

## B.1 Description / Specifications/ Statement of Work

### **B 1.1 Description / Specifications / Work Statement:**

#### **B 1.2 BACKGROUND:**

(a) 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. There are approximately 131 National Cemeteries in 39 states that receive visitors, hold ceremonies and conduct committal services on an ongoing basis. Because of the special significance and attention our National Cemeteries receive from the public, strict adherence to the following specifications is essential. (b) National cemeteries are a resting place for our nation's heroes and as such, the standards for management, maintenance and appearance of these cemeteries have been established by the National Cemetery Administration to reflect this nation's concern and respect for those interred there. (c) Ohio Western Reserve National Cemetery is a National Shrine. The standards of maintenance and appearance at this cemetery must reflect this nation's concern for those interred there. The cemetery is classified as an "open cemetery", meaning grave space is available for the first interment of casketed and/or cremated remains. The cemetery is an active cemetery. In addition, the cemetery will conduct several memorial services; have approximately 30,000 annual visitors and 5000 participants and visitors for ceremonial activities.

(d) The overall responsibility of the contractor is to plan, coordinate, organize, interact, manage, control and perform the activities described herein, which are required to conduct select cemetery operations and maintain an acceptable appearance of the cemetery grounds based on predicated economic, ecological and social consequences. All work will be coordinated with COR prior to performance.

#### **C 1.3 PLACE OF PERFORMANCE:**

(a) Location, size and services required for the cemetery are as follows:

| <u><b>CEMETERY</b></u>                        | <u><b>ADDRESS</b></u>                  | <u><b>ACREAGE</b></u>  | <u><b>REQUIRED SERVICES</b></u>    |
|---|--|--|------------------------------------|
| <b>OHIO WESTERN RESERVE NATIONAL CEMETERY</b> | 10175 Rawiga Road<br>Seville, OH 44270 | 65 developed/<br>40 in turf  | Grounds Maintenance /<br>Lawn Care |
| <b>OHIO WESTERN RESERVE NATIONAL CEMETERY</b> | 10175 Rawiga Road<br>Seville, OH 44270 | Contract year<br>Oct 1, 2021<br>turf acreage<br>will increase<br>by 30 acres | Grounds Maintenance /<br>Lawn Care |

### **D 1.1 GENERAL REQUIREMENTS:**

#### **Requirements.**

(1) Work consists of shrub/tree management, tree removal/replacement, leaf removal, broadleaf herbicide application, pre-emergence herbicide application, fertilization, mulching, weeding, over-seeding, soil testing, fungicide and insecticide applications. No storage on cemetery grounds will be permitted.

- (2) All work described herein are estimated quantities and may be adjusted depending on need and/or at the discretion of the COR.
- (3) All dates in all the following requirements are for approximate dates only. The COR will make the determination of when each line item of this contract will be performed.

**E 1.1 Grounds Maintenance: General**

- (a) The contractor will be responsible for maintaining the turf area of the cemetery in a healthy and vigorous condition.
- (b) EQUIPMENT AND SUPPLIES:
1. The contractor will supply all necessary applicators, hoses and other equipment.
  2. Water will be provided to the contractor by the cemetery at no charge to the contractor.
  3. The contractor will furnish all required supplies necessary in the performance of the contract. The kinds/types of products to be used are set forth later in this specification. Some items contained in this contract may require special ordering by the contractor. The contractor should plan accordingly to allow for delivery lead times or specified/required items.
  4. Contractor will not motorized equipment on turfed areas except for the application purpose of chemicals and mowing. At no time is the use of motorized equipment to be used on turf areas except for that purpose. Contractor equipment or vehicles are prohibited from parking in front of any burial section at any time.
  5. When turf conditions are wet or muddy, contractor will check with COR before taking equipment onto turf areas.

**E 1.2 Shrub/Tree Management/Perimeter Vegetation/ Tree Removal.**

- (a) Work consists of tree/shrub limb removal and/or pruning, tree/shrub removal, hedge trimming and perimeter vegetation management. Application and maintenance/repair schedules will be coordinated with COR. A. The contractor will limb, hedge and/or prune:
1. Remove dead or dying branches injured by disease, insect infestation, animals, storms or mechanical damage. Remove any branches that have weak crotches, are crossing or rubbing one another, or are growing back towards the center of the tree.
  2. Remove tree limbs that interfere with sunlight and mowing/trimming equipment. Gradually remove lower branches on younger deciduous trees to raise their crown. Evergreen trees, however, generally look best with their lowest branches allowed to drape to ground level. If it is necessary to remove lower evergreen branches for safety or other practical reasons, remove no more than the lowest 25% of branches.
  3. Remove/Trim all vegetation in all flower beds throughout the cemetery.
  4. Estimated three (3) times each year, based on industry standards for each species of vegetation and at the discretion of the COR. Work will be completed in April, July and October or as directed by the COR. All work will be scheduled with COR prior to commencing.
- B. The contractor will maintain perimeter vegetation management:
1. Estimated three (3) times each contract year, based upon vegetation growth and at the discretion of the COR. Work will be completed in April, July and October or as directed by the COR.

2. Border between the turf and the naturalized areas around the cemetery must be distinct. The goal is to prevent encroachment of outside vegetation into the turf and prevent the edges of the naturalized areas from becoming excessively overgrown with weeds and brush that would be visually distracting from the beauty and dignity of the cemetery.
3. “Cemetery Vehicles Only” roads that are used for cemetery operations must be clear of encroachment of outside vegetation into roads and prevent the edges of the naturalized areas from becoming excessively overgrown with weeds and brush preventing clear passage for cemetery vehicles and equipment.
4. All work will be scheduled with COR prior to commencing.

