

SUPPLIES OR SERVICES AND PRICES/COSTS

PRICE SCHEDULE: Contractor shall furnish all supervision, labor, equipment, tools, and materials necessary to provide grounds maintenance services to the Culpeper National Cemetery located at 305 U.S. Avenue, Culpeper, VA, 22701 and the Balls Bluff National Cemetery located on Route 7, Leesburg, Va. 22075. Services include mowing cemetery turf on a seven (7) day cycle, trimming upright headstones and flat grave markers, trimming of fence lines, curbs & trees, trash, debris, and fall leaf and raising / lowering of the US flag as required.

Please note that the Culpeper National Cemetery is divided into two separate sections. The original cemetery which consists of roughly 18 total acres and the newer cemetery annex, located at 501 Chancellor St., which consists of roughly 12 total acres. The total combined turf acreage for both sites is approximately 25 acres. There is no clear access road to travel from one section of the cemetery to the other and equipment must be taken onto the public street to reach each section from the other.

Balls Bluff National Cemetery is listed on the National Register of Historic Places and is located within a state park behind a local housing development (Potomac Crossing) off of Route 7 in Leesburg, Va. (400 Battlefield Parkway to Balls Bluff Road, turf left to cemetery located on gravel road). The cemetery which is surrounded by four walls has one entrance gate (roughly 2.9 feet wide) and contains twenty-five gravesites and a flagpole. This is a satellite cemetery under the supervision of the Director and staff of the Culpeper National Cemetery.

Site Visit: Offerors or quoters are urged and expected to inspect the site(s) where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance. In no event shall failure to inspect the site constitute grounds for a claim after award. If you are planning to conduct a site visit / inspection at the Culpeper National Cemetery, YOU MUST CONTACT one of the following cemetery personnel to make arrangements:

Matt Priest, Cemetery Director (540) 825-0027

Willie Davis, Foreman..... (540) 825-0027

Facsimile # (540) 825-6684

Term of Contract: The contract term shall be from October 1, 2019 (or date of award – whichever is sooner) through September 30, 2020 with four (4) one (1) year renewal options. All services described in the Work Statement, including technical specifications, schedules, addenda, clauses, terms and conditions of the contract shall form the complete scope of work.

The quantities of services specified in the (attached) Schedule are estimates only and are not purchased by this contract.

DESCRIPTION / SPECIFICATIONS / WORK STATEMENT

A.1 BACKGROUND

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.

A.2 TYPE & TERM OF CONTRACT

The VA will award a single "firm-fixed price / requirements service contract" pursuant to this solicitation for commercial items. The contract will contain one (1) base year and four (4) renewable option years. This contract is SUBJECT TO THE AVAILABILITY OF VA FUNDS. No services will be performed by the Contractor after September 30 of each year, until the Contracting Officer authorizes such services in writing.

A.3 GENERAL

Contractor shall furnish all supervision, labor, equipment, tools, and materials necessary to provide grounds maintenance services to the Culpeper & Balls Bluff National Cemetery.

A.4 PLACE OF PERFORMANCE

Grounds Maintenance Services required under this contract shall be performed at the following locations:

Cemetery	Address	Acreage	Required Services
Culpeper National Cemetery	305 U.S. Ave Culpeper, VA 22701	25	Turf Mowing, Headstone Trimming & Edging, Tree, Sidewalk & Fence Trimming, Debris & Trash Cleanup & Fall Leaf Removal, Street Cleaning, and Creek Bed Trimming.
Balls Bluff National Cemetery	Route 7 Leesburg, VA.22075	NA	Turf Mowing, Headstone Trimming, Debris & Trash Cleanup, Fall Leaf Removal and Raising / Lowering of US Flag, Headstone/ Wall Cleaning, Mulching, Over Seeding/ Fertilization Herbicide/ Pesticide.

A.5 LAWN MAINTENANCE -- Mowing, Trimming & Edging, Trash & Debris Removal

A.5.1 MOWING

A.5.1.1 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. There shall be no signs of turf in any open areas or around headstones being scalped by mowers or string trimmers.

The Contractor shall be responsible for mowing; edging and trimming all grass within the cemetery and outside perimeter enclosure walls as specified by the Contracting Officers' Representative (COR).

