

PERFORMANCE WORK STATEMENT

June 5, 2019

FORT MISSOULA POST CEMETERY FULL CEMETERY OPERATIONS

1. INTRODUCTION

This is a performance-based service contract for cemetery operations and maintenance services at the Fort Missoula Post Cemetery in Missoula, Montana, and hereafter referred to as the "Cemetery." This Performance Work Statement (PWS) describes the basic objectives of the Cemetery Operations and 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. It also presents the Government with an opportunity to assess the offeror's 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 SOW the Government provides to prospective offerors. Minimum Acceptable Levels (MAL) of performance to meet the minimum requirements are outlined in the "Performance Work Requirements Summary" contained in Attachment C.

2. THE NATIONAL CEMETERY ADMINISTRATION MISSION

The National Cemetery Administration honors veterans with a final resting place and lasting memorial that commemorate their service to our Nation. National Cemeteries are National Shrines. Therefore, the standards for management, maintenance, appearance and operational procedures performed by the Contractor have been established by the National Cemetery Administration to reflect this Nation's concern and respect for those interred there. For this reason, the Contractor's strict adherence to the Performance Work Statement, Performance Work Requirements Summary and Guidance Specifications shall be required and will be essential. Critically important is the awareness required of the Contractor 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 that mark those gravesites and memorialize the service of individuals.

3. BACKGROUND

- a. In 1999 Congress passed legislation requiring VA to ensure that National Cemeteries serve as a dignified and respectful setting. Each Cemetery is to be an expression of appreciation and respect of a grateful Nation for the service and sacrifice of her veterans.
- b. Further, each National Cemetery is to be maintained as a National Shrine. A National Shrine is defined as a place of honor and memory that declares to the visitor/family who views it as a majestic setting, offering a sense of serenity, historic sacrifice and nobility of purpose. The National Cemetery is a beautiful and awe-inspiring tribute to those who gave much to preserve our Nation's freedom and way of life.
- c. The **Fort Missoula Post Cemetery is located at CCC Road 2 blocks S of South Ave W, Missoula, MT 59804.** The Cemetery is composed of 1.1 developed acres, surrounded by a three-foot ornamental steel picket fence. The Cemetery contains the remains of veterans, spouses and dependent children whose graves are identified by upright headstones and flat-markers.

4. DESCRIPTION OF SERVICES

The Contractor shall provide all personnel, equipment, tools, supervision, and other items and services necessary to ensure that interment operations are performed at the Cemetery in a manner that shall maintain proper decorum and respect; and grounds maintenance operations are performed at the Cemetery in a manner that shall maintain healthy grass, trees, shrubs, and plants; and present a groomed, clean, neat, and professional appearance. Services include, but are not limited to maintenance of grounds, regular mowing, weed eating, blade edging, trimming, removal of leaves and debris, as well as, sweeping or blowing off road and sidewalk, irrigation system maintenance and operation, maintenance of gravesites and headstones, the raising and

realignment of headstones, washing headstones, initial and replacement headstone installation and maintenance, turf maintenance, mulched planting bed maintenance, plant and tree maintenance, sunken grave repair, transporting casketed and cremated remains from the service area to the gravesite, interments of casketed and cremated remains, grave excavation and backfilling, trash removal, snow and ice removal, placement and removal of flags. The Contractor may be required to be on-site Memorial Day weekend and other special days as requested by the COR.

5. PROGRAM OBJECTIVES

Under this effort, the successful contractor shall be responsible for full management of the Cemetery operations and maintenance as described herein. Technical Specifications have been provided as Attachment B to this Solicitation. The Contractor may use whatever method he/she chooses to meet the goals of the Cemetery, as long as the end result is of an acceptable quality to the satisfaction of the COR and the cemetery director (located at Veterans Affairs Regional Office, Lakewood, CO). The Contractor shall submit a detailed performance plan to indicate how the Contractor plans to meet the goals of the Cemetery (for example, performance schedule, interments, frequency of mowing, turf maintenance, irrigation system maintenance, weed eating, blade edging, trimming, plant and tree maintenance, etc.)

We are seeking to hire a business partner who will be responsible for:

- A. Providing all grounds maintenance services including, but not limited to: maintenance of grounds, regular mowing, weed eating, blade edging, trimming, removal of leaves and debris, as well as, sweeping or blowing off roads and sidewalks, and trash removal.
- B. Turf Maintenance: Proper fertilizing, weeding, sodding and seeding of turf;
- C. Turf surrounding a headstone is trimmed to its recommended height;
- D. Irrigation system regular maintenance and operation;
- E. Plant and tree maintenance, to include mulch beds;
- F. Initial and replacement headstone setting;
- G. Maintenance of gravesites headstones and re-establishment of turf;
- H. Headstone cleaning and maintenance;
- I. Sunken grave repair;
- J. Grave excavation and backfilling, interments, and disinterment (casketed and cremains) and re-establishment of turf;
- K. Snow and ice removal.
- L. Provide a safe working environment for contractor, as well as, Cemetery staff.
- M. Shall reference back to and follow the National Standards and a copy will be provided by COR.

6. CONTRACT OBJECTIVES

- A. To use an innovative and creative technical approach to manage the full cemetery operations at the Fort Missoula Post Cemetery in Missoula, Montana.

- B. To have our business partner propose business solutions using performance based contracting techniques.

Specifically, we require a business partner to establish a performance plan focusing on criteria such as healthy grass, trees, shrubs, and plants and a clean, neat and professional appearance. The plan shall include a performance work schedule, list of materials the Contractor plans to use, a detailed list of equipment the Contractor plans to provide and use, labor and a quality control plan to monitor the Contractor's performance in meeting the Cemetery's goals.

- C. Provide continuity of services by awarding a base contract for the first year, with up to four (4) additional option years. The maximum term of the contract will be for 5 years.

7. STANDARDS OF EMPLOYEE CONDUCT

Contractor and contractor personnel shall be required to adhere to the following standards of dress and conduct while performing work in the National Cemetery. These standards and regulations are enforceable under Title 38, U.S.C. Section 218.

- a. Be fully clothed at all times, to include long slacks or pants and shirt, buttoned up from neck to waist. Clothing will be clean each day. Any soiled clothing should be Cemetery work-related that day. Tank tops as outer garments are prohibited. Tee-shirts will have the company logo visibly displayed. Shoes/boots will have no holes or loose soles. Steel-toed shoes shall be required in accordance with OSHA. Contractor employees shall maintain personal hygiene.
- b. Shall not engage in loud or boisterous behavior or use profane or abusive language. Shall show proper reverence during committal service.
- c. Not eat or drink beverages except water or non-alcoholic drinks while in work area or in sight of committal service area during a service. Use of intoxicating beverages and/or drugs is strictly prohibited.
- d. Contractor personnel shall not lean, sit or stand on or against headstones, markers, or monuments. No tools, equipment or other items will be placed or leaned on headstones or monuments at any time. Contractor personnel shall not drive over headstones, markers, or monuments.
- e. Contractor personnel shall only smoke in smoking areas, as designated by the Contracting Officer's Representative (COR). All other areas are designated as NO SMOKING.
- f. The Contractor shall discuss the guidance in this paragraph and in Attachment J with his/her employees and all subcontractors. Any doubts as to proper procedures shall be brought to the attention of the COR, Cemetery Director, and/or CO for guidance or resolution. Each contractor and subcontractor employee shall sign a Statement of Compliance (Attachment J); the Contractor shall deliver the signed statements to the COR before work may begin or before any new employee is allowed to work on Cemetery grounds.

