

Scope of Work
Barrancas National Cemetery
Shrine Project
36C78618Q0273

GENERAL INFORMATION

C.1. Purpose:

C.1.1 The Department of Veterans Affairs, National Cemetery Administration honors veterans with a final resting place and lasting memorials that commemorate their service to our Nation. National cemeteries are national shrines. The standards of maintenance, appearance and operational procedures performed by the contractor at this cemetery shall reflect this nation's concern for those interred there. For this reason, the contractor's strict adherence to the specifications shall be required and shall be essential.

C.1.2 The Department of Veteran Affairs, Barrancas National Cemetery intends to award a fixed price contract to install concrete headstone grid support system in designated interment sections, renovated turf areas in designated sections and raise, lower, realign, reset and backfill standard upright marble headstones.

C.1.3 Summary of Work:

The Contractor gaining award shall provide all personnel, management, supplies, transportation, equipment and supervision necessary to perform and complete all work to construct a Headstone Grid Support System that includes, but not limited to: clearing and grubbing vegetation, excavation and backfill, headstone identification tagging, headstone removal, concrete foundation, concrete pre-cast headstone support block, headstone re-installation with leveling sand, headstone cleaning and turf restoration work. The awarded contractor shall cover a period from date of award through 270 calendar days from start through finish after Notice of award Notice of Award has been issued. Performance shall be in accordance with the requirements, conditions, terms and representations contained in this solicitation.

- A. The works consists of Raising and Realigning upright headstones in specified section utilizing the new concrete beam system.
- B. Construct a Marker Grid Support System in those designated interment sections that includes, but not limited to: clearing and grubbing vegetation, excavation and backfill, headstone identification tagging, headstone removal, concrete foundation, concrete pre-cast headstone support block. (See NCA Southeast District Specs for Beam and R&R Projects, E Section 03300).
- C. Renovate sections 50, 51, 52 of turf (border areas include the area surrounding the interment areas from roadways/fence(walls) to interment areas). (See Barrancas Drawings Section 50, 51, 52.)

- (1) One of the most important considerations in erecting or emplacing a headstone is that of precision in alignment. Much of the beauty that exists or should exist in a national cemetery is the direct result of perfectly aligned headstones. It only takes one headstone out of alignment to spoil the appearance of an entire row, and thereby, the appearance of the entire section. The appearance of the finished work shall be gravesite section(s) that shall be contoured grass landscape, with headstones set in a concrete footing system and the headstones aligned with each other in the vertical, horizontal, lateral, and diagonal directions within the tolerances specified herein. It shall be critical that existing conditions are surveyed and contours adjusted

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as necessary and approved by the COR to produce such an appearance. Failure to achieve this finished work will be basis for accepting or not accepting the finished work.

- (2) Contractor will probe each row to make sure that the trench can be dug continuous at the specified depth for each continuous row and determine whether the shallow site is deep enough to utilize the beam system continuous trench. If this cannot be accomplished, the contractor shall skip all shallow sites and shall not continue channel unless at least four (or other determined amount by COR) consecutive sites are at appropriate depth to proceed.

C.2 Cemetery Location: These services will be performed at:

Barrancas National Cemetery
Naval Air Station
80 Hovey Road
Pensacola, FL 32508

SEE ATTACHMENTS AND BURIAL SECTION DRAWINGS.

C.3 General Requirements:

C.3.1 Site Manager: A “Site Manager” provided by the Contractor shall be at the work site whenever work is being performed. The “Site Manager” must have a minimum of five (5) years experience as a direct supervisor of a commercial landscaping operation that included surveying, soil excavation, and site construction in industrial, commercial or public sites. The “Site Manager” will ensure all specifications are being met, ensure contract work does not conflict with ceremonies and funerals, and ensure employees are adequately supervised and proper conduct is maintained. At all times when any performance of the work at the site is being conducted by any employee of the Contractor or his subcontractors, the Contractor shall have a representative (this person may or may not be the “Site Manager”) present who has the capability of receiving instructions in the English language, fluently speaking the English language and explaining the work operations to persons performing the work in the language that those performing the work are capable of understanding. The Contracting officer shall have the right to determine whether the proposed representative has sufficient technical and bilingual capabilities, and the Contractor shall immediately replace any individual not acceptable to the Contracting Officer.

C.3.2 Work Hours: Work will be scheduled within Normal working hours are from 7:00 a.m. to 3:30 p.m., Monday through Saturday. Additional work hours of the work week, Monday through Saturday may be authorized for the convenience of the Contractor upon approval of the COR(s) in writing. Any request for additional weekend work (Sunday) must be prior approved by the Contracting Officer in coordination with the cemetery director. However, the Government will not be responsible for any increases in Contractor costs due to overtime, shift differential, or holiday pay.