### **E 1.3 Leaf Removal.**

- 1.) Contractor will be responsible for Daily removal of all leaves:
  - a.) During the fall as scheduled by the COR from November through April.
  - b.) End of winter/beginning of spring of each contract year
- 2.) Specifically, when leaves begin to drop, several daily cycles may be required for the entire cemetery until weather conditions prevent leaf pick up i.e. snow fall and freezing.
- 3.) Leaf removal will be coordinated and scheduled by COR and will be determined at the COR’s discretion.
- 4.) Leaves will be removed from cemetery grounds. Leaves are not to be blown back into the tree line. Leaves must be removed as stated.
- 5.) All leaves that have dropped are to be removed from the entire cemetery on a daily basis.
- 6.) Committal shelters must be completed by 0900 and ready for services daily.

### **E 1.4 Broadleaf Herbicide Application**

- (a) The entire cemetery will be sprayed with broadleaf herbicide twice a year. One application will be applied as directed by the COR when dandelions are flowering and weeds are actively growing as directed by the COR. Treatment must occur before weeds produce seeds. Another application should be completed as directed by the COR. Recently seeded grass areas should not be sprayed until the seedling grass has been mowed twice.
1. The product used and rate will be sufficient to control the broadleaf weeds present without injuring trees or other landscape plants.
  2. Broadleaf herbicide must contain at least 3 active ingredients (such as Trimec types).
  3. Work will be coordinated and scheduled with COR and will be determined at the COR’s discretion.
  4. The contractor will be responsible for spot spraying any additional weeds in between Broadleaf applications if weeds were to appear at no additional cost to the government.

### **E 1.5 Pre-Emergence Herbicide Application**

- (a) The entire turf area of the cemetery will be treated with a pre-emergence herbicide application twice a year. One application will be applied late April/early May at the discretion of the COR and should be applied only when soil temperature reaches 55 degrees Fahrenheit (13 degrees C). Second application will be applied early to mid-June or at the discretion of the COR.
1. The pre-emergence herbicide must be applied at a labeled rate sufficient to kill germinating crabgrass for 10-12 weeks.
  2. Work will be coordinated and scheduled with COR and will be determined at the COR’s discretion.

### **E 1.6 Granular Fertilizer Application**

(a) Entire cemetery will be fertilized three (3) times a year in accordance with the turf maintenance schedule below: (1.) Late May, (2.) late August/early September (3.) late October/ early November ~ to coincide with final mowing.

1. Each application of fertilizer will be at a rate of 1.0-1.5 lbs. of nitrogen per 1000 square feet of turf (44-64 lbs. per acre or 49-73 kg per ha). A balanced sulfur coated urea turf fertilizer will be used, with an N-PK ratio of approximately 4-1-2 (for example: 24-6-12 or 29-8-13). The nitrogen component of the fertilizer will be 30-50% controlled release, such as sulfur-coated urea.
2. Dates are approximate work will be coordinated and scheduled by the COR and will be determined at the COR's discretion.

### **E 1.7 Mulching (Trees and Planting Beds)**

1. Mulching will be required three (3) times a year at the COR's direction around all trees within the developed areas of the cemetery applied at a depth of 2-4 inches (5-10 cm) with depth diminishing up to the tree so as to not be piled against the base (trunks) of trees (i.e., mulch should cover the soil up to the trunk, but not be piled against it, no mulch "volcanoes"). Tree rings/mulching beds are to be edged at the time of each mulch cycle. Tree ring are to be no less than 2ft diameter.
2. Mulching will also be required at other various locations within the cemetery; i.e. flower beds in front of administration building, portions along the memorial walkway, entrance to section G3, cemetery main entrance, Public Information Center (PIC), Carillon Bell Tower, Committal Shelters. The COR will determine exact locations of areas needing mulching.
3. Mulching will be applied 3 times throughout the year and turned between applications to aid in aesthetic appearance and decomposition. Dates will be determined by the cor.
4. Dates are approximate Work will be coordinated and scheduled by the COR and will be determined at the COR's discretion.
5. Mulch is to be turned between application's.
6. At no time will motorized equipment be allowed to drive on turfed areas.

### **E 1.8 Weeding (Tree Rings, Planting Beds, Columbarium Walkways and all graveled areas, gravel areas in the Maint. Areas, PIC flower beds, Bell tower flower beds and walkways)**

1. Weeds will be hand pulled weekly from October-November, April to September (8 months).
2. Weeding will be required around all trees within the developed areas of the cemetery.
3. Weeding will also be required at other various locations within the cemetery to include all planting beds; i.e. front of administration building, portions along the memorial walkway, entrance to section G3, cemetery main entrance, Public Information Center (PIC), Carillon Bell Tower mulch beds and walk paths, Columbaria walls flower beds(gravel/mulch), Columbaria planting beds, Columbaria walk ways (Brick pavers), Committal Shelters including all gravel areas around the admin and all Maint. Bldg. to include all gravel and concrete areas where weeds are growing up. The COR will determine exact locations of areas needing weeding.
4. Dates are approximate and Work will be coordinated and scheduled by the COR and will be determined at the COR's discretion
5. No motorized equipment allowed on turfed areas.

### **E 1.9 Over-Seeding**

- (a) Work consists of seeding areas of the cemetery where turf has been disturbed or has died. The entire turf area of the cemetery will be assessed before determining the number of acres required

to over-seed annually. Over seeding will be determined by the COR and in number of acres (140).