(a) EQUIPMENT:

- I. Mowers: Only rear-discharge riding-mowers are to be used provided they are not operated within two (2) inches of headstones, markers, monuments, tree trunks or other vertical surfaces. All turf on grounds and boundaries shall be cut at three and a half (3.5) inches in height and no less than (6) inches from the face and the rear of the headstone unless otherwise specified by the COR, rotary mowers with floating, mulching decks shall be used for mowing. The design of the mowing decks and the speed of the mowing shall be such that scalping is avoided. All turf areas shall be mowed with sharpened blades so that grass leaves have a clean cut rather than torn appearance. There shall be no signs of "grass burns" caused by mowers.

Note – Balls Bluff National Cemetery is surrounded by walls and has one gated entrance which is only 2.9 ft. wide. Only a walk behind mower with a rear bagger attachment will be able to be used when mowing the small area of cemetery turf.

- II. Trimmers & Edger's: Commercial grade power trimmers and power edger's will be used to trim grass from around headstones, monuments, markers, trees, etc.
- III. Cutting Blades: Mowing and trimming equipment blades must be kept sharp so that grass tips are cleanly cut -- not torn or damaged. Cutting heights of all mowing equipment shall be set according to heights specified below. The height of grass is what is measured to get the correct cutting blade height.

PROCEDURE:

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

Cutting Height - Inches	Turf Grass Species
3.0 to 3.5	Tall Fescue / Perennial Rye

- (a) The contractor shall meet the proper maintenance requirements of both varieties of grasses. Subsequent mowing of the turf grass areas will occur at a mowing height of 3.0 -3.5 inches. In the

months of June, July, August and early September due to warmer temperatures, usually lower rainfall totals and slower turf grass growth, mowing equipment shall be set to maintain a turf height of four inches (4.0"). At no time will more than one and a half inches (1.5) of new growth be removed at any single mowing. If any mowing event results in clumps of grass clippings lying on the turf grass, the Contractor will immediately remove or disperse those clippings so that the clumps are no longer visible.

- (b) Mowing will begin on or about March 1st and continue through November 30th. During this period, VA estimates a total of 39 mowing cycles and 39 associated Trim & Debris Removal Services. Mowing shall be accomplished on a 7 (seven) day cycle unless otherwise directed by the COR. A complete mowing cycle includes mowing all existing cemetery turf once each seven (7) day cycle with trim & debris removal being performed in conjunction with every mow cycle. The quantities of services specified in the Price Schedule are estimates only and are not purchased by this contract.
- (c) During an unusual period of turf dormancy, or period of excessive turf growth, the Government reserves the right to postpone the beginning of a new cycle or increase the quantity of mow / trim cycles. In either instance, the COR shall provide the Contractor with two days written notice of the change.
- (d) Any clippings deposited on roadways or other non-turf grass areas will be removed the same day as the mowing event that produced them. Any clippings deposited on sidewalks or at public visitor areas including at the Committal Shelter areas will be removed at same time mowing work is occurring. Grass clippings are not permitted on roads, walks, plazas, beds, tree basins, headstones or other monuments and must be removed immediately. Windrows will be immediately removed or dispersed throughout the mowing area.
- (e) Contractor shall be familiar with and utilize different mowing patterns. Changing direction and patterns reduces turf wear providing a cleaner cut. Contractor shall clean all mowing and trimming equipment before unloading at the cemetery. This will minimize the possibilities of weed contaminants to cemetery turf from outside mowing areas. The contractor shall take the utmost care not to damage headstones, markers, floral or commemorative items, structures, survey monuments, irrigation equipment, etc. while performing mowing services.
- (f) The Contractor will remove and replace all floral or commemorative items, etc. to their proper place while performing mowing services. The Contractor shall repair or replace all damaged items caused by the contractor at no additional cost to the cemetery as directed by the COR.
- (g) New sod will be present at all newly buried gravesites, second interment gravesites, and repaired gravesite locations-this new sod must be hand mowed until it is fully established to the point where it won't be damaged by riding mowers. All mowing around trees to be accomplished in a manner that prevents "ringing pattern" around the tree and associated damage to turf. In all areas, vary mower wheel width patterns and mowing patterns after each mowing to prevent and avoid wheel rutting from occurring.
- (h) **Memorial Day & Veterans Day Ceremonies:** Unless otherwise requested by the COR, mowing and trimming of cemetery grounds shall be performed within three (3) days prior to the Memorial Day weekend / scheduled services, and three (3) days prior to Veterans Day / scheduled services.

