

# **PERFORMANCE WORK STATEMENT FOR GROUNDS MAINTENANCE SERVICES**



**G.V. (Sonny) Montgomery VA Medical Center  
Jackson, Mississippi  
7/9/2018**

**PERFORMANCE WORK STATEMENT  
FOR  
GROUNDS MAINTENANCE SERVICES**

**1. DESCRIPTION OF SERVICES.** The contractor shall provide all personnel, equipment, tools, supervision, and other items and services necessary to ensure that grounds maintenance is performed at the G.V. (Sonny) Montgomery VA Medical Center in a manner that will maintain healthy grass, trees, shrubs, and plants and present a clean, neat, and professional appearance.

**1.1. MAINTAIN IMPROVED GROUNDS.**

**1.1.1. Mow Improved Grounds.** Grass shall be cut weekly on approximately 3.75 acres (163.35 M.S.F.) of improved grounds as indicated in Appendix B. Grass clippings shall be removed or mulched when visible after mowing. Contractor shall maintain the growth of grass height on improved grounds between 1 to 4 inches depending upon the type of grass. The height is a guideline for a neat and professional appearance. All improved grounds shall look well-manicured at all times.

- \* Kentucky Blue Grass, St. Augustine - 2 to 3 in.
- \* Tall Fescue - 2.5 to 3.5 in.
- \* Bermuda Grass - 1 to 1.5 in.
- \* Zoysia Grass - 1 to 1.5 in.

**1.1.2. Edging.** Sidewalks, driveways, curbs, and other concrete or asphalt edges located in the improved grounds areas shall be edged at least every other mowing. Areas that require edging are shown in Appendix B. Edging shall include removal of vegetation from cracks in sidewalks, driveways, and curbs within .5 inch of the edged surface and to a depth of 2.0 inches. This work involves approximately 12,600 linear feet of sidewalks, driveways, and curbs.

**1.1.3. Remove Debris/Police Grounds.** The contractor shall perform general litter patrol in all areas identified in Appendix B. Responsibilities shall include, but not be limited to, the removal and disposal of all natural debris, (tree limbs, dry brush, rodent habitats, dead animals, etc.), and man-made debris. Contractor shall police areas weekly. During the fall months, fallen leaves shall be removed weekly from those areas indicated in Appendix B. At other times leaves shall be removed as necessary. Dispose of all debris at the onsite open dumpster, located behind the VCS Pizza Shop.

**1.1.4. Repair Damaged Areas.** Areas damaged by contractor vehicles, erosion, drought or insect/diseases shall be seeded, sprigged, or sodded to meet the standards of surrounding areas. Other than lawn areas will be repaired to match the surrounding area.

**1.1.5. Apply Fertilizer and Perform Pest Identification and Control.** The contractor shall perform an effective commercial fertilizer/lime application program for all improved grounds. Approved fertilizers/lime shall be applied in accordance with the manufacturer's instructions. The type and amount of fertilizer or lime applied shall be based on results of a soil test. Soil tests shall

be conducted by the state land management university or equivalent commercial soil laboratory; such tests are the responsibility of the contractor.

During performance of grounds maintenance services, identify pests and perform pest control. The contractor shall develop an Integrated Pest Management Plan (IPM) for approval. The IPM plan will require the contracting officer's approval. The contractor's IPM plan shall establish the strategy and methods for conducting a safe, effective, and environmentally sound pest management program. Treatment of pests that may damage any portion of grounds shall be in accordance with federal and state regulations. Any pesticides shall be applied by Mississippi state-certified personnel.

## **1.2. MAINTAIN TREES/SHRUBS/HEDGES.**

**1.2.1. Trimming/Pruning.** Contractor shall prune trees in improved areas on an annual cycle. Pruning shall be accomplished in accordance with industry (ANSI Z133.1 - 1994) standards. Class II medium pruning shall be used in general on all trees. Class IV pruning shall be used only for lifting, removal, and/or cutback of branches that conflict with normal traffic or safety in the vicinity of the trees. Minimum safety clearance is 14 feet over streets, 12 feet over driveways, 8 feet over walk areas, and 4 feet from buildings. Other trees shall be pruned on an as-required basis to provide safety, clearances and/or to prevent structural damage. Topping and de-horning shall not be permitted. Trimming/pruning of trees around utility poles/power lines is the responsibility of the contractor. Notify the COR when trimming/pruning around utility poles/power lines is needed. Shrubs, small trees, and other plants shall be maintained according to the American Society of Landscape Architect's standards. They shall be pruned as required to maintain their natural growth characteristics. Shrubs and small trees shall be trimmed and pruned to enhance the beauty and health of the plant. Hedges shall be maintained to their natural mature height and shape. Broadleaf evergreens and flowers beds shall be pruned annually or as required maintaining clearances of minimum of 3 inches from buildings, sidewalks, or other obstructions.

