The Brunswick Housing Authority
Work List for Lawn Maintenance
The Brunswick Housing Authority Communities and Administration Sites

The following will be considered by all prospective bidders as a list of minimum recommended work required for the Lawn Maintenance Services for the Brunswick Housing Authority Communities and Administration Sites. The contractor shall consider in his/her bid any additional work that may be required to maintain the communities and sites in a clean, sanitary and serviceable manner. Failure of contractor to adhere to these Minimal Acceptable Standards will be cause for cancellation of the Contract without penalty or further obligation of the BHA.

The Minimal Acceptable Work for all communities and the Administration sites shall be as follows:

Growing Season April – November

Weekly Routine Service

- police grounds for paper and other debris or trash, pick up and dispose of properly (contractor and contractor representatives shall not utilize resident's waste containers) prior to mowing
- cut all grass; remove leaves bagged and left by residents
- weed eat around all obstacles, building perimeters, fence lines, air conditioning cages, stone markers, etc
- weed eat all sidewalk growth
- edge all curbs, walkways and flowerbeds
- blow all clippings and debris away from all walkways and porches
- inspect all shrubbery and trees for disease and insect problems
- remove and dispose of all trash and vegetation piles whether created by contractor or resident

Monthly Routine Service (to be performed by contractor within the 1st scheduled work week each month)

- trim all trees and shrubbery (if tree/shrub is at window egress it shall be no higher than bottom of window sill)
- remove all built up debris (leaves, trash, etc) from all curbs and curb ways
- spray all weeds at fence lines, building perimeters and other obstacles with appropriate weed killing chemical
- spray all side walk growth areas with appropriate weed killing chemical
- spray all air conditioning cages with an appropriate weed killing chemical
- place and/or replace pine straw in and around all flower beds and remove weed growth from flower beds

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Non-growing Season December – March

Weekly Routine Service

- police grounds for paper and other debris or trash, pick up and dispose of properly (contractor and contractor representatives shall not utilize resident's waste containers)
- remove and properly dispose of fallen limbs
- blow all leaves from walkways and porches
- remove and dispose of all trash and vegetation piles whether by contractor of resident

Monthly Routine Service (to be performed by contractor the 1st working week each month)

- cut grass or mulch mow yards; bag clippings and leaves as necessary
- remove all built up debris form curbs, curb ways and fence lines
- trim shrubbery and trees to ensure a continued neat appearance
- place and/or replace pine straw in and around all flower beds and remove weed growth from flower beds

Annual Routine Service to be performed within the 2nd working week of the designated month

- **January** – remove all growth from all fence lines bordering the BHA communities;
- **June**– remove all growth from all fence lines bordering the BHA communities

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Miscellaneous

The following are minimal standards that shall be adhered to by all prospective proposers.

All employees shall be properly identified by either uniforms, with the name of the firm prominently displayed, or, at a minimum, they shall have picture identifications cards prominently displaying their name and company name. Regardless of the method of identification, the employee shall be properly dressed in a professional manner at all times.

The Contractor will ensure proper supervision of personnel at all times. Any complaints or problems with employees shall be handled within twenty-four (24) hours. Contractor will provide a contact telephone number, at her/his/their business location, which will allow the Owner to contact the Contractor regarding complaints or problems. This number shall remain connected and active at all times during the life of the contract.

The Contractor will certify that products used during the execution of the contract are of a good quality and are approved for the use intended.

Inspections may be performed on conditions at least twice (2 times) a month, or, as the Owner deems necessary. During these inspections, The Brunswick Housing Authority representative shall identify all areas that have substandard conditions. Failure of the Contractor to correct the problems within twenty-four (24) hours or the reoccurrence of the problem on future inspections may be grounds for cancellation of the Contract without further compensation.

The Owner reserves the right to cancel the contract at any time upon thirty (30) days notice with or without cause. If the contract is canceled, the Contractor will be due only those monies due for services rendered up to the point of cancellation of the Contract.

Signature	Title
Company Name	Date