

City Of Mission
Scope of Services
Bid Name/No.: "Right-of-Way Mowing & Maintenance Services"

- I. Scope of Work:** The City of Mission is accepting bids for Right-of-Way Mowing & Maintenance Services on various streets and highways within the City Limits of Mission.
- II. Scope of Service:** The following scope of service describes Right-of-Way Mowing & Maintenance Services and requirements to comply with the service. Service will be coordinated with the Parks and Recreation Department for proper scheduling. Some weekend work may be scheduled. The City shall not be responsible for overtime costs. Unit bid prices shall apply to all work regardless of when performed.

ROADSIDE MOWING

III. Equipment.

- A. Mowers.** Provide rotary mowers (out-front / zero turn type mowers) equipped with sharp blades to cleanly cut vegetation and with deflection devices to prevent flying debris ejected by the mowers. Engines must be with manufacture approved mufflers to reduce noise emissions.
- B. Emblems.** Provide slow-moving vehicle emblem affixed to rear of mowers.
- C. Warning Lights.** Provide highly visible omni-directional amber flashing warning lights on work trucks. TxDot approved Warning Signs must be provided and displayed by contractor in compliance with TxDot regulations when mowing on any and all streets.
- D. Trimmers.** Provide rigid or string line trimmers for hand trimming.
- E.** Pruning tools should be maintained in a good working order with sharp edges.
- F. Disinfecting of equipment:** All mowing and pruning equipment shall be disinfected before commencing work at any site under this contract if diseased plants have been cut or trimmed with that equipment within 3 days of entering the site. Disinfectant shall be 100% bleach, applied by spraying the blade(s) and underside of cutting decks and/or all pruning tools.
- G.** Contractor shall provide at his expense such personal safety equipment for all personnel working at each site that is normally found in "best practice". This shall include but not be limited to eye, ear, skin, and head protection.

IV. Work Methods.

- A. Requirements.**
- Set mower cutting height 2.5 in. – 3 in. based on turf type, possible irregularities in mowing conditions or growing season. All equipment and blades must be set the same height to produce an even cut and appearance.
 - All grass clippings shall be mulched. No piles of grass clippings will be allowed to remain on the lawn or turf after mowing operations.
 - Special care shall be taken to prevent clippings and debris from being directed into irrigation canals, storm water detention areas, gutters or storm sewer inlets.
 - Perform mowing sequence as directed or as approved.
 - Any suspected disease or insect problem shall be reported immediately to the City's Representative and treated by Contractor, at Contractor's expense.
 - Do not mow wet ground when rutting can occur, unless otherwise approved. Contractor shall otherwise be responsible for correction of any damage at his/her own expense and shall immediately repair any such damage.
 - Do not mow designated non-mow areas. Areas mowed without approval from the City will be the sole responsibility of the contractor.
 - Uneven cuts, scalping and varying heights of lawn areas will be considered unsatisfactory to City Standards. Contractor will be given one written notice for each occurrence. If problem re-occurs, penalty for non-performance will be deducted accordingly, in order to offset the cost of the City to correct unsatisfactory work.
 - Prior to mowing, litter and debris is to be picked up to avoid shredding into smaller pieces.

- It is the responsibility of Contractor to begin maintenance as the base of street curb and to top side of curb including any adjacent sidewalk areas to include a minimum of a 2 ft distance behind electrical poles. This includes maintenance of all cracks and expansion joints in sidewalk and curbing.
- Immediately remove debris ejected onto the roadway, sidewalks, ramps, driveways, parking lots, trails, or planting beds after each mowing.
- Hand-trim around fixed objects (ie. Trees, shrubs, irrigation valves, road signs, and telephone poles) within mowed area. Complete hand trimming and clean-up on each site within 8 hrs. of mowing. Do not damage trees or shrubs. String line trimmers are **NOT** to be used within 6" of the tree or shrub trunks. Chemical edging is allowed around trees, large shrubs, backflow devices and fencing, but not along edges such as walks and curbs or sprinkler heads. Herbicides may be used to prevent plant growth in any cracks in sidewalks, trails or within paved areas.
- Each site mowed must be completed prior to the end of each work day. Completion of work cycle is to include litter and debris cleanup, mowing, trimming and blowing of sidewalks, streets, curbs and bed areas. Grass clippings and debris will not be permitted to be left overnight for next day clean-up.
- Restore appurtenances damaged by mowing operations.
- Mowing services will be done approximately at a bi-weekly schedule of twenty-six (26) times per year in accordance with the allotted acreage shown in the plans. Additional services will be at the discretion of the City and at the unit cost per line item. Pending seasonal growth or dormancy cycles of turf, or special events; mowing may increase or decrease and will be billed accordingly. Prior to increase or decrease in services; a written work order will be provided by City Staff.
- Bed Maintenance is to be completed once monthly. Such maintenance can occur with one site visit or in staged intervals, but must be completed in its entirety once monthly

B. Mowing Types.

1. Strip Mowing.

- Mow a strip of vegetation along edge of pavement or unpaved shoulder.
- Mow to provide sight distance at horizontal curves, intersections, driveways, and ramps.
- Mow to right of way line where specified.
- Mow around appurtenances within the strip width.
- Mow entire right of way under bridges and in drainage channels.