**1.2.2. Maintain Bedding and Planted Areas.** Fertilize, water, edge, eliminate weeds, maintain mulch, and repair or replace damaged plants in shrub and plant beds as identified in Appendix B. All weeds shall be removed or eradicated manually or mechanically, but not chemically.

## **1.3. PERFORM SNOW/ICE REMOVAL.**

**1.3.1. Basic Services.** The contractor shall remove snow and ice from all paved areas, sidewalks, steps, stairs, landings, and entrance ramps as shown in Appendix B. Priority walkways include 1) main entry into the hospital, 2) west entry near the Emergency Department, 3) ramp entry into the Emergency Department, 4) Research and Education entryway, and 5) personnel entryway into Logistics Admin and I-Wing. The contractor shall ensure a pathway of 3 feet wide is free of snow accumulation, piles, or drifts by removing all snow and ice from sidewalks, steps, landings, and entrance ramps. The contractor shall remove snow, including drift or piles, from all remaining paved surfaces such as roads and parking lots as shown on the map in Appendix B. Snow shall be removed from walkways when accumulation exceeds one (1) inch or within one (1) hour after snowfall stops.

**1.3.1.1. Remove Ice.** The contractor shall immediately remove ice to provide secure footing or safe driving conditions by the snow removal operation, or by applying ice melt or sanding with washed sand. The contractor will provide all ice melt/sand material and shall remove and dispose of excess sand accumulation.

**1.3.1.2. Sand Barrels.** The contractor shall provide, maintain, and place sand barrels in areas identified in Appendix B. The contractor is responsible for all tools, equipment, and sand material required. The COR shall approve the sand barrels prior to placement. The contractor shall keep the barrels full of sand material throughout the winter season. The contractor shall replace or repair any damaged barrels or lids within one (1) day after contracting officer or COR notifies the contractor. The contractor shall keep the area in and around the sand barrels clean. The contractor will dispose of all trash and debris found in those areas.

**2. SERVICE DELIVERY SUMMARY.** The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

| <b>Performance Objective</b>                                                       | <b>SOW Para</b> | <b>Performance Standard</b>                                                                                                                                                                                                                                                                                            | <b>AQL</b>                                                                           |
|------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Maintain Improved Grounds</b>                                                   | 1.1 and 1.3     | Grass is maintained within proper height for its area. Sod does not need to be replaced. Sod is healthy and looks well maintained. Fertilizer and pesticides are applied.                                                                                                                                              | Customer complaints shall not exceed 3 per month                                     |
| <b>Maintain Trees, Shrubs, Broadleaf Evergreens, Hedges, and Perennial Flowers</b> | 1.4             | Trees, plants, hedges, flowers, flourish and do not need to be replaced. They have adequate drainage and mulch. They do not show any sign of disease or pests and appear healthy. They are pruned properly and in a timely manner. They are trimmed properly. Bedding is mulched and free of weeds, grass, and debris. | Customer complaints shall not exceed 2 per month.                                    |
| <b>Remove Snow &amp; Ice</b>                                                       | 1.6             | Snow and ice is removed and does not accumulate. Paved areas are safe for the vehicle or pedestrian traffic intended. Areas have adequate de-icing material for the conditions.                                                                                                                                        | Customer complaints shall not exceed 2 for each month with snow or ice accumulation. |
| <b>Maintain Sand Barrels</b>                                                       | 1.6.1.2         | Barrels are in their correct locations. Barrels are adequately filled. Area surrounding barrels is neat in appearance.                                                                                                                                                                                                 | Requirements met 95% of time                                                         |
| <b>Police Grounds of</b>                                                           | 1.1.5           | Grounds are free of trash and litter.                                                                                                                                                                                                                                                                                  | Customer complaints shall not exceed 2 per month.                                    |

|                         |       |                                                                                                       |                                                   |
|-------------------------|-------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>Trash and Litter</b> |       |                                                                                                       |                                                   |
| <b>Pest Control</b>     | 1.1.8 | Pest control plan is reviewed and pests are controlled. Pesticide usage is reported to base officials | Customer complaints shall not exceed 4 per month. |

### **3. GENERAL INFORMATION.**

**3.1. QUALITY CONTROL.** The contractor shall develop, submit for contracting officer approval, and maintain a quality program to ensure grounds maintenance services are performed in accordance with established standards of Professional Grounds Management Society (PGMS), National Arborist Association, American Society of Landscape Architects, and the local county extension office. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. As a minimum the contractor shall develop quality control procedures addressing the areas identified in paragraph 2, Service Delivery Summary.

