

**ALASKA COURT SYSTEM (ACS)**  
**ADDENDUM #1**  
**Invitation to Bid #ANC-S-19-0005**

*SERVICE CONTRACT*

Addendum issued Date: **February 25, 2019** Service Location: **Anchorage, Alaska**  
Type of Services: **Landscaping Maintenance Services**

To All Plan Holders:

The following changes, additions, and/or deletions are hereby made a part of the Invitation to Bid (ITB) for the above services as fully and completely as if the same were fully contained therein.

**Please acknowledge this addendum under Item #III on the Contractors' Bid Form.** All other terms, conditions, and specifications of the original ITB remain unchanged.

**Response Due Date is UNCHANGED from that specified in ITB.**

**A. The following Document(s) are revised:**

1. **Technical Requirements, Routine Scheduled Services, Fertilize Lawn (paragraph 6):** Paragraph 6 is changed to read, "In the Spring, upon Completion of de-thatching, apply 16/16/16 or 8/32/16 fertilizer to lawn areas at a rate of 12 lbs. per 1,000 sf. Again at mid-season (no later than August 1<sup>st</sup>), apply 16/16/16 or 8/32/16 fertilizer at a rate of 6-7 lbs. per 1,000 sf."

**END OF ADDENDUM #1**

# ALASKA COURT SYSTEM (ACS)

## TECHNICAL REQUIREMENTS

### *SERVICE CONTRACT*

Procurement per ACS Procurement Guidelines

#### 1. BID SCHEDULE INTENT:

- A. To establish an annual cost to provide all labor, tools and materials to perform **ROUTINE SCHEDULED SERVICES** described below for entire growing season (generally defined as the period **between April 15<sup>th</sup> through October 15<sup>th</sup> of each year**) for the grounds described in the Supplemental Conditions.
- B. To provide an **HOURLY LABOR COST** to perform landscape services other than routine schedule services described below.

#### 2. ROUTINE SCHEDULED SERVICES:

- A. Times of Work - Dethatching of lawn areas, reseeding of bare patches, watering and pruning of trees and shrubs must be performed during each plant's appropriate gardening season and hours of the day to the benefit of each plant. The Local Court Contact may assign additional work.
  - 1). **Early Spring clean up** - should include a light raking and pick-up of debris and major corrective pruning to correct limbs entangled in iron tree guards and damaged by snow, wind, and vandalism. Remove guy wires and hose clamps from trees whose roots are established.
  - 2). **De-thatch and aerate lawns** - in the **Spring** after ground has dried out, grass has greened up and prior to application of fertilizers. De-thatch only if thatch is greater than ½" thick. Samples may be taken to Cooperative Extension Service to determine if de-thatching and/or aeration are necessary.
  - 3). **Reseeding** – Contractor shall prep and reseed dead or thin grass patches with the seed mixture originally placed: 5% rye, 30% Kentucky Bluegrass-Nugget, 25% Kentucky Bluegrass-Merion and 40% Boreal Fescue.
  - 4). **Pruning/Weeding** – Contractor shall prune trees and shrubs in the **Spring** and when needed. Prune to remove dead branches and maintain an appropriate and pleasant appearance of the plant as approved by the Contract Manager. All beds and lawns shall be kept free of weeds. Applications of an appropriate biodegradable herbicide shall control weed growth in the bed and lawns.
  - 5). **Fertilize Trees and Shrubs**– In the **Spring**, apply a liquid 15/30/15 fertilizer via a root feeding process. If a dry fertilizer is used, it shall be 8/32/16 applied 2-4 lbs. per 100 sf.
  - 6). **Fertilize Lawn** – In the **Spring**, upon completion of de-thatching, apply dry 16/16/16 or 8/32/16 fertilizer to lawn areas at a rate of 12 lbs. per 1,000sf. Again at **mid-season** (no later than August 1<sup>st</sup>) apply 16/16/16 or 8/32/16 fertilizer at a rate of 6-7 lbs. per 1000sf.
  - 7). **Watering** – This shall include the surface watering of lawns in order to ensure no wilting or browning of the lawn and deep watering of trees and surface watering plant basins. All Hose Bibs are identified on the Site Plans. Building Maintenance staff will turn water to hose bibs off/on per request and as weather permits.
    - (a) Keep trees/shrubs well watered. Especially in the spring when coming out of dormancy to prevent disease and pest infestation. Regular and deep watering is required rather than frequent and light watering.
    - (b) "Slow" watering is required for those trees/shrubs without a saucer to hold water and those found on slopes, mounds and under larger trees. Soaker hoses allow water to seep slowly into the soil. Spruce trees require deep watering to assist in continued effort to establish viable root systems.
    - (c) Occasionally hose down leaves and limbs with pressure from a garden hose nozzle to dislodge pests and their eggs. This is especially useful for aphids.
    - (d) Trees in sidewalk grates and shrubs in concrete planters require a thorough watering every 2 weeks throughout contract. Trees in sidewalk grates must always be hand watered deeply.
  - 8). **Mowing Lawns** – This shall be performed when grass approaches a maximum 3" height. Mow to a height of 2". Lawn edges must be kept neat and trim. All grass clippings (if mulching type mower was not used) shall be collected and removed from the property.
  - 9). **Raking and Fall Clean Up** - once leaves have fallen, all landscaped areas shall be raked to be free and clear of leaves and debris. This will assist in minimizing impact of Birch Leaf Miners.
  - 10). **Lime Lawn** – In the **Fall**, after having soil tested and prior to the ground freezing, apply lime at the rate per 1,000sf recommended from the test when pH is lower than 6.0.
  - 11). **Pest Control** – weekly inspect all landscaped areas for signs of disease or pests and report their findings to the Local Contact. A timely application of Safer Soap according to manufacturer's direction may help control the aphids. If remedy is not known, take sample to Cooperative Extension Service for analysis and treatment recommendation. Contractor's are responsible for obtaining all permits,