A.5.2. TRIMMING & EDGING:

NCA STANDARD: Turf surrounding headstones, markers, trees and shrubs are trimmed to their recommended height. There are no signs of turf being scalped by mowers or string trimmers.

REQUIREMENTS: The contractor will use commercially acceptable mechanical trimming equipment with nylon string. There will be no damage to any upright or flat grave markers or items requiring maintenance under this contract. All curbs, walkways, roadways permanent building / structure lines, tree wells and shrub beds within the cemetery. COR will conduct random inspections of edging weekly to assure contract compliance.

(a) Trimming & Edging shall be accomplished in accordance with the following criteria:

- I. All un-mowed grass around headstones, monuments, flat markers, unknown markers, trees, buildings, planting beds, along creek bed across from administration building and other vertical surfaces shall be trimmed to keep the grass at the prescribed 3.0" to 3.5" height standard. Special care shall be taken to avoid scalping when trimming between and around headstones.
- II. Walkways (inside & outside of cemetery grounds), flagpole bases, interment area, and roads will be cleaned up of grass clippings and leaves after mowing, weed eating, edging and/or trimming.
- III. Trimming around upright and flat headstones will begin approximately March 1st in conjunction with the beginning of turf mowing. Trimming around headstones or markers will not take place until mowing has been completed.
- IV. Grass must be trimmed at a height of 3 inches around the perimeter of each upright headstone. The trim extends approximately 12 inches from the headstone. The extended trim area will also include a 5' band between the upright headstones across the width of the row.
- V. Flat markers will be trimmed so that the grass is 2 ½ inches above the top surfaces of the flat marker (grass will not be scalped). The Contractor shall trim turf at a minimum of 90 degrees (perpendicular to the base/marker) for flat grave markers to remove all grass/vegetation that is growing around or over the entire perimeter of the marker/base. For markers that have sunk below the thatch level of existing turf, the Contractor will avoid scalping the turf and exposing the soil and the 90-degree (perpendicular) cut may be extended to, but will not exceed, 135 degrees away from the base.
- VI. Flat Marker Grass Edging: The Contractor shall edge turf using a gasoline powered edger with plastic blade attachment used to cut a complete, clean, well defined edge between each individual flat marker/concrete base and the surrounding turf. The space that is edged between the turf and marker/base will be no less than ¼" and the edge will follow the entire perimeter of the marker/base. The Contractor shall use commercially acceptable edging equipment that will not damage concrete bases or bronze plaques or any other items requiring maintenance under this contract.
- VII. Edging of all flat markers will be completed one week prior to scheduled Memorial Day services and one week prior to scheduled Veterans Day services. The COR will notify the contractor if he would like to move the second scheduled edging up into October.

(b) Curb & Fence Lines: Trimming around curb lines and fence lines shall be accomplished as follows:

- I. A distance of one (1) foot will be trimmed along all curb lines.
- II. Edging of curbs will be performed utilizing gasoline powered edger with metal blade attachment used to cut a complete, clean, well defined edge between the turf and curb.
- III. A distance of one (1) foot will be trimmed on each side of fence lines (total: two (2) feet in width).

(c) Trees: Trimming around trees shall be accomplished as follows - - A distance of one (1) foot will be trimmed around the perimeter of all trees.

A.5.3. TRASH & DEBRIS REMOVAL

NCA STANDARD: All turf is free of debris, i.e., leaves, fallen branches and trash. Trash is collected, disposed of and does not detract from cemetery appearance.

Note: 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.

REQUIREMENTS:

- I. All trash, debris, contents of trash cans, dead or unsightly flowers and fallen tree limbs will be removed from the cemetery grounds once per week in conjunction with each mowing cycle unless otherwise requested.
- II. All grave decorations will be removed once a week or as needed. Grave decorations will not be piled up around the cemetery during pick up and will be stored in an approved receptacle by COR for 30 days after collection. After the 30-day holding, all floral items will be disposed of and removed from cemetery grounds.
- III. The Contractor will provide the necessary labor and suitable conveyance each workday for pickup of this debris from cemetery grounds. A dumpster placement area is not available at this cemetery.
- IV. Removal of debris and disposal away from the cemetery grounds shall be the responsibility of the Contractor.
- V. All walkways, roads, and parking areas will be swept prior to interment services or on a weekly basis.
- VI. Cemetery area includes all of the cemetery property to include surrounding areas of inside and outside the wall to the road.

