

PERFORMANCE WORK STATEMENT
GROUNDS MAINTENANCE SERVICES-

Memphis National Cemetery 3568 Townes Avenue, Memphis, TN 38122
October 2, 2018

GENERAL INFORMATION:

The Department of Veterans Affairs (VA), National Cemetery Administration (NCA), Memphis National Cemetery intends to award a contract for the services defined as: Grounds Maintenance – trimming, removal of leaves and debris, sweeping or blowing off roads and walkways, flower and trash removal, and disposal and janitorial services. The Contractor shall provide all supervision, professional advice/guidance, labor, parts, materials, equipment, and personnel to provide these services unless otherwise specified in this contract. The Period of Performance for this contract shall consist of a Base Period of ten (10) months and four (4) one (1) year Option Periods with the Option for a Six (6) Month Contract Extension. The Period of Performance shall commence and conclude on the following dates:

BASE PERIOD: December 1, 2018 to September 30, 2019

OPTION YEAR 1: October 01, 2019 to September 30, 2020

OPTION YEAR 2: October 01, 2020 to September 30, 2021

OPTION YEAR 3: October 01, 2021 to September 30, 2022

OPTION YEAR 4: October 01, 2022 to September 30, 2023

OPTION – SIX (6) MONTH CONTRACT EXTENSION: October 01, 2023 through March 31, 2024

THE NCA MISSION: NCA 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.

CEMETERY LOCATION(s): Grounds Maintenance Services shall be performed at the following location: Memphis National Cemetery, 3568 Townes Ave., Memphis, TN 38122.

The cemetery is comprised of 44.2 acres surrounded by a three-foot brick fence and 8-foot privacy fence on the west of the cemetery grounds and an 8-foot wrought-iron fence on the north, south and eastern side. There are approximately 36,400 actual headstones and markers to maintain.

STATEMENT OF OBJECTIVES:

This Statement of Objectives describes the basic intentions of the Grounds Maintenance Contract. The Performance Based Service Contract provides potential offerors the flexibility to develop cost effective solutions and the opportunity to propose innovative alternatives to meet the stated objectives. NCA seeks to obtain a Contractor/business partner to support the Memphis National Cemetery. Under this effort, the successful Contractor shall be responsible for limited management of the grounds maintenance services described herein.

The Contractor shall use the most advantageous method he/she chooses to meet the goals of the Memphis National Cemetery, if the result is of an acceptable quality to the satisfaction of the COR and the Cemetery Director of the Memphis National Cemetery. This approach presents the Government with an opportunity to assess the offeror's

PERFORMANCE WORK STATEMENT

GROUNDS MAINTENANCE SERVICES-

Memphis National Cemetery 3568 Townes Avenue, Memphis, TN 38122

October 2, 2018

understanding of all aspects of the effort to be performed by eliminating the "how to" instructions to accomplish the required effort normally contained on the Statement of Work the Government provides to prospective offerors.

DESCRIPTION OF SERVICES

The Contractor shall provide all personnel, equipment, tools, supervision, and other items and services necessary to ensure that trimming, edging, removal of leaves and debris, sweeping or blowing off roads and walkways, flower and trash removal, and disposal is performed at the Memphis National Cemetery in a manner that will maintain healthy grass and present a clean, neat, and professional appearance.

Services include but are not limited to regular trimming and edging, removal of leaves and debris, sweeping or blowing off roads and walkways after trimming and edging in that area. Floral arrangements will be removed the 1st and 3rd Friday of each month and trash removal, and disposal will be conducted daily. At no time will trash cans be overflowing. All work shall be completed during normal business hours from 8:00am to 4:30pm. The exceptions are Memorial Day weekend and other special days as requested by the Contracting Officer's Representative (COR).

PERFORMANCE PLAN: Contractor's shall submit with their quote a proposed quality assurance surveillance plan for the Government's consideration in development of the Government's plan. The Contractor shall submit a detailed Performance Plan within 10 days after award that indicates how the Contractor plans to meet the goals of the cemetery (i.e. performance schedule, frequency of trimming and edging, removal of leaves and debris, sweeping or blowing off roads and walkways, flower and trash removal and disposal, and janitorial services).

- Contractor's understanding of the Memphis National Cemetery goals.
- Contractor's performance plan (i.e., performance schedules, frequency, methods, technique, emergency requirements, etc.). Examples of considerations:
 - How do you plan to keep the grass trimmed to a height meeting NCA specifications?
 - How do you plan to keep all areas clean and neat in appearance?
 - How do you plan to clear and remove leaves from the grounds?
 - How do you plan to keep restroom and office space clean?
- Contractor's qualifications: (special licenses, permits, certifications, education, experience, etc.)
- Past Performance (Have you done this type of work before? Have you ever done grounds maintenance services for a cemetery in the past?)
- Equipment readiness (Does the Contractor have sufficient number and type of equipment to perform satisfactorily?)
- Socio-Economic status. Contractors should submit FAR 52.2112-3, Representatives and Certifications to obtain credit for socio-economic certifications (i.e. Small Disabled Business, Woman-Owned, Veteran-Owned, etc.)

