

ATTACHMENT 1
RFQ ML225820017

Specifications and Scope of Work

1. Services.

- a. Mowing of the designated areas shall be completed to maintain a stand of grass between two (2) inches and not more than four (4) inches in length.
- b. All elements of the lawn maintenance cycle shall be completed the same day they are started. No partial mowing will be allowed unless the weather forces delay. If rain or wet turf conditions exist, contractor shall finish the cycle as soon as favorable conditions return.
- c. Grass shall not be mowed when wet.
- d. Trim grass around fixed objects, trees, and fence lines and any additional areas annotated/marked on the Site Plan. Additional areas can be added upon agreement between Field Engineer and Contractor but must be marked on the facility Site Plan. Extreme care shall be used to prevent injury to fixed objects and trees.
- e. All visible clippings shall be removed from all sidewalks and parking areas after mowing, at the Contractor's expense.
- f. At no time will there be wind rowing or bunching of grass clippings. In the event that this occurs, it is the responsibility of the Contractor to immediately remove the clippings from the premises at no additional cost to Agency.

2. Schedule and Frequency.

- a. Mowing and trimming shall not be completed more than (1) time per week unless written approval is obtained from Field Engineer (FE).
- b. Some Locations have areas that need mowed only 1x time a year or as-needed. Annual mowing areas are marked on the Site Plan (ATTACHMENT 2A) accordingly (if applicable).
- c. No mowing to be done on Saturdays or Sundays, unless written approval is obtained from Field Engineer (FE). No mowing will be allowed on holidays or holiday weekends from 3:00 p.m. Friday to 8:00 a.m. Tuesday.

3. Equipment.

- a. Mowing and trimming equipment, gas, oil and any cost of repairs are the responsibility of Contractor.
- b. All mowing, trimming, and edging equipment shall be properly maintained. Cutting blades shall be kept sharp to minimize turf damage.
- c. Equipment and supplies may NOT be stored overnight or for extended periods of time on Iowa National Guard premises.

4. Payment.

- a. Invoices must be submitted to Agency **WITHIN 30 DAYS** from the last service date listed on the invoice. *For example: Contractor mows 1x per week in June (June 3, 10, 17, 24); invoice must be submitted no later than July 24th.*

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- b. A copy of the **Department of Public Defense Proof of Service Form (EXHIBIT A)** must be attached to each invoice. This form must be signed by Iowa National Guard facility representative (site Building Manager or Field Engineer).
- c. Invoices shall be submitted via hard copy (mail) or electronic (scanned image submitted via email).
- d. Billing / Remit to: dpdinvoice@iowa.gov

OR

Department of Public Defense
State Fiscal Office – Accounts Payable
Building 3465
7105 NW 70th Ave
Johnston, IA 50131-1824