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| Executed Maintenance Agreements |
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| (updated 2019) |
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| Meridian |
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| Legacy Business Park |
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| Hwy 53 Commercial (Autozone) |
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|-----------|
| Quicktrip |
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|--------------------------|
| 316 Professional Quarter |
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|--------------------|
| Epps Bridge Centre |
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|-----------------|
| Resurgance Park |
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|--------------|
| Bogart Place |
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|----------------------------|
| Watkinsville First Baptist |
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| Epps Bridge Storage |
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| Presbyterian Village (executed 2017- currently under construction) |
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|--|
| Jimmy Daniel Professional Offices (executed 2017- not yet constructed) |
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PURCHASE ORDER

This P.O. covers
Jan - June 2019

DUPLICATE

BILL TO:

OCONEE COUNTY FINANCE
ATTN: ACCOUNTS PAYABLE
P O BOX 1527
WATKINSVILLE GA 30677
PHONE: (706) 769-2944

PURCHASE ORDER NO: 106256

This PO number must appear on all packages
and correspondence

Page 4 of 6

VENDOR: 0235

HOUSEMAN SERVICES, INC.
P O BOX 1744
WATKINSVILLE GA 30677

SHIP TO:

OCONEE COUNTY OPERATIONS
ATTN: ARTIE KERNS
1291 GREENSBORO HIGHWAY
WATKINSVILLE GA 30677
(706) 769-3916

Notes to Vendor: ALL SHIPMENTS ARE TO BE F.O.B. DESTINATION, FREIGHT PREPAID UNLESS OTHERWISE STATED. SALES TAX IS NOT APPLICABLE ON GOODS OR SERVICES PURCHASED AND SHIPPED TO OCONEE COUNTY. PAYMENT TERMS: NET 30. DIRECT INQUIRIES TO KAREN BARNETT, (706) 769-2944; FAX: (706) 310-3574 OR VIA EMAIL: KBARNETT@OCONEE.GA.US

Order Date: 07/02/2018 Date Required: 07/02/2018 Ship Via:

| Quantity | U/M | Catalog No. | Description | Unit Price | Quantity | Total |
|----------|-----|-------------|-------------|------------|----------|-------|
|----------|-----|-------------|-------------|------------|----------|-------|

AND ACCEPTED \$15,750.00, TO BE PAID IN 12 EQUAL MONTHLY INSTALLMENTS. HOURLY RATE FOR SERVICES OR ANY OTHER SERVICES UPON REQUEST SHALL BE \$35.00/HOUR. THE PERCENTAGE OVER COST FOR FURNISHING GOODS SHALL BE 20%. SEE PAGE 18 OF 22, #3 IN ATTACHED RFP DOCUMENTS FOR DESCRIPTION OF GOODS AND SERVICES.

7. THE AGREEMENT DOCUMENTS BETWEEN OCONEE COUNTY AND HOUSEMAN SERVICES, INC. ARE PART OF THIS PURCHASE ORDER AND CONSIST OF THE FOLLOWING:

7.1. Exhibits to this Agreement include the following: Request for Proposal, Instructions to Bidders, Signed Bid Response Form from Houseman Services, Inc..

7.2. Notice of Award

7.3. Notice to Proceed

7.4. General Terms & Conditions

7.5. Property Schedule:

- Oconee County Courthouse and Old Jail, 23 North Main Street, Watkinsville, GA
Elections Office, 10 Court Street, Watkinsville, GA
Ward Building, 3 North 3rd Street, Watkinsville, GA
Eagle Tavern, 26 North Main Street, Watkinsville, GA
- Oconee County Government Annex, 1291 Greensboro Highway, Watkinsville, GA
Health Department, 1060 Experiment Station Road, Watkinsville, GA
Oconee County Library, 1080 Experiment Station Road, Watkinsville, GA
- Oconee County Jail Campus, 1140 Experiment Station Road,