2. Full-Width Mowing. Mow vegetation in the entire right of way, except for non-mow areas, as specified on plans.

3. Spot Mowing. Work requests are made on a callout basis. Begin mowing designated areas within 48 hr. of notification.

4. Measurement. This Item will be measured by 1,000 square feet.

- Strip and Full-Width Mowing.** "Strip Mowing" and "Full-Width Mowing" are plans quantity measurement items. The quantity to be paid is the quantity shown on plans. Additional measurements or calculations will be made if adjustments of quantities are required.
- Spot Mowing.** "Spot Mowing" will be measured and billed by 1,000 square feet mowed.

C. Pesticide Applications:

- Contractor must be licensed to commercially apply pesticides by either the Texas Department of Agriculture or the Texas Structural Pest Control Board and follow all applicable regulations. A copy of the license of the individual that will apply or directly oversee pesticide applications must be current from date of award of contract until the expiration of the contract.
- All pesticide applications must be made according to the manufacturer's recommendations and by or under the immediate supervision of the license holder. Coordination of sprinkler schedules so that sprayed material is not washed off plants.

D. Landscape Bed Maintenance:

- Landscape bed maintenance shall include all work necessary to maintain planting bed areas and plants in a healthy, weed, disease and insect free condition.
- Ground covers shall be edged and trimmed so that they remain within the area defined by the landscape edging or intent of design.
- Shrubs shall be trimmed and shaped according to according to natural characteristics and standard cultural practices specific to each species. City representative will provide on-site training if and when required.
- Pre-emergent and post-emergent herbicides shall be used at Contractor's expense to prevent unwanted plants from landscape beds.

E. Tree Maintenance:

- All tree suckers shall be continually removed from trees by cutting and not by pulling. Sucker growth shall be kept clean at all times.
- Trim trees as needed to remove dead, unsightly growth, or overhanging allowing for a minimum of an eight (8) foot clearance. Keep canopy lifted to allow for pedestrians and or vehicles.
- All palm trees with a minimum of an eight (8) foot trunk height are the responsibility of the Contractor to maintain. Dead or dying palm fronds are to be trimmed flush to the tree trunk on a "2 to 10 o'clock" type pattern for "fan type palms" and a "3 to 9 o'clock" type pattern for Sabal Texana Palms under the direction of City Staff.

V. LITTER REMOVAL

- A. Description:** Removal and disposal of litter. All litter and debris must be collected, removed, and disposed of properly from the project sites prior to each mowing cycle and then immediately following the actual mowing and trimming. This is to retrieve any litter missed at the first time and cut into smaller pieces by the mower. Litter includes matter not part of the highway, streets or median facility, such as trash, garbage, scrap metals, paper, wood, plastic, glass products, animal remains, rubber products, tires, auto parts, furniture, mattresses, household appliances, and large bulky items.
- B. Materials:** Furnish bags, containers and labor.
- C. Equipment:** Provide equipment and tools. Provide highly visible omni-directional amber flashing warning lights on work vehicles. Provide equipment that prevents the accumulated debris from being strewn along the roadway during transport.
- D. Work Methods:** Remove bagged litter on the same day it is collected. Do not remove dead animals larger than 150 lb. or hazardous materials; instead notify the *Parks & Recreation Department*. Dispose of litter off the right of way in accordance with federal, state, and local regulations. Perform litter removal and disposal according to the following types.
- a. Litter:** Remove and dispose of litter from the right of way, including shoulders but excluding the traveled lanes and shoulders next to barriers, to the limits shown on the plans.

The Cost of trash and debris pick-up is to be included in each line item price.

E. Special Conditions:

- a. Contractor shall advise the City by telephone, immediately upon discovery and in written form within 24 hours, of any obvious irrigation problems. This shall include but not limited to broken sprinkler heads, leaks, breaks, wet spots missing valve box covers and dry spots. Any irregularities in lawn or landscape bed areas due to construction damage or auto accidents must also be immediately reported.
- b. City will notify Contractor as soon as possible of any Special Events, such as outdoor festivals, parades, or such. Contractor shall adjust work schedules as necessary.

F. Safety and Damage:

- If traffic or pedestrian levels are such that mowing the area will impede traffic or endanger the public in any way, work must cease until such time as those factors causing cessation of work have abated. If Contractor fails to cease work on his/her own judgement, the City shall have the right to halt the Contractor's work.
- Contractor shall take adequate safety precautions. He/She shall coordinate all work with the City and shall place warning signs in accordance with the State of Texas Manual on Uniform Traffic Control Devices, where applicable.
- Contractor will confine all operations to weekday, daylight hours, unless otherwise authorized by the City.
- Contractor shall exercise care so as to avoid damage to trees, shrubs, sprinklers, utilities and other amenities within the project site. Damage must be corrected or repaired by the Contractor at his/her expense or may be performed by the City and the costs for such repairs deducted from payment. All repairs must be completed within five (5) days from date of damage.
- Turf, trees, or shrubs that are damaged or killed due to Contractor's operations, negligence, or application of pesticides must be reported in writing and replaced at Contractor's expense.
- Contractor shall answer emergency or complaint calls within two (2) hours and corrective action shall be complete within eight (8) hours.

G. Site Conditions:

- Contractor shall become familiar with each site and location of all plant materials. He/She should know the location of all irrigation meters and valves so that irrigation systems can be turned off if and when damage occurs. The Contractor shall notify the City in writing at the beginning of the contract of any conditions that do not meet the intended standards of care as outlined in these specifications.

VI. SIGNING AND TRAFFIC CONTROL PLAN

The CRP will comply with the Manual on Uniform Traffic Control Devices. Signs, sign stands and safety flags required to protect the traveling public shall be furnished by the CRP. The CRP will be responsible for the maintenance, repairs and replacement of all signs, and flags.