C.3.4 Contractor Response Times:

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C.3.4.1 During Normal Working Hours: The Contractor shall be prepared to shift workers and work areas as necessary to safeguard the cemetery and its visitors and restore the work area(s) to a safe condition. The Contractor shall respond to all normal working hours' requests made by the COR(s) within 30 minutes of the initial notification.

C.3.4.2 Scheduled Ceremonies and events: A list of scheduled ceremonies will be provided the week prior to the event, and a list of scheduled funerals and other events will be provided the day prior to the service. The Contractor is responsible for staying abreast of all such upcoming events and when in doubt, shall contact the COTR(s) for clarification.

C.3.4.3 Disruption of ceremonies, funerals and other special events: The Contractor is responsible for ensuring that no contract work causes any funeral, ceremony, procession or visitation to be delayed, altered, or otherwise impacted in such a way that the dignity or security of the event is compromised.

C.3.4.4 Meetings: The Contractor shall coordinate with the COR(s) on a regular basis to ensure that work in proceeding satisfactorily and that the work will not interfere with any scheduled ceremonies, funerals, or processions. Meetings will be scheduled at least as frequently as shown below and may be requested by either party at any time. Participants in these meetings are not limited to the Site Manager and COR(s), but may include additional Contractor or Government Personnel as required.

Daily: To report on work completed, establish a work schedule and to ensure that no work is being performed at the immediate site of a scheduled interment or ceremony. These daily meetings are also an opportunity for the Contractor to ask questions and ensure he/she understands the off-limit areas, which may vary, depending on the event.

Weekly: To propose work to be done during the coming week, receive the schedule of upcoming ceremonies, discuss work progress and other items as appropriate.

C.3.5 Record Keeping And Reporting: The Site Manager or his designee shall provide the COR(s) with weekly written accurate reports identifying work completed during the past seven days including the following: All upright headstone/headstones raise/realigned floral vases removed/replaced and the sq. yards. of turf renovation (gravesite renovation) shall be recorded per gravesite location and a proposed plan of work for the upcoming week.

C.3.6 Licenses: Permits; Vehicle, Liability and Workman's Compensation Insurance: The Contractor shall be responsible for obtaining all necessary and current licenses, permits, vehicular insurance and registration, Workman's Compensatory Liability Insurance, property liability insurance etc., prior to the start date of this service. The contractor shall provide the Contracting Officer copies of these policies before commencing work.

C.3.7 Utility Location: Prior to commencing any excavation or turf removal operations, the Contractor shall confirm the location of any utilities in the work area that was provide as part of their proposal. Utilities include potable water systems, electrical power, gas, and water and sewer lines. A utility locator company may be brought in to assist in this process at the sole expense of the Contractor.

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C.3.8 Installed Irrigation System: Cemetery personnel will test and demonstrate to the Contractor the irrigation system prior to the start of work in any area. This inspection shall be documented in the weekly work report. The contractor will incur the cost of water for irrigation via water meter or consultation with COR. (*Note: During drought conditions or other situations where water is not readily available or sufficient on-site, contractor must secure other water sources and supply needed water by Water truck or other means of contractor's choice at contractor's expense.)

C.3.9 Contractor Equipment: The Contractor shall submit a list of equipment to be utilized for the work 7 days prior to mobilization. The list shall include equipment make, model, year, tire or track dimensions, weight and other information for COR review and approval. (See: NCA Southeast District Specs for Bean & RR Projects, D Section 02200, 1.4 Submittals, 2.)

C.3.10 The Contractor shall provide adequate warning devices, signage, barricades, guards, flagmen or other necessary precautions, as determined by the COR(s) for the protection, safety, and warning to all pedestrians and vehicular traffic within the area. At least two signs will be provided and erected by the Contractor on the perimeter of the burial section being worked on to indicate to the public of work in progress. Signs will have the following wording: "CAUTION: HEADSTONE/TURF RENOVATION! INQUIRE AT OFFICE.". Signs are to be aluminum, 12" height, 18" width, 2-inch black letters on white background, mounted on a post with the top of the sign 48" from the ground surface.

C.3.11 The Contractor is responsible to ensure that all work shall be done in a manner that safeguards all VA visitors, employees, and public. The Contractor shall be solely responsible for any and all actions initiated and/or completed by his/her employees. Furthermore, the contractor and his/her employees shall have a clear understanding of, and be sensitive to, such environmental issues as ground water contamination, wetlands, etc., and be consistent and fully compliant with all applicable Federal, State laws, ordinances, Right-to-Know laws, EPA guidelines, and regulations.