(b) Aerate; Contractor is to mark all irrigation heads prior to aerating. Damage to any cemetery property will be at the cost of the contractor.

(c) **MATERIALS:**

1. All materials will conform to those specified below, unless otherwise approved in writing by the Contracting Officer.
2. Specified materials will be applied in amounts and methods stipulated herein.
3. Delivery tickets, indicating date, weight, analysis and vendor's name, etc., will be submitted to the Cemetery Director or COR.
4. Grass seed will be a mixture of Kentucky bluegrass (60%) and Perennial Ryegrass (40%). Kentucky bluegrass and Perennial Ryegrass will each be a blend of 2 or more cultivars.
5. Only strains (cultivars) of grass seed that have been adapted in Ohio and surrounding areas and certified by the State Agronomy Testing Laboratory will be accepted. Any substitution of seed type, weight or application must be specifically approved, in writing, by the contracting officer. Weed seeds and inert matter not to exceed 0.25% of total (all percentages by weight). Seed will be free of any noxious weeds. The contractor will be responsible for obtaining the required seed in sufficient time for application. The specified seed may require special ordering.

(d) **PROCEDURES FOR OVER-SEEDING TURF:**

1. Over-seeding of established turf will occur in early September following core aeration.
2. Seed will be spread at the rate of 4 lbs. per 1000 square feet (175 lbs. per acre, or 196 kg per ha). Seed will be uniformly distributed by a hand broadcast spreader, cyclone spreader, slice or slit seeder, or other approved method.
3. Dates are approximate and Work will be coordinated and scheduled by the COR and will be determined at the COR's discretion

**E 1.10 Soil Sample**

(a) Soil samples will be taken an estimated one time each year, or as requested by the COR. Four (4) samples (sections) will be taken as determined by COR. Soil test will be performed in late July early August.

1. Soil tests will be performed at contractor expense. Should the soil test results necessitate changing the application amount or rate, the contract will be modified accordingly.
2. Soil test results must be provided to COR for review, plan and filing purposes.

**E 1.11 Insecticide Application**

- (a) Grub control preventer (Merit) will be applied in July.
- (b) Insecticide will be applied to Approx. 1 - 40 acres (16 ha) of the cemetery. Number of acres and type of insecticide must be approved by the COR before application.

(c) Insecticide may be applied in June or at the discretion of the COR.

(d) Dates are approximate and will be determined by the COR.

**E 1.12 Grounds Maintenance: Schedule for applications and work**

**The following schedule is a recommendation only. The COR will make the final decision of when each task is to be performed.**

**(a) MARCH**

1. Leaf removal (depending on weather)

**(b) APRIL - MAY**

1. Pre-Emergent herbicide (Weed Control) - To be applied when soil temperature reaches 55 degrees Fahrenheit (13 degrees C).
2. Fertilize – Late May
3. Broadleaf herbicide – during dandelion bloom
4. Tree Pruning, limb removal, hedging, perimeter vegetation management
5. Leaf removal (final)
6. Mulch
7. Weeding

**(c) JUNE**

1. Mulch (turn/cultivate)
2. 2<sup>nd</sup> Pre-Emergence herbicide application
3. Insect control – As needed
4. Weeding

**(d) JULY-AUGUST**

1. Tree Pruning, limb removal, hedging, perimeter vegetation management
2. Grub control insecticide application
3. Weeding
4. Soil Testing
5. Mulch (turn/cultivate)

**(e) SEPTEMBER – OCTOBER**

1. Fertilize (early September)
2. Over seed
3. Leaf removal
4. Broadleaf herbicide – As needed
5. Fertilize (to coincide with final mowing)
6. Tree Pruning, limb removal, hedging, perimeter vegetation management
7. Weeding

**E 1.15 Mowing and Trimming Requirements GENERAL REQUIREMENTS AND STATEMENT OF WORK**

The Contractor will furnish all labor, supervision, professional expertise, equipment, to sufficiently meet the requirements to maintain a healthy and aesthetic grounds appearance in accordance with these Contract Specifications and the Performance Requirement Summary (PRS) specified herein (reference Attachment A) for work activities including.

***Contract personnel will cease operations in close proximity (approx. 50') to all customers. Contractor will not discharge grass towards any roadway or vehicle. Contractor must maintain situational awareness and realize engine noise will carry at varying distances and cease operations immediately.***

All activities will be performed in accordance with all applicable Federal, State, and City laws, ordinances and regulations including, but not limited to OSHA standards.

Any damage to turf, landscaping, sprinkler heads, infrastructure, headstones, flat markers, etc., by the Contractor, will be repaired or replaced at Contractor's expense, as directed by the COR.

**E 1.16 GROUNDS MAINTENANCE SERVICE PRIORITIES**

All turf grass mowing, turf grass trimming, and edging work under this contract will meet “Priority 1” conditions as herein Described: All grass will be maintained to a height of 3 inches. Once the grass grows to 3 ½ inches it is to be mowed back to 3 inches. Grass is not to exceed 3 ½ inches anywhere in the cemetery.

**Priority 1** – Condition like a high quality residential lawn under contract professional lawn care maintenance.

**E 1.17 Priority 1 Areas;**

**A. BURIAL AREAS:** All burial sections of established turf with occupied gravesites including columbarium areas. All developed land, including turf, walks, beds, planter beds, drainage ditches, and tree/shrubs within and directly surrounding the burial areas.

