

## **PART II DESCRIPTION / SPECIFICATION / WORK STATEMENT**

The National Cemetery Administration (NCA) – Zachary Taylor National Cemetery located at 4701 Brownsboro Road, Louisville, KY 40207, has an immediate need for Grounds, Tree and Maintenance services October 01, 2019 through September 30, 2020, with four (4) one-year Options through September 30, 2025.

Offeror shall provide all labor, equipment, and supplies to complete grounds, tree maintenance. Services will include but are not limited to: Lawn/turf maintenance, mowing, trimming and edging, aerating, weeding, fertilizing, pest control, tree/shrub maintenance (includes mulching as required), snow and leaf removal, restoration of individual sunken gravesites.

***Note:** There are eight “Agronomic Protocols” that outline appropriate policies and procedures for proper lawn care operations at this Cemetery. In case of any discrepancies between procedures specified by the protocols and those specified in this part of the Performance Work Statement (PWS), this guidance takes precedence – see attachment called “P01 – Agronomic Protocols”.*

### **SCOPE OF WORK**

#### **LAWN MAINTENANCE**

##### **LAWN MAINTENANCE - MOWING, EDGING AND TRIMMING**

##### **MOWING**

The Offeror shall be responsible for mowing, edging and trimming all grass within the cemetery grounds and outside cemetery perimeter enclosure walls as specified by the Contracting Officer's Representative (COR). This service area encompasses approximately 16.0 acres (Cutting heights of all mowing equipment shall be set per heights specified below also see attached Agronomic Protocols for additional information regarding all mowing specifications).

Riding mowers are permitted and must have mulching decks provided they are not operated within three (3) inches of headstones, markers, monuments, tree trunks or other vertical surfaces.

Regular mowing is required to be performed before trimming. If ground is wet, to the point of causing rutting, mowers will not be used until ground conditions permit. COR will be notified immediately.

Walk-behind, push type machines, hand held weed whips or trimming shears will be used to trim grass from around headstones, monuments, markers, etc.

Cutting blades on mowing and trimming equipment must be kept sharpened or replaced weekly so that grass tips are properly cut and not torn or damaged. Documentation must be provided upon request indicating weekly blade sharpening and/or replacement.

Turf shall be mowed to a height of 3.5 inches.

Areas of the Cemetery where the grass is NOT to be mowed, will be delineated by the COR.

Mowing of new sod, new seed, pine bark and mulched areas with riding mowers is not permitted. When grass in these areas gets tall enough and requires mowing, it shall be carefully mowed with a push mower at 3.5 inches until sod is established well enough to support riding mowers.

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without damage to the grass or soil surface.

Areas shall be properly marked by the Offeror “*NEW SOD*, etc., for public knowledge.

Offeror shall mow all turf areas so that no more than 1/3 of the height of grass is removed at any one mowing. If grass clippings are evident, the Offeror is responsible for the removal of clippings at no extra cost to the Government. Grass clippings that adhere to headstones and markers are to be cleaned from all headstones/markers after each mowing event.

### EDGING

All streets, curbs, walkways, flat markers tree wells and shrub beds shall be edged a minimum of once monthly and within two (2) weeks before Memorial Day, Veterans Day or any other holiday as identified by the COR. Width of the edging gap shall not exceed one quarter (1/4) inch to minimize tripping hazard and weeds.

### TRIMMING

Grass areas not mowed around headstones, monuments, markers, and other vertical surfaces shall be trimmed with each mowing and within 3 days prior to Memorial Day, Veterans Day. Additional trimming outside of the regular schedule may be required for additional federal holidays as identified by the COR.

Trimming around headstones shall leave grass at 3.5 inches tall, the same height as mowing. Scalping is not acceptable. Where scalping is evident, Offeror will be responsible for repair of the damage at no cost to the Government.

Trimming must be performed after mowing not before. Trimming around headstones shall leave grass at 3.5 inches tall, the same height as mowing.