8. USE OF CEMETERY FACILITIES

- a. The Government will not be responsible for any loss, damage, or theft of contractor items, nor will free telephone service be provided. Contractor shall be responsible for acceptable standards of housekeeping and custodial maintenance of both the Department of Veterans Affairs facilities and Contractor-installed facilities used by the Contractor's employees.

- b. The Government will NOT furnish a storage building at the Cemetery site for use by the Contractor to store supplies and equipment. However, the Government will provide an area designated for the Contractor's use.
- c. Contractor employees may park privately owned vehicles in the area designated for parking by the COR.
- d. Any hazardous substance that is used and which is a standard practice within the cemetery industry must be handled, stored, and transferred in accordance with all OSHA, EPA, and DOT laws, regulations, and recommendations.
- e. The Contractor will be responsible for safely storing any chemicals, pesticides, herbicides, cleaning solutions, etc. in accordance with manufacturers recommendations. An SDS (Safety Data Sheet) is required for all chemicals, pesticides, herbicides and cleaning solutions.
- f. Electricity, water and phone services will NOT be furnished by the Government for the Contractor's work area.

9. INSPECTION OF PREMISES

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

10. CONTRACTOR'S RESPONSIBILITIES

The Contractor shall obtain all necessary licenses and/or permits required to perform this work. He/she shall take all precautions necessary to protect persons and property from injury or damage during the performance of this contract. He/she shall be responsible for any injury to himself/herself, his/her employees, or others, as well as for any damage to personal or public property that occurs during the performance of this contract that is caused by him/her or his/her employees' fault or negligence. The Contractor shall maintain personal liability and property damage insurance prescribed by the laws of the State of Montana.

11. SUPERVISION AND TRAINING

- a. The Contractor shall provide a supervisor who speaks and writes fluent English on site, and at all times when Contractor personnel are on the premises. The Contractor 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 Contractor Supervisor 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.
- b. In the absence of the Supervisor, the Contractor shall appoint an English-speaking crew foreman or an employee who shall be responsible to ensure that the work is being accomplished in an expeditious manner, is performed in accordance with the contract specifications and that the work will progress without undue delay.
- c. Contractor shall be responsible for maintaining satisfactory standards of personnel conduct and work performance and shall administer disciplinary action as required. The Contractor is expected to remove any employees from the Cemetery for cause, to include, but not limited to, safety violations, other misconduct in performance of duty under these specifications and/or conduct contrary to the best interests of the Government. If the Contractor fails to act in this regard, or the reason for a removal is

immediately required to protect the interests of the Government, the COR may direct the removal of an employee from the premises. Contractor objections to any such action will be referred to the Contracting Officer (CO) for final resolution; however, the Contractor shall first immediately comply with COR direction pending any CO final resolution. The Contractor shall not be due any type of compensation for their costs incurred as a result of an employee being removed for cause; unless the removal is directed by the COR and is later found invalid and/or unreasonable by the Contracting Officer.

- d. The Contractor shall also be responsible for training and safety precautions for Contractor employees performing work under these specifications. OSHA standards shall be observed by the Contractor in all work performed. Contractor shall ensure that appropriate safety equipment is used by Contractor personnel and shall be used as prescribed by OSHA standards, including hard hats, safety shoes, safety glasses, and hearing protection devices. The following OSHA and NFPA standards and codes are to be adhered to:
 - 1) National Fire Protection Association (NFPA): 10-1998 Standard for Portable Fire Extinguishers
 - 2) Occupational Safety and Health Administration (OSHA) 29 CFR 1910 Safety and Health Regulations for Personal Protection, Safety Color Codes, Portable Power Tools, Electrical Safety and Portable Electric Equipment.
 - 3) Site and Building Access: Maintain free and unobstructed access to facility emergency services and for fire, police and other emergency response forces in accordance with NFPA 241.
 - 4) Site supervisor/foreman is required to hold a 10 hour OSHA certification.

12. INSPECTION AND CLEANING OF CEMETERY FACILITIES

- a. The Contractor shall perform a daily inspection. During this inspection the appearance of the Cemetery shall be observed, and any deficiencies noted within the scope of the contract shall be corrected as soon as practicable. Items that need correcting outside the scope of the contract shall be reported to the Contracting Officer or his representative.
- b. The Contractor shall be required to submit daily inspection reports/checklists and work accomplished to the COR weekly. The COR is located at the Veterans Affairs Regional Office in Lakewood, CO. The inspection forms/checklists shall be provided to the Contractor (see "Work Summary and Progress Report", Attachment F)

13. MAINTENANCE DURING CEMETERY FUNCTIONS

- a. The burial activities at a National Cemetery will take precedence over contract activities. The Contractor shall cooperate and coordinate with the COR or authorized designee, in arranging schedule to cause the least possible interference with cemetery activities in actual burial areas. The COR or a representative shall furnish the Contractor with a schedule of all interments and/or ceremonies no later than the close of business of the day prior to the scheduled event.
- b. Work noise during the interment services shall not disturb the service. Trucks and workmen shall not pass through the service area during this period. Contractor personnel shall not operate motorized equipment or conduct other commercial activities during interment services.
- c. Execute work in such a manner as to interfere as little as possible with work being done by others. To minimize contract activity interference with flow of cemetery traffic, keep roads, walks and entrances

to grounds, parking and occupied areas of buildings clear of materials, debris and standing equipment/vehicles at all times. At least one lane must be open to traffic at all times.

14. PERFORMANCE EVALUATION MEETING

- a. The issuance of a Contract Discrepancy Report (CDR) found at Attachment E may be cause for the scheduling of a meeting among the Contractor, Contracting Officer, and the COR. A mutual effort will be made to resolve all problems identified. The Government will prepare written minutes of the meeting. The Contractor, Contracting Officer, and the COR will sign minutes of the meeting(s).
- b. Should the Contractor not concur with the minutes, they shall so state their objections in writing to the Contracting Officer, within ten calendar days, 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 to revise or uphold the comments as written. The Contracting Officer will notify the Contractor of the decision in writing within ten calendar days of submission of any objections.

15. ACTIONS

- a. Normally, the COR 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 and the time the deficiency was discovered and the date and time the Contractor was notified.
- b. 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, the COR will forward a written notice to the responsible organizational element requesting corrective action be taken.
- c. When the Contractor is not meeting the acceptable 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 work performance is less than satisfactory.
- d. When a CDR is issued for a service, the Contracting Officer and/or the COR may exercise any contractual remedy available for non-performance, in accordance with FAR 52.212-4, "Inspection and Acceptance".
- e. If the Contractor does not achieve satisfactory performance by the end of the next period or agreed suspense date, further actions may be considered, to include a determination on whether continued performance by the contractor is feasible.

16. CONTRACTOR'S QUALITY CONTROL PLAN (QCP)

The Contractor shall establish and maintain a complete QCP to assure the requirements of this contract are provided as specified. This QCP shall be forwarded to the Contracting Officer along with the requested initial proposal and may be revised as necessary during the life of the contract, with concurrence of the COR and Contracting Officer. The Contracting Officer will review the QCP and list any needed clarifications, and return to Contractor for response, if necessary. The Contractor's QCP shall include the following or have incorporated into during performance of contract, at a minimum:

- a. An inspection plan covering all services required by this contract. The inspection plan must specify the areas to be inspected on either a scheduled or unscheduled basis; how often inspections shall be accomplished and documented; and the title of the individual(s) who will perform the inspections.