**B. SPECIALTY AREAS:** High visibility areas, specifically: (1) Main Entrance, Cortege; (2) Public Information Assembly Areas; (3) Flag Pole Assembly Areas; (4) Public Gathering Areas; (5) Committal Shelters; (6) Administration/Maintenance Building Grounds; (7) Memorial Walkways, (8) cemetery property that runs along Rawiga rd. (Including Hills) and (9) All Developed

Land, including (but not all inclusive) turf, walks, beds, planter beds, drainage ditches, tree/shrub, roads, and plazas within and directly surrounding the specialty areas

**E 1.18 NON- BURIAL AREAS: (1) Unoccupied burial sections including areas in front of and between these sections; and (2) All Developed Land to borders and wetlands, including drainage ditches, tree/shrub.**

**E 1.19 MOWING PRIORITY 1 AREAS (0001)** The contractor will begin the mowing season 1-2 days once notified by the COR of and continue throughout entire growing season as directed by the COR with the final mowing occurring as seasonal growth has ceased ending in the fall as directed by the COR. When a mowing is requested and started it must continue uninterrupted until completed. Turf areas consist of different blends and mixtures of cool-season turf grasses (perennial ryegrass, fescues, Kentucky bluegrass).

The contractor will meet the proper maintenance requirements of all varieties of grasses. Subsequent mowing's of the turf grass areas will occur at a mowing height of 3 inches or as directed by the COR. At no time will more than 1/2 inch of new growth be removed at any single mowing unless directed by the COR. When grass reaches 3 1/2 inches anywhere in the cemetery it is to be mowed back to 3 inches. If any mowing event results in grass clippings lying on the turf grass, the Contractor will immediately remove those clippings so that they are no longer visible. Any clippings deposited on roadways or other non-turf grass areas will be removed immediately as the mowing event that produced them prior to moving to the next section. Any clippings deposited on headstones, flat markers, monuments, sidewalks, or at public visitor areas such as the Public Information Center, Columbarium Area, mulched areas or Committal Shelter areas will be removed at same time mowing work is occurring prior to moving to a new section.

Contractor will be familiar with and utilize different mowing patterns. Changing direction and patterns reduces turf wear providing a cleaner cut.

Contractor will clean all mowing and trimming equipment before unloading at the cemetery and between cycles. This will minimize the possibilities of weed contaminates to cemetery turf from outside mowing areas.

The contractor will take the utmost care not to damage headstones, markers, floral or commemorative items, structures, survey monuments, irrigation equipment, mulch beds, trees, etc. while performing mowing services. The Contractor will remove and replace all floral or commemorative items, etc. to their proper place while performing mowing services.

The Contractor will repair or replace all damaged items caused by the contractor at no additional cost to the cemetery as directed by the COR. Newly sodded or seeded areas will be present at all newly buried gravesites, second interment gravesites, and repaired gravesite locations-this new sod or newly seeded areas must be hand mowed until they are fully established to the point where they won't be damaged by riding mowers. In addition, Contractor will be required to hand mow the area at Main entrance sign, area at administration/maintenance building, Memorial Path areas, and at flat marker section G3, committal shelters, and all in-ground cremation sections. All mowing around trees to be accomplished in a manner that prevents "ringing pattern" around the tree and associated damage to turf or trees and does not displace the mulch from around the trees or mulch beds or allow grass clippings to remain on the mulch. In all areas, vary mower wheel width patterns and mowing patterns after each mowing to prevent and avoid wheel rutting from occurring. **Mowers are to maintain at least 10 inches away from upright headstone while mowing any section that have upright headstone so as not to damage headstones. G-3 and turfed areas around committal shelters must be pushed mowed.**



**E 1.20 TRIMMING (0002)** Trimming will occur each time turf is mowed. The Contractor will trim all standard turf grass areas that cannot be maintained by Traditional mowing equipment. Trimming will be accomplished with hand held devices that will cut the grass at the same 3-inch height as the mowed areas or as directed by the cor.

Trimming will occur around all individual upright Headstones and flat granite markers, as well as at all other locations of grass area edges that cannot be maintained at 3" height through use of mowing equipment. Utilize string-line trimmers around all upright headstones. Utilize blade type trimmers to cleanly trim edges around flat granite ground markers. Care should be taken to avoid contact with headstones, markers, monuments, building walls, trees, shrubs, flowers, any other desirable plant materials, etc. or any other structure than can be damaged by contact with the trimming device's cutting instrument. All clippings resulting from the trimming operation will be kept on mowed turf grass areas only. Any clippings deposited on headstones, flat markers, monuments, sidewalks, mulch beds or at public visitor areas including the Committal Shelter areas will be removed at same time trimming work is occurring prior to starting a new section. Flowers or any item placed on graves and close to headstones must be removed for weed eating and placed back on the same grave.

**E 1.21 CURB AND SIDEWALK EDGING (0003)** Edging should occur each time turf is mowed. The Contractor will maintain a vegetation free edge approximately one-half inch wide and one inch deep along all curbs, sidewalks and roads edges throughout the cemetery.

This operation should be conducted to maintain the manicured appearance desired. The required operation frequency will be determined by the COTR and the Contractor will be compensated on a per operation cost basis. Any edgings deposited on sidewalks, or at public visitor areas including Committal Shelter areas will be removed at same time edging work is occurring.