### **LAWN MAINTENANCE - FERTILIZATION, AERATION, LIME APPLICATION, AND WEEDING AND PEST CONTROL**

The Offeror will supply all necessary chemicals, materials, applicators, hoses and other equipment to successfully complete spraying, fertilization, and weeding requirements.

Offeror shall be responsible for maintaining the entire cemetery in a healthy condition by proper application of fertilizers, chemicals (to control weeds, diseases and insect pests) and lime (if soil tests indicate it is needed). This includes turf and non- turf areas.

The turf is to be aerated in late Fall (September or early October). Approximately 16 acres of turf area will be treated.

Water will be furnished by the Government at no cost to the Offeror.

Before any Fertilization chemicals are administered, documentation shall be provided to the COR by the Offeror **PRIOR** to application and must identify the following:

- What types of chemicals/treatments are being applied?

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- Dates of Application (See Chemical Application Schedule on Page #5) ADDED
- Location of applications (identify Cemetery section)
- How were chemicals/treatments applied

Fertilizer will be applied to all cemetery turf and landscape areas up to three times each year: mid-May, early September, and mid-November, unless unfavorable weather conditions persist or as otherwise directed by COR.

The nitrogen (N) component of the fertilizer is to be 30-50% slow release, and the ratio of N:P:K is to be approximately 4:1:2 (for example, a fertilizer with an N,P,K analysis of 24-6-12 has a 4:1:2 ratio).

The rate of fertilizer applied shall be based on its nitrogen content, with 1.0 pound of actual nitrogen applied per 1000 square feet in May and September, and 1.5 pounds actual nitrogen applied in November.

Documentation shall be sent to COR of what, how much, when, where, and how the fertilizer was applied, prior to application. (See Agronomic Protocol #3: "*General Turf Grass Maintenance Operations*" for additional information).

### LIME APPLICATIONS

When soil tests indicate a need for lime, it shall be applied as pellet lime at the rate indicated in those tests and shall be applied immediately following aeration in September, unless otherwise approved by the COR.

Before any application of lime is administered, documentation shall be provided to the COR **PRIOR** to application and must identify the following:

- What type of lime product was applied
- Quantity
- Date of Application (See Chemical Application Schedule on Page #5)
- Location of Application (identify Cemetery section)
- How was lime application administered?

### WEED AND DISEASE CONTROL

All weed growth and disease shall be controlled by means of spray approved by the COR. This includes all turf and non-turf areas throughout the cemetery.

Any personnel administering weed control sprays, must have a current license by the State of Kentucky to administer herbicides/pesticides.

Before any Herbicide/Pesticide applications are administered, documentation shall be provided to the COR **PRIOR** to spraying and must identify the following:

- What type of lime was Herbicide/Pesticide will be applied
- Quantity (fluid ounces, gallon, etc.)

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- Date of Application (See Chemical Application Schedule on Page #5)
- Location of Application (identify Cemetery section)
- How Herbicide/Pesticide was applied

Herbicide treatments for all weed control throughout the entire cemetery (Turf and non-turf areas) will be applied in the Spring (March or April) and the Fall (Oct. or Nov.) of each year.

Spot treatments, throughout the entire cemetery (Turf and non-turf areas) of individual escaped or late emerging weeds will be done as needed through the growing season (at least once per month) to maintain the cemetery in a generally weed-free condition. (See Agronomic Protocol #5 "*Selective Weed Control in Established Stands of Turf grass*" for additional details.)

Crabgrass: A pre-emergence herbicide treatment for control of annual grasses (crabgrass) shall be applied annually before crabgrass begins to germinate (usually mid-March, earlier if conditions are unusually warm).

The herbicide rate used will be the maximum allowed by the product label for cool-season grass in that region. (See Agronomic Protocol #6 "Pre-Emergent Control of Crabgrass and Other Annual Grass Weeds in Turf grass" for additional details.)