PERFORMANCE WORK STATEMENT

GROUNDS MAINTENANCE SERVICES-

Memphis National Cemetery 3568 Townes Avenue, Memphis, TN 38122

October 2, 2018

CONTRACT OBJECTIVES

1. To use an innovative and creative technical approach to manage the grounds maintenance operation at the Memphis National Cemetery to maintain the high standards of appearance as a National Shrine, in accordance with standard commercial practices.
2. To have our business partner propose a business solution using performance based contracting techniques.
3. We require a business partner to establish a Performance Plan. The plan will include a performance work schedule, list of materials and equipment the Contractor plans to use, labor and a quality control plan to monitor the Contractor's performance in meeting the cemetery's goals. Include criteria such as a clean, neat, and professional appearance.
4. To determine a pricing structure to accomplish the requirements set forth in this Performance Work Statement.
5. To determine a contract type pursuant to standard commercial practices.

CONTRACTOR DUTIES AND RESPONSIBILITIES:

Site Manager: A "Site Manager" shall be provided by the Contractor for not less than eight (8) hours a day whenever work is being performed - other than trash and debris pick-up. The "Site Manager" must have not less than three (3) years of experience as a direct supervisor of employees supervising and performing all tasks set forth in the scope of work and provide a statement of qualifications with the proposal. Site Manager shall speak fluent English.

The "Site Manager" shall 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.

Period of Performance: The contract period is Date of Award through September 30, 2023 with the Option for a Six (6) Month Contract Extension. It covers an estimated total of approximately 44.2 acres that require maintenance.

Work Hours: All work shall be performed during the normal working hours (8:00 a.m. to 4:30 p.m.), Monday through Friday, except with the written permission of the COR and/or Project Manager. When the Contractor causes emergency situations, then he/she shall make arrangements with the COR and/or Project Manager to work on weekends to correct/eliminate the emergency in order to meet the period of performance. The Government shall not compensate the Contractor for emergency situations caused by the Contractor.

After Normal Hours On-Call/Emergency Situations: The Contractor shall establish and maintain a point-of-contact to receive emergency calls from the COR and/or Project

PERFORMANCE WORK STATEMENT
GROUND MAINTENANCE SERVICES-

Memphis National Cemetery 3568 Townes Avenue, Memphis, TN 38122
October 2, 2018

Manager. The point-of-contact shall be available on a 24-hour basis during weekends, Federal Holidays and after normal hours of operation. The Contractor is to provide phone, pager and cell phone numbers for emergency and/or after hour's situations.

The Contractor shall respond to all emergency requests within one (1) hour of the initial emergency call. Repairs shall be made as expeditiously as circumstances allow and/or within (24) hours upon initial emergency call. Emergency requests warrant more rapid than routine response to safeguard the site and secure the parameters to a safe condition. The Contractor shall keep the COR and/or Project Manager fully informed of the situation and what action will be taken to secure and correct the situation.

The Contractor shall coordinate with the COR and/or Project Manager daily for establishing 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. The site manager can thus assign tasks accordingly throughout the rest of the Cemetery - so that productive use of labor and equipment is assured, and downtime is avoided. If the Contractor fails to re-direct employees away from an event in a timely fashion, the COR and/or Project Manager may then do so.

A list of scheduled ceremonies will be provided the week prior to the event, and a list of scheduled funerals will be provided the day prior to the service. The Contractor is solely 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. The Contractor is solely responsible for staying abreast of all such upcoming events and when in doubt, he/she must ask the COR and/or Project Manager. The Contractor shall meet with the COR and/or Project Manager at the end of each day to determine work completed and ensure that work is on schedule.

Federal Holidays. The following is a list of the federal holidays. All maintenance work shall be done during normal business days and daylight hours. Work is normally not conducted on federal holidays.

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

In the absence of the COR and/or Project Manager, the Contractor shall meet with the Alternate COR and/or Project Manager of this contract.

The Contractor may be required when deemed necessary by the COR and/or Project Manager to attend a meeting with the COR and/or Project Manager or other Government personnel. Meetings will take place at Memphis National Cemetery (MNC) or at a meeting place designated by the VA.