- b. On-site records of all inspections conducted by the Contractor noting necessary corrective action taken. The Government reserves the right to request copies of any and/or each inspection.
- c. Incorporation of either active or established internal policy and procedures for updating equipment and procedures that may affect performance of contract.
- d. The methods for identifying and preventing deficiencies in the quality of service performed, before the level of performance becomes unacceptable and organizational functions noting intermediate supervisory responsibilities and overall management responsibilities for ensuring total acceptable performance.
- e. On-site records identifying the character, physical capabilities, certifications and ongoing training of each employee performing services under this contract.
- f. A log to account for all requests for immediate service. The log shall indicate the date and time of services, and description of results and completion of these services.
- g. On-site records of any complaints or problems, with procedures taken to allow for corrections and/or elimination before effects caused interruption of performance of contract.

17. HISTORIC PRESERVATION

When the Contractor or any of the Contractor's employees, prior to, or during the service work, are advised of or discover any possible archeological, historical and/or cultural resources, the Contractor shall immediately notify the COR verbally, and then with a written follow up.

18. PLACEMENT OF ORDERS

For any services, other than daily operations, the COR will contact the Contractor. Requests may be via email or faxed to the contractor at the COR's discretion.

Agents/Branches: If the contractor maintains agents/branches, the National Cemetery Administration is to be provided a list containing information necessary indicating how and with whom to contact for services.

19. BILLING/INVOICE FOR PAYMENT

Invoices shall be submitted monthly in arrears, to the COR located at the Yellowstone National Cemetery, 55 Buffalo Trail Road, Laurel, Montana 59044.

20. AUTHORITIES OF GOVERNMENT PERSONNEL

Notwithstanding the Contractor's 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 will provide, at the time of contract award, a list of Government personnel authorized to act as CORs.

21. EXPOSURE OR ACCIDENTAL DISCOVERY OF REMAINS

- a. Should any on-site activity, incident, emergency, or disaster result in exposure and/or damage to any remains, container for remains (i.e., casket or urn), or outer burial container, the Contractor shall IMMEDIATELY notify the Cemetery Director, the COR and/or the CO; take immediate steps to protect and render safe any exposed remains; and stop any further work until the Cemetery Director provides the Contractor guidance regarding disposition of the remains and permission to proceed.

GENERAL CONDITIONS

1. WORK ENVIRONMENT AND WEATHER CONDITIONS

- a. All work under this service Contract will be performed primarily out-of-doors and personnel performing these services will be exposed to wind, heat, sun, cold, dampness, frost, fog, rain and snow. 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. Weather will not be considered an excusable delay in meeting specifications or project schedule. The Contractor understands that it may be necessary to work throughout all weather conditions and to apply additional labor and equipment as necessary to meet deadlines, at no additional cost to the Government. If weather conditions are such the work performed on that day may cause more damage to the Cemetery grounds than good, the COR has the authority to stop work until conditions improve and the COR directs continuation of performance.
- b. Due to the sensitive mission of the Cemetery, the work could occasionally involve contact with and/or exposure to grieving individuals. Contractor personnel shall exercise and exhibit absolute decorum, composure and stability at all times and refer such individuals to Cemetery staff.

2. SAFETY AND ENVIRONMENTAL PROTECTION

- a. The Contractor shall be responsible to ensure all work shall be done in a manner that safeguards all VA visitors, employees, and public. The Contractor shall be solely responsible for any and 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.
- b. Matters related to safety, and any actions of the Contractor shall meet all safety requirements, Department of Veterans Affairs, OSHA, and the State. It is incumbent upon the Contractor to be familiar with these requirements.
- c. Adequate warning devices, barricades, guards, flagmen or other necessary precautions shall be provided by the Contractor at all work sites to eliminate hazards and for the protection, safety, and warning of all public visitors, pedestrians, cemetery employees, and vehicular traffic within the area. All open and unattended holes in the ground must be covered with plywood and/or barricaded for pedestrian safety.
- d. Spill Prevention, Containment, and Clean-up: The Contractor shall contain, clean up, and report all spills on Government property in a manner that complies with all applicable Federal, State, and Local laws and regulations or otherwise stated herein, and the installation spill control plan at no cost to the Government.
- e. Dust Control: Keep dust down at all times, including during nonworking periods. Sprinkle or treat with dust suppressants, soil at the site, haul roads, and other areas disturbed by operations. Street sweeping or vacuuming methods shall minimize the introduction of fugitive dust and fine particulates into the air. Sweeping shall be collected and disposed of as municipal waste.

3. FIRE SAFETY

- a. Applicable Publications: Publications listed below form part of this Article to extent referenced. Publications are referenced in text by basic designations only.
 - 1) National Fire Protection Association (NFPA):
 - i. Standard for Portable Fire Extinguishers
 - ii. Flammable and Combustible Liquids Code
 - 2) Occupational Safety and Health Administration (OSHA)
 - i. 29 CFR 1926, Safety and Health Regulations for Construction
- b. Fire Safety Plan: Establish and maintain a fire protection program in accordance with 29 CFR 1926.
- c. Means of Egress: Do not block exits for occupied buildings, including paths from exits to roads. Site and Building Access: Maintain free and unobstructed access to facility emergency services and for fire, police and other emergency response forces in accordance with NFPA 241.
- d. Situate temporary facilities, such as trailers, storage sheds, and dumpsters, away from existing buildings and new construction by distances in accordance with NFPA 241. For small facilities with less than 6 m (20 feet) exposing overall length, separate by 3m (10 feet).
- e. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- f. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.
- g. Smoking: Smoking is prohibited except in designated smoking rest areas approved by the COR.

4. OPERATIONS AND STORAGE AREAS

- a. Space available for storing materials is limited at the cemetery; a very small staging area can be used if approved by the COR.. It is understood the Government will not be held responsible for any damage to or loss of the Contractor's equipment, materials, supplies or the like which may result from vandalism, theft etc. while on site. Contractor may base operations out of this Staging Area, and may use it for materials and equipment storage, and administration. The Contractor can utilize the Staging Area for placing spoils, the trash dumpster area, employee lunch/break area, etc. The Contractor shall be responsible for maintaining fire extinguishers and other safety equipment within the Staging area.
- b. The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the COR or Contracting Officer. Do not store materials and equipment in other than approved areas. The Contractor shall hold and save the Government, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.
- c. Temporary buildings (e.g., storage sheds, shops, offices) to include but not limited to site office, covered storage, portable toilet facilities, etc. may be erected by the Contractor within the "Contractor Staging Area" with the approval of the COR or Contracting Officer and shall be built with labor and materials furnished by the Contractor without expense to the Government. All utilities to this area are the responsibility of the Contractor. Electrical power is to be supplied by either a Contractor-owned generator or by the local power company. Secondary service runs and the cost of power are the Contractor's responsibility. The temporary buildings shall remain the property of the Contractor and shall be removed by the Contractor at his/her expense upon completion of the work.

- d. Inability to erect or use Contractor facilities for any reason shall in no way alter the Contract. The Contractor would then be responsible for delivering and removing all necessary equipment and supplies on a daily basis.

5. TEMPORARY TOILETS

The Contractor shall ensure that restroom facilities are made available for use by workmen as necessary to comply with applicable OSHA requirements. The Contractor shall provide portable chemical toilets. These portable toilet facilities shall be kept clean and free of excessive odors, insects, etc. Locate portable toilet facilities in the COR approved "Contractor Staging Area" only. It will not be permissible to locate portable toilet facilities in any other locations throughout the Cemetery. All connections and appliances connected therewith shall be removed prior to completion of contract, and premises left perfectly clean. The Contractor shall ensure that if the permanent cemetery toilet facilities are used by workmen, the restrooms shall be left in the same or better condition than prior use.