However, if the turf fertilizer contains broadleaf herbicide then a fertilizer without broadleaf herbicide shall be used in the shrub and landscape beds. Surface application of the fertilizer to the soil is adequate for application. Any fertilizer granules remaining on foliage of ornamentals shall be thoroughly brushed or washed off immediately after application.

### Moles, if applicable, and any Other Pest:

Moles and any other pest shall be controlled by Talparid© and one (1) up to six (6) applications may be required annually depending on severity of pest infestation. Offeror must ensure that soil is tamped into holes and turf replaced or re-seeded to obtain an acceptable appearance at all times.

Care must be taken, especially with the early application, to not treat newly seeded areas or graves (or areas or graves to be seeded within 3 months, unless the topsoil will be replaced) because the herbicide will prevent growth of young turf grass as well as weedy grasses.

**See Chemical Application Schedule below for an annual schedule of herbicide, lime, Talparid©, pesticide, and fertilizer applications.**

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### **CHEMICAL APPLICATION SCHEDULE**

*(This schedule is subject to change and is contingent upon favorable weather conditions at time of application):*

<b><u>JANUARY</u></b>
No Chemical Applications Needed
<b><u>FEBRUARY</u></b>
No Chemical Applications Needed
<b><u>MARCH</u></b>
Identify and spot spray for and treat pockets of winter annual weeds with broadleaf herbicide (Momentum Q and Three Way Select)
Identify and spot spray trees and shrubs for insects and disease and treat as needed. (Contact COR for guidance)
<b><u>APRIL/MAY</u></b>
Apply fertilizer after turf is actively growing such as 24-6-16 at 4 lbs. per 1000sq. ft.
April-Spray selective herbicides (Momentum Q and Three Way Select) to control broadleaf weeds in turf during late April when dandelions are flowering, and weeds are actively growing.
May- Apply a full rate of accepted crabgrass pre-emergence herbicide (Dimension)
<b><u>JUNE/JULY/AUGUST</u></b>
June- Early apply fertilizer 4-1-2 slow release to all turf at 1.0 per 100 sq. ft.
<b><u>SEPTEMBER</u></b>
Apply fall fertilizer to cemetery turf use a 4-1-2 at 1.0 per 1000 sq. ft.
Apply Lime only if needed, based on soil test results. If PH is 5.5 or higher no lime is needed.
<b><u>OCTOBER</u></b>
Apply Pre-emergent (Simazine) for Winter weeds.
<b><u>NOVEMBER/DECEMBER</u></b>
No Chemical Applications Needed

### **LAWN MAINTENANCE: OVERSEEDING (as needed)**

Work consists of over-seeding established turf bed. All seeding materials are to conform to those specified below, unless otherwise specifically approved in writing by the Contracting Officer Representative (COR).

Applied seed must have a minimum germination percentage of 85%. Specified materials are to be applied in amounts and methods herein stipulated.

Offeror will be required to verify minimum germination requirements are met prior to application. Seed delivery tickets must be presented indicating date, weight, analysis, and Offeror's name, etc., are to be submitted to the COR prior to application.

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Grass seed shall be a fresh new-crop seed complying with purity and germination requirements stipulated by the State of Kentucky. Grass seed mix will be specified by the COR and is Tall Fescue Blend Select Certified.

Only strains of grass sod that have been adapted in the State of Kentucky and certified by the State Agronomy Testing Laboratory will be accepted. Weed seeds and inert matter must not exceed 0.24% of total weight (all percentages are by weight). Seed is to be free of any noxious weeds.

### **LAWN MAINTENANCE: LEAF COLLECTION**

Work consists of collecting and removing from the cemetery grounds and the immediate area outside the cemetery wall all fallen leaves, branches, and twigs as needed or directed by the COR.

All fallen leaves must be collected and removed from the site daily or as needed until all fallen leaves are removed.

Leaves, branches, 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 daily.

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

### **LAWN MAINTENANCE: TREE/SHRUB MAINTENANCE AND MULCHING**

#### **TREE/SHRUB MAINTENANCE**

Work consists of but is not limited to, maintaining shrubs and trees in a healthy and attractive condition by proper watering, fertilizing, near-ground pruning, spraying for pests, cultivation and mulching.