### SECTION C

# ALASKA COURT SYSTEM (ACS)

## TECHNICAL REQUIREMENTS

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licenses and certifications for application of any pesticides (current certification through Alaska DEC). Contractor must receive ACS prior written approval for any additional expenses.

12). Trash - and debris removal from landscaped areas shall be done weekly

13). Vegetation in concrete or asphalt. Vegetation periodically found around building foundations and walkways must be sprayed with a vegetation killer.

14). Dead plant materials must be removed from all curbs and areas of parking lots i.e. dead leaves that have blown into corners.

B. Keep the entire landscape neat and aesthetically pleasing to the Contract Manager.

C. Contractor, at no cost to the ACS, shall be responsible to replace all lawns, trees and shrubs damaged due to inappropriate gardening techniques including watering, pruning/weeding, pest control and fertilizing.

D. Contractor shall provide competent and experienced Landscapers who are trained to perform the work described above. The Contractor shall replace those landscapers who in the opinion of the designated ACS representative, misconduct themselves on the job or are incompetent or negligent in the performance of the work.

E. Maintain a safe landscape environment. Limbs and branches shall not hang or project into pedestrian spaces. Lawns shall be kept even without holes. Report any broken curbs, wires, or other hazards that you may find.

**3. OTHER SERVICES:** The Contractor may, with advance authorization from the Contract Manager, perform services other than Routine Scheduled Services. In that case, the Contractor may charge the ACS for such services as follows:

A. Plants and/or other soil amendments other than fertilizer/lime e.g. mulch, that are replaced or added for reasons other than Contractor caused damage in 2.C above shall be billed to the ACS at actual wholesale cost plus a 10% mark up for material.

B. Labor shall be charged at the Hourly Labor Rate entered on the Bid Schedule.

**4. EQUIPMENT AND MATERIALS:** The contractor shall provide all equipment and materials as specified above and any others necessary to the performance of the work.

A. All of Contractor's equipment must meet state safety standards and be in excellent working order to perform tasks and not provide excessive fumes or noise.

B. At start of season, Contractor shall inspect and verify that all ACS exterior hose bibs and existing equipment including soaker hoses, hoses, sprinklers, connectors and timers are in good working condition. Contractor must then keep them in good working order and repair to keep all grounds properly watered. It is the responsibility of the Contractor to immediately report any problems found with ACS equipment.

C. The Contractor is responsible to safely direct pedestrian and vehicular traffic around the areas of work and mark hoses that could create a tripping hazard with bright surveyor's tape.

D. The Contractor shall perform work in a manner so as not to disrupt the Alaska Court System operations in or around the building.

E. The Contractor's employees must be skilled in performance of the work required and be certified to handle pesticides and herbicides.

F. All new plants and seeds shall be healthy and of quality materials equal to those originally placed by the landscape contractor (See attached plant list for each Building).

G. The Contractor shall use a mulch type lawn mower or remove grass clippings from the property upon completion of each mowing.

**5. WORKMANSHIP:** The Contractor agrees that all of the work and labor shall be performed in the best and most workmanlike manner, and that all materials and labor shall be in strict conformity with contract specifications.

**6. PAY ITEMS:** The amounts noted on the Bid Schedule will be invoiced and paid monthly per the following:

A. Base Bid for these services is an Annual Lump Sum Fixed Price payable in 6 equal monthly payments beginning on May 15<sup>th</sup>.

B. The Hourly Labor rate(s) will be applied to additional hours of work performed beyond the scope of work outlined as Routine Scheduled Services in these Technical Requirements.

## SECTION C