#### **E 1.22 SOD GENERAL REQUIREMENTS**

- (a) Completion Time: As sod is a perishable item and needs to be installed within several hours after being cut, the Contractor will complete sod installation on the same day by 1500 hrs. For each individual delivery of sod is made to the cemetery. The COTR will reject any sod with (i) yellow leaves, (ii) signs of mold or mildew, (iii) is brown / straw like indicating sod has remained on pallets or has been stacked too long, or (iv) has reduced vigor and will establish poorly. No motorized equipment will be allowed on turfed areas for this portion of the contract.
- (b) Placement of Orders: The estimated quantity of square feet of sod indicated in the Price Schedule will not be needed all in one delivery, but as the cemetery continues to move through a particular burial section or area that needs repaired in the cemetery and has a need for more turf coverage. The Government anticipates ordering, and the Contractor furnishing, approximately 75,000 square feet of sod annually. Sod orders will be placed on an "as needed / as requested" basis in approximately 1500 square feet increments from as soon as the Contractor is able to cut sod in the spring to as far into the fall/winter.
- (c) Orders for sod: Will be placed by the COR or designee. At the COR's discretion, orders will be placed by email. Sod orders will be placed on an "as-needed / as requested" basis in approximately 1500 square feet increments. The cemetery will notify the Contractor of the need for sod delivery 48 hours before it needs to be installed. Each sod installation is to be completed 48 hours from the date of notification that sod is requested.
- (d) Sod Application: Sod will be produced from Blue Tag certified seed as classified in the TPI Guideline Specifications to Turf Grass Sod. The composition of the grass species in the sod

will be a mix of 100% Kentucky Blue/Rye grass using a blend of at least 3 regionally adapted cultivars of Kentucky bluegrass.

### **E 1.23 SOD INSTALLATION**

- (a) Ohio Western Reserve National Cemetery will not provide any equipment, personnel or assistance to the contractor for the installation of sod. All work normally associated with the placement of the sod will be the contractor's responsibility. Sufficient manpower and equipment will be provided by the contractor for acceptable and timely installation of the sod. At no time will motorized equipment be allowed on turfed areas. That is to include watering and prepping areas or the laying of sod
- (b) The contractor will properly prepare each gravesite, road edge or area with in the cemetery as directed by the COR before installation of sod. Contractor will remove any existing sod or debris, rake (break up hard soil to allow root growth), level (bring to grade) with the surrounding area and ensure a firm grade of the ground before the installation of sod. To ensure the installed headstone remains at the proper height, each gravesite will be raked and leveled to allow 26 inches of exposed headstone (26 inches: measured from where the top of the ground meets the bottom of the headstone to the top of the arch) or as directed by the COR. 25 When sod is installed, the height of the exposed headstone will be no less and no more than inches or as directed by the COR. A 1/8-inch tolerance is allowed. (25 inches: measured from where the top of the ground meets the bottom of the headstone to the top of the arch) or as directed by the COR.
- (c) The sod will be cut in approximately 2' by 4' widths. The pieces not varying more than 0.5 inches to ensure installation ease and a uniform initial appearance and will be cut at a thickness of no more than 0.75 -1-inch-thick excluding thatch and leaf length. All sod will be delivered to the work site and installed the day it is harvested.
- (d) The Contractor will make all necessary arrangements to protect sod from excessive drying and wind damage from the time it is harvested at the sod farm until it is delivered to the cemetery and installed.
- (e) The individual sod pieces will be laid expeditiously without interruption, until the work area is completely covered. All pieces of sod will be cut and tightly fitted against one another without overlapping to eliminate any gaps or visible seams and will be fitted around all upright markers and any other obstructions.
- (f) When laying the sod, the Contractor will stagger each row so that the ends of each piece of sod do not line up with the ends of each piece from the previous row thus ensuring a tighter fit. To stabilize sod during the rooting process and to eliminate the chances of erosion, the Contractor will use sod pins in adequate amounts during sod installation on any steep slopes if needed.
- (g) After all the sod has been installed the Contractor will roll the sod with a mechanical roller to smooth the surface and to help bring the sod layer into a good contact with the soil surface.
- (h) Watering of all newly installed sod will be completed by the contractor on an as needed basis until the sod installation is accepted by the COR. A water fill station will be provided by the cemetery at a site designated by the COR. Sod will not be accepted by the COR until it is fully rooted and with a green healthy look in appearance. Sod that is not green and becomes brown in appearance will be removed and replaced with healthy sod within 96 hrs. at no additional cost to the government.

- (i) Debris & Waste Removal: The Government will not provide receptacle(s) for disposal of debris related to this contract. Removal of all debris / waste away and off cemetery grounds is the Contractor's responsibility. Any debris left after the sod installation will be cleaned up thoroughly and removed from the cemetery. At the end of each day, the Contractor will remove all debris from the cemetery site resulting from the work. The Contractor will ensure at all times that debris and waste generated by the Contractor is kept clear of vehicular and pedestrian traffic throughout the site.

## **F1.1 TRANSPORTATION OF CASKETS, CREMATED REMAINS AND FLOWER ARRANGEMENTS**

### **F1.2 GENERAL:**

1. All work performed under this section is subject to the general requirements and contract documents to bidders which form a part of these specifications, and the contractor will be held responsible for and governed by all the requirements there under. No on-site storage will be available through the duration of this contract.

### **F1.3 SCOPE:**

2. Work consists of transporting in all-weather conditions the casket/urn and floral arrangements from the committal shelter to the correct internment section where the contracted employees will assist with the lowering of caskets on all days that internments are scheduled including some weekends and holidays.