C3.12 The Contracting Officer has the obligation to stop work pending weather conditions at any time. This is required to maintain the dignity of the cemetery and the appearance of the grounds. The cemetery director and/or COR will coordinate work stoppage with the Contracting Officer unless life threatening.

C3.13 The Contractor shall schedule an on-site session(s) with the COR(s) to review site conditions; handling, numbering, placement and alignment of upright headstones/headstones and floral vases; and any other Contractual requirements as determined by either the Contractor or COR(s) prior to beginning work.

C.4 Work Scheduling:

C.4.1 Upon receiving Notice To Proceed (NTP) under this contract, the Contractor and Site Manager shall contact the COR(s) to visit the site. The contractor will have all work/services completed, not to exceed 270 calendar days.

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C.4.2 Planning: In planning the work schedule to be included as part of the proposal, the following minimum standards apply:

C.4.2.1 Approximately 100 headstones/headstones per day.

C.4.2.2 Approximately 3000 sq. ft. of sod per day.

C.4.2.3 All contract work **MUST** be completed as required under this contract in the Burial Section/Border Areas (designated on the contract drawings and provided to the Contractor by the Contracting Officer and/or COR. (See attachment Barrancas Drawings Sections 50_51_52).

C.4.3 Work Activity Sequence: In burial sections where work consists of Upright Headstone Raise/Realign, Cleaning, and Surface/Turf Renovation -- The Contractor shall submit proposed sequence of work activities to COR for approval prior to starting work. Surface/Turf renovation work will typically occur either in conjunction with or prior to specified upright headstone raise and realign work in order to achieve the specified requirements for flowing precision uniformity of headstone headstones with the leveled burial section surface terrain. **Headstone shall not be removed from the individual grave or grave site.** A temporary control headstone may be placed by a registered surveyor when applicable.

C.4.4 Due to the national significance of the Cemetery, the Contractor shall, upon coordination with the COR(s), be prepared for work stoppages around National Holidays or other ceremonies.

C.4.5 Marking of Gravesites: To allow for visitation by the public during evening, weekends and Federal Holidays, all gravesites under this contract must be marked with either the gravesite's permanent upright headstone, or a temporary gravesite headstone, by no later than 3:30 PM at the end of each day and every Saturday (for the weekend) and must remain until the following Monday or until that time they are required to be removed by the contractor in order to perform work, (If Monday is a Federal Holiday, then the temporary headstones will remain until at least Tuesday).

If temporary headstones are needed, the Cemetery COR or cemetery director will prepare and provide the temporary tags and temporary gravesite markers for use; the Contractor shall assemble and install government provided temporary gravesite headstones (stands and tags) on their respective gravesites to insure all gravesites under this contract are marked by end of each day (3:30pm) and by 3:30 PM Friday. The contractor is responsible for: identifying the quantity of temporary gravesite headstones required; taking possession and storage of temporary gravesite headstones when not in use for the duration of this contract; and returning the temporary headstones to the cemetery upon the completion of the contract.

C.4.6 The contractor shall provide a schedule of re-surveying and verifying of the permanent gravesite control monumentation in each section if disturbed by the required turf work and at contractor expense. **(*Note: No headstone shall be removed from the gravesite, headstone must be supported and not allow to rest on the ground/turf) .**

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C.4.7 All sod renovation/work shall be performed during the active growing season (time periods) of the turf/grass. (For Bermuda grass that is April –October) All sod installed after October 1st and before April 1st will not be inspected or accepted by the COR until the following spring green-up/growing season has began and the sod has rooted and sustained no damage from the winter. At that time the COR will inspect the sod sections and accept or not accept said sections.

C.5 HEADSTONE REMOVAL, RESETTING, AND BACKFILL REQUIREMENTS:

a. WORK OVERVIEW;

- (1) This section outlines Headstone Removal, Resetting and Backfill services, defined as: work consisting resetting, aligning, backfilling, and compacting at headstones that are to be reset in the new headstone support grid and traditional headstone re-alignment, as well as inventorying and assuring accurate placement on gravesites at the Barrancas National Cemetery. The Contractor shall provide all supervision, professional advice/guidance, labor, parts, materials, equipment, transportation and personnel, to provide the services defined herein.

b. RECORD KEEPING AND REPORTING:

- (1) The Contractor's Superintendent or his designee shall provide the COR(s) with weekly written accurate reports identifying the following: All headstones shall be recorded by listing deceased names or headstone numbers on paper for each gravesite location and in the consecutive order of each gravesite row. These lists will be provided on not less than a weekly basis, and shall identify all of the above work that took place within the previous seven calendar days. The site manager will also provide upon request a plan of action for the upcoming week, regarding headstones, locations and specific areas where work is being scheduled to occur at.

