LANDSCAPE MAINTENANCE CONTRACT
Detailed Scope of Work

Centennial Park – Total Maintenance

ADDRESS: 1005 S. Centennial Drive, Munster

MAINTENANCE AREA: From east to west, the maintenance area runs from the berm near the bike trail to Calumet Avenue. From north to south, the maintenance area runs from the tree line (just north of the north entrance) to the firehouse. It includes the berm along the east border, the formal gardens, and the dog park. The maintenance area does not include the golf course, but does include the parking lot area to the north of the golf course and the area between the driving range and the north parking lot. The entire area just north of the tree-line near the north entrance is no longer park property and shall not be included in the proposal.

No map is included in the specifications. Instead, there will be pre-bid meeting at the Centennial Park Clubhouse on Tuesday, November 10 at 9:15am. At that time, a tour of the park and a discussion of the responsibilities will be given.

MAINTENANCE DATES:
April 1 through November 15

Weekly visits are expected, but 2 visits per week are expected when turf is excessively long.

MOWING: Mow to a uniform height. All clippings shall be mulched with the mulching systems on mowers. Any unsightly clumping shall be removed. Mowing to be done once per week, twice per week if excessive turf growth.

TRIMMING: Trimming shall be done with a power weed eater for areas inaccessible by a mower. Trimming shall be done with each mowing. Trimming height shall match mowing height.

EDGING: Edging shall be done with a power edger. Edging shall be done four times per season. Edging shall be done to all walks, curbs, and drives.

GENERAL CLEAN UP: Remove trash from turf and landscape beds with each visit.

PLANTER AREA & MULCH BED WEED CONTROL: A pre-emergent herbicide shall be applied to all planter areas to prevent weed growth. Any weeds that occur thereafter shall be pulled by hand or sprayed with a post-emergent herbicide with each visit.

PRUNING: Pruning of trees and shrubs shall be done throughout the growing season to insure good health and appearance. Pruning of trees over 12’ tall are not part of this agreement.

SPRING/FALL CLEANUP: In the spring, remove accumulation of trash leaves, etc. from landscape. Remove leaves, twigs and dieback in the fall.

GRANITE AREAS, WEED CONTROL: A pre-emergent herbicide shall be applied as per label. Any other weeds will be hand pulled or sprayed with a post emergent herbicide.

TREE AND SHRUB FERTILIZATION: Trees to be fertilized in the spring using fertilizer spikes. Shrubs and roses are to be fertilized in the spring.

AERATION/THATCHING: To be done in late August or September.

ANNUAL COLOR: Prep all areas where annual flowers will be placed. Plant all flowers 6-8” apart. Annual flowers will be installed in areas indicated on plans.

MULCH: Total re-mulching is not included. However, spot mulching of thin or washed areas is included up to 150 cubic yards.

GENERAL: The maintenance schedule must be adjusted to accommodate for park special events. Work with the Centennial Park Maintenance Manager on scheduling.

CONTACT: For more information, please contact:

Rodney Potts,
Centennial Park Maintenance Manager
219-836-6939
rpotts@munster.org
LANDSCAPE MAINTENANCE CONTRACT
Detailed Scope of Work

Community Park - Partial Maintenance

ADDRESS: 8601 Calumet Avenue, Munster

LANDSCAPE/MULCH BED MAINTENANCE AREA: Includes all landscape/mulch bed areas between the ballfields, along the walking path that runs to the west of the ballfields and around the concession stand. This also includes the landscape/mulch bed areas bordering the north parking lot along the church property and two landscape/mulch bed areas at the main entrance to the park. The areas to be maintained within these boundaries only include the landscape areas and mulch beds and do not include mowing and other maintenance.

Note: The north parking lot mulch bed (bordering St. Thomas More) is L-shaped. One leg of the “L” runs east/west and the other runs north/south. The leg that runs north/south should only be maintained from the line of shrubs to the park property. The church maintains the bed from the line of shrubs to the church parking lot.

A map of Community Park is included in the specifications.

MOWING AREA: The mowing areas consist of all 10 ballfield outfields, the sidelines for all 10 fields and all grass within the fenced in pool area. The infields are not included.

FERTILIZATION AREA: The fertilization area consists of all 10 ball field outfields and all 6 grass infields only as well as within the pool (all areas within the fences).

EDGING AREA: The edging area includes all 10 ballfields, including warning tracks and sidelines. This shall be completed periodically during the season.

MAINTENANCE DATES:
Ballfield Mowing:
April 1 through October 30
April-September: 1x per week/2x if excessive growth
October: Every other week

Pool Mowing:
April 1 through October 30
April-August: 1x per week
August-October: Every other week

Ballfield/fertilization:
Starting April 1. Contractor determines schedule, but must inform the town in advance of applications.

Planter Areas/Mulch Beds:
April 1 through August 31
April-June: Every other week
July – August: Once per month
Note: The maintenance dates are firm, but the maintenance schedule is only to be used as a guide and may be adjusted based on the bidder’s professional opinion after the proposal is accepted. Pricing will adjust accordingly as well.

**MOWING:** Mow everything to a standard, uniform height. However, mow the 4 Little League fields 1 inch shorter than all other areas. All clippings shall be mulched with the mulching systems on mowers. Any unsightly clumping shall be removed. Mowing shall be performed once per week on the same day of the week. In the event of a rainout, mowing shall be performed on the next dry day. If the length of grass is excessive, it is expected that mowing take place twice per week.