PERFORMANCE WORK STATEMENT
GROUNDS MAINTENANCE SERVICES-

Memphis National Cemetery 3568 Townes Avenue, Memphis, TN 38122
October 2, 2018

The Contractor's performance will be measured based on how timely and adequately he/she accomplishes and completes the weekly work schedules.

Contractor Administrative Duties:

Contractor shall be responsible for maintaining a hazardous chemical list for all chemicals entering MNC in accordance with standards set by Occupational Safety and Health Administration (OSHA), the Department of Veterans Affairs and the State of Tennessee.

In addition to maintaining the hazardous chemical list, the Contractor must keep all employee training records on site and available for review by the Cemetery Director.

RECORD KEEPING AND REPORTING:

The Contractor's site manager or his designee shall provide the COR and/or Project Manager with weekly written accurate reports identifying the following: Work accomplished to include areas trimmed and edged, removal of leaves and debris, sweeping or blowing off roads and walkways, flower and trash removal & disposal, and unusual happenings. These lists will be provided on not less than a weekly basis, and shall identify all the above work that took place within the previous seven days. The site manager will also provide upon request a plan of action for the upcoming week. The report will be provided by noon on Mondays unless it is a Federal holiday in which case the report will be provided by noon the following workday.

REQUIRED DOCUMENTATION:

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 required documents with his/her proposal.

The Contractor is required to provide three (3) government/commercial references of customers where "same" type of work has been performed or is being performed. Contractor must provide name and phone numbers of points-of-contact, name of organization, contract/reference number.

NOTE: This information is required for verification prior to award; therefore, please include this information with your proposal. Award will not be made without this information.

GENERAL PARAMETERS:

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 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, County and City laws, ordinances, Right-to-Know laws, EPA guidelines, and regulations.

Damage to Government property: Contractors shall be responsible for repair or replacement of any cemetery property, or reimburse the Government the full amount for all

PERFORMANCE WORK STATEMENT
GROUND MAINTENANCE SERVICES-

Memphis National Cemetery 3568 Townes Avenue, Memphis, TN 38122
October 2, 2018

property damage(s), which is chipped, marred, damaged and/or ruined at the fault of the Contractor. The Contractor shall bear all costs associated with replacement and reinstallation. Examples of cemetery property include: turf, curb, road pavement, valve boxes, drains, control markers, upright headstones, sprinkler heads, and private headstones or markers. Any such damage shall be brought to the immediate attention of the appointed Contracting Officer Representative (COR) to repair/replacement/installation. The Government may undertake or award other contracts for additional work at or near the site of work for this contract. The Contractor shall fully cooperate with any other Contractors and with Government employees and shall carefully adapt scheduling and performance of work. Any work needing any direction shall be provided by the COR and/or Project Manager. The Contractor is responsible for reporting to the COR and/or Project Manager any problems or questions that may arise with any other personnel on site during the period of performance of this contract.

The Contractor shall 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 and/or Project Manager to resolve the issue.

WORK ENVIRONMENT:

All work under this service contract will be performed primarily out-of-doors and personnel performing these services will be exposed to wind, sun, cold, dampness, frost, 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. Inclement weather will not be considered an excusable delay in meeting specifications. The Contractor shall work throughout all weather conditions and to apply additional labor and equipment as necessary to meet deadlines, at no additional cost to the Government.

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, composure and stability at all times.

USE OF CEMETERY FACILITIES

The Government shall not be responsible for any loss, damage, or theft of Contractor items. Contractor shall be responsible for acceptable standards of housekeeping and custodial maintenance of Department of Veterans Affairs facilities used by Contractor's employees.

The COR will designate an area for Contractor use in storing a limited amount of supplies or equipment. However, the Government will not be responsible for any damage to or loss of the Contractor's equipment and supplies stored on the Government's premises. The Contractor shall be responsible for maintaining fire extinguishers and other safety equipment.

The Contractor shall be responsible for safely storing any chemicals, unleaded gasoline, gasoline mix, oils, etc. in accordance with manufacturers recommendations. An SDS (Safety Data Sheet) is required for all chemicals and will be furnished to the COR.

PERFORMANCE WORK STATEMENT
GROUNDS MAINTENANCE SERVICES-

Memphis National Cemetery 3568 Townes Avenue, Memphis, TN 38122
October 2, 2018

Electricity and water will be furnished by the Government.

The administration building is off limits except for necessary work such as the use of fax for administrative documents.

The COR will designate an area for Contractor employees to take lunch and other breaks.

The cemetery shall provide to the Contractor personnel restroom facilities designated by the Work Leader.