### **F1.4 GENERAL REQUIREMENTS:**

3. When services are scheduled at the committal shelter the contractor will provide a minimum of two (2) employees per shelter and a new or like new unmarked utility vehicle, 4wd, turf type tires, equipped with a covered casket carrier with rollers to remove the casket from the committal shelter/administrative building and transport to the correct internment section. The vehicle will present a professional, clean, and dignified appearance befitting honoring our nations Veterans and families. A casket cart provided by the government will be used to transport the casket/urn from the committal shelter to the vehicle. The contractor is responsible for transporting the floral arrangements from the committal shelter to the correct internment area. The contractor will verbally verify and sign a chain of custody letter upon receipt of remains. The contractor will deliver the remains to cemetery personnel within the designated burial section. Upon delivery of remains contractor will verbally verify and transfer chain of custody letter to cemetery personnel. The driver of the vehicle must hold a valid state driver's license. These employees will be provided a cemetery radio and a daily interment schedule to prevent

any delays and the designated employees will report to the committal shelter staging area as discreetly as possible and be staged no later than 10 minutes after the committal service arrives at the shelter. The employees must be in a clean presentable uniform. The contractor must go directly from the shelter to the internment area without delay. The equipment used for transport must be able to operate in all-weather condition (dry, wet, snow, cold, etc.). The contractor must arrive for pick up no more than 5 minutes once contacted that a service is over. It is the contractor's responsibility to provide adequate man power so that there are no delays between services.

### **G 1.1 Hours of Operation.**

The cemetery's regular hours of operation, as they relate to interment operations and performance of work under the contract, are 6:30 a.m. through 4:00 p.m., local time, Monday through Friday, and includes Federal Holidays and designated weekends, unless otherwise specified. All work commenced during normal hours of operations that extends beyond those hours will be prosecuted to its ultimate conclusion

### **H1.1 HOLIDAYS AND WEEKENDS.**

Below is the federal holiday schedule:

|          |   |                      |                           |
|----------|---|----------------------|---------------------------|
| January  | New Year's Day<br>Martin Luther King's Birthday | September<br>October | Labor Day<br>Columbus Day |
| February | President's Day                                 | November             | Veterans Day              |
| May      | Memorial Day                                    |                      | Thanksgiving Day          |
| July     | Fourth of July                                  | December             | Christmas Day             |

### **I 1.1 Emergency Requests.**

(a) The contractor will establish and maintain a point-of-contact to receive emergency notifications and after-hours requests from the COR. The point-of-contact or after- hours operation will be available on a 24-hour basis during weekends, Federal Holidays and after the contractor's normal hours of operation. (b) Emergency requests will be responded to within 1 hour and corrective action taken as expeditiously as circumstances allow. An emergency request warrants more rapid than routine response in rendering the situation to a safe or secure condition.

### **J 1.1 Site Work Coordination & Clean-Up.**

(a) The Government may undertake or award other contracts for additional work at or near the site of work under contract. The contractor will fully cooperate with any other contractors and Government personnel and will carefully adopt and phase scheduling and performance of the, work, heeding any direction that may be provided by the COR(s).

(b) The Contractor is responsible for reporting to the COR(s) any problems or questions that may arise with any other personnel on site during the period of performance of this contract. The Contractor will not take it upon him or herself to resolve any problems or issues with other on-site Contractors or employees, but rather will leave it to the COR(s) to resolve the issue.

(c) At the end of each workday, unless otherwise specified by the COR(s) the contractor will remove all trash and debris resulting from work. At all times rubbish and trash generated by the contractor will be picked up and disposed of properly at the contractor expense.

- (d) During the course of the contract, if the contractor or his/her employee discovers a badly settled grave, he/she is required to bring it to the notice of the Cemetery Director or his/her representative.
- (e) All materials, equipment and debris, accrued from the performance of the contract will be disposed of by the contractor on a daily basis at the contractor's expense.

#### **K 1.1 Contractor-furnished Items.**

- (a) The Contractor will provide all supplies, tools, equipment, and materials to include lubricants and fuels to perform select lawn care services at Ohio Western Reserve National Cemetery.
- (b) Contractor-furnished items necessary to perform work as required under this contract will be furnished, maintained and operated by the contractor. Materials and supplies procured and stored by the contractor will be at the contractor's risk.
- (c) The contractor is responsible for the supply, maintenance and repair of all contractor furnished equipment.
- (d) If any equipment fails or breaks down during the scheduled workday, that equipment must be removed from the area immediately so as not to damage the turf.
- (e) The contractor will be responsible to ensure that equipment does not block access to any road or gravesite, during the performance of the contract.
- (f) The contractor will provide and maintain, at his expense, the necessary service lines from the Government outlets to the site of work.
- (g) The contractor will provide his/her own REFUSE FACILITIES. The contractor will be 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(s).

#### **L 1.1 Government Furnished Items.**

- (a) Unless otherwise specified in the Schedule of Government-furnished Items, the Government will not provide equipment, supplies or materials to the contractor, or otherwise augment or supplement contractor-furnished materials in performance of this contract. The Contractor will be responsible for maintaining, at his/her expense, all Government furnished items. This includes minor maintenance/repair and minor operating parts for the equipment.

#### **M 1.1 Storage.**

- The Government will NOT provide any storage area for this contract. At no time will any contractor equipment or supplies be stored on site.
- (c) The Government will not provide office space or operational facilities to the contractor. The contractor will secure and maintain the necessary office space and other facilities required for the performance of this contract at his/her own expense.

