the Client Agency in a uniform and neat pattern.

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

**3. PRUNING:**

Unless otherwise directed by the Client Agency, 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 and driveway(s).

**4. FALL CLEAN-UP:**

Unless otherwise directed by the Client Agency, 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. Prune dormant ornamental trees – remove crossing branches, thin interior, and shape exterior.

**5. MULCH:**

At the request of the Client Agency Designee, Contractor shall deliver and install fresh bark mulch in all planting beds as directed by the Client Agency. Mulch shall be natural hemlock. Contractor shall submit a sample of the mulch to the Client Agency for approval for use at least 5 days before installation.

**E. DOCUMENTATION OF WORK PERFORMED:**

Unless otherwise directed by the Client Agency, Contractor shall:

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

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- 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 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.

**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. 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.