INSPECTION OF PREMISES

Offerors should inspect the premises prior to submitting quotes to be fully aware of the scope of services required. Failure to do so will not relieve the successful quoter from performing in accordance with the strict intent and meaning of the specifications without additional cost to the Government.

CEMETERY RESPONSIBILITIES:

Provide necessary training, policies, and specifications to insure Contractor understands standards of National Cemetery.

Provide water, natural gas, sewer and electricity services to perform these services. The Contractor shall conserve natural resources as much as possible and report immediately any problems with utilities to the Cemetery Director. The Contractor shall provide and maintain at his/her expense, the necessary service lines from the Government outlets to the site of work to accomplish these services. The "hook-ups" to the work site may require the Contractor to run electrical cords/hoses.

Provide temporary unimproved storage parking area.

Designate approved parking for Contractor employee personal vehicles.

CONTRACTOR-FURNISHED ITEMS:

The Contractor is responsible for supplying all equipment, personnel, tools, supplies and materials to perform these services unless otherwise specified in this contract.

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 Federal, State, County, City laws, ordinances and regulations.

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.

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

PERFORMANCE WORK STATEMENT

GROUNDS MAINTENANCE SERVICES-

Memphis National Cemetery 3568 Townes Avenue, Memphis, TN 38122

October 2, 2018

extension cords, etc., to keep all equipment in good operational condition throughout the period of performance of this contract.

The Contractor is responsible for the insurance, supply, maintenance, and repair of all Government-owned equipment furnished for the use of the Contractor.

The Contractor is responsible for ensuring that all his/her motor vehicles and equipment meet State of Tennessee inspection, safety, licensing, registration, and insurance requirements.

The Contractor shall provide his/her own refuse facilities. 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 and/or Project Manager.

CONTRACTOR CONDUCT: Contractor personnel shall:

Be required to adhere to the following standards of dress, conduct, supervision and training while performing work on Government property. It shall be subject to immediate enforcement action by the Contracting Officer or COR if these standards are not adhered to during the period of performance of this contract. Contractor shall be responsible for training and safety precautions prescribed by OSHA regarding safety equipment and devices.

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. Short- or long-sleeved Uniform shirts or T-shirts with Contractor's logo are acceptable. Contractor's employees will be required to wear uniforms displaying the name of the company and the employee's name. Tank tops and sleeveless shirts will not be allowed. Uniforms must be in unison among all employees. Personal Protective Equipment will follow OSHA guidelines for the task being performed.

Maintain a neat and professional appearance throughout its workforce, vehicles, equipment, and maintenance areas.

The Contractor/personnel shall not engage in loud or boisterous behavior, angry outbursts or use profane or abusive language at any time on Government premises. Playing radios and/or electronic games/devices, smoke or chew tobacco products, shall only be done at lunchtime and in a designated area. Due to the sensitive mission of the cemetery, Contractor employees will come into daily contact with grieving individuals; therefore,

Contractor employees will 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 at Memphis National Cemetery. Gratuities of any kind are strictly prohibited.

Consume food and beverage only within areas designated by the COR and/or Project Manager. 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

PERFORMANCE WORK STATEMENT
GROUND MAINTENANCE SERVICES-

Memphis National Cemetery 3568 Townes Avenue, Memphis, TN 38122
October 2, 2018

beverages and/or drugs is strictly prohibited.

Contractor employees shall only take breaks/rest periods and lunch breaks at areas designated by the COR and/or Project Manager, not in the field. Misconduct shall form the basis for immediate contract enforcement action, to include immediate removal from the cemetery.

Contractor personnel shall not lean, sit or stand on or against headstones or monuments. No tools, equipment or other items will be placed or leaned on headstones or monuments.

The only designated smoking area for the Memphis National Cemetery is located by the shop area of the maintenance building. All other areas are designated as NO SMOKING.

The Contractor shall insure his/her employees park their personal vehicles in the cemetery's designated parking areas.

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.

LABOR FORCE AND EQUIPMENT:

The Contractor shall be aware of the intensive labor and equipment requirements needed to meet contract specifications. Inclement weather is not an excuse for not meeting specifications. The Government expects the Contractor to work throughout all weather conditions and to apply additional labor and equipment as necessary to meet deadlines. The Contractor shall use any additional resources necessary to meet or return to specified work requirements after an event such as Memorial Day. The Contractor shall determine the number of employees and the amount and kinds of equipment needed during the period of performance.