**3.2. QUALITY ASSURANCE.** The government will periodically evaluate the contractor's performance in accordance with the Quality Assurance Surveillance Plan.

**3.3. GOVERNMENT REMEDIES.** The contracting officer shall follow FAR 52.212.4, Contract Terms and Conditions-Commercial Items (May 1997), for contractor's failure to perform satisfactory services or failure to correct non-conforming services.

**3.4. HOURS OF OPERATION.** 5am – 8pm Monday-Friday; 8am – 6pm Saturday-Sunday

### **3.5. SECURITY REQUIREMENTS.**

#### **3.5.1. Security Plan**

**3.5.1.1.** The security plan defines both physical and administrative security procedures that will remain effective for the entire duration of the contract.

**3.5.1.1.2.** The General Contractor is responsible for assuring that all their employees and sub-contractors working on the project comply with the security plan.

#### **3.5.2. Security Plan Procedures include.**

**3.5.2.1.** General Contractor's employees shall not enter the project site without appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site. Badge information will be provided during the preconstruction meeting upon award.

**3.5.2.3.** No photography of VA premises is allowed without permission of the CO/COR.

**3.5.2.4.** The VA reserves the right to close down or shut down any project site and order General Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the CO.

### **3.5.3. Key Control**

**3.5.3.1.** The General Contractor shall provide duplicate keys and lock combinations to the COR for the purpose of security inspections for every area of the project including tool boxes and parked machines/vehicles stored on the premises in approved storage/parking areas. Storage and parking areas will be assigned during the preconstruction meeting after award.

**3.6. PARTNERING AGREEMENT. (OPTIONAL)** The contracting officer may require a partnering agreement between the government and the contractor to ensure joint cooperation and a sound partnership of all parties involved in the execution of this contract. Partnering is the creation of a government-contractor relationship that promotes achievement of mutually beneficial goals. It involves an agreement in principle to share the risks involved in completing the project and to establish and promote a nurturing partnership environment. Representatives from each organization are encouraged to participate in developing the partnering agreement. Suggested representation is the Chief Engineer, the COR, the government contract administrator, the contractor's manager, and the contractor's quality control person. All costs for the partnership agreement should be shared equally between the government and contractor. This group is responsible for developing a formal partnering agreement that should be signed by all parties involved. The agreement should contain as a minimum: specific goals to be reached and a list of objectives to reach the goals, a set of metrics to evaluate the objectives, a frequency for meetings to review the metrics, and a statement of cooperation to execute the terms of the agreement.