Tree maintenance or removal services may also be required when felled and/or dead, diseased trees pose a potential safety hazard to the Cemetery staff and public.

All tree related services must be performed by a certified Arborist or Tree Specialist certified by the International Society of Arboriculture (ISA). All work must be done without disturbing or damaging existing gravesites and must be completed in accordance with the following specifications outlined in the American National Standards Institute (ANSI):

- ANSI A300 (Part 1) –2001 (see attached)
- A.23.1.1. American National Standards Institute (ANSI) Publications: ANSI A300: Tree Care Operations-Pruning, Trimming, Repairing, Maintaining, Removing Trees, and Cutting Brush - Safety Requirements.

All necessary equipment for this maintenance performance shall be furnished by Offeror unless specifically stated otherwise. All cutting tools will be kept sharp and properly

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functioning.

Trees will be kept free of suckers. Low-hanging dead and broken branches (ones that can be SAFELY removed with a pole pruner or from a step ladder) will be removed. All cuts will be made cleanly.

Cuts for limb or branch removal will be made just outside the branch-bark collar to minimize wound closure time by the plant. All limbs one inch in diameter or over must be precut to prevent splitting. Branches 3.5 inches or larger in diameter should be lowered by ropes to the ground. Any structural weakness, decayed trunk of branches, split crotches, or branches should be immediately reported to the COR.

All new trees shall be staked. Young trees that have tipped or leaned shall also be staked back to a vertical position. Stakes should be needed for no longer than one year. Trees which have been damaged in any way will be reported to the COR. All existing tree damage by the Offeror will be replaced at Offeror's cost.

Shrub/Hedges will be trimmed to promote a healthy and attractive appearance and uniform growth over all parts of the plant, with the bottom wider than the top. Hedges and shrubs shall be kept free of dead branches and leaves.

Beds containing shrubs, ground cover and annual or perennial flowers shall be kept attractive and free of weeds. Any cultivation shall be generally shallow to avoid any damage to roots. Pre-emergence herbicides may be used if compatible with the plants in the beds and if authorized by the COR.

Dead or dying plant material shall be reported to the COR. Replacement plants, if needed, shall be furnished by the COR and planted by the Offeror when available.

All shrubs, ground cover and bedding plants shall be watered during the growing season to the degree needed to maintain an attractive appearance should natural rainfall fail to provide the moisture needed. A watering schedule shall be provided to the COR prior to watering and approved.

Fertilization of trees and shrubs (whether in turf areas or in their own beds) will be done at the same time and with the same fertilizer (and at the same rate) used for turf fertilization.

### **MULCHING**

All trees located on the Cemetery grounds must be mulched annually.

Mulch around trees and in other beds will be maintained continuously (year around) in an attractive 3-4" thick layer. Mulch will be black mulch and beds constructed to be esthetically pleasing to the eye of the public and maintained free of weeds, sticks, stones, clippings and other foreign material.

Existing mulch will be removed before any new mulch is placed. Mulch shall be pulled back 4" from the trunks of trees; level with the surrounding area (to reduce pest

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damage potential and allow the bark to dry) then sloped up to the 4" depth. Fresh, black mulch will be added one week before Memorial Day and/or as required by the COR.

Offeror will provide all mulching materials. Mulch must be midnight black and not contain any grey or discolored mulch content.

No bark chips or nuggets or rubber mulch will be accepted COR will identify trees to be mulched.

A cemetery map identifying locations, number of trees, etc., requiring mulching will be provided by the Contracting Officer's Representative (COR).

### **GRAVESITE RENOVATION**

#### **GRAVESITE RENOVATION: Sodding (for Gravesite Renovations)**

A gravesite needing renovation is defined as: any gravesite that has receded from original grade (adjacent with surrounding gravesites), leaving a washboard effect.