#### **N 1.1 Schedule Of Government Furnished Items.**

- (a) NONE

#### **O 1.1 DAMAGES CAUSED BY CONTRACTOR.**

- (a) The contractor will obtain all necessary licenses and/or permits required to perform this work. He/she will take all reasonable precautions necessary to protect persons and property from injury or damage during the performance of this contract. He/she will be responsible for any injury to himself/herself, his/her employees, as well as for any damage to personal or public property that occurs during the performance of this contract that is caused by his/her employees fault or negligence, and will maintain personal liability and property damage insurance having coverage for a limit as required by the

laws of the State of Ohio. Further, it is agreed that any negligence of the Government, its officers, agents, servants and employees, will not be the responsibility of the contractor hereunder with the regard to any claims, loss, damage, injury, and liability resulting there from.

(b) Evidence of coverage is required before commencing work under this contract (copy of Certificate of Insurance), and it may not be changed or cancelled without thirty calendar days prior written notice to the Contracting Officer.

(c) In the event damages result to turf, structures, headstone, markers, monuments, irrigation sprinkler, trees, gravesites, curb, road, flower vases, facility structures, fences, disfigurement or damage to structure or property on or adjacent to this project, third parties, etc., due to neglect by the Contractor, repair, replacement and/or replacement costs of the damaged item will be required at no additional cost to the Government as directed by the COR.

#### **P 1.1 SCHEDULE CHANGES AND DELAYS**

(a) Changes in schedules, work assignments or delays of daily operation must not occur under any circumstances. Excessive delay or problems may result in actions for termination of the contract.

#### **Q 1.1 LABOR FORCE AND EQUIPMENT**

(a) The Contractor will be aware of the intensive labor and equipment requirements necessary to meet contract specifications, and will determine needed resources accordingly. Communication with the COR is strongly encouraged. Inclement weather is not an excuse for not meeting specifications - other than for tilling and slit-seeding operations. The Contractor will be expected to use any additional resources necessary to meet or return to specified work requirements and time frames - after an event such as Memorial Day (when cemetery provided flags are set in front of each grave). In addition, the Contractor will not use small truckster units and/or walk-behind, manual application methods when making turf applications in any Specialty Area - so that damage to Government property does not occur. Similar judgment in equipment selection will also be used not in General Areas. Equipment selection will be approved by the COR.

#### **R 1.1 FOR NON-PERFORMED OR UNSATISFACTORY WORK, THE GOVERNMENT**

(a) In the case of non-performed work, the Government:

1. May, at its option, afford the Contractor an opportunity to perform the non-performed work, at no additional cost to the Government, within a reasonable period subject to the discretion of the COR, but in no event longer than the next workday.
2. May, at its option, perform the services by Government personnel or other means.

(b) In the case of unsatisfactory work, the Government:

1. Will deduct from the contractor's invoice all amounts associated with such unsatisfactory work at the prices contained in the Schedule or provided by other provisions of the contract; unless the Contractor is afforded an opportunity to re-perform pursuant to 2, below, and satisfactorily completes the work;
2. May, at its option, afford the Contractor the opportunity to re-perform the unsatisfactory work, at no additional cost to the Government, within a reasonable period, subject to the discretion of the COTR, but in no event longer than the next workday;
3. May, at its option, perform the services by Government personnel or other means.

### **S 1.1 Standards of Contractor Personnel Conduct.**

(a) Contractor personnel will be required to adhere to the following standards of dress, conduct, supervision, and training, while performing work in the cemetery. It will be at the discretion of the COR(s) to initiate immediate removal of contractor personnel from the cemetery grounds if these standards are not adhered to during performance of the contract.

(b) The contractor will be responsible for maintaining satisfactory standards of conduct, work performance and will administer disciplinary action as required. Contractor will remove his/her employees for cause to include, but not limited to: misconduct in performance of duty relating to performance of the contract that are contrary to the best interests of the Government.

1. All personnel working on cemetery property are required to maintain a respectable personal appearance and conduct themselves in a respectable manner. Shorts and tank tops (CUT off Sleeves) are not allowed. All contractor employees must be fully clothed at all times. Employees should wear long pants, steel-toed boots, and undershirts or uniform shirts to include an upper garment to cover the body from the waist to neck and long pants or slacks. Garments which have a message, slogan or printing of any kind other than the contractor's business attire are prohibited.
2. Contractor's employees will wear all required safety equipment such as goggles or face shield, hearing protection, hard hats, respirators, if required. Contractor will be responsible for training and safety precautions, prescribed by OSHA standards regarding safety equipment and devices.
3. The Contractor will observe all traffic, parking, directional signs and regulations when using the cemetery's roadways. Contractors will park only on cemetery roads. No heavy-duty vehicles or tractors will be permitted to drive on turf without prior permission from the COR.
4. Contractor will be responsible for acceptable standards of housekeeping and custodial maintenance of Department of Veterans Affairs, facilities used by Contractor's employees.
5. Their work areas must be kept clean and tools collected and removed from all gravesites when not being used at that time.
6. Not engage in loud or boisterous behavior or use profane' abusive or otherwise inappropriate language, nor play radios (headphones ext.) and/or video or other electronic games/devices while performing work on site.
7. Consume food and beverages only within areas designated by the COR (s). Intoxication, violence, weapons 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.** The Contractor personnel will follow the Cemetery Smoking Policy that is available at the Cemetery's Administration Building.
8. Not lean, sit, stand on or against headstones or monuments. No tools or other items will be placed on or leaned against headstones or monuments.
9. Not operate motorized equipment within 92m (300') of ongoing interment services or other committal committal/public services.
10. Not sleep or otherwise lay, rest or be idle in a manner that reflects unfavorably on the Government or the contractor.
11. Will not perform work of any nature on privately-owned vehicles/equipment, within the cemetery's confines, to include the washing of vehicles/equipment.
12. Questions from cemetery visitors will be politely referred or directed to cemetery personnel.