**TRIMMING:** Trimming shall be done with a power weed eater for areas inaccessible by a mower. Trimming shall be done with each mowing. Trimming height shall match mowing height. Trimming of the pool shrubs shall take place twice per year. The first being before Labor Day when the pool opens.

**EDGING:** Edging shall be done with a power edger twice per year. The final edging shall take place between mid-August and the first week of October as the baseball/softball season comes to an end.

**GENERAL CLEAN UP:** Remove trash and leaves from ballfields and landscape beds with each visit.

**LANDSCAPE/MULCH BED WEED CONTROL:** A pre-emergent herbicide shall be applied to all landscape/mulch bed areas to prevent weed growth. Any weeds that occur thereafter shall be pulled by hand or sprayed with a post-emergent herbicide with each visit.

**SPRING CLEANUP:** In the spring, remove accumulation of trash leaves, etc. from ballfields and landscape/mulch bed areas. Also include dugouts in the spring cleanup.

**INSECT AND DISEASE:** Monitor damaging insects and disease. Notify Parks and Recreation Department staff of any problems and submit proposals for treatments.

**MULCH:** Total re-mulching is not included. However, spot mulching of thin or washed areas in included up to 30 cubic yards.

**PRUNING:** N/A

**TREE AND SHRUB FERTILIZATION:** N/A

**CONTACT:** For more information, please contact:

Jerry Rosko,
Superintendent of Park Maintenance
219-836-6928
jrosko@munster.org
LANDSCAPE MAINTENANCE CONTRACT
Detailed Scope of Work

West Lakes Park– Partial Maintenance

ADDRESS: 9701 Margo Lane, Munster

LANDSCAPE/MULCH BED MAINTENANCE AREA: Includes all landscape/mulch bed areas inside of the loop formed between the walking path and the ravine. This includes all beds within the parking lots. This does not include the plantings bordering the ravine. Also included is the triangular mulch bed directly west of the playground. Maintenance for the landscape/mulch bed areas located along the north border of the park (near the church) as indicated on the map. The areas to be maintained within these boundaries only include the landscape areas and mulch beds and do not include mowing and other maintenance.

FERTILIZATION AREA: The fertilization area consists of the soccer fields only. This does not include mowing the soccer fields.

A map of West Lakes Park is included in the specifications.

MAINTENANCE DATES:
Soccer Field Fertilization: Starting April 1. Contractor determines schedule, but must inform the town in advance of applications.

Planter Areas/Mulch Beds: April 1 through August 31
April-June: Every other week
July – August: Once per month

Note: The maintenance dates are firm, but the maintenance schedule is only to be used as a guide and may be adjusted based on the bidder’s professional opinion after the proposal is accepted. Pricing will adjust accordingly as well.

The final fertilization shall allow enough time to allow for over seeding of soccer fields, which will take place (in-house) the last week of September or first week of October.

GENERAL CLEAN UP: Remove trash from turf and landscape beds with each visit.

LANDSCAPE AREA & MULCH BED WEED CONTROL: A pre-emergent herbicide shall be applied to all planter areas to prevent weed growth. Any weeds that occur thereafter shall be pulled by hand or sprayed with a post-emergent herbicide with each visit.


MULCH: Total re-mulching is not included. However, spot mulching of thin or washed areas in included up to 60 cubic yards.
**PRUNING:** Periodic pruning of dead or dying plant material located in the mulch beds shall be the only required pruning.

**MOWING:** N/A

**TRIMMING:** Periodic trimming of the evergreen bushes located within the parking lot mulch beds shall be the only required trimming.

**EDGING:** N/A

**SPRING/FALL CLEANUP:** N/A

**TREE AND SHRUB FERTILIZATION:** N/A

**AERATION/THATCHING:** N/A

**CONTACT:** For more information, please contact:

Jerry Rosko,
Superintendent of Park Maintenance
219-836-6928
jrosko@munster.org
Landscape Maintenance Contract
Terms and Conditions

Total contract amount = $74,480

AGREEMENT:

Contractor must have current certificate of liability insurance naming the Town of Munster as additionally insured on file with the Parks and Recreation Department at all times. The limits of liability must meet minimum specifications as set forth by the town of Munster.

Contractor must maintain current registration at own expense as a licensed contractor with the Town of Munster.

Contractor reserves the right to perform preseason and postseason cleanup and preparatory work before and after the contract dates at own expense.

INVOICING: Contract amount shall be invoiced in 8 monthly installments of $9,310 each, between April and November. One invoice per month shall suffice as long as each one is broken down into 3 line items as follows:

<table>
<thead>
<tr>
<th>Park</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centennial Park</td>
<td>$6,486</td>
</tr>
<tr>
<td>Community Park/West Lakes Park</td>
<td>$2,074</td>
</tr>
<tr>
<td>Community Pool</td>
<td>$750</td>
</tr>
</tbody>
</table>

TERMS: Contract shall be for 2016 only between April and November. Before the end of the existing contract, upon mutual satisfaction and agreement between the Town of Munster and the contractor, the contract may be extended with the same rates for 2017 and 2018.

It is inevitable that the contractor will be asked to perform additional work that is outside the scope of this contract. All invoices for additional work shall be invoiced separately.

Signed this _______________ day of ____________________, 2016.

Company: _____________________________________________________________

Signature: ____________________________________________________________

Printed: _____________________________________________________________

Title: _______________________________________________________________