## **5. APPENDICES.**

### **A. Estimated Workload Data**

### **B. Aerial Photo and Site Plan**

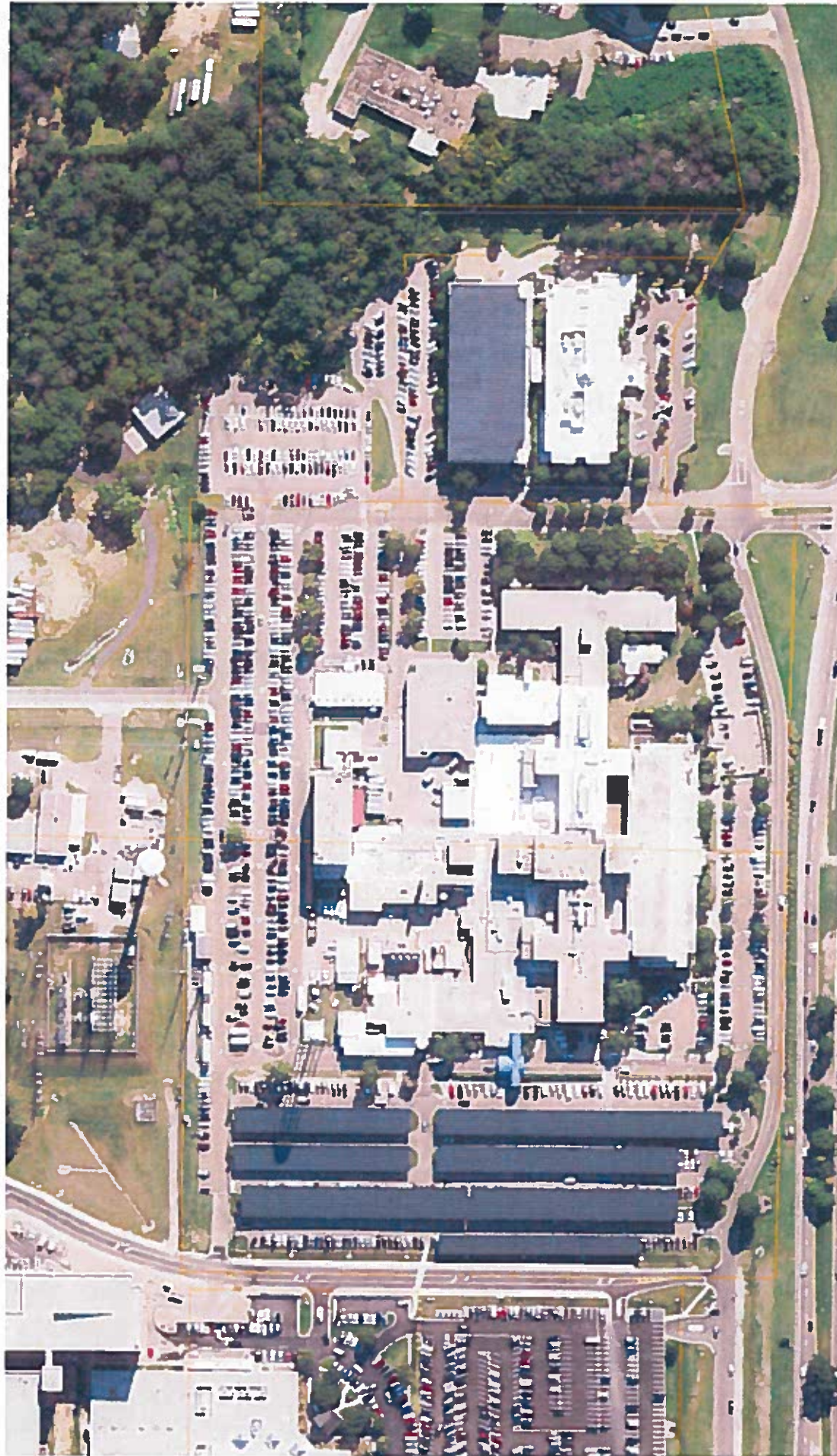
## APPENDIX A

### ESTIMATED WORKLOAD DATA

| ITEM | NAME                                 | ESTIMATED QUANTITY |              |
|------|--------------------------------------|--------------------|--------------|
| 1    | Improved Grounds (mowing)            | 3.75               | Acres        |
| 2    | Edging                               | 12,600             | Lineal feet  |
| 3    | Trimming                             | 2,500              | Lineal feet  |
| 4    | Mulched areas                        | 0.23               | acres        |
| 5    | Fertilizer and Pesticide application | 3.75               | Acres        |
| 6    | Snow/Ice Removal Of:                 |                    |              |
| 6a   | Sidewalks                            | 4,200              | Square yards |
| 6b   | Stairs and landings                  | 910                | Square yards |
| 7    | Police grounds                       | 19.50              | Acres        |
| 8    | Pavement Sweeping                    | 14.79              | Acres        |
| 9    | Empty Waste Cans                     | 40                 | Receptacles  |