6. DISPOSAL AND RETENTION

- a. Contractors shall be responsible for cleaning cemetery structures, headstones/flat makers, monuments, and roadways that are soiled or stained as a result of Contractor's performance. The Contractor shall wash-down with water all soiled or stained structures headstones/flat markers, and monuments at the end of each workday. Roadways shall be cleaned with a street sweeper each day as needed to keep the existing roads free from dirt and mud resulting from Contractor operations. No hazardous chemicals are to be used at any time on Government property with the exception of herbicide treatments. The Contractor shall bear all costs associated with washing and cleaning. Any such washing/cleaning shall be brought to the immediate attention of the COR prior to washing/cleaning.
- b. At the end of each day the Contractor shall remove all debris from the Cemetery site resulting from the work. The Contractor shall ensure at all times that rubbish and trash generated by the Contractor is kept clear of vehicular and pedestrian traffic throughout the site.
- c. The Government will not provide receptacle(s) for disposal of debris related to this contract. The Contractor shall provide his/her own REFUSE FACILITIES, and these shall only be located in the COR approved "Contractor Staging Area". Do not place dumpsters or refuse facilities in any other location at the Cemetery other than the approved "Contractor Staging Area". The Contractor shall dispose of all debris and other waste materials at a licensed off-site landfill unless otherwise directed by the COR.
- d. The Contractor shall dispose of all hazardous waste in accordance with the Resource Conservation and Recovery Act (RCRA) and all other applicable Federal, State, and Local law and regulations. On-installation storage or disposal of hazardous waste is NOT allowed.

7. PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS

- a. Damage to Government property: The Contractor (including his or her employees, subcontractors, consultants or the like) shall be responsible for repair or replacement of any contractor damaged cemetery structure, to include: turf, curb, road pavement, headstones or markers, valve boxes, grid monument control markers, trees, plant beds, etc., which are chipped, marred, damaged and/or ruined at the fault of the Contractor. The Contractor shall bear all costs associated with replacement and reinstallation. Any such damage shall be brought to the immediate attention of the COR prior to repair, replacement, or installation.

- b. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site that are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so by the COR, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and remove and properly dispose of from the site as defined herein.
- c. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall immediately notify the COR of any such occurrence and repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge the cost to the Contractor.
- d. Protection of Existing Utilities: Contractor shall be responsible for damages to utilities, above and below ground.
- e. Refer to paragraphs, "Operations and Storage Areas", "Alterations", and "Restoration" for additional instructions concerning repair of damage to structures and site improvements.

8. RESTORATION

- a. Contractor shall remove, cut, alter, replace, patch and repair existing work as necessary. Except as otherwise shown or specified, do not disturb any water, steam, gas, or electric services without prior approval of the COR or Contracting Officer. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the COR before it is disturbed. Materials and workmanship used in restoring work shall conform in type and quality to that of original construction, except as otherwise shown or specified.
- b. Upon completion of Contract, Contractor shall deliver work complete and undamaged. Existing cemetery features (lawns, paving, roads, and walks) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work. All restoration work shall be accomplished without undue delay.
- c. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen/subcontractors to existing cemetery infrastructure.

9. USE OF ROADWAYS

The Contractor shall, under regulations prescribed by the Contracting Officer or COR, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the COR or Contracting Officer. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, or similar construction the Contractor shall protect them from damage by well-constructed bridges. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.

10. AVAILABILITY AND USE OF UTILITY SERVICES

- a. WATER: Water will only be made available via Contractor connection to existing Cemetery water system in existing locations where connection is available, and for purposes of this Contract only. The

Contractor at Contractor's expense and in a workmanlike manner satisfactory to the COR shall be responsible for installing and maintaining temporary connections to the Cemetery water supply in accordance with regulations. Contractor shall not obstruct normal traffic flow on adjacent roads while water is being obtained. In locations where Cemetery water system is not readily available, the Contractor shall provide and utilize portable water tanks and/or water trucks as necessary to transport water to areas where needed in order to complete the work required by this Contract.

- b. **ELECTRICITY:** In case the Contractor requires electricity while in performance of this Contract, the Contractor shall provide and utilize portable generators as necessary to complete the work.

11. WORK PERFORMED BY OTHERS ON SITE

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, and needing any direction, it shall be provided by the COR. The Contractor Supervisor shall be responsible for reporting to the COR any problems or questions that may arise with any other personnel on site during the period of performance of this contract. The Contractor Supervisor 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 to resolve the issue.

12. REPORTING AND RECORD KEEPING

- a. The Contractor Supervisor shall report on a daily basis to the COR at the main office of the Cemetery and log in. This DAILY check-in is mandatory and shall be at a time agreed upon by the COR and the Contractor Supervisor within the requirements of paragraph "b" below.
- b. The purpose of the DAILY meeting is to coordinate and establish the daily work schedule to ensure that no work is being performed at the immediate site of a scheduled interment or ceremony, and to submit the required written reports to the COR. These Daily meetings are for the Contractor Supervisor to ask questions and ensure he/she understands the off-limit areas, which may vary depending on the event. The Contractor Supervisor 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 Supervisor fails to re-direct employees away from an event in a timely fashion, the COR may then assist in doing so.

The Contractor Supervisor or his designee shall provide the COR the following documentation:

- c. The Contractor Supervisor shall provide WEEKLY and DAILY work schedules to the COR. The contractor is required to schedule all required services and is further required to comply with his schedule except for delays beyond his control. Such delays shall be coordinated through the COR. The work schedule shall include deficient work identified by contractor's quality control inspections and not yet corrected.
- d. The Contractor shall submit the WEEKLY schedule every Friday by 3:00 P.M. indicating the work to be performed during the following week and the DAILY schedule shall be submitted on a daily basis by 8:00 A.M. indicating work being performed on that day.
- e. The Contractor Supervisor shall provide weekly an accurate written report identifying all work that took place within the previous seven calendar days. The contractor shall document services performed, indicate the location where work was to be performed, and provide information to the COR as required.

- f. A list of scheduled ceremonies will be provided to the Contractor Supervisor the week prior to the scheduled events, and a list of scheduled funerals will be provided daily. The Contractor Supervisor shall be 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 shall be solely responsible for staying abreast of all such upcoming events and when in doubt, he/she must ask the COR.
- g. The Contractor's performance and progress on this contract shall be measured weekly based on how timely, accurately, and adequately he/she accomplishes and completes the weekly work scheduled and as needed to systematically accomplish the contract work over the duration of the project. In instances where the COR determines that the work is behind schedule, he will notify the Contracting Officer and the Contractor shall increase workforce and/or hours of operation at no additional cost to the Government in order to achieve completion of the contract work within the specified timeframe.
- h. SUBMITTALS - The Contractor shall submit the following documents or information in accordance with the table below.

Submittal	Frequency	Submittal Schedule
Work Plan/Staffing Plan	Initial and As Revised	With proposal
Quality Control Plan	Initial and As Revised	With proposal
Fire Safety Plan	Initial and As Revised	Prior to beginning work
Emergency Contacts	Initial and As Revised	Prior to beginning work
Employee Statements of Compliance	Initial and As Revised	Prior to beginning work
Licenses, Permits, Insurance on Vehicles, Liability, Workman's Compensation Insurance, etc.	Initial and As Revised	Prior to beginning work
Headstone setting tools: lifting mechanism and method; tamping tools; temporary headstone supports	Initial and As Revised	Prior to beginning work
Quality Control Plan	Initial and As Revised	Prior to beginning work
Sod or seed mix delivery tickets and certification	As Needed	Upon delivery
Gradation of crushed rock	As Needed	Upon delivery
Fertilizer and Herbicides information sheets/labels	As Needed	Prior to use
Safety Data Sheets (See FAR Clause 52.223-3)	As Needed	Prior to use
Daily Work Schedule	Daily	Every day by 8:00 A.M.
Weekly Schedule (for next week)	Weekly	Every Friday by 3:00 P.M.
Weekly Report and Rework List (for current week)	Weekly	Every Friday by 3:00 P.M.