Renewal covers July - Dec. 2019



Purchase Order

Bill To:
OCONEE COUNTY FINANCE

ATTN: ACCOUNTS PAYABLE
PO BOX 1527
WATKINSVILLE, GA 30677
(706) 769-2944
FINANCEDEPT@OCONEE.GA.US

Purchase Order No
20-100198

This PO number must appear on all packages and correspondence

Vendor:
0235
HOUSEMAN SERVICES, INC.
P O BOX 1744

WATKINSVILLE, GA 30677

Ship To:
OCONEE COUNTY OPERATIONS

ATTN: ARTIE KERNS
1291 GREENSBORO HIGHWAY
WATKINSVILLE GA 30677

Notes to Vendor:
ALL SHIPMENTS ARE F.O.B. DESTINATION, FREIGHT PREPAID UNLESS OTHERWISE STATED. SALES TAX IS NOT APPLICABLE ON GOODS OR SERVICES PURCHASED AND SHIPPED TO OCONEE COUNTY. PAYMENT TERMS; NET 30. DIRECT INQUIRIES TO, (706)769-2944. EMAIL INVOICES TO FINANCEDEPT@OCONEE.GA.US.

Order Date: 07/01/2019 **Date Required:** 07/01/2019

Ordered By: M POE **Ship Via:**

PO Description: GROUNDS MAINTENANCE SERVICES -CH CAMPUS - RFP#FY16-201404-02

| Quantity | Units | Description | Unit Price | Amount |
|----------|-------|---|---------------|--------------------|
| 12 | MO | GROUNDS MAINTENANCE SERVICES -CH CAMPUS | \$1,312.50 | 15,750.00 |
| | | 100-1565-522140 LAWN CARE | 15,750.00 | |
| | | | Total: | \$15,750.00 |

Specifications: RENEWAL INFORMATION FOR FY20

OCONEE COUNTY AND HOUSEMAN SERVICES, INC. MUTUALLY AGREE TO RENEW THE OCONEE COUNTY ANNUAL LAWN MAINTENANCE AGREEMENT PER RFP#FY16-201404-02 DOCUMENTS.

AGREEMENT AMOUNT: \$15,750 ANNUALLY
AGREEMENT PERIOD: JULY 1, 2019 THROUGH JUNE 30, 2020
CONTRACT PERIOD: YEAR 5 OF 5

AGREEMENT CHANGES: NONE

- ORIGINAL SERVICE CONTRACT: HOUSEMAN SERVICES, INC. AGREES, FOR THE CONSIDERATION OF \$15,750.00, TO USE ALL EQUIPMENT, TOOLS, MATERIALS, SKILL, AND LABOR OF EVERY DESCRIPTION NECESSARY TO CARRY OUT AND COMPLETE THE SERVICES, IN STRICT COMFORMITY WITH THE SPECIFICATIONS OF RFP#FY16-201504-02, WHICH WAS AWARDED ON JUNE 2, 2015. AGREEMENT BEGINS JULY 1, 2015 (FY16).
- PAYMENT TERMS: OCONEE COUNTY SHALL PAY HOUSEMAN SERVICES, INC. FOR SERVICES RENDERED FOR THE PRIOR MONTH (I.E. WORK FOR JULY SHALL BE PAID IN THE FIRST WEEK OF AUGUST AND SO FORTH).
- COUNTY CONTACT PERSON: MARVIN POE, OCONEE COUNTY OPERATIONS & FACILITIES DEPARTMENT - 706-310-3905.
- AGREEMENT TERM: CONTRACTOR AGREES TO COMMENCE WORK AFTER THE "NOTICE TO PROCEED" HAS BEEN GIVEN AND A SCHEDULE HAS BEEN WORKED OUT WITH THE OPERATIONS DIRECTOR. AGREEMENT SHALL BE FOR A TERM OF ON YEAR, BEGINNING 7 -1-2015 AND ENDING 6-30-2016, WITH THE FOUR YEAR OPTION TO RENEW.
- INSURANCE: CONTRACTOR SHALL HAVE REQUIRED INSURANCE THROUGH THE ENTIRE TERM OF AGREEMENT
- AGREEMENT PRICE: ANNUAL COST PROPOSED AND ACCEPTED \$15,750.00, TO BE PAID IN 12 EQUAL MONTHLY INSTALLMENTS. HOURLY RATE FOR SERVICES OR ANY OTHER SERVICES UPON REQUEST SHALL BE \$35.00/HOUR. THE PERCENTAGE

OVER COST FOR FURNISHING GOODS SHALL BE 20%. SEE PAGE 18 OF 22, #3 IN ATTACHED RFP DOCUMENTS FOR DESCRIPTION OF GOODS AND SERVICES.