c. HEADSTONE REMOVAL

- (1) Standard marble headstones are approximately 42 inches long, 13 inches wide, 4 inches thick, approximate weight: 230 pounds.
- (2) Headstones will be removed from their sockets by using wooden, and or metal clamps. If metal clamps are used the area that contacts the headstone must be protected with a rigid fabric that will prevent damage to, and marking of, the headstone. Clamps may be attached to a Bob Cat or similar Machine to extract headstone from socket. Use care not to scratch or damage headstones in any manner. ***Note: Headstones must not be removed from the gravesite or individual grave and must not be allowed to rest on the ground/turf (It must be supported by wood blocks or its equivalent.**

d. HEADSTONE ALIGNMENT:

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- (1) Headstones will be accurately and precisely reinstalled on the correct gravesites, existing permanent control headstones where available, and temporary contractor installed control headstones accurately and precisely installed at the ends of each gravesite row
- (2) The alignment crew starts on a row of headstones and headstones are chosen to be “key” stones. These keystones are ones that are visibly in line with the majority of the rest of the headstones in the row, and are as close as possible to the proper measurements for that section of headstones. “Key” stones are to be chosen and utilized at a maximum of every 10th headstone (or more frequently in areas of rolling terrain). These keystones are then aligned by leveling front and back and side-to-side, and raised or lowered to a height of 24-26 inches above topsoil level.
- (3) Heavy strings or lines must run along the backs, sides, and tops of these keystones. These lines are marked with the proper measurements- (size of section) for the section being aligned. All remaining headstones in the row are then aligned along the strings front to back and side-to-side even with the measured marks on the line. Each headstone is also raised or lowered as necessary to ensure a uniform measurement of 24-26 inches above topsoil level. Each headstone is leveled and plumbed front to back and side-to-side keeping the back of the headstone along the string and the side of the headstone along the measured mark. Maximum vertical, lateral, and transverse tolerance of any headstone off the alignment string lines and/or marks shall be 1/8”, or less.
- (4) At the start of work in each burial section, the first row of reset/realigned headstones in each burial section is to be inspected by COR for appearance, spacing, depth, alignment, plumbness, height, accuracy, and smoothness in grade transition. No further setting of headstones shall be done until this first row has been inspected and accepted by the COR. It is the Contractors responsibility to notify the COR 24 hours in advance of when each of these inspections will be needed.
- (5) The alignment of the headstones should be checked frequently during this process because the tamping may move the headstone out of level or off the mark on the line. This process of raising and realigning is repeated for each row of headstones. Headstones in all completed work areas shall be firmly set and anchored in place with no movement from forces subjected by the COR. ***Note: 3/8 crushed river run shall be placed and compacted between the Headstone and Headstone support block to secure the Headstone in alignment.**
- (6) Any headstones broken or damaged by the Contractor shall be reported to the Cemetery Administrator or COR by close of business each working day in order that the grave can be properly marked. The Contractor shall be responsible for the cost of the headstone replacement. All headstone replacements must be coordinated with the COR. Any grid or sectional monuments disturbed, displaced or broken shall be replaced by the Contractor at his cost. All grid or sectional monuments disturbed, etc., shall be properly reset by a licensed land surveyor at Contractor’s expense. Curbs, roads, walks, turf, trees, utilities, etc. existing above and below the ground that are damaged or disturbed by the contractor during

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performance of contract work shall be repaired at the expense of the contractor. Repairs to the above shall be corrected by the Contractor within fourteen (14) workdays, unless otherwise agreed to with the COR.

- (7) All measurements and string line set ups/row layouts shall be taken from existing established burial section layout control point grid monuments when these are available, not from previously set headstones, unless otherwise directed by the COR. Prior to starting work in each burial section, coordinate the correct grid control monument and grave row/grave spacing layout dimensioning requirements with COR. In irregular terrain where sloping and uneven ground conditions exist, all headstones will be set at proper heights and levels to provide a flowing transition through uneven terrain. The completed headstones in all soil and terrain conditions shall be anchored firmly in place so that the headstones are rigid with no give or play.
- (8) Contractor shall inspect and measure each headstone when removed and document any headstones greater in length than the standard 42". At the contractor's option and at no additional cost to the Government, the contractor can either adjust the depth of the footing to accommodate the longer headstone(s) or cut the headstone to the standard length of 42". Cutting to size will be accomplished locally.

C.5.1 Phasing and Work Sequencing: Submit proposed project work schedule sequence in the proposal, a final approval will be prior to the commence of work.