13. EMPLOYEE REQUIREMENTS

- a. The Contractor shall be responsible to ensure Contractor employees providing work on this contract are fully trained and completely competent to perform the required work.
- b. Labor Force and Equipment: The Contractor shall be aware of the intensive labor and equipment requirements needed to meet contract specifications. Contractor shall be responsible to provide all

labor and equipment as necessary to meet deadlines. The Contractor will provide all necessary resources to complete the efforts assigned under the scope of this contract.

- c. Employee Listing: The Contractor 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.
- d. Employee Identification: The Contractor's employees shall wear visible identification at all times while on the premises of the Cemetery.
- e. Contractor personnel shall park only in the COR approved "Contractor Staging Area" identified for this project. Workers are not allowed to park throughout the cemetery grounds, and violation of this requirement shall form the basis for immediate contract enforcement action, to include immediate removal from the Cemetery.
- f. The Contractor shall be responsible to ensure that his/her employees (including contractor's consultants, subcontractors, etc.) are aware of all the terms and conditions regarding their performance and conduct during the performance period of this contract.
- g. 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 States (Federal) District Court, or other appropriate agency/jurisdiction.
- h. Contractor personnel are subject to rules of the Cemetery applicable to their conduct.

14. ORIENTATION FOR CONTRACTOR EMPLOYEES

The contractor shall be responsible to ensure that contractor employees coming to the work site will receive complete information on each of these subjects:

- Safety, Environmental Protection, and Fire Safety.
- Project Work Schedule, Rules Pertaining To Employee Requirements and Conduct, General Parameter Job Related Issues.
- Disaster procedures.
- All technical requirements and work procedures of the contract.

15. WORK HOURS

- a. Work may be performed between the hours of 7:00 a.m. to 4:00 p.m. local time, Monday through Friday except observed Federal Holidays or unless otherwise directed by the COR. At Contractor request and with the written permission of the COR, work may also be permitted to be scheduled during weekends and/or Holidays. When situations prohibit work completion during the normal work week, (such as weather-related or contractor-caused delays), then the Contractor may make arrangements with the COR to work on weekends, as needed, in order to meet the requirements of performance within the period specified. The Government will not compensate the Contractor for any alternate work schedules needed for the Contractor to complete all contract work within the specified period of performance.

After Normal Hours/On-Call/Emergency Situations

- b. The Contractor 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 Contractor shall provide phone, pager and

cell phone numbers for emergency and/or after hour's situations. Repairs shall be made as expeditiously as circumstances allow or within (24) hours upon initial emergency call.

- c. Contractor shall provide name/telephone number(s) for Project Manager (Home Office), Supervisor, and Foreman, including normal and after hours contact numbers, cell and fax numbers.
- d. If work is authorized to be performed after hours or on weekends/holidays and an emergency should occur, the Contractor shall contact the COR and the Cemetery Director. In the absence of the COR and the Cemetery Director, the Contractor shall contact the local police.
- e. Federal Holidays. The Federal Government observes the following holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. Special Event Setup will be required during Memorial Day weekend activities. In addition, as a service to all Veterans and their families, a national cemetery will never go more than two days without offering interment times and the NCA will accommodate internments when there is a three-day holiday. The Contractor shall provide interment services during these special instances.

16. PERMITS, LICENSES AND INSURANCE

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 commencement of work. The Contractor shall provide the Contracting Officer copies of these required documents within 10 days from date of award of a contract or as other times where the COR deems necessary during the duration of the project.

17. CONTRACTOR-FURNISHED ITEMS

- a. The Contractor shall be responsible for supplying all equipment, personnel, tools, supplies and materials necessary to perform the services required by 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 OSHA, Federal, State, County, City laws, ordinances and regulations.
- b. The Contractor shall be 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 extension cords, etc., to keep all equipment in good operational condition throughout the period of performance of this contract. No Contractor equipment maintenance repairs of any kind can be done on Cemetery property without the COR(s) approval.
- c. The Contractor shall be responsible for ensuring that all of his/her motor vehicles and equipment meet State inspection, safety, licensing, registration, and insurance requirements.
- d. Only Contractor equipment and supplies (property) required to perform work under this contract shall be stored at the Contractor's designated storage area at the end of each workday. No personal property, equipment, or vehicles shall be stored on the cemetery premises.

18. THE GOVERNMENT'S RESPONSIBILITIES

- a. Upon award of the contract, the Government will inform the Contractor prior to commencing the work, of any known damages to the cemetery grounds, headstones/markers or any other areas that the Contractor is unaware of and not responsible for. In addition, upon award of the contract, a walk-through of the cemetery grounds will be scheduled by mutual agreement of the Government and Contractor, and will be attended by the COR, appropriate contractor personnel (to include the Supervisor/Project Manager). The Contracting Officer is an optional attendee.
- b. The Government will not provide the Contractor with any furnishings, fuel storage, equipment, materials, restrooms, or telephones. Utilities will be provided as defined in "AVAILABILITY AND USE OF UTILITY SERVICES".
- c. Notification of Non-Compliance: The COR will notify the Contractor of any detected non-compliance with the foregoing requirements. The Contractor shall take immediate corrective action after receipt of such notice. Such notice, when delivered to the Contractor at the work site, shall be deemed sufficient for the purpose of notification. If the Contractor fails or refuses to comply promptly, the Contracting Officer may issue an order ceasing all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such cessation direction shall be made the subject of claim for extension of time for excess costs or damages by the Contractor.

SECTION D – CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS

Attachments A through J

ATTACHMENT (A)	DEPARTMENT OF LABOR WAGE DETERMINATION
ATTACHMENT (B)	TECHNICAL SPECIFICATIONS
ATTACHMENT (C)	PERFORMANCE WORK SUMMARY PLAN
ATTACHMENT (D)	QUALITY ASSURANCE SURVEILLANCE PLAN
ATTACHMENT (E)	CONTRACT DISCREPANCY REPORT FORM
ATTACHMENT (F)	WORK SUMMARY AND PROGRESS REPORT
ATTACHMENT (G)	RECOMMENDED EQUIPMENT LIST
ATTACHMENT (H)	FORT MISSOULA POST CEMETERY FLORAL/GROUNDS POLICY
ATTACHMENT (I)	GROUNDS MAINTENANCE MAP
ATTACHMENT (J)	EMPLOYEE STATEMENT OF COMPLIANCE

ATTACHMENT (A)
DEPARTMENT OF LABOR WAGE DETERMINATION

Wage determination will be included in the contract.