A.6. FALL / WINTER / EARLY SPRING LEAF CLEANUP & REMOVAL

NCA STANDARD: All turf is free of debris i.e., leaves, fallen branches and trash. Turf areas are cleared of leaves and other natural debris as needed or at least weekly.

REQUIREMENTS:

- (a) Due to the high number of deciduous shade trees throughout both cemetery properties, there are a great number of leaves that need to be cleaned up and removed from the cemeteries throughout the fall and early winter and possibly into the early spring.
- (b) Beginning weekly October 15th through December 30th, the Contractor will remove all leaves from the cemetery. Leaves will be hand raked, vacuumed, or blown by backpack style blower or a walk-behind push type machine from all turf areas and along cemetery fence lines onto the roadways and then collected and properly disposed of from the cemetery grounds and the immediate area outside the cemetery. Also, any accumulation of mulched leaves on the turf shall be removed from the cemetery. Windrows and piles of leaves in the developed land that have been accumulated due to the Contractors leaf removal operation - particularly on turf or along roads, plazas and walks shall be removed within three (3) hours of their formation. The Contractor shall remove all leaves that have fallen on turf, roads, walks, shrub beds, plazas and the areas behind the lodge along the cemetery wall - and in the gutters of all buildings and the areas between the buildings. The Contractor shall remove all leaves that have fallen on roads, walkways,

shelters, administration building, and restrooms at the beginning and end of each day. Equipment and vehicles weighing 500 lbs. or over will not be permitted on the turf for leaf removal - unless done so at the discretion of the COR.

- (c) Leaf removal includes all areas within the cemetery property lines and cemetery perimeters, this includes leaves that are accumulated at the front entrance of the original cemetery and the annex.
- (d) As leaves on certain cemetery trees (particularly Oaks) may not begin to be dropped or fall until during the winter months after December 30th, therefore the Contractor will schedule a final weekly leaf removal beginning March 1st to remove all remaining leaves before the beginning of the upcoming spring mowing season.

A.7. STREET CLEANING:

NAC STANDARD: All areas where cemetery operations have been conducted are neat, clean, and free of debris and equipment at the end of the workday.

REQUIREMENTS:

Work consists of collecting and removing all debris from walkways, roads, shelters, restrooms, flag poles, and in front of and around the administration building.

- (a) All debris shall be blown/swept from roads, walkways, shelters, columbarium, restrooms, flag poles and administration building every morning by 9:00AM.
- (b) All surfaces will be blown or swept clean of all dirt and debris from the day's operations before the close of business each day. When blowing care shall be taken to minimize dirt and debris from being blown around people or vehicles or from creating airborne dust clouds. When being swept water-based dust control measures shall be used at all times to minimize airborne dirt and debris.

A.8. CREEK BED TRIMMING:

NCA STANDARD: Visually prominent area in the cemetery are properly trimmed and edged.

REQUIREMENTS:

The contractor shall be responsible for trimming all grass and plants within the creek bed, to include the removal of all grass clippings and leaves as specified by the COR. This area encompasses approximately 3000 square feet in front of the administration building.

Work will be performed once per month during the mowing cycle or at the discretion of the COR.

A.9. RAISING AND LOWERING OF THE UNITED STATES OF AMERICA FLAG (BALLS BLUFF NATIONAL CEMETERY ONLY)

SCOPE: Work shall consist of raising and lowering the United States of America Flag when required.

REQUIREMENTS:

- (a) The United States of America Flag will be placed at full-staff from 8:00am to 5:00pm, seven (7) days a week.

- (b) On Memorial Day, the United States of America Flag will be flown at half-staff until 12:00pm (Noon). At this time the United States of America Flag shall be raised to full-staff until 7:00pm, if it is not illuminated.
- (c) The United States of America Flag will not be flown at half-staff except for occasions prescribed above or when directed by the Director or her/his designee.
- (d) Flag decorations for Memorial Day services, are provided by the National Cemetery Administration. While in the performance of his/her duties, the Contractor is responsible to ensure that the Flags are not damaged, disturbed or removed while displayed. Every individual gravesite shall be decorated for a period of approximately one (1) week in duration.

A.10. HEADSTONE AND HISTORIC WALL CLEANING (BALLS BLUFF NATIONAL CEMETERY ONLY)

NCA STANDARD: Headstone, markers, and niche covers are clean, free of debris and objectionable accumulations.