Gravesites with weed-free established sod will be leveled by removing existing sod, backfilling the grave, and replacing the sod that was removed, if sod is healthy and vigorous. Sod is to be removed with a sod cutting machine leaving the sod in a roll, not cut up in squares. Gravesites that do not have suitable, established sod, that can be reused, will have new sod properly installed on the graded and prepared gravesite. Gravesites to be renovated must be square, power tamped and free of all debris. Starter fertilizer will be included as part of the surface preparation prior to installing the sod. Installed sod and seeded areas must be kept moist until they are well established. Offeror is responsible for ensuring each renovated gravesite is maintained in a weed free established condition. If gravesite is lost due to Offeror negligence, Offeror will renovate the gravesite again at no cost to the government

For all gravesite renovations, rolled sod shall be installed by close of business on date specified and no later than that Friday (of the same week) to facilitate maintenance of a healthy and vigorous state. If sod cannot be purchased, black mulch may be approved to be used by the COR until sod can be purchased.

An area where sod is to be placed shall have a minimum of two (2) inches of topsoil placed on it and be prepared for sod by bringing ground surface to adjacent grades, (with allowances for sod thickness, where applicable) free of sticks, stones, or other foreign material. **Note:** If sod cannot be purchased, black mulch may be approved to be used by the COR until sod can be purchased.

Surface to conform to finish grade, free of water retaining depressions, soil friable, free of clumps and should be of a uniform firm texture. Gravesites are not to be mounded nor recessed, they should blend with adjacent gravesites. Soil is to be dampened before sod is installed.

Starter fertilizer (12-25-10) shall be applied to the soil surface at a rate of 1.0 lb N per 1000 square feet, before laying sod.

Sod shall be laid with seams tightly matched, then rolled, then watered thoroughly. Sod must be



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kept moist until it is well rooted and able to survive with standard watering.

### **GRAVESITE RENOVATION: Cemetery Sections and Casket Gravesites Dimensions:**

Section A: 4x8  
Section B: 4x8  
Section C: 6x12  
Section D: 5x10  
Section E: 5x10  
Section F 5x10  
Section G: 5x10  
Section H: 5x10  
Section I: 6x12  
Section MA: 5x5

COR will indicate which gravesites need renovation and will give Offeror a list of gravesites to backfill monthly as needed. Approximately 50 up to 100 gravesites may need to be renovated per year.

### **TRASH AND DEBRIS REMOVAL: Storm Damage and Debris Clean Up**

In the event of severe weather, Offeror may be required to perform additional debris and clean up duties to restore the Cemetery back to its original condition.

COR will identify locations throughout the Cemetery where the Offeror will be required to pick up scattered debris, remove fallen trees, branches, limbs, twigs, leaves, etc., resulting from unexpected or adverse weather conditions.

## **GENERAL CONDITIONS**

### **OFFEROR STAFFING REQUIREMENTS**

Offeror will supply a minimum of one (1) employee and one (1) Site Supervisor dedicated to performing all services outlined in this PWS.

Contractor employee work may be supplemented with additional employees to accomplish ALL CLIN items successfully in a timely manner if required. The Contracting Officer must be notified immediately, and an appropriate contract modification issued to obligate additional funding if required prior to additional staff commencing any work.

### **SITE SUPERVISOR REQUIREMENTS**

Site Supervisor: A competent and experienced English-speaking Site Supervisor shall be provided by the Offeror whenever work is being performed other than trash and debris pick-up.

The Site Supervisor must have not less than five (5) years of experience as a direct supervisor of grounds maintenance operations that included mowing, trimming, edging, and cleanup in industrial, commercial or public sites. The Site Supervisor shall ensure all specifications are being met, ensure

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contract work does not conflict with ceremonies and funerals, and ensure employees are adequately supervised and proper conduct is maintained.

Site Supervisor shall prevent any disruption to the cemetery operations, including funerals, visitor privacy, internal traffic, and utilities.