PERFORMANCE EVALUATION MEETING

The issuance of a Contract Discrepancy Report (CDR) may be cause for the scheduling of a meeting among the Contractor, Contracting Officer, and the Contracting Officer Representative (COR). A mutual effort will be made to resolve all problems identified. The Government will prepare written minutes of the meeting. Minutes of the meeting (s) will be signed by the Contractor, Contracting Officer, and the Contracting Officer Representative. Should the Contractor not concur with the minutes, he/she will state in writing to the Contracting Officer within ten calendar days any areas he does not concur and explain the reasons for non-concurrence. The Contracting Officer will review and consider the reasons submitted for the Contractor's non-concurrence and make a decision. The Contractor shall be notified of the decision in writing within ten calendar days by the Contracting Officer.

ACTIONS

Normally, the Contracting Officer Representative will verbally advise or give a written inspection report to the Contractor of discrepancies the first time they occur and ask the Contractor to correct the problem. A notation will be made on the COR checklist of the date

PERFORMANCE WORK STATEMENT

GROUND MAINTENANCE SERVICES-

Memphis National Cemetery 3568 Townes Avenue, Memphis, TN 38122

October 2, 2018

and the time the deficiency was discovered and the date and time the Contractor was notified.

If the Government created any of the discrepancies, these will not be counted against the Contractor's performance. When the Government has caused the Contractor to perform in an unsatisfactory manner, a letter must be written to the responsible organizational element requesting corrective action be taken.

When the Contractor is not meeting the limits of satisfactory performance, a CDR will be issued to the Contractor. The seriousness of the failures should govern whether to issue CDR at the end of the period, or as soon as the limits of satisfactory performance are exceeded.

When a CDR is issued for a service, the Contracting Officer must deduct from the periodic payment, a percentage of that payment as indicated in the Performance of Work Requirements Summary as attached hereto.

If the Contractor does not achieve satisfactory performance by the end of the next period or agreed suspense date, another CDR will be issued and the appropriate amount deducted from the periodic payment.

A third CDR will be the cause for a Cure Notice. However, the Contracting Officer may issue a Cure Notice at any time he/she deems appropriate.

Depending on the overall performance of the Contractor, an unsatisfactory reply to the Cure Notice should require a Show Cause letter to be issued, followed by consideration of termination of the contract.

SURVEILLANCE OF THE CONTRACTING OFFICER'S REPRESENTATIVE

The Contracting Officer will periodically check the Contracting Officer Representative's records and/or accompany the Contracting Officer Representative during scheduled surveillance to ascertain that the Contracting Officer's surveillance plan is properly executed.

The Contracting Officer will verify that the Contracting Officer Representative is accomplishing the inspection in accordance with the surveillance plan. Observation of one or two checks will be sufficient to verify the Contracting Officer Representative's procedures.

SAFETY:

Matters related to safety, and any actions of the Contractor, must meet all safety requirements of Memphis National Cemetery's Safety Officer, Department of Veterans Affairs, OSHA, and the State of Tennessee. It is incumbent upon the Contractor to be familiar with these requirements. "Safety" shall also include the Contractor having a safety representative who maintains regular and routine contact with the Safety Officer of Memphis National Cemetery.

The Contractor shall issue appropriate safety and personal protective equipment to his/her

PERFORMANCE WORK STATEMENT

GROUNDS MAINTENANCE SERVICES-

Memphis National Cemetery 3568 Townes Avenue, Memphis, TN 38122

October 2, 2018

employees as needed and determined by OSHA guidelines and National Cemetery policies and insure the proper use by Contractor employees.

NOTICE TO CONTRACTORS:

The Contractor is solely responsible to ensure that his or her employees are fully aware of all the above terms and conditions required for the performance of this contract and abide by these terms and conditions during this period of performance. failure to uphold that responsibility can / may result in the termination of this contract.

ATTACHMENTS

ATTACHMENT A- LAWN MAINTENANCE: TRIMMING AND EDGING

ATTACHMENT B- LEAF COLLECTION AND REMOVAL

ATTACHMENT C- TRASH AND DEBRIS REMOVAL

ATTACHMENT D- PRICE SCHEDULE

PERFORMANCE WORK STATEMENT

GROUNDS MAINTENANCE SERVICES-

Memphis National Cemetery 3568 Townes Avenue, Memphis, TN 38122

October 2, 2018

ATTACHMENT A: LAWN MAINTENANCE: TRIMMING & EDGING

GENERAL

All work performed under this section is subject to the General Requirements and contract documents which form a part of these specifications, and the Contractor shall be responsible for and governed by all the requirements thereunder.

NCA STANDARD: Turf shall be maintained at a height within one-inch range of that which is professionally recommended for the recommended grass type for that geographic region. Optimally, the height is no more than half an inch above that range. Turf surrounding a headstone or marker shall be trimmed to its recommended height. There shall be no signs of "grass burns" caused by string trimmers. There shall be no signs of turf being "scalped" by string trimmers.