### **T 1.1 Conversion of Specification to Metric.**

- (a) The units of measure contained in this contract are expressed in “Soft Metric.” Soft Metric refers to the unit of measure being expressed in both metric and English/U.S. Standard. The following are units of metric measure used in this contract and their respective English/U.S. Standard unit of measure:

| METRIC MEASUREMENT                   | ENGLISH / U.S. STANDARD      |
|--------------------------------------|------------------------------|
| Centimeter (cm)                      | Inch                         |
| Meter (m)                            | Feet                         |
| Meter <sup>2</sup> (m <sup>2</sup> ) | Square Feet                  |
| Kilometer (km)                       | Mile                         |
| Kilogram (kg)                        | Pound                        |
| Hectares (ha)                        | Acre                         |
| Pascal (pa)                          | Pounds per Square Inch (PSI) |

#### **U 1.1 Definitions.**

The following terms apply throughout this contract.

1. **BROADLEAF WEED.** Any above-ground plant and its root system, other than any species of grass or other monocot - and other than any deliberately planted woody ornamental, groundcover, herbaceous perennial or flowering annual.
2. **CORE OF SOIL.** A solid tube of soil - excluding thatch and/or turf - not less than two inches (5.08 cm) in length and approximately one-half inch (1.27 cm) in width.
3. **DETERMINATIONS OF THE CONTRACTING OFFICER’S TECHNICAL REPRESENTATIVE (COTR).** Judgments and/or decisions from the COTR, or his or her representatives - which include the cemetery staff of OWRNC. These will be adhered to by the Contractor - unless such judgments and/or directions are not within the scope of work or go beyond the specified requirements. The Contracting Officer will be notified by the Contractor if such a conflict occurs.
4. **GROUND AND BOUNDARIES.** All cemetery land (including turf, walks, beds, planter beds, drainage ditches, roads, and plazas).
5. **LEAVES.** All fallen broad and narrow leaves, including conifer needles (e.g., pine, spruce, cedar and fir). This includes such material fallen into the gutters of all buildings.
6. **RECORDS.** On not less than a weekly basis contractor will meet with the COTR and provide a report of all services provided under this contract – including written lists identifying all sections and areas cleaned of leaves, trash and debris, and any other services specified as required.
7. **SAFETY, SAFE, AND/OR SAFE APPLICATION.** Matters related to safety, and any actions of the Contractor, must meet the requirements of Ohio Western Reserve’s National Cemetery’s Safety Manager - which in turn are the requirements of the Cemetery and/or OSHA, and the State of Ohio. It is incumbent upon the Contractor to be familiar with these requirements. “Safe Application” involves any and all actions initiated and/or completed by the Contractor necessary



in the performance of the specified work - in a manner that safeguards all Ohio Western Reserve's National Cemetery's (OWRNC) visitors, employees, and natural resources. It is all actions initiated and/or completed by the Contractor that meet OSHA and State of Ohio's legal requirements, Right-to-Know laws, EPA guidelines, and otherwise follows the OWRNC's precautions stated within this contract. "Safety" will also include the Contractor having a safety representative who maintains regular and routine contact with the Safety Manager of OWRNC. Contractor accepts all liability for his or her actions, equipment, and/or labor that result in damage to property, injury, or death.

8. SITE MANAGER. An English-speaking employee provided by the Contractor to be available at all times whenever work is being performed. Site manager will ensure all specifications are being met, ensure contract work does not conflict with ceremonies and committal services, and ensure employees are adequately supervised and proper conduct is maintained. Also, whenever on Cemetery premises, site manager will be the primary reporting official to the COR.
9. SUPPLIES AND MATERIALS PROVIDED BY CONTRACTOR. Everything needed in meeting this contract's specifications - with the exception of water.
10. TOPSOIL. A clean sandy loam soil with 3 to 5 percent organic content - as verified by the contractor through analysis by a licensed soil testing laboratory. It will be free of sticks, stones and other foreign material.
11. TRASH AND DEBRIS. Any item, material, or foreign object not permanently attached to or planted within the grounds and boundaries. Items include - but are not limited to - fallen twigs and branches that are under ten (10) inches (25.40 cm) in diameter, paper products, cigarette butts, gum, glass and metal products, plastic and any other synthetic item, plus loose rock and stone over three (3) inches (7.62 cm) in diameter that are not the apparent result of an interment. Also included is the material found within the trash receptacles located on the grounds.
12. TURF. All plants - regardless of species - growing on the established grounds and within the boundaries of OWRNC. Exceptions: Trees and shrubs, any species of plant growing within tree basins, flower and shrub beds and planters, and any species of plant growing out of walks, roads, plazas, curbs or other structures.
13. TURFGRASS SEED. A mixture of 40% Kentucky bluegrass and 60% perennial ryegrass, with each of those two-species composed of a minimum of two state certified, locally adapted cultivars.
14. PRUNING. The removal of dead, dying, diseased, interfering, objectionable and weak tree branches.

**The period of performance is from October 1, through September 30, 2019, with four (4) one (1) year options, if exercised through September 30, 2023. *Note: all Option Years are subject to the availability of appropriated funds; options are not guaranteed, and the Government's decision not to exercise an option will not be understood, construed, or intended as a termination.***