7. THE AGREEMENT DOCUMENTS BETWEEN OCONEE COUNTY AND HOUSEMAN SERVICES, INC. ARE PART OF THIS PURCHASE ORDER AND CONSIST OF THE FOLLOWING:

7.1. EXHIBITS TO THIS AGREEMENT INCLUDE THE FOLLOWING: REQUEST FOR PROPOSAL, INSTRUCTIONS TO BIDDERS, SIGNED BID RESPONSE FORM FROM HOUSEMAN SERVICES, INC..

7.2. NOTICE OF AWARD

7.3. NOTICE TO PROCEED

7.4. GENERAL TERMS & CONDITIONS

7.5. PROPERTY SCHEDULE:

- OCONEE COUNTY COURTHOUSE, 23 NORTH MAIN STREET, WATKINSVILLE, GA
ELECTIONS OFFICE, 10 COURT STREET, WATKINSVILLE, GA
WARD BUILDING, 3 NORTH 3RD STREET, WATKINSVILLE, GA
EAGLE TAVERN, 26 NORTH MAIN STREET, WATKINSVILLE, GA
- OCONEE COUNTY GOVERNMENT ANNEX, 1291 GREENSBORO HIGHWAY, WATKINSVILLE, GA
HEALTH DEPARTMENT, 1060 EXPERIMENT STATION ROAD, WATKINSVILLE, GA
OCONEE COUNTY LIBRARY, 1080 EXPERIMENT STATION ROAD, WATKINSVILLE, GA
- OCONEE COUNTY JAIL CAMPUS, 1140 EXPERIMENT STATION ROAD, WATKINSVILLE, GA
OCONEE COUNTY CIVIC CENTER, 2261 HOG MOUNTAIN ROAD, WATKINSVILLE, GA
WILLIAM DANIELL HOUSE, 1070 FOUNDERS GROVE, WATKINSVILLE, GA

7.6. ANY MODIFICATIONS OR AMENDMENTS/EMAILS, INCLUDING CHANGE ORDERS, DULY DELIVERED AFTER EXECUTION OF AGREEMENT.

Amy Morrison

From: Tony Lathrup
Sent: Friday, January 31, 2020 12:59 PM
To: Amy Morrison
Cc: Lisa Davol
Subject: RE: pond maintenance
Attachments: RFP#1907-02_Annual Grounds Maintenance Services -Area 2.pdf; DPO for herbice tx April 2019.pdf

Amy

Attached is the full RFP produced in June 2018.

Attachment B-1 (pages 1-8) and the images shown in Attachment B-1b (1-7) are relevant to Parks and the contract awarded to Ruppert Landscape (4425 Lilburn Industrial Way SW, Lilburn, GA 30047) for a 5 year term.

Although specific mention to pond maintenance is not included it is mutually agreed that grounds surrounding or perimeters of ponds are considered grounds in which this contractor is responsible for maintaining.

In addition—specific pond water treatments that may be needed can also be handled by Ruppert as an add-on cost as was the case in April 2019 when the Herman C. Michael Park pond was treated from shoreline with 7 pounds Clipper Herbicide and 4 gallons of Reward herbicide in order to kill all submerged and surface pond weeds in order to combat algae accumulation (see attached P.O.)

Also—Michael Weathers has been in contact with the Georgia EPD regarding addressing overgrowth of trees/shrubs adjacent to the OVP detention pond located just NE of the OVP Youth Baseball Fields. Michael has indicated that his crew will pull out any trees, seed area, and add appropriate rip-rap to stormwater drainage leading to this area. Following that, Ruppert will be responsible for maintaining.