ATTACHMENT (B)
TECHNICAL SPECIFICATIONS

SECTION 1

Grave, Excavation, Backfill, and Interments

SECTION 2

Headstone Maintenance & Cleaning

SECTION 3

Headstone Initial and Replacement Setting

SECTION 4

Turf Maintenance, Fertilizing, Weeding

SECTION 5

Lawn Maintenance: Sodding/Seeding

SECTION 6

Lawn Maintenance: Mowing, Trimming & Edging

SECTION 7

Irrigation System Maintenance & Operation

SECTION 8

Leaf Collection

SECTION 9

Plant Material Maintenance

SECTION 10

Pruning Standards for Shade Trees

SECTION 11

Refilling Sunken Graves

SECTION 12

Trash and Debris Removal

SECTION 13

Snow and Ice Removal

SECTION 1 GRAVE, EXCAVATION, BACKFILL, AND INTERMENTS

1.1 GENERAL

Any/all work done in this section is subject to the General Requirements that form a part of these specifications, and the Contractor shall be responsible for and governed by all the requirements thereunder.

1.2 SCOPE

Work consists of excavation, backfilling and preparing for interments specified by the Contracting Officer's Representative (COR). The COR or representative will notify the Contractor 24 hours in advance of the gravesite to be opened. The National Scheduling Office will schedule committal services (i.e. services held at the committal service area) Monday through Friday. The Contractor shall provide interment services described herein, with preparation services performed before these times and interment services accomplished after the committal service is complete. As a service to all Veterans and their families, a national cemetery will never go more than two days without offering interment times and the NCA will accommodate interments when is a three-day federal holiday. Therefore, there may be instances where the Contractor shall be required to perform interments on weekends and/or holidays and outside the regular hours.

1.3 PROCEDURE

- 1.3.1** *All gravesite excavations, for casketed or cremated remains (cremains), shall be completed no less than one and one-half (1 ½) hours prior to the gravesite service. If a private concrete vault is to be used, the gravesite excavation shall be completed to allow the vault to be pre-set in the grave one (1) hour prior to the service. Each new gravesite shall be finished and ready for viewing by the next of kin no later than one and one-half (1 ½) hours after the gravesite service.*
- 1.3.2** It will be the COR's responsibility to notify the Contractor of any underground utilities in the vicinity of gravesite excavation. In turfgrass areas, prior to permitting excavation equipment in the burial section, the Contractor shall provide and place turf protection mats/panels along the path of entry to the grave site and the on the turf area surrounding the gravesite to protect the turf from damage from the equipment used to excavate the graves.
- 1.3.3** Gravesites measure 5' x 10' unless otherwise advised by the COR. The COR will advise the Contractor of the required type (see below), depth, and position prior to any excavation operation. Contractor should probe all full interments prior to excavation to assure adequate depth for 2nd interment. COR should be notified immediately of insufficient depth to accomplish interment.
- 1.3.3.a** Caskets, Traditional: The graves shall be excavated to three (3) feet by eight (8) feet and a depth of five (5) feet or seven (7) feet, depending on the expectation of second interment(s), and to be determined by the COR.
- 1.3.3.b** Cremains, In-Ground: The graves shall be approximately 18 inches square and three (3) feet deep.
- 1.3.4** When a grave is opened to receive a second interment and is found to be of insufficient depth to permit interment due to an existing vault, poly liner, or casket not being deep enough, the Contractor shall notify the COR or Cemetery Director immediately. After notification to the COR and/or the Cemetery Director and with their approval, the remains of the first interment shall be removed and the grave excavated to a depth to accommodate both interments.

- 1.3.5 Additional costs for disinterment and excavating the grave to a greater depth to accommodate the second interment shall be addressed on a case-by-case basis through the Changes clause of this contract. The gravesite shall be screened from the public view during the removal and re-interment of any remains.
- 1.3.6 In turfgrass areas, turf should be removed and salvaged from the gravesite prior to excavation and shall be reused, if possible, on the gravesite. Turf shall be cut 2 inches deep to keep roots healthy.
- 1.3.7 All excavated soil shall be removed from the gravesite area prior to the scheduled interment and brought back in to backfill the grave. Any excess backfill shall be hauled and dumped within the laydown / spoils area by the Contractor. The Contractor shall periodically spread the spoils evenly within the laydown area, which is within a depression.
- 1.3.8 Jackhammers or other mechanical means may be used during frozen ground conditions. The Contractor shall contact the COR with questions concerning accessibility. The Contractor may pre-dig grave excavations during more favorable weather with approval from the COR.
- 1.3.9 When a grave is opened, the Contractor shall be responsible for removing any headstone(s) needed to ensure access for the vault and the remains and subsequently reinstalling headstone(s) removed. All open excavated graves, shall be properly protected and secured to prevent unauthorized access to the excavation by visitors, NCA staff, or contractor employees.
- 1.3.10 The Contractor shall transfer the remains in a dignified manner from the gravesite service area to the proper gravesite following all NCA policies. The Contractor shall be required to lower casketed remains into gravesite with a mechanical lowering device (Contractor furnished) in a safe and efficient manner, with dignity, and without damage to casket.
- 1.3.11 The Contractor shall be required to place the government-furnished poly liner around the casket for a traditional gravesite. Backfill material immediately between the government-furnished poly liner and the excavation shall be sufficiently non-compressive to allow for more solid compaction without the aid of equipment to reduce subsequent ground settlement. The material should be relatively uniform in size to aid in self-compaction and large enough to avoid migration into surrounding soils. An example of a suitable material is #57 crushed stone.
- 1.3.12 Backfill material on-top of the government-furnished poly liner shall be sufficiently pliable to allow voids to be filled for more solid compaction to reduce subsequent ground settlement. Backfill shall be brought to established grade in one (1) foot lifts, maximum. Each lift shall be thoroughly compacted by means of an approved mechanical or hand tamper. Backfill should not be mounded, but should conform to existing grades. The Contractor shall remove all unusable dirt, rocks, roots and other types of objects from the cemetery grounds.
- 1.3.13 If the excavation is five feet deep or deeper, a worker is prohibited from entering into the hole until the sides of the grave are shored in a safe manner in accordance with OSHA standards.
- 1.3.14 If the grave has an existing headstone; it shall be removed and carefully placed in an area near the gravesite and covered with proper protection. The headstone shall be replaced after the grave is backfilled. A temporary marker for the second interment shall be centered directly in front of existing headstone.
- 1.3.15 In turfgrass areas, after backfilling is complete and compacted, the remaining three (3) inches shall be filled with topsoil and the salvaged sod shall be replaced and tamped/rolled to ground level. The sod

shall be thoroughly watered every few days for two weeks thus reestablishing sod. If the grave does not have usable sod, new sod shall be put on the grave or the grave shall be reseeded. The Contractor shall be responsible for mowing and watering all sodded/seeded areas and maintaining them in a healthy and vigorous condition.