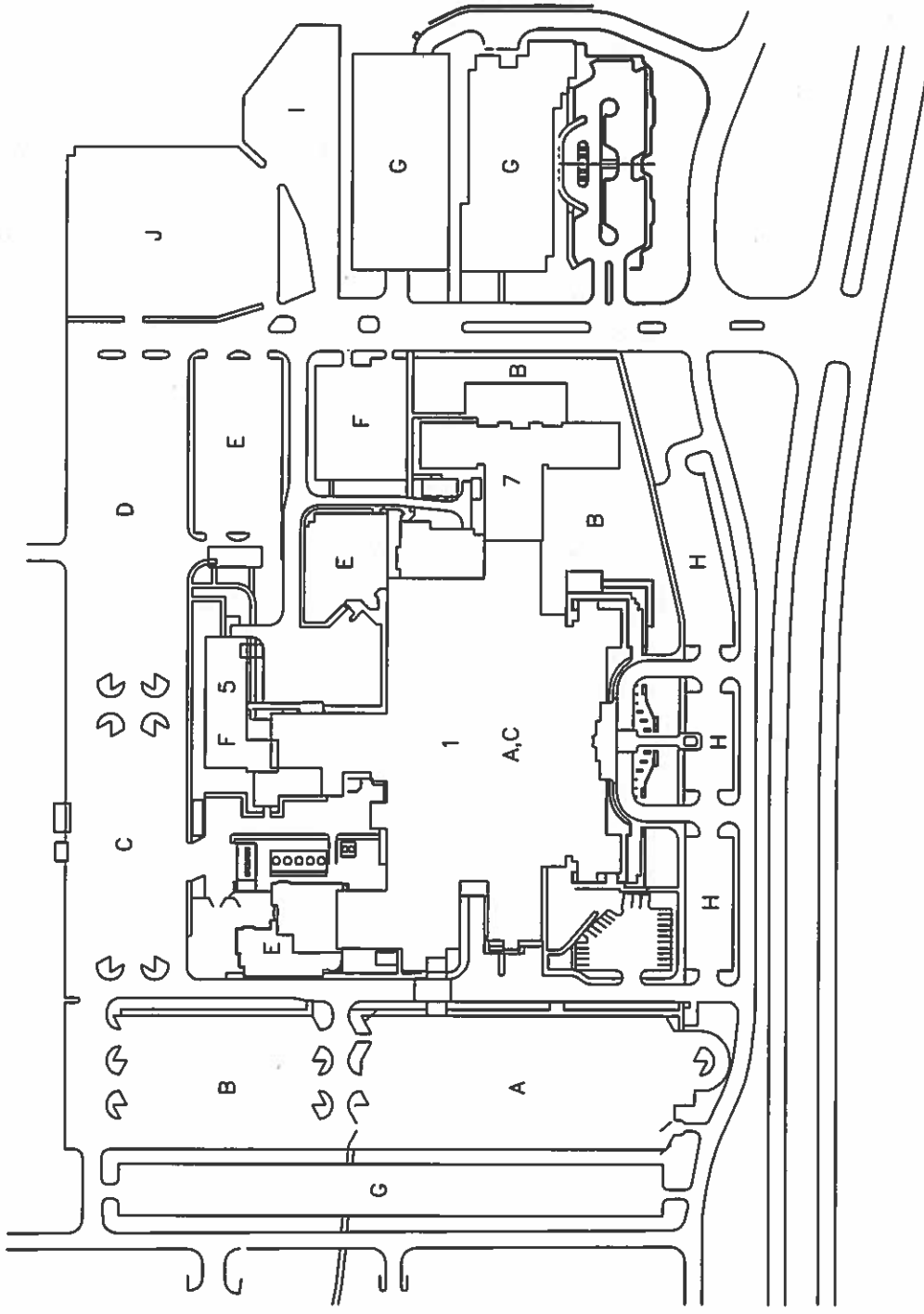
**APPENDIX B**  
**AERIAL PHOTO AND SITE PLAN**





## G.V. (Sonny) Montgomery VA Medical Center

Aerial Photo

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SITE PLAN

|                                                                                                                                                                               |               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| NOTES                                                                                                                                                                         |               |
| KEY                                                                                                                                                                           |               |
| A. PATIENT CARE                                                                                                                                                               |               |
| B. OPEN SPACE                                                                                                                                                                 |               |
| C. ADMINISTRATION                                                                                                                                                             |               |
| D. PARKING                                                                                                                                                                    |               |
| E. ENGINEERING & SUPPLY                                                                                                                                                       |               |
| F. RESEARCH / EDUCATION                                                                                                                                                       |               |
| G. VBA REGIONAL OFFICE & PARKING GARAGE                                                                                                                                       |               |
| BUILDING NUMBERS                                                                                                                                                              |               |
| 1. MAIN BUILDING                                                                                                                                                              |               |
| 5. RESEARCH / EDUCATION                                                                                                                                                       |               |
| 7. NURSING HOME                                                                                                                                                               |               |
| DRAWING TITLE                                                                                                                                                                 |               |
| SITE UTILIZATION                                                                                                                                                              |               |
| LOCATION AND STATION NUMBER                                                                                                                                                   |               |
| JACKSON, MS - 586                                                                                                                                                             |               |
| DRAWING DATE                                                                                                                                                                  | REVISION DATE |
| 22 MARCH 2004                                                                                                                                                                 |               |
| NORTH   |               |