Tony Lathrup | Parks Manager

Oconee County Parks & Recreation Department
706.769.3965 | www.oconeecounty.com/ocprd



*Contract covers
entire year for 2019*

SCOPE OF WORK
ATTACHMENT B-1
PARKS AND RECREATION & SENIOR CENTER

I. WORK SCOPE PROGRAM FOR OCONEE COUNTY PARKS SERVICES

- A. AREAS OF RESPONSIBILITY** - The Contractor is responsible for grounds maintenance of Oconee County Board of Commissioners (OCBOC) Parks Services sites including: athletic field bleacher areas, concession areas, walkways, and related areas, but excluding athletic turf fields as defined in the below work scope.

Oconee Veterans Park Area 1 (as defined below) shall be considered to be maintained at a higher level of service due to the higher quality of landscape and high traffic visibility.

- B. SITE LOCATIONS** – The Parks Services locations/addresses are as follows:

- 1. Oconee Veterans Park, 3500-A Hog Mountain Road, Watkinsville, GA 30677
- 2. Herman C. Michael Park, 1051 Elder Road, Bishop, GA 30621
- 3. Bogart Sports Complex, 200 South Burson Avenue, Bogart, GA 30622
- 4. Heritage Park, 2543 Macon Highway, Watkinsville, GA 30677
- 5. OCMS Micro, 1101 Mars Hill Rd, Watkinsville, GA 30677

- C. REQUIREMENTS AND SPECIAL INSTRUCTIONS FOR OCONEE COUNTY PARKS** - All grounds maintenance services include:

1. FOR AREA 1

- a) Warm season turf mowing
- b) String trimming
- c) Warm season turf mechanical edging
- d) Tree and shrub care
- e) Bed maintenance, edging, mulching and berms
- f) Fertilization
- g) Integrated pest management
- h) Leaf removal and clean up
- i) General grounds: building entrances, parking lots, bleacher and paved areas
- j) Ditches and roadsides
- k) Chain link perimeter fence area
- l) Trash

2. FOR AREA 2

- a) Warm season turf mowing
- b) String trimming and edging
- c) Ditches and roadsides
- d) General grounds policing with cleaning of paved and related areas.
- e) Trash

All minimum weekly grounds maintenance services will be included in the base price.

SCOPE OF WORK
ATTACHMENT B-1
PARKS AND RECREATION & SENIOR CENTER

3. DESCRIPTION OF SERVICES

a) Mowing (Area 1 and Area 2)

- All types of grass on the lawn areas will be maintained by mowing at the minimum frequency indicated in Schedule I (**See Attachment B-1a-Minimum Annual Grounds Maintenance Annual Schedule**).
- All additional mowing authorized, in writing, by the Parks Manager, or her/his specified alternate, will be provided at the prices indicated in this proposal.
- Lawn areas shall be mowed at a finished height of two-to-three inches for warm season turf in Area 1 throughout the mowing season and finished height of three-to-five inches for warm season grasses in Area 2.
- **All minimum weekly mowing services will be included in the base price.**

Note: During the mowing season, all lawn areas shall be mowed every seven-to-ten days or as weather conditions dictate and according to the minimum frequency stipulated in the Grounds Maintenance Service Schedule.

b) Prior to each mowing:

- All reasonable trash, sticks and other unwanted debris will be removed from lawns, plant beds, paved areas and curbs.
- The mowing operation includes trimming around all obstacles and removing dirt and debris from walks, curbs and parking areas.
- Grass clippings will be kept out of beds and tree rings.
- regular basis to present the most aesthetically pleasing appearance.
- Mowing equipment may be rotary (Toro 72" Z Master 560 rotary mowers or approved equivalent). Rotary blades must be inspected weekly and sharpened and/or replaced when necessary so as not to tear grass.
- Patterns will be employed to permit recycling of grass clippings and to present a neat appearance.
- Excess clipping from all mowed areas will be removed through dispersal with a blower or physical removal, and comply with any present or future state, county or local ordinances regarding disposal.
- Papers and other debris will be cleaned off all areas before and after mowing.
- Contractor will use a mower with a factory mulching kit to prevent side and excessive under deck discharge for all Area 1 mowing. For Area 2, a tractor and an attached mulching mower are acceptable. Consult with the Parks Manager for acceptability.