REQUIREMENTS:

- (a) Headstones, markers and the historic wall are clean and free of debris and objectionable accumulations. Work consists of cleaning all headstones as specified by the COR to remove objectionable material and discoloration, such as accumulations of bird droppings or mud, tire and hose markings, grass stains, residue from trees, fungus, and so forth.
- (b) Headstones shall be cleaned as directed and identified by the COR prior to Memorial Day and prior to Veterans Day and any other time as determined by the COR. The natural surfaces shall be retained. They shall not be painted, white washed or calcimined. Any headstones that have any dirt splash up or grass debris from mowing/trimming will be promptly cleaned when found. Contractor will inspect and verify cleaning and turn in list of headstones cleaned to COR.

PROCEDURE:

- I. Clean water shall be used to clean headstone. Cleaning techniques with water shall include high pressure spraying, scrubbing and/or rinsing.
- II. When water under pressure is used, the pressure will not exceed 500 psi. Excessive soil may be removed with plain water and a stiff brush (no wire brushes), followed by rinsing with clear water.
- III. If water used in cleaning should soften the soil around the base of the headstone loosening the headstone, care shall be taken not to tip the stone out of plumb or alignment.
- IV. Care shall be taken to protect the turf area from any damage. Any turf damaged by the Contractor shall be restored at Contractor's cost.
- V. designated cleaning solution approved by NCA (D2) will be used to clean headstones and the historic wall around the cemetery. The Contractor shall pressure wash all concrete surfaces.

A.11. MULCHING - (BALLS BLUFF NATIONAL CEMETERY ONLY)

NCA STANDARD: Cemetery planting beds are well maintained, attractive, and compatible with the geographic region.

REQUIREMENTS:

- (a) Mulching shall be required approximately Two (2) times a year, at the COR's discretion and direction around areas such as interpretive signs and trees. Only hardwood mulch will be applied

at a depth of 4-5 inches with depth diminishing up to any trees to not be piled against the bases (trunks) of trees (i.e., mulch should cover the soil up to the trunk, but no be piled against it, no mulch “volcanoes”).

- (b) Mulching shall be applied in early May, and again in late August to aid in aesthetic appearance and decomposition.

A.12. OVER SEEDING (BALLS BLUFF NATIONAL CEMETERY ONLY)

NCA STANDARD: Visually prominent areas have a well-established, healthy stand of turf.

REQUIREMENTS:

Over seeding will consist of grass seed evenly spread throughout the entire cemetery turf acreage with the use of a broadcast spreader allowing the seed to contact the turf. Seed will be applied at the appropriate rate for Turf Type Tall Fescue which is 8 lbs. / 1,000 square feet. Before applying the grass seed, the Contractor will vigorously remove thatch from the grass using a hand-held leaf rake to allow good seed to soil contact

100% Turf Type Tall Fescue (applied at 8lbs. / 1,000 sq. ft.)	Purity	Germination
	95%	90%

A.13. PESTICIDE/ HERBICIDE (BALLS BLUFF NATIONAL CEMETERY ONLY)

NCA STANDARD: Visually prominent areas have a well-established, healthy stand of turf.

REQUIREMENTS:

- (a) Broadleaf Weed Control: Broadleaf herbicides shall be applied with calibrated measured spraying equipment. The chemical must address issues of various broadleaf weed types which include dandelion, white clover, speedwell, chickweed, curly dock, yellow wood-sorrel, black medic, plantain, spurge, prickly lettuce, purslane, etc. Applications shall be timely and at the proper dosage so that perennial weeds do not go to seed.
- (b) Fertilization: Contractor shall apply a granular only turf fertilizer, which is specified in the application schedule using a properly calibrated spreader/sprayer. The fertilizer shall have a guaranteed NPK analysis of 25-0-10 and consist of a minimum 50% slow release nitrogen from sulfur coated urea. Fertilizer shall be applied to all turf areas at the times and rates that are listed in the turf application schedule. The Contractor will not substitute a liquid fertilizer for granular fertilizer for any reason without approval from both the COR and the Contracting Officer.