The Contractor shall be responsible for edging and trimming all grass within the cemetery and outside perimeter enclosure walls as specified by the Contracting Officer's Representative (COR). This encompasses approximately 36,400 headstones and markers on approximately 38 acres.

EQUIPMENT

Commercial grade power string trimmers and power edgers will be used to trim grass from around headstones, monuments, markers, etc. (See TRIMMING below).

Cutting blades on trimming equipment must be kept sharp so that grass tips are properly cut- - not torn or damaged. The height of grass is what is measured to get correct trimming height.

PROCEDURE

Turf shall be trimmed to maintain heights as set forth below:

<u>Trimming Height, Inches</u>	<u>Turf Grass Species</u>
Between 2" to 2 1/2"	Bermuda, Fescue, and Zoysia

Trimming will be inspected by the COR bi-weekly. Trimming should be performed often, so that no more than 1/3 of leafage be cut at any one trimming. Turf in burial and public areas should be maintained at a height within one-inch of the range noted above or which is professionally recommended for the grass type for that geographic region. Optimally, the height should be no more than half an inch above that range.

TRIMMING: All headstones, markers, fences, walls, drainage ditch, and other similar areas are to be trimmed using a string trimmer. Care should be taken that turf is not scalped. Turf is to be trimmed to the same height as the mowing height. The COR will inspect trimming bi-weekly. All un-mowed grass around headstones, monuments, markers, and other vertical surfaces shall be trimmed to keep the grass at the height standard without scalping between stones or around stones. Grass or unwanted weeds/vegetation in the perimeter brick wall will be removed.

EDGING: All streets, curbs, walkways, tree wells and shrub beds shall be edged inside and outside cemetery grounds as needed to maintain proper appearance. COR will conduct random inspections of edging bi-weekly.

The walkways, flagpole bases, committal shelter, interment area, fence line, trees and roads will be cleaned up of grass clippings and leaves after weed-eating, edging, and trimming.

PERFORMANCE WORK STATEMENT

GROUNDS MAINTENANCE SERVICES-

Memphis National Cemetery 3568 Townes Avenue, Memphis, TN 38122

October 2, 2018

ATTACHMENT B: LEAF COLLECTION AND REMOVAL

GENERAL

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 shall be held responsible for and governed by all the requirements thereunder.

NCA STANDARD: All turf, roadways, sidewalks and committal shelter shall be free of debris (i.e. leaves, fallen branches and trash).

Work consists of collecting and removing from the cemetery grounds and the immediate area outside the cemetery wall, all fallen leaves and twigs as frequently as necessary to keep a debris free appearance. Random inspections shall be conducted by the COR bi-weekly.

GENERAL REQUIREMENTS

Leaf collection and removal will be accomplished from October 1 through April 30 annually. All fallen leaves must be mulched and/or removed during this period, except when delayed by the onset of severe weather conditions. The Contractor shall schedule removal work accordingly.

PROCEDURE

Leaves and twigs will be hand raked, vacuumed or blown by walk-behind push type machines from interment areas into the roadways, and then collected and properly disposed of from cemetery grounds that includes right of way outside cemetery walls. Any accumulation of mulched leaves will be removed from the cemetery.

The Contractor shall inspect all areas of the cemetery during this period and ensure that there is no accumulation of leaves in any area.

PERFORMANCE WORK STATEMENT
GROUNDS MAINTENANCE SERVICES-

Memphis National Cemetery 3568 Townes Avenue, Memphis, TN 38122
October 2, 2018

ATTACHMENT C: TRASH AND DEBRIS REMOVAL

GENERAL

All work performed under this section is subject to the General Requirements to bidders which form a part of these specifications, and the Contractor shall be responsible for and governed by all the requirements thereunder.

SCOPE

Work consists of collecting and removing all trash, debris, dead or unsightly flowers, tree limbs, as well as any other debris within area defined by the Contracting Officer's Representative (COR), in accordance with the floral regulations of the cemetery. At no time will trash cans be overflowing. Flowers will be removed on the 1st and 3rd Friday of each month.

REQUIREMENTS

All trash, debris, contents of trash cans, dead or unsightly flowers and fallen tree limbs will be removed from the cemetery areas a minimum of once every other day or as necessary. All grave decorations shall be removed the 1st and 3rd Friday of each month. Removal of debris and disposal away from the cemetery grounds shall be the responsibility of the Contractor.

The Contractor shall provide the necessary labor and suitable conveyance each workday for pickup of debris from cemetery grounds. Dumpster and pickup services will be provided by Contractor unless otherwise specified by the COR.