In the absence of the Site Supervisor, the Offeror shall appoint an English-speaking crew foreman or an employee who shall be responsible to ensure that work being accomplished is done so in an expeditious manner, is performed in accordance with the contract specifications and that the work will progress without undue delay.

### **EMPLOYEE REQUIREMENTS**

The Offeror shall be responsible to ensure contracted employees providing work on this contract are fully trained and completely competent to perform the required work.

**Labor Force and Equipment:** The Offeror shall be aware of the intensive labor and equipment requirements needed to meet contract specifications. Offeror shall be responsible to provide all labor and equipment as necessary to meet deadlines. The Offeror will provide all necessary resources to complete the efforts assigned under the scope of this contract.

**Employee Listing:** The Offeror shall maintain and provide the COR a current list of all employees on site including subcontractor personnel. The list shall include the employee's name, job title, and driver's license number.

**Employee Identification:** The Offeror's employees shall wear visible identification always while on the premises of the Cemetery.

**Permits and Licenses:** The Offeror 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 commencement of work. The Offeror shall provide the Contracting Officer copies of these required documents with his/her proposal or as other times where the COR deems necessary during the duration of the project.

### **OFFEROR/EMPLOYEE CODE OF CONDUCT**

Offeror personnel shall park only in the COR approved "Offeror Staging Area" identified for this project. Offeror's employees shall park privately owned vehicles in area designated for parking by the COR. The Zachary Taylor National Cemetery will not validate or reimburse for parking violations of the Offeror's employees under any conditions.

The Offeror shall be responsible to ensure that his/her employees (including Offeror's consultants, subcontractors, etc.) are aware of all the terms and conditions regarding their performance and conduct during the performance period of this contract.

Possession of weapons is prohibited. Enclosed containers, including tool kits, shall be subject to search. Violations of VA regulations may result in citation/summons answerable in the United

Offeror personnel shall be required to adhere to the following standards of dress and conduct while performing work in the' national cemetery. Offeror personnel shall be fully clothed at all times, to

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include an upper garment to cover body from waist to neck and long pants or slacks. T-shirts and/or tank tops as outer garments are prohibited, as are any garments which have a message or slogan affixed thereto.

Offeror personnel must maintain a neat and professional appearance throughout the workforce, vehicles, equipment, and staging areas. Matching uniforms (pants and shirt, plus jacket in the cool season) for all employees are required- in addition to all state and federally mandated Occupational Safety and Health Administration (OSHA) compliant protective gear.

Designated restroom facilities will be available to Offeror personnel. Locations will be COR identified at time of contract award.

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

Electricity and phone service will NOT be furnished by the Government for the Offeror's work area. However, government will provide all electricity and water used on and for the cemetery facilities.

Smoking is prohibited inside any onsite buildings at the Cemetery.

### **CEMETERY ETIQUETTE**

Offeror personnel shall have a clear understanding and adherence to the following:

### **DIGNITY CLAUSE**

#### **Respect for Headstones and Markers in National Cemeteries; Handling of Markers and Headstones**

1. Every action by Offeror personnel at a national cemetery must be performed with the special care, reverence, dignity, and respect that acknowledges the cemetery as the final resting place that commemorates the service and sacrifice that service members, Veterans and their families made for our Nation. Critically important is the awareness required of the Offeror employees of the remains buried in the grounds where the work is performed. The utmost care must be given to these remains and the headstones and flat grave markers that mark those gravesites and memorialize the service of individuals.
  - a. Offerors cannot walk, stand, lean, sit or jump on headstones or markers. Nor can they drive over them.
  - b. No tools, equipment or other items will be placed or leaned on headstones or markers.
  - c. Use care not to scratch or damage markers in any manner.