- 1.3.16 During the winter season when the Cemetery turf is going into or is in dormancy and new sod cannot be established, the Contractor shall prepare the gravesite with topsoil (i.e. tamp, level, and rake) and place either a straw or natural chipped wood mulch on top of the gravesite to prevent washout and shall keep the gravesite weed-free. New sod or seed shall be installed on the grave at the earliest opportunity, during the next growing season when the Cemetery turf is coming out of dormancy.
- 1.3.17 The Contractor or his/her representative shall place the temporary marker on the grave. Setting the new headstone when it is delivered is part of the new interment.
- 1.3.18 All floral bouquets and arrangements left at the gravesite by the funeral party shall be neatly arranged upon the grave and removed when they become unsightly. All stands from floral wreaths shall be removed before placing the wreath flat on the grave.
- 1.3.19 See Exhibit A for gravesite diagram and handling of multiple interments.
- 1.3.20 The Contractor shall clean the permanent benches.
- 1.3.21 The Contractor shall designate a member of his/her staff to keep visitors away from open gravesite prior to the gravesite service and provide other duties as assigned by the COR.
- 1.3.22 The Contractor shall bring the flag of the United States of America to half-staff each day one-half (½) hour before the start of the first gravesite service and raise it to full-staff one-half (½) hour after the conclusion of the last gravesite service and all family members have departed the gravesite service area each day. The Contractor shall also bring the US flag to half-staff within one hour of notice by the COR, as authorized by Title 4, U.S.C., section 7(m) or by Presidential proclamation to commemorate the death of distinguished citizens, and each December 7th in honor of the individuals who died as a result of their service at Pearl Harbor; the US flag shall be returned to full-staff when notified by the COR. The US flag shall be flown during the hours of daylight and shall be flown during non-daylight hours so long as a least two flag pole lights are functional between the hours of sunset and sunrise.
- 1.4 DIAGRAM "D" (in Exhibit A): The conditions shown in "D" will occur only rarely, and usually when the minor dependents predecease their parents or in extremely rare cases when an accident takes the lives of a family group.
- 1.5 DIAGRAM "E" (in Exhibit A): When the remains are in a small casket, they shall be placed in the lower corner of the gravesite, at a depth of five (5) feet, permitting room for an additional like burial at the head of the first at a depth of seven (7) feet and the second at five feet.
- 1.6 When it is necessary to make side-by-side burials in a single gravesite, extreme care shall be exercised to accurately locate the sideline of the site. Where a burial vault or poly liner is used in such cases, it may be necessary to encroach several inches on adjacent site(s). This is permissible provided the site encroached upon has been or shall be utilized as shown in "A" or "B" (in Exhibit A).
- 1.7 Unusual conditions may require occasional deviations from the methods indicated. For cases not covered herein, the Contractor shall consult with the COR for advice on determination of action to be taken.

SECTION 2

HEADSTONE MAINTENANCE & CLEANING

2.1 GENERAL

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

2.2 SCOPE

NCA Standard: All upright headstones (hereafter referred to as “headstones”) shall be clean, free of debris and objectionable accumulations. The headstones located within the Cemetery are currently MARBLE.

Work consists of cleaning all headstones as specified by the Contracting Officer’s Representative (COR) to remove objectionable material and discoloration, such as environmental deposits, accumulations of bird droppings or dirt/mud, tire and hose markings, grass stains, residue from trees, mold, mildew, moss, algae, lichen, fungus, and so forth.

2.3 GENERAL REQUIREMENTS

- 2.3.1 All headstones shall be cleaned prior to Memorial Day and Veteran’s Day and any other time as determined by the COR, with a washing of two (2) times per year minimal. The Contractor shall pressure wash sidewalks, curbs, and entrance gate and fence of the Cemetery. 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 shall be promptly cleaned when found.
- 2.3.2 All equipment and supplies maintained and operated by the Contractor shall be consistent and fully compliant with all applicable Federal, State, and County laws, ordinances and regulations and meet State inspection, safety, licensing, registration, and insurance requirements.

2.4 PROCEDURE

- 2.4.1 Cleaning techniques shall demonstrate a clear understanding of, and the sensitivity to, such environmental issues as ground water contamination, wetlands, etc., and shall be consistent and fully compliant with all applicable Federal, State, and County laws, ordinances and regulations.
- 2.4.2 Clean water shall be used to clean headstone. Cleaning techniques with water shall include high pressure spraying, scrubbing and/or rinsing.
- 2.4.3 When water under pressure is used, the pressure shall not exceed 600 psi. Excessive soil, staining and/or discoloration may be removed with plain water and a stiff brush (no wire brushes, bleach, solvents, or abrasive cleaners/blasting shall be permitted), followed by rinsing with clear water.
- 2.4.4 The toning or patina of the stone will not be removed unless as a result of cleaning accomplished to remove the accumulations previously noted. In this instance the stone should be cleaned in its entirety so as to present a uniform appearance.
- 2.4.5 If water used in cleaning should soften the soil around the base of the headstone so that the headstone is loosened, care shall be taken not to tip the headstone out of plumb or alignment. Headstones shall be set and anchored firmly in place with no movement from forces subjected by the COR or inspector after cleaning has been completed.

- 2.4.6 In turfgrass areas, 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 in accordance with "LAWN MAINTENANCE: SODDING/SEEDING."

SECTION 3 HEADSTONE INITIAL AND REPLACEMENT SETTING

- 3.1 WORK OVERVIEW.** The result of the Contractor's performance must meet or exceed the requirements of this section. This section outlines upright headstone initial and replacement setting, aligning, backfilling, and compacting. The Contractor shall provide all supervision, professional advice/guidance, labor, parts, materials, equipment, and personnel to provide the services defined herein. Work consists of setting new or replacement upright headstones (hereafter referred to as "headstones") on gravesites. It includes reporting physical defects to the Contracting Officer or his authorized representative.
- 3.2 RECORD KEEPING AND REPORTING.** The Contractor's Superintendent or his designee shall provide the COR with daily written reports accurately identifying all headstones set and replaced listed by deceased names and headstone numbers for each gravesite location.
- 3.3 GENERAL SPECIFICATIONS**
- 3.3.1 The type of headstone to be used will be determined by the COR through direction of the National Cemetery Administration and in accordance with the general plan of the Cemetery.
- 3.3.2 Inscribed headstones will be delivered directly to the Cemetery on a continual basis. The Contractor shall install headstones within ten (10) workdays of receipt/inspection/acceptance by the COR. This time frame **must** be met regardless of the quantity or type of installations requested. All headstones received during the winter months must be set, except when weather conditions do not allow access to the gravesite. Jackhammers or other mechanical means shall be used during frozen ground conditions. The Contractor shall contact the COR with questions concerning accessibility. The Contractor may pre-dig headstone sockets during more favorable weather with approval from the COR.
- 3.3.3 The Contractor shall unload the headstones from the delivery vehicle and shall uncrate all stones received. The Contractor shall remove any glue or crating material from the headstones that may adhere to the surface.
- 3.3.4 The COR will inspect all headstones for inscription accuracy and damage in accordance with the monument inscription report, and then notify the Contractor for installation when appropriate.
- 3.3.5 The Contractor shall protect headstones from the weather to avoid damage or staining in transporting or storage. Each stone shall be placed so as to rest on its bottom edge and leaning against a wall or other substantial support at a safe and stable angle at the storage area. Several stones may be stacked against the first stone to conserve space with a proper protective separator (such as cardboard) in all cases. The COR will designate a suitable area for storage of the stones at the Cemetery.
- 3.3.6 If there is any breakage or damage in any form due to the Contractor's handling or negligence, the cost for replacement shall be borne by the Contractor. Defective headstones shall not be set. Replacement stones will be ordered by the COR or his authorized representative.
- 3.3.7 All temporary markers, floral, commemorative, or other type of decorations (arrangements) causing interference with the setting of headstones shall be carefully, and in an orderly manner, moved during the installation and moved back to all gravesites upon completion by the Contractor. Prior to removal, the Contractor shall verify the numbering sequence and location of the headstone and associated decorations or vases.