All floral arrangements, debris and cone vases shall be removed from gravesites. Floral arrangements and any debris shall be removed on the 1st and 3rd Friday of each month or when item becomes unsightly. Non-floral items such as balloons, flags (except for Memorial Day), lawn ornaments, pictures, and memorabilia will be removed from gravesites when discovered. Items attached to headstone will be removed; if floral in nature, it will be placed at the base of the headstone. Otherwise it will be removed with other non-floral items.

A retaining area will be designated to retain the non-floral items for a period of one month at which time they will be disposed of in the dumpster. At no time will the Contractor take possession, sell, or give away any item(s) taken from the grave sites.

Cemetery grounds shall be kept free of all leaves and debris including tree limbs up to and including limbs that measure up to 8 inches in diameter. It shall be the responsibility of the Contractor to pick-up and remove leaves and debris from the cemetery grounds. Mulching mowers may be used in lieu of pickup and removal so long as the overall appearance meets cemetery standards. All leaves and debris must be disposed in a proper manner adhering to all city, state and federal regulations regarding disposal and recycling. All walkways, roads, and parking areas will be swept prior to interment services or on a weekly basis.

Storm Clean-Up (wind, rain, hail, snow, ice, etc.): Cemetery Director will be notified immediately of any storm damage to insure appropriate cleanup action is taken by the Contractor. Cemetery should be checked and cleaned up next working day following the storm unless the extent of the storm prompts civil defense authorities to declare emergency movement only. Should this occur, clean up should be done as soon as emergency restrictions are lifted.

Cemetery area includes all the cemetery property to include surrounding areas inside and outside the wall to the road.

**PERFORMANCE WORK STATEMENT
 GROUNDS MAINTENANCE SERVICES-**

Memphis National Cemetery 3568 Townes Avenue, Memphis, TN 38122
 October 2, 2018

ATTACHMENT D

PRICE SCHEDULE

THE PERIOD OF PERFORMANCE IS FROM **DECEMBER 1, 2018**, WITH FOUR (4) ONE (1) YEAR OPTION PERIODS THROUGH **SEPTEMBER 30, 2023**, IF EACH OPTION PERIOD IS EXERCISED.

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 SHALL NOT BE UNDERSTOOD, CONSTRUED, OR INTENDED AS A TERMINATION.

***CLINS NOTE**: FIRST INTERMENT BURIALS (UPRIGHT HEADSTONES) WILL **NOT** INCREASE IN QUANTITY DUE TO CLOSED STATUS. THE FLAT MARKERS ARE PLACED THROUGHOUT THE CEMETERY DUE TO TREES AND WILL NOT INCREASE IN BURIAL SIZE FOR THE BASE YEAR AND ALL APPLICABLE OPTIONS.*

BASE YEAR: DECEMBER 1, 2018 – SEPTEMBER 30, 2019

CLIN	DESCRIPTION	EST QTY	UNIT	UNIT PRICE	TOTAL PRICE
0001	**Upright headstone string trimming, (approx. 36,400 headstones) flat marker stick edge, (approx. 231) edge trimming (approximately 9000 linear footage of roadway and sidewalks) weekly for the months April through September during the peak growing season where additional labor may be required.	6	MO		
0001	**Upright headstone string trimming, (approx. 36,400 headstones) flat marker stick edge, (approx. 231) edge trimming (approximately 9000 linear footage of roadway and sidewalks) weekly for the months December through March during the dormant season where less labor is required.	4	MO		
0003	Cemetery maintenance – removal of leaves and debris, sweeping or blowing off roads and walkways, flower and trash removal & disposal, (comprising of approximately 36 acres) weekly.	10	MO		
		TOTAL PRICE, BASE YEAR:			

**PERFORMANCE WORK STATEMENT
 GROUNDS MAINTENANCE SERVICES-**

Memphis National Cemetery 3568 Townes Avenue, Memphis, TN 38122

October 2, 2018

OPTION YEAR 1: OCTOBER 1, 2019 – SEPTEMBER 30, 2020					
CLIN	DESCRIPTION	EST QTY	UNIT	UNIT PRICE	TOTAL PRICE
1001	**Upright headstone string trimming, (approx. 36,400 headstones) flat marker stick edge, (approx. 231) edge trimming (approximately 9000 linear footage of roadway and sidewalks) weekly for the months April through September during the peak growing season where additional labor may be required.	6	MO		
1002	**Upright headstone string trimming, (approx. 36,400 headstones) flat marker stick edge, (approx. 231) edge trimming (approximately 9000 linear footage of roadway and sidewalks) weekly for the months October through March during the dormant season where less labor is required.	6	MO		
1003	Cemetery maintenance – removal of leaves and debris, sweeping or blowing off roads and walkways, flower and trash removal & disposal, (comprising of approximately 36 acres) weekly.	12	MO		
				TOTAL PRICE, OPTION YEAR #1:	