Note: Oconee Veterans Park, Herman C. Michael Park, Bogart Sports Complex and OCMS Micro Soccer Complex entire park areas (excluding forest natural areas) is considered an **Area 1 level of maintenance**.

c) String Trimming (Area 1 and 2).

- This service will be performed around all obstacles and along fence lines even if treated with approved herbicides.
- String trimmers cannot be used near ornamental vegetation. If such vegetation is damaged by accident, Contractor must replace it.

SCOPE OF WORK
ATTACHMENT B-1
PARKS AND RECREATION & SENIOR CENTER

- **Price included in Basic Services.**

d) Mechanical Edging (Area 1)

- This service shall be performed along all paved areas at OCBOC Parks plus those that are included within or considered a part of an athletic field. Included are athletic fields' seating areas, concession stands, etc. Concrete walkways and curbing in close proximity to building structures will be edged as part of the regular mowing process.
- All other curbing will be edged bi-monthly to include asphalt pathways.
- **Price included in Basic Services.**

e) Tree and Shrub Care, Pruning / Shearing (Area 1)

Pruning Shrubs

- Shrubbery that requires shearing to maintain a formal appearance will be sheared two times per year unless otherwise indicated differently on the Minimum Grounds Maintenance Service Schedule.
- Informal shrubbery will be pruned twice per year unless otherwise indicated on the Grounds Maintenance Service Schedule, approximately in June and in early September.
- Flowering shrubs shall be pruned after blooming. Hand-pruning of shrubs will not include rejuvenated pruning on overgrown plants, neglected plants or plants that have been improperly pruned or sheared in past years. Pruning to promote growth will be conducted 2X per growing season.
- Groundcovers shall be edged and pruned as needed to contain them within their borders according to frequency set forth in the Minimum Grounds Maintenance Service Schedule. Standard horticultural pruning practices will be observed and all resulting debris will be removed.
- Perennials will be cut back and pruned at the appropriate times according to frequency set forth in the Minimum Grounds Maintenance Service Schedule.
- In general, perennials will be cut back in late fall for the end of the season and certain perennials will be pruned mid-summer for a second bloom.

Pruning Trees

- Pruning of the deciduous trees will be done in the months of January, February, and March, during the dormant season and will be limited to a height of 14' and a branch caliper of 3", any pruning outside of this specification will be performed at an additional cost to OCBOC when requested.
- Structural pruning will be performed and includes removal of crossing branches, or those not consistent with standard form, general thinning for good light penetration and air circulation, elevation of lower branches to achieve consistency between the trees and to maintain safe passage of pedestrians and vehicles.
- Removal of dead branches will be done where it can be identified; however this is often not detectable in the dormant season.
- All pruning cuts shall be made to the lateral branches, buds, or flush with the trunk. Stubbing will not be permitted.

SCOPE OF WORK

ATTACHMENT B-1

PARKS AND RECREATION & SENIOR CENTER

- All debris will be composted on site at a location determined by the Parks Manager.
- Throughout the growing season, pruning of suckers, water sprouts and low-hanging branches will be performed during regular visits.
- Replacement will not be part of this contract, unless damaged by application of herbicides, fertilizer, or other Contractor actions. All needed replacement(s) due to damage by Contractor will be paid for by the Contractor.
- All planting, replanting, relocating, or replacement of shrubbery, trees, or other flora must be approved, in writing, by the Parks Manager, or designated representative, before any action is taken.
- The removal of dead or balding shrubs is the responsibility of the Contractor after notifying the Parks Manager, or designated representative.
- **Price included in Basic Services.**

f. Bed Maintenance, Edging, Mulching and Berms (Area 1)