Turf Application	Annual Application Date	Description
#1	October 10th – 15th	Post emergent broad leaf weed control to include dandelion, plantain, clover & other common broadleaf weeds. Applied in liquid form using an appropriate broadleaf herbicide.
#2	October 20th - 25th	Granular turf fertilization using a fertilizer with a 25-0-10 NPK ratio with a minimum 50% slow release SCU (sulfur coated urea).
#3	(Applied in spring when broadleaf weeds begin actively growing)	Post emergent broadleaf weed control to include dandelion, plantain, clover & other common broadleaf weeds. Applied in liquid form using an appropriate broadleaf herbicide for post emergent control of broadleaf weeds. To be combined with a liquid preemergent application for the control of crabgrass.
#4	June 1st – 5th	Granular turf fertilization using a fertilizer with a 25-0-10 NPK ratio with a minimum 50% slow release SCU (sulfur coated urea).
#5	August 5th – 10th	Post emergent broad leaf weed control to include dandelion, plantain, clover & other common broadleaf weeds. Applied in liquid form using an appropriate broadleaf herbicide.
#6	September 1st – 5th	Granular turf fertilization using a fertilizer with a 25-0-10 NPK ratio with a minimum 50% slow release SCU (sulfur coated urea).

A.14. CONTRACT MANAGEMENT

Post Award Conference: Prior to commencement of work, the VA Contracting Officer, COR and Contractor shall schedule a conference to assure that all parties understand all contractual obligations and the role that each party serves.

A.14.1. REPRESENTATIVES OF THE CONTRACTING OFFICER

- (a) The VA Contracting Officer will designate (one or more) representatives to serve as the Contracting Officer's Representative (COR). A copy of the designation shall be furnished to the Contractor at time of award. Such designation will be in writing and will define the scope and limitations of the designee's authority.
- (b) The COR may direct and arrange the Contractor's work schedule in specific areas of the cemetery to coordinate with daily cemetery activities and operations. Duties and responsibilities of the COR include, but are not limited to, the following:
 - I. Provides contract oversight and technical guidance to the Contractor.
 - II. Acts as technical liaison between the National Cemetery and the Contractor and between the cemetery and the Contracting Officer.
 - III. Placing orders for services.
 - IV. Determining whether contract deliverables meet functional, technical and performance specifications.
 - V. Verification / certification of payments to the Contractor for services rendered.
 - VI. Assuring that any changes effecting work involved, price, terms and/or conditions under the contract are not implemented before written authorization is issued by the Contracting Officer.

- VII. The COR (**Does Not**) have the authority to authorize modifications of the intent, or the terms, and conditions of the contract.

A.14.2. Inspection & Monitoring Procedures:

- (a) A record keeping system of Contractor Work Performance shall be established and implemented by the COR for the services involved.
- (b) The COR will inspect all work performed and submitted by the Contractor for acceptance. The Government reserves the right to reject all work that does not meet contract specifications. Work rejected by the COR will be re-performed without cost to the Government.
- (c) Weekly Progress Report: On a weekly basis, the Contractor will provide a written progress report to the COR of all work completed at each cemetery location (see Attachments "A" & "B"). If there are problems or issues adversely affecting progress of the contract, a detailed explanation shall be indicated in the report.

A.14.3. Contracting Officer: All administrative functions remain with the VA Contracting Officer. Any modifications to the contract, including those involving no-cost changes, increases and decreases in cost or level of services provided, termination or extension of the contract (in part or in whole) and decisions concerning claims or disputes, must be authorized in writing by the Government Contracting Officer.

A.14.4. Site Manager

- (a) The Contractor shall provide a "Site Manager" who will be responsible for the following:
 - I. Directing, overseeing and coordinating the work involved.
 - II. Staying abreast of all upcoming cemetery functions including special holiday events and burial activities.
 - III. Ensuring that contract work does not cause any committal service, ceremony, procession or visitation to be delayed, altered, or otherwise impacted in such a way that the dignity, security, or safety of the event or visit is compromised.
 - IV. The Contractor shall provide the names, telephone numbers, pager numbers and/or cell phone numbers of the Site Manager and alternate to the Contracting Officer for approval at the Post Award Conference. The Contractor shall provide notice, in writing to the Contracting Officer twenty-four (24) hours in advance of any change of the Site Manager or alternate. The Site Manager and alternate shall be able to speak and understand the English language. The Site Manager or alternate shall be available during performance of the work required.

A.14.5. Other Personnel: The Contractor shall furnish supervisory, administrative, and direct personnel to accomplish all work required in strict accordance with contract specifications. The Contractor may not hire any person(s) whose employment would result in a conflict with legal residents of the United States to accomplish all work and services specified herein. All employees shall be physically able to perform the work involved.