OPTION YEAR 2: OCTOBER 1, 2020 – SEPTEMBER 30, 2021					
CLIN	DESCRIPTION	EST QTY	UNIT	UNIT PRICE	TOTAL PRICE
2001	**Upright headstone string trimming, (approx. 36,400 headstones) flat marker stick edge, (approx. 231) edge trimming (approximately 9000 linear footage of roadway and sidewalks) weekly for the months April through September during the peak growing season where additional labor may be required.	6	MO		
2002	**uUpright headstone string trimming, (approx. 36,400 headstones) flat marker stick edge, (approx. 231) edge trimming (approximately 9000 linear footage of roadway and sidewalks) weekly for the months October through March during the dormant season where less labor is required.	5	MO		
2003	Cemetery maintenance – removal of leaves and debris, sweeping or blowing off roads and walkways, flower and trash removal & disposal, (comprising of approximately 36 acres) weekly.	12	MO		
				TOTAL PRICE, OPTION YEAR #2:	

**PERFORMANCE WORK STATEMENT
 GROUNDS MAINTENANCE SERVICES-**

Memphis National Cemetery 3568 Townes Avenue, Memphis, TN 38122

October 2, 2018

OPTION YEAR 3: OCTOBER 1, 2021 – SEPTEMBER 30, 2022					
CLIN	DESCRIPTION	EST QTY	UNIT	UNIT PRICE	TOTAL PRICE
3001	**Upright headstone string trimming, (approx. 36,400 headstones) flat marker stick edge, (approx. 231) edge trimming (approximately 9000 linear footage of roadway and sidewalks) weekly for the months April through September during the peak growing season where additional labor may be required.	6	MO		
3002	**Upright headstone string trimming, (approx. 36,400 headstones) flat marker stick edge, (approx. 231) edge trimming (approximately 9000 linear footage of roadway and sidewalks) weekly for the months October through March during the dormant season where less labor is required.	6	MO		
3003	Cemetery maintenance – removal of leaves and debris, sweeping or blowing off roads and walkways, flower and trash removal & disposal, (comprising of approximately 36 acres) weekly.	12	MO		
				TOTAL PRICE, OPTION YEAR #3:	
OPTION YEAR 4: OCTOBER 1, 2022 – SEPTEMBER 30, 2023					
CLIN	DESCRIPTION	EST QTY	UNIT	UNIT PRICE	TOTAL PRICE
4001	**Upright headstone string trimming, (approx. 36,400 headstones) flat marker stick edge, (approx. 231) edge trimming (approximately 9000 linear footage of roadway and sidewalks) weekly for the months, then April through September during the peak growing season where additional labor may be required.	6	MO		
4002	**Upright headstone string trimming, (approx. 36,400 headstones) flat marker stick edge, (approx. 231) edge trimming (approximately 9000 linear footage of roadway and sidewalks) weekly for the months October through March during the dormant season where less labor is required.	6	MO		
4003	Cemetery maintenance – removal of leaves and debris, sweeping or blowing off roads and walkways, flower and trash removal & disposal, (comprising of approximately 36 acres) weekly.	12	MO		
				TOTAL PRICE, OPTION YEAR #4:	

PERFORMANCE WORK STATEMENT

GROUNDS MAINTENANCE SERVICES-

Memphis National Cemetery 3568 Townes Avenue, Memphis, TN 38122

October 2, 2018

SIX (6) MONTH CONTRACT EXTENSION: OCTOBER 1, 2023 – MARCH 31, 2024					
CLIN	DESCRIPTION	EST QTY	UNIT	UNIT PRICE	TOTAL PRICE
5001	**Upright headstone string trimming, (approx. 36,400 headstones) flat marker stick edge, (approx. 231) edge trimming (approximately 9000 linear footage of roadway and sidewalks) weekly for the months of October-March during the dormant season where less labor is required.	6	MO		
5002	Cemetery maintenance – removal of leaves and debris, sweeping or blowing off roads and walkways, flower and trash removal & disposal, (comprising of approximately 36 acres) weekly.	6	MO		
		TOTAL PRICE, SIX (6) MONTH CONTRACT EXTENSION:			
SUBTOTAL BASE YEAR					
SUBTOTAL OPTION YEAR #1					
SUBTOTAL OPTION YEAR #2					
SUBTOTAL OPTION YEAR #3					
SUBTOTAL OPTION YEAR #4					
SUBTOTAL SIX (6) MONTH CONTRACT EXTENSION					
TOTAL AGGREGATE PRICE					