- All ornamental planting beds, including tree rings, will be trenched and mulched.
- Mulch shall be placed around all plants to a depth not to exceed four (4) inches, but not less than three (3) inches.
- All beds and individual plants will have a 90 degree defined edge cut into the soil to separate lawn from plant bed.
- Brown cypress hardwood mulch, no pine nuggets, will be applied in all bed areas and tree rings and to the edge of buildings when next to structures. *Individual plants/trees will be mulched to the depth and radius that is appropriate to horticulturist specifications.*
- Soft edging of beds and tree rings must be completed monthly as part of the basic maintenance program.
- Beds and tree wells will be weeded on a continuous basis throughout the growing season to maintain a neat appearance at all times. This will be performed through the use of pre-emergent and post-emergent herbicides as well as hand-weeding. Chemicals will be used according to the product label.
- A non-selective and/or pre-emergent herbicide will be applied on a continuous basis to all walks, curbs and other paved areas to help prevent the growth of weeds.
- The mulched berms in Oconee Parks will be maintained to ensure unwanted growth is removed during monthly maintenance just as any other garden bed. The contractor will provide Brown double ground hard wood mulch at a 3" depth and mulching will be conducted once (1X) annually (typically in the fall).
- Improvements to berms or replacement of dead plant and/or trees must be coordinated with the Parks Manager.
- **Price included in Basic Services.**

g. Fertilization (Area 1)

- All ornamental trees up to six-inch caliper will be fertilized with 10-6-4 analysis fertilizer at the rate of one pound-per-inch of trunk caliper.
- Shrubs and groundcover shall be fertilized with 10-6-4 analysis fertilizer at the rate of four pounds per 100 square feet of bed area once in the spring. Acid-loving plant material shall

SCOPE OF WORK
ATTACHMENT B-1
PARKS AND RECREATION & SENIOR CENTER

be fertilized with an ericaceous fertilizer, i.e., Hollytone, at the manufacturer's recommended rate.

- **Price included in Basic Services.**

h. Integrated Pest Management (Area 1)

- The contractor shall be responsible for the detection, monitoring and control of plant damaging insects. The contractor shall be aware of the potential pests and shall make regular inspections of the plant material and treat as necessary. These principles will be practiced under an Integrated Pest Management (IPM) program.
- Our goal in implementing an IPM program is to maintain insect and disease problems at acceptable levels. This benefits the parks by insuring more frequent inspections by qualified on-site personnel and a safer environment through the use of less pesticide. Pesticides will be applied under the supervision of a certified applicator.
- Spraying operations will cover all material up to a height of 25 feet. Trees exceeding this height will be serviced under a separate agreement.
- Dormant oil shall be applied in early March to all plants susceptible to over-wintering insects, to include needled Evergreens, Junipers, Euonymus, Hollies, Cherries, Oaks and Maples.
- Applications of pesticide shall not be done as calendar scheduled or general cover sprays. Pesticides shall only be applied as needed, when pests are detected through regular inspections.
- There are several species of insects, i.e., scale, pine bark beetle, Japanese beetle, mites and borers that require an extensive control program. It may take several seasons to achieve control. Disease of ornamental plant material will be treated on a curative basis as needed.
- **Price included in Basic Services.**

Note: Wildlife such as deer, geese and ducks may cause damage to plant material and turf in certain landscapes. Application of repellents can be performed at when requested.

Priced as Additional Services.

i. Leaf Removal and Clean Up (Area 1)

- Leaf removal and cleanup will be done during each regularly scheduled service. This includes:
 - Raking park areas
 - Cleaning out all beds and shrubs of trash, leaves, plus limbs and branches that may have fallen from trees.
 - All drains and strainers are to be cleaned (this is to continue throughout the entire year).
 - Parking areas are to be cleaned and large deposits of sand or soil are to be removed as needed.
 - Any unsafe conditions are to be reported to the Parks Manager or designated representative upon discovery if such condition cannot be corrected by Contractor.
- **Price included in Basic Services.**

SCOPE OF WORK

ATTACHMENT B-1

PARKS AND RECREATION & SENIOR CENTER

Note: Contractor shall bring the need for unscheduled leaf and storm debris removal or clean up from Park service sites to the attention of the Parks Manager or designated representative for approval.