C.6 Headstone Cleaning:

The VA is the authority on determining what is clean and what is not clean. The definition of a "clean stone" is that the stone has no dirt lines or watermarks and no visible signs of fungi. Cleaning will be accomplished with the use of a high-pressure washer (pressure not to exceed 800 PSI) and an acceptable cleaning agent that does not harm the stone and that is environmentally acceptable. The cleaning will consist of the removal of stains, dirt, grass, or fungi leaving the headstone undamaged and in an acceptable appearance. Cleaning may be completed either before storage of the headstones or after re-installation. If cleaning is accomplished after re-installation, the Contractor shall be responsible for any turf or sod damaged during the cleaning process.

C.7 Turf Renovation (Gravesite Renovation):

C.7.1 Vegetation Removal: Existing turf is to be sprayed with a short acting herbicide designed to eliminate turf and weeds (i.e. "Round-up" or equivalent). The application shall be applied by a licensed applicator to ensure appropriate rates of application and other State regulated requirements.

C.7.2 Stripping Topsoil: Strip three (3) inches of topsoil from within limits of work area and remove from work site each day. New topsoil shall be a fertile, friable, natural topsoil of loamy character and characteristic of locality. Topsoil shall be capable of growing healthy horticultural crops of grasses. Stockpile topsoil and protect as directed by COR or designee. Eliminate foreign materials, such as dead grass, weeds, roots, stones, subsoil, frozen clods, and similar foreign materials larger than 25 mm (1 inch) in

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any dimension from topsoil that will be used in final grading. Topsoil work, such as stripping, stockpiling, and similar topsoil work shall not, under any circumstances, be carried out when soil is wet so that tilth of soil will be destroyed. Topsoil removed from the work area may be stored in a temporary on-site location designated by the COR(s) until removal from cemetery site at the end of work day.

C.7.3 Lines and Grades: Area must be tilled, graded and compacted to a level to provide a flowing transition through existing terrain (no depression or low line areas). A Registered Professional Land Surveyor or Registered Civil Engineer, shall establish lines and grades for approval by COR and designee. Grading shall provide a smooth transition at curbs, trees, planters and uninterrupted drainage flow into existing drains. Contractor shall notify COR or designee of any differences before requesting approval of lines and grades. Subsequent to establishment of lines and grades and COR or designee approval, Contractor will be responsible for any additional cut and/or fill required to ensure that site is graded to insure that surface water drainage will drain to existing storm drains and that there are no standing water areas throughout the sections (such as depression and sunken graves).

C.7.4 Filling and Back filling: Do not fill or backfill until all foreign materials have been removed from excavation. For fill and backfill use excavated materials and top soil as applicable. Do not use unsuitable excavated materials such as topsoil, construction materials and material subject to decomposition, clods of clay and stones larger than 1 inches, organic materials including silts which are unstable, and inorganic materials including silts, too wet to be stable.

C.7.5 Compaction: Compact with approved tamping rollers, sheepfoot rollers, pneumatic tired rollers, steel wheeled rollers, or other approved equipment (hand or mechanized) well suited to soil being compacted. Do not operate mechanized vibratory compaction equipment, which may damage existing liners or caskets. Subgrade must be thoroughly tamped to compaction.

C.7.6 Topsoil:

- A. Topsoil shall be a well-graded soil of good uniform quality. It shall be a natural, friable soil representative of productive soils in the vicinity. Topsoil shall be free of admixture of subsoil, foreign matter, objects larger than 25 mm (one inch) in any dimension, toxic substances, weeds and any material or substances that may be harmful to plant growth and shall have a pH value of not less than 6.0 nor more than 7.0, and should be best suited to the region, climate and plant material specific to the project.
- B. Stripping Topsoil that meet the general requirements as stated above. Amend topsoil not meeting the pH range specified by the addition of pH Adjusters.
- C. If sufficient topsoil is not available on the site to meet the depth as specified herein, the Contractor shall furnish additional topsoil. At least 10 days prior to topsoil delivery, notify the Resident Engineer of the source(s) from which topsoil is to be furnished. Obtain topsoil from well drained areas. Amend topsoil not meeting the pH range specified by the addition of pH adjusters.

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C.7.7 Installation of Topsoil: After tilling the soil for bonding of topsoil with the subsoil, spread four(4) inches of topsoil evenly over prepared site. Incorporate topsoil into the subsoil to avoid soil layering. Do not spread topsoil when it is excessively wet or dry. Correct irregularities in finished surfaces to eliminate depressions. Protect finished topsoil areas from damage by vehicular or pedestrian traffic. Complete lawn work only after areas are brought to finished grade. The areas within the drip lines of existing trees are not to be tilled at a depth greater than three inches or backfilled not to exceed four inches from existing grades. Contractor must protect all trees, shrubs and plants. Exceptions must be approved by COR. Incorporate fertilizers and lime into the soil to a depth of at least 100 mm (4 inches) as part of the finish grading operation. Immediately restore the soil to an even condition before any turf work.