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- d. Offeror shall be responsible for replacing damaged headstones and markers and for restoring turf damaged during performance of this work.
  - e. Additionally, should any activity result in the exposure and/or damage to any remains, container for remains (e.g., casket or urn), or outer burial container, the Offeror must contact the COR, Director/Assistant Director, or Contracting Officer (CO) for guidance.
- 2. Any doubts as to proper procedures shall be brought to the attention of the COR, Director/Assistant Director, or CO for guidance or resolution.
  - 3. The Offeror is required to discuss the guidance with employees and/or subcontractors and have each employee sign a statement of compliance and deliver the signed statement to the COR before work may begin.

Contracted Site Supervisor will ensure that no Offeror personnel work will cause any funeral, 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.

A list of scheduled ceremonies will be provided the week prior to the event, and a list of scheduled committal services will be provided on the day of the service. The Site Supervisor shall communicate not less than daily with the COR, to ask questions and ensure he/she and contracted personnel understands the off-limit areas.

### **WORK HOURS/SCHEDULE**

Work may be performed between the hours of 8:00 a.m. to 4:30 p.m. local time, Monday through Friday during normal Federal workdays except observed Federal Holidays or unless otherwise directed by the COR.

When situations prohibit work completion during the normal work week, (such as weather-related or Offeror-caused delays), then the Offeror may request in writing to the COR at least 5 workdays in advance to work on weekends, as needed, to meet the requirements of performance within the period specified. The Government will not compensate the Offeror for any alternate work schedules needed for the Offeror to complete all contract work not completed within the specified period of performance. Inclement weather is not an excuse for not meeting contractual requirements.

After Normal Hours/On-Call/Emergency Situations: The Offeror shall establish and maintain a point-of-contact to receive emergency calls from the COR(s). The point-of-contact shall be available on a 24-hour basis including during weekends, Federal Holidays and after normal hours of operation. The Offeror shall provide the COR a valid point of contact phone or cell phone number for the designated Site Supervisor for emergency and/or after hour's situations.

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Holidays observed by the Federal Government:

New Year's Day	1 January
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	11 November
Thanksgiving Day	4th Thursday in November
Christmas Day	25 December

If a holiday falls on Sunday, the following Monday will be observed as the legal holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a legal holiday by U.S. Government agencies. Also included would be any day specifically declared by the President of the United States of America as a national holiday.

### OFFEROR FURNISHED ITEMS

There are no storage building or facilities available for the storage of Offeror equipment, supplies or materials at Zachary Taylor National Cemetery. Offeror will be responsible for the maintenance and offsite storage of their supplies and equipment for all services related to this contract.

The Offeror shall safely store any chemicals, pesticides, herbicides, cleaning solutions, and of the like in accordance with the manufacturer's recommendations. An SDS (Safety Data Sheet) shall be required for all chemicals, pesticides, herbicides and cleaning solutions.

Equipment List: Offeror shall provide the COR with a complete list of equipment (mowers, trimmers, skid steers, etc.) that will be utilized to perform all services identified in this PWS within seven (7) business days of award of this contract.

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SUBMITTALS: The Offeror shall submit the following documents or information in accordance with the table below.

<b>Submittal</b>	<b>Frequency</b>	<b>Submittal Schedule</b>
Work plan/Staffing plan (Employee List)	Initial and as revised	With proposal
Site Supervisor Qualifications (Resume if available)	Initial and as revised	With proposal
Site Supervisor Emergency Contact Info	Initial and as revised	Prior to beginning work
Current/valid licenses (includes driver's license), permits, insurance on vehicles, liability/Workman's Compensation insurance, etc.	Initial and as revised	With proposal
Equipment list	Initial and as revised	(7) business days after award of this contract
Work schedule	Daily	Every day by 8:00 A.M.
Weekly report and rework list	Weekly	Every Friday by 3:00 P.M.
Sod provider and information sheet	Initial and as revised	Upon delivery
Sod delivery tickets and certification	As needed	Upon delivery
Topsoil provider and information sheet	Initial and as revised	Upon delivery
Fertilizer and herbicides information sheets/labels	In accordance with chart scheduled (Pg.5)	Prior to use
Safety Data Sheets (See FAR Clause 52.223-3)	As needed	Prior to chemical use