Priced as Additional Services.

j. Building entrances, parking lots, bleachers, concession stands adjacent areas and paved areas.

- All entrances, sidewalks, curbing, parking lots and paved areas will be blown free of debris and incidental litter removed during each regularly scheduled service.
- In addition, defined gravel parking lots will be maintained using a non-selective herbicide.
- **Price included in Basic Services.**

k. Ditches and Roadsides (Area 1 and 2)

- All ditches and roadsides belonging to OCBOC parks will be trimmed and maintained during each regularly scheduled service so as to present a neat, well-kept appearance.
- The contractor is responsible for maintaining all areas between property boundaries to include the right of way along highway 53 for the Oconee Veterans Park and HCM Park, Elder Road for HCM Park, Highway 441 for Heritage Park and Thomson and Burson Streets for BSC and must be maintained at the respective height based on the area identity (ex: Area 1 or Area 2).
- **Price included in Basic Services.**

l. Chain Link Perimeter Fence (Area 1)

- All chain link perimeter fences will be maintained free of privet, vines, small trees and branches at a minimum of 3 feet but not to exceed 5 feet away from the fence.
- Additional clean up shall be provided only after approval by Parks Manager or designated representative.
- **Price included in Basic Services.**

m. Trash (Area 1 and 2)

- All loose trash and incidental litter will be picked up and removed as a part of the base bid for each park service site. OCBOC will provide trash receptacles for all loose and incidental trash onsite as long as it is properly bagged.
- **Price included in Basic Services.**

Note: Additional clean up shall be provided only after approval by the Parks Manager or designated representative for approval.

Priced as Additional Services.

SCOPE OF WORK
ATTACHMENT B-1
PARKS AND RECREATION & SENIOR CENTER

Note: Additional mowing, including string trimming and mechanical edging, may be authorized by the Parks Manager, or designated representative for approval.

Priced as Additional Services

D. SPECIAL CONSIDERATIONS

None.

E. PRICING

All minimum weekly grounds maintenance services will be included in the base price. See Attachments B-1a and B-1 b (1-7) for the Parks Maintenance Minimum Service Schedule and Parks Facilities Area Maps.

To be priced separately from other departments

I. WORK SCOPE PROGRAM FOR OCONEE COUNTY SENIOR CENTER – GARDEN AREA INSIDE FENCE

A. AREAS OF RESPONSIBILITY - Oconee County is requesting a proposal for lawn care and maintenance services for its Senior Center property. Services are to be performed to same standard as Oconee County Parks Area 1 specifications.

B. SITE LOCATIONS – The Senior Center location/address:
1. Oconee Veterans Park, 3500-B Hog Mountain Road, Watkinsville, GA 30677

C. REQUIREMENTS AND SPECIAL INSTRUCTIONS FOR OCONEE SENIOR CENTER - GARDEN AREA INSIDE FENCE

Services to be performed to same standard as Oconee County Parks Area 1 specifications.

1. Warm season turf mowing (24x24 grassed area)
2. String trimming
3. Warm season turf mechanical edging
4. Tree and shrub care
5. Bed maintenance, edging, mulching and berms
6. Fertilization
7. Integrated pest management
8. Leaf removal and clean up
9. General grounds: building entrances, parking lots, bleacher and paved areas (also blow off patio areas)
10. Ditches and roadsides
11. Chain link perimeter fence area
12. Trash

D. SPECIAL CONSIDERATIONS

SCOPE OF WORK
ATTACHMENT B-1
PARKS AND RECREATION & SENIOR CENTER

1. Mulching

- a) Once a year mulch spread throughout garden beds
- b) All ornamental planting beds, including tree ring will be trenched and mulched. Mulch shall be placed around all plants to a depth not to exceed four (4) inches, but not less than three (3) inches. Brown double ground hardwood mulch will be applied in all bed areas and tree rings.
- c) Soft edging of beds and tree ring must be completed monthly as part of the basic maintenance program.