C.7.8 Finish Grading, Sod and Sodding: Complete lawn works only after areas are brought to finished grade (approved by COR) and all vegetation has been eradicated. Sod shall be certified sod as classified in the TPI Guideline Specifications to Turf Grass Sodding. The composition of the grass species in the sod shall be 100 percent **“Celebration” Bermuda grass “Cynodon dactylon.”** Two applications of fertilizers are required, one prior to sod placement (use a starter fertilizer 5-5-15 at the rate of 1 pound of nitrogen per 1000 square feet) and another application of fertilizer after the first mowing at 1 pound of nitrogen per 1000 square feet. Prior to delivery of sod, the contractor shall have an interim inspection of the work area by the COR(s) and any discrepancies (grading, backfilling, headstone placement, etc.) shall be corrected prior to laying sod in the work area. Sod shall be delivered to the work site no more than one day prior to installation. Contractor shall make all necessary arrangements to protect delivered sod from excessive drying and wind damage. Sod shall be insect, disease and weed free. Sod shall be laid expeditiously without interruption, until the work area is completely sodded. Sod shall be cut and fitted around all flat headstones and other obstructions. Sod should only be laid/rolled over bare moist soil with pieces laid in a staggered brick-like pattern and edges fitted tightly together to avoid any open cracks. Rolling and watering thoroughly is required by the contractor to insure good contact with the soil for fast rooting.

C.7.9 Sod around Trees: Care shall be taken not to damage tree roots. New sod will be laid no closer than 36 inches from tree trunk in a circular pattern. In instances where a greater diameter is required due to tree roots, prior approval will be obtained from the COR. Sod is to be installed in a circular pattern away from base of tree and surface root unless otherwise specified by the COR.

C.7.10 Floral vases: After installation of sod, Contractor shall ensure that all floral vases are at their proper and marked locations and are at finished grade. The contractor will probe each grave prior to starting a section. Any vases found must be properly tagged and stored. A list of each vase found shall be given to the COR before any other work is started in the section.

C.8 Turf Establishment Period:

The 30 day turf establishment period for each section completed shall begin no less than 30 days after the last piece of sod is laid in that section(the last sod laid in section must be verified and documented by the COR before start of establishment period can begin). The contractor may request an inspection of that

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section from the COR after the 30 day establishment period has ended. During the Turf Establishment Period the Contractor shall:

C.8.1 Water turf to maintain an adequate supply of moisture within the root zone. Apply water at a moderate rate so as not to displace the mulch or flood the plants and turf. The contractor is responsible for applying one quarter of a inch of water (1/4") twice a day for a three week period. The contractor shall supply all necessary watering equipment (to include hoses, sprinkler heads etc.) and labor to apply water.

C.8.2 Eradicate all weeds. Water, fertilize, overseed, and perform any other operation necessary to promote the growth of grass.

C.8.3 Re-sod areas void of turf 0.1 m² (one square foot) and larger in area.

C.8.4 Mowing will be required by the contractor when grass reaches 102 mm (4 inches) high. Mow to a 77 mm (3 inch) height and take no more than 1/3 of the grass at any mowing. Contractor will be responsible for one mowing minimum or until an acceptable stand of grass is provided and accepted by the government.

C.8.5 The contractor shall not be held accountable or responsible for damage to the renovated areas caused by cemetery personnel.

C.9 Turf Maintenance Period:

C.9.1 The Contractor shall maintain the area 30 days after the 30 day establishment period ends for each section inspected by the COR. The beginning of the maintenance period must be documented by the COR and contractor after inspection. Maintenance shall include mowing the area when the grass reached a height of (3 inches). Mow to a (2 inch) height. The contractor shall take no more than 1/3 of the grass height at any mowing. The contractor shall also water the installed turf as required until the final acceptance.

C.9.2 The contractor shall be responsible for the health of the turf until final inspection and acceptance by the COR and make all necessary corrective actions at no expense to the government.

C.9.3 The contractor shall not be held accountable or responsible for damage to the renovated areas caused by cemetery personnel or actions.

C.9.4 Continue mowing and irrigation until sod is 100% established and is accepted by the COR.. Germinated weeds must be eliminated by spraying with a typical three-way broadleaf herbicide combination product or with a post emergence herbicide for control of crabgrass or both if necessary to achieve 100% turfgrass cover.

C.10 Clean Up and Repair Of Damaged Areas:

C.10.1 Upon completion of the work, the Contractor shall remove all debris, rubbish, and excess material from Cemetery Property.

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C.10.2 A temporary storage site may be provided by the COR(s) for short-term storage (not to exceed two weeks).