Note:

- Cemetery Activities: To cause the least possible interference with cemetery activities, contract personnel will stop (cease) all work in areas where burials are taking place. As a general "rule-of-thumb", work should not take place within 1,000 feet of an ongoing committal service or ceremony. The Site Manager will re-direct work 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 may then do so.

- Communication & Coordination of Work with COR: Communication with the COR (or designee) is strongly encouraged. Burial activities at NCA shall take precedence over contract work activities. Work activity and noise cannot disturb Burial Services. Trucks and workmen are prohibited from passing through the service area during this period.
- Notwithstanding the Contractors responsibility for total management during the performance of this contract, the administration of the contract will require maximum coordination between the Government and the Contractor. The Government shall provide, at the time of contract award, a list of Government personnel authorized to act as Contracting Officer's Representatives.

A.15. INVOICES & PAYMENT

The contractor shall submit a monthly invoice in arrears to the COR for all services rendered during the calendar month. Invoices shall reference the appropriate contract and purchase order number, identify services rendered as a "complete" and/or "partial" mowing cycle including total number of turf acres mowed, and extended cost. The COR will review each invoice for accuracy and certify for payment.

A.16. FEDERAL HOLIDAYS

All work required under this contract will be done during normal business days and daylight hours. Work is normally not conducted on Federal holidays. The following is a list of the Federal holidays:

1	January	New Year's Day
2	January	Martin Luther King's Birthday
3	February	President's Day
4	May	May Memorial Day
5	July	Fourth of July
6	September	Labor Day
7	October	Columbus Day
8	November	Veterans Day
9	November	Thanksgiving Day
10	December	Christmas Day

A.17 INSURANCE

- (a)** The Contractor shall possess and maintain all necessary insurance, licenses and permits required for contract performance. Contractor is 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 shall maintain personal liability and property damage insurance having coverage for a limit as required by the laws of the State of Maryland.
- (b)** Reporting "on-the-job" Injuries: The Contractor is required to report all "on-the-job" injuries incurred by the Contractor, its agents or employees, resulting from performance of this contract. Contractor will notify the COR (either orally or via telephone) within twenty-four (24) hours of the injury and provide details and exact location of the incident. This will be followed up by a written notice to the COR. Any Contractor (including its agents and employees) that knowingly files a false claim may be criminally prosecuted.

A.18. CONTRACTOR RESPONSIBILITIES

- (a)** Contractor's employees shall wear all required safety equipment such as goggles or face shield, hearing protection, hard hats, respirators, if required, and uniforms identifying them as an employee of the contractor. The contractor shall be responsible for training and safety precautions prescribed by OSHA standards.
 - (b)** The contractor shall phase all work in such a manner, as not to impact on or interfere with cemetery operations. The contractor shall cease work within 100 yards of any committal service in progress while performing under the contract.
 - (c)** The COR may direct and arrange the contractor's performance in specific areas of the cemetery to coordinate with the cemetery's mowing operations. The contractor shall advise the foreman of work accomplished at the end of each work day and coordinate the following day's schedule of trimming.
 - (d)** The contractor shall observe all traffic, parking, directional signs and regulations when using the cemetery's roadways. Contractors shall park only on cemetery roads.
 - (e)** The contractor shall leave all work areas free of debris and in the same condition as before the work commenced. The contractor shall take all necessary precautions to protect vegetation, as appropriate, in the immediate work area(s).
 - (f)** The contractor shall be liable for any damage to headstones and markers caused by contractor personnel arising out of or resulting from performance under the contract.
 - (g)** Contractor employees shall be fully clothed at all times, to include an upper garment to cover the body from the waist to neck and long pants. Garments that have a message of slogan other than the contractor's business attire is prohibited. Other clothing in question shall require the Assistant Director/Director written approval.
 - (h)** Contractor personnel not engage in loud or boisterous behavior, use profane or abusive language or use personal radios. Due to the sensitive mission of the Cemetery, contractor employees must exercise courtesy and respect while within the cemetery. If inquiries are received from visitors, they are to be referred to the COR and/or Baltimore National Cemetery Director.
- Contractors shall use designated restroom facilities; the COR will identify the restroom facilities at site visit or upon request.

- Contractors shall use designated Break Areas for lunch and breaks; the COR will identify the restroom facilities at site visit or upon request.

(End of Work Statement)