2. Bed Maintenance, Edging, Mulching And Berms

- a) Beds and tree wells will be weeded on a continuous basis throughout the growing season to maintain a neat appearance at all times.

E. PRICING

All minimum weekly grounds maintenance services will be included in the base price.

To be priced separately from other departments

**Attachment B-1a
Annual Grounds Maintenance Minimum Service Schedule**

Area 1: Minimum mowing height –2", Maximum mowing height – 3"
 Area 2: Minimum mowing height –3", Maximum mowing height – 5"

| Park/Bldg Location | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Mow Weekly Min Total |
|------------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|----------------------|
| AREA 1 | | | | | | | | | | | | | |
| Herman C. Michael Park | 1 | 1 | 2 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 3 | 2 | 37 |
| Bogart Sports Complex | 1 | 1 | 2 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 3 | 2 | 37 |
| Heritage Park | 1 | 1 | 2 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 3 | 2 | 37 |
| Oconee Veterans Park | 1 | 1 | 2 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 3 | 2 | 37 |
| OCMS Micro | 1 | 1 | 2 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 3 | 2 | 37 |

DEPARTMENTAL PURCHASE ORDER

OCONEE COUNTY

BILL TO:

OCONEE COUNTY BOARD OF
 COMMISSIONERS - Finance Department
 P.O. BOX 1527
 WATKINSVILLE, GA 30677
 PHONE: (706) 769-2944 / FAX: (706) 310-3574

DPO No.: 56240

This DPO number must appear on all packages and correspondence

Federal ID NUMBER: 58-6000871

VENDOR, NAME & ADDRESS:

RUPPERT

SHIP TO:

Notes to Vendor: ALL SHIPMENTS ARE TO BE F.O.B. DESTINATION, FREIGHT PREPAID UNLESS OTHERWISE STATED. SALES TAX IS NOT APPLICABLE ON GOODS OR SERVICES PURCHASED AND SHIPPED TO OCONEE COUNTY. DIRECT INQUIRIES TO PURCHASING OFFICER, (706) 769-2944; FAX: (706) 310-3574; OR VIA E-MAIL: FINANCEDEPT@OCONEE.GA.US. ALL INVOICES ARE PAID NET30.

| ORDER DATE | DATE REQUIRED | DEPARTMENT NAME | VENDOR NUMBER |
|------------|---------------|-----------------|---------------|
| 3-1-19 | | PARKS + REC | |

| QTY | CAT NO. | DESCRIPTION | UNIT PRICE | AMOUNT | FUND | DEPT | FUNCTION | ACCOUNT # |
|-----|---------|---|------------|-----------------------|------|------|----------|-----------|
| | 1 | Aquatic herbicide Tx of HCM Pond | | 1589 ⁰⁰ | | | | |
| | 2 | Grading @ OVP walking trail to allow better stormwater drainage | | 1205 ⁰⁰ | | | | |
| | | CREDIT (mulching trees) | | (2200 ⁰⁰) | | | | |

| | | |
|-------------------|-------------------|---|
| NOTES: | TOTAL | |
| CONFIRMATION NO.: | 594 ⁰⁰ | NOTE: Exceeding the D.P.O limit of \$2,000.00 by splitting an order, and issuing successive D.P.O.'s to the same vendor is strictly <u>prohibited</u> . |

Requested By: Tony Lathers

Received By: Tony Lathers

Date Received: 5-1-19

Authorized Signature: _____

Date: _____

Directors: PLEASE SIGN AND DATE THE PINK COPY OF THE D.P.O., ATTACH THE PACKING SLIP AND RETURN TO ACCOUNTS PAYABLE TO ACKNOWLEDGE RECEIPT OF GOODS OR SERVICES AND PAYMENT APPROVAL.

DISTRIBUTION OF COPIES

PINK: ACCOUNTS PAYABLE YELLOW: DEPARTMENT WHITE: VENDOR

FD WO # for #2 = 15953