C.10.3 At the end of each day the Contractor shall remove all debris from the work site and the cemetery. The Contractor shall ensure at all times that rubbish and trash generated by the Contractor is kept clear of vehicular and pedestrian traffic throughout the site. The Government shall not provide receptacle(s) for disposal of debris related to this contract. All unsuitable or unusable materials are to be disposed of off station.

C.10.4 Contractors shall be responsible for cleaning any cemetery structures that are soiled or stained as a result of contractor's performance. The Contractor shall wash-down with water all soiled or stained structures and grounds at the end of each workday. No chemicals are to be used during the wash down. The Contractor shall bear all costs associated with washing and cleaning. Any such soiled or stained areas shall be brought to the immediate attention of the COR(s) prior to washing/cleaning.

C.10.5 In areas where planting and turf work have been completed, clear the area of all debris, Spoil piles, and containers. Clear all other paved areas when work in adjacent areas is completed. Remove all debris, rubbish and excess material from the Cemetery.

C.10.6 Contractors shall be responsible for replacement of any cemetery structure, to include: turf, curb, road pavement, headstone or headstone, valve boxes, control headstones, sprinkler heads, which is chipped, marred, damaged and/or ruined at the fault of the Contractor shall bear all costs associated with replacement and reinstallation. Any such damage shall be brought to the immediate attention of the appointed COR(s) prior to repair/replacement/installation.

C.10.7 At the Government's discretion, the Contractor shall either repair or replace the property, or reimburse the Government the full amount for all property damage(s). The Contractor shall be aware that Government property - beyond standard structures and equipment - also includes headstones, monuments, trees, beds, and turf, i.e. - wounded trees or scalped turf, roads, curbs, potable water system as well as headstones/headstones shall be repaired or replaced.

C.10.8 The contractor and COR(s) shall inspect the trees and shrubbery of a schedule renovation area prior to the start of the renovation and note all abnormalities or existing conditions. Another inspection will be conducted after the completion of the renovation and the contractor will make all corrective actions to any noted damage. A licensed arborist will complete all corrective actions to damaged trees.

C.10.9 Where existing or new turf areas have been damaged or scarred during planting and construction operations, restore disturbed area to their original condition.

C.11 WORK ENVIRONMENT:

C.11.1 All work under this contract will be performed primarily out-of-doors and personnel performing these services will be exposed to wind, sun, cold, dampness, fog and rain. These conditions, may, at times, be extreme. The contractor shall take all necessary precautions to protect his/her employees from the elements to the maximum practicable extent. No work shall be done when the ground is too wet or in an otherwise

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unsuitable condition for planting. Submit a written request to the COR(s) stating the special conditions and proposal variance.

C.11.2 Due to the sensitive mission of the cemetery, the work often requires contact with, and exposure to, grieving individuals. Contractor personnel must exercise and exhibit absolute decorum, courtesy, and respect while within the cemetery or at its perimeter or entrances. Inquiries from cemetery visitors shall be politely referred to Government cemetery staff. Gratuities of any kind are strictly prohibited.

C.12 CEMETERY RESPONSIBILITIES:

C.12.1 Test the irrigation system to assure proper operation.

C.12.2 Verify the location of all gravesites within the scope of work.

C.12.3 Provide temporary unimproved storage area (topsoil storage, headstone, etc).

C.13 CONTRACTOR-FURNISHED ITEMS AND RESPONSIBILITIES:

C.13.1 The Contractor is responsible for supplying all equipment, personnel, tools, supplies and materials necessary to perform the services required by this contract.

C.13.2 Contractor-furnished items necessary to perform work as required under this contract shall be furnished, maintained and operated by the Contractor and shall be consistent and fully compliant with all applicable OSHA, Federal, State, County, City laws, ordinances and regulations.

C.13.3 Materials and supplies procured for the performance of the contract by the Contractor shall be consistent and fully compliant with all applicable Federal, State, County, and City laws, ordinances and regulations.

C.13.4 Contractor Staging area will be located and approved by the COR. Contractor shall base operations out of this staging area, using it for materials and equipment storage, employee toilets, trash dumpster area, employee parking, employee lunch/break area, etc. Because of the limited area of the cemetery for staging the contractor may have to secure/arrange an alternate location off site at contractor's expense for spoils or other material/equipment storage.

C.13.5 The Contractor is responsible for the supply, maintenance and repair of all Contractor-owned equipment. This includes, minor maintenance/repair and minor operating parts for equipment such as lubrication, oil changes, spark plugs, gaskets, cotter pins/keys, electric extension cords, etc., to keep all equipment in good operational condition throughout the period of performance of this contract.

C.13.6 The Contractor is responsible for ensuring that all of its motor vehicles and equipment meet State inspection, safety, licensing, registration, and insurance requirements.

C.13.7 Electricity: In case the Contractor requires electricity while in performance of this contract, the Contractor shall provide and utilize portable generators as necessary to complete the work. If Contractor

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hookup to Cemetery's electrical distribution system is approved by COR, Contractor is to provide all necessary connections and complete connection work in accordance with NEC requirements, and at no cost to the Government.

C.13.8 Water: The Contractor shall provide and utilize portable water tanks and/or water trucks as necessary to transport water to areas where needed in order to complete the work required by this contract. The Contractor is responsible for making connections to any water supply in accordance with regulations and shall install appropriate meter for monitoring usage if applicable. Contractor shall not obstruct normal traffic flow on adjacent roads while water is being obtained or dispersed.

C.13.9 Refuse Facilities: The Contractor shall provide his/her OWN refuse facilities of which will be located only in the COR approved "Staging Area". Contractor shall not place dumpsters or refuse facilities in any other location at the cemetery other than the approved staging area.

The Contractor is required to dispose of all debris and other waste materials generated by his/her work at a licensed off-site landfill unless otherwise directed by the COR. The Government shall not provide receptacles for disposal of debris as a result of the services provided under this contract. In case of Hazardous Materials, the Contractor is required to obtain required disposal permits from the State regulatory agency.

C.13.10 Portable Chemical Toilets: The Contractor shall provide portable chemical toilets for use by workmen as necessary to comply with applicable OSHA requirements. These portable toilet facilities shall be kept clean and free of excessive odors, insects, etc. Portable toilet facilities will be located in the COR approved Contractor Staging Area only - it is not permissible to locate portable toilet facilities in any other locations throughout the cemetery. Use of the permanent cemetery toilet facilities by workmen is strictly prohibited throughout the duration of this contract.

C.13.11 Only Contractor's equipment and supplies (property) required to perform work under this contract shall be stored at the Contractor's designated storage area at the end of each workday. No Contractor equipment maintenance repairs of any kind can be done on cemetery property without the prior approval of the COR.

C.14 CONTRACTOR CONDUCT:

C.14.1 Contractor personnel shall:

C.14.2 Adhere to the following standards of dress, conduct, supervision and training while performing work on Government property. The COR(s) may direct the Site Manager to remove from the site, any Contractor employees not adhering to these standards.

C.14.3 Be fully clothed at all times, to include upper garment to cover body from the waist to the neck and long pants. Garments that have a message, slogan or printing of any kind other than the Contractor's business attire are prohibited. Uniforms are acceptable.

C.14.4 Maintain a neat and professional appearance throughout its workforce, vehicles, equipment, and maintenance areas. If uniforms are used, they must be in unison among all employees.

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C.14.5 The Contractor/personnel shall not engage in loud or boisterous behavior, angry outbursts or use profane or abusive language at anytime on Government premises. Playing radios and/or electronic games/devices, smoking or chewing tobacco products, shall only be done at lunchtime and in a designated work area.

C.14.6 Consume food and beverage only within areas designated by the COR(s). Intoxication, and violence or criminal acts of any kind will not be tolerated - and is cause for immediate removal from Government property. Use or sale of intoxicating beverages and/or drugs is strictly prohibited.

C.14.7 Contractor employees shall only take breaks/rest periods and lunch breaks at areas designated by the COTR(s), not in the field. Misconduct shall form the basis for immediate contract enforcement action, to include immediate removal from the cemetery.

C.14.8 The Contractor shall be responsible to ensure that his/her employees are aware of all the terms and conditions set forth above in this solicitation package regarding their performance and conduct during the performance period of this contract.

C.14.9 The Site Manager shall re-direct employees away from an event in a timely fashion. If either the Site Manager does not do so or is not available, the COR(s) may then do so.

C.14.10 Contractor shall be responsible for training and safety precautions prescribed by OSHA regarding safety equipment and devices.

C.15 **NOTE: ANY VIOLATION OF ANY OF THE ABOVE LISTED, MAY RESULT IN THE TERMINATION OF THIS CONTRACT WITH POSSIBLE REPERCUSSIONS COSTS INCURRED, DEBARMENT, OR FINE.**

C.16. SAFETY: Any actions of the Contractor, must meet all safety requirements of Barrancas National Cemetery's Safety Officer, Department of Veterans Affairs, OSHA, and the State. It is incumbent upon the Contractor to be familiar with these requirements. Copies of all referenced safety standards may be reviewed by contacting the Barrancas National Cemetery Safety Officer. "Safety" shall also include the Contractor having a safety representative who maintains regular and routine contact with the Safety Officer of Barrancas National Cemetery.