- 3.3.8 Prior to starting work in each new initial burial section, coordinate the correct permanent gravesite control markers and the required gravesite row/gravesite spacing layout dimensions with the COR.
- 3.3.9 Prior to setting any headstone or removing any headstone from its socket, the Contractor shall verify headstone number is in sequence with adjacent headstones to ensure the correct headstone is being set on the correct gravesite.
- 3.3.10 Trees or shrubs obstructing headstones shall be noted and the Contractor shall notify the COR for determination of remedial action or modification for installation.
- 3.3.11 The Contractor shall restore all damage caused during performance of this work. Repairs shall be completed by the Contractor within fourteen (14) workdays, unless otherwise agreed to with the COR.
- 3.3.12 Any headstones broken or damaged by the Contractor shall be reported to the COR by close of business each working day in order that the grave can be properly marked. The Contractor shall be responsible for the cost of the headstone replacement. All headstone replacements must be coordinated with the COR.
- 3.3.13 Any grid or sectional monuments disturbed, displaced or broken shall be replaced by the Contractor at his cost. All grid or sectional monuments disturbed, etc., shall be properly reset by a licensed land surveyor at Contractor's expense.
- 3.3.14 Curbs, roads, walks, turf, trees, utilities, etc. existing above and below the ground that are damaged or disturbed by the contractor during performance of contract work shall be repaired at the expense of the contractor.
- 3.3.15 The Contractor shall report on his weekly inspection report to the COR the following:

Number of initial headstones installed and what section

_____ Upright, _____ Section(s);

Number of replacement headstones installed and what section

_____ Upright, _____ Section(s);

3.4 UPRIGHT HEADSTONE SETTING PROCESS

- 3.4.1 Standard upright headstones are approximately 42 inches long, 13 inches wide, and 4 inches thick and weigh approximately 230 pounds. Headstones may vary in size and weight depending on their age with regard to the production date.
- 3.4.2 Prior to starting work in each burial section, coordinate the correct permanent gravesite control markers and the required gravesite row/gravesite spacing layout dimensions with the COR. Headstones shall be accurately adjusted and precisely installed on the correct gravesites by utilizing grave plotting maps, existing permanent gravesite control markers and/or temporary gravesite control markers. The Contractor shall accurately and precisely install temporary gravesite control markers at the ends of each gravesite row when not already existing and verified.
- 3.4.3 Headstones for individual graves shall be erected on the centerline at the head of the grave with the inscription facing the grave. They shall be set plumb, in a line laterally, transversely, and diagonally with the headstones of other graves within the section. All headstones shall be set using a top string

line, a face of headstone string line, a side of headstone string line and a transverse string line for proper alignment.

- 3.4.4 All measurements and string line set-ups shall be taken from established section gravesite control markers, not from previously set headstones, unless otherwise directed by the COR. All measurements shall be made in ascending grave number order.
- 3.4.5 At the start of work in each burial section, the first row of initial headstones in a burial section is to be inspected by COR for appearance, spacing, depth, alignment, plumb, height, accuracy, and smoothness in grade transition. **No further setting of headstones shall be done until this first row has been inspected and accepted by the COR.** It is the Contractors responsibility to notify the COR 24 hours in advance of when each of these inspections will be needed.
- 3.4.6 The normal height of 25 inches above finish grade for upright headstones is the current standard height setting. Minor deviations in this standard height are permissible only to provide a uniform appearance in the top line in order to compensate for slight ground rises or depressions within a burial section. In irregular terrain where sloping and uneven ground conditions exist, all headstones shall be set at proper heights and levels to provide a flowing transition through uneven terrain. In new initial burial sections where no turf is present, headstones shall be set at a height that allows for a normal height of 25 inches for upright headstones after topsoil, seed or sod is applied. Headstone height(s) in new burial sections shall be determined by the COR.
- 3.4.7 Initial and replacement headstones in old sections of the Cemetery where such stones were not or cannot be set at the standard height of 25 inches shall be set at with the inscription the same distance above the ground as the adjacent headstones provided they can be set above ground level.
- 3.4.8 Headstones may be removed from their sockets using wooden and/or metal clamps. If metal clamps are used, the area that contacts the headstone must be protected with a rigid fabric that shall prevent damage to and marking of the headstone. Clamps may be attached to a skid steer loader (i.e. Bobcat®) or similar machine to extract the headstone from the socket. Headstones shall be lifted and transported or set by at least two (2) people unless special one-person devices are approved. Realignment, when consisting merely of straightening the headstone, may be accomplished by one (1) person. Contractor personnel shall use only tools and methods approved by the Contracting Officer Representative (COR) to lift and move headstones out of the ground; pick axes are not an acceptable tool.
- 3.4.9 WHEN HEADSTONES ARE REMOVED FROM THEIR SOCKETS, THEY SHALL BE CAREFULLY STORED ON EACH ASSOCIATED GRAVESITE. Use care not to scratch or damage headstones in any manner. Once headstones are removed from the socket, do not place on dirt piles or mud; they should be protected from damage, soiling, or staining. Contractor shall be responsible for replacing damaged headstones and restoring all damages caused to turf during performance of this work. Each stone shall be placed so as to rest on its bottom edge and leaning against a substantial support at a safe and stable angle with the front inscription side up. The headstone shall be protected from direct ground contact while lying horizontally. The protection method shall be approved by the COR and shall be deterioration resistant. One example of an approved method is to support each headstone with two (2) pieces of 4x4 lumber. Alternate methods may be submitted for COR review. Cardboard shall not be used.
- 3.4.10 SOCKET EXCAVATION: Sockets shall be dug with a three (3) inch clearance at the front, back, sides and underneath the headstone. Headstone sockets shall be dug to the required depth to meet the height and alignment requirements as specified in paragraph **3.4.6**. See Exhibit B.

3.4.11 UPRIGHT HEADSTONE INSTALLATION, BACKFILL, AND COMPACTION

- 3.4.11.a All headstone sockets shall be clean and free of loose dirt and debris prior to adding Crushed Rock Base Material.
- 3.4.11.b Moistened Crushed Rock Base Material shall be added and heavily tamped to 90% to 95% compaction in the bottom of the sockets to provide a minimum three (3) inch footing under the base of the headstone prior to the re-installation of the headstones. Moistened Crushed Rock Base Material shall be placed around all four sides of the headstones and compacted, providing for a minimum fourteen (14) inches' depth of Crushed Rock Base Material along the sides of the headstone as measured from the bottom of the headstone. Typically there should be three (3) inches of space remaining from the top of the compacted Crushed Rock Base Material to the ground surface to allow tamped topsoil and grass seed to be applied, to match surrounding landscaping. The actual measurement shall vary depending on the how much the headstone was raised or lowered and will be approved by the COR.

3.4.12 CRUSHED ROCK BASE MATERIAL SPECIFICATIONS

- 3.4.12.a Crushed Rock shall be composed of limestone, granite, dolomite, or any other hard, sound rock that is produced by blasting and then crushing.
- 3.4.12.b Crushed Rock shall be clean, hard, tough, and durable fragments (excluding schist, shale or slate) of uniform quality throughout and free of any detrimental quantities of soft, friable, thin, elongated or laminated pieces, disintegrated material, dirt, organic matter, oil, alkali, or other deleterious substance.
- 3.4.12.c Crushed Rock shall consist of hard durable fragments of particles of rock, free of stripping dirt, vegetation, and other foreign substances.
- 3.4.12.d Hardness: Resistant to breaking, crushing or crumbling.
- 3.4.12.e Shape: Sharp and angular (Do not use rounded pea gravel.)
- 3.4.12.f Gravel or Crushed Gravel mixed with filler, sand, crushed rock, or crushed stone is **NOT** an acceptable substitutes.
- 3.4.12.g Crushed Rock shall consist of the product obtained by crushing rock or stone so that is meets the following gradation requirements:

Sieve Size % Passing	
Particle Size	% of Passing
1/2 inch	100
3/8 inch	70 – 90
No. 4	50 – 72
No. 8	35 – 55
No. 40	14 – 32
No. 200	4.0- 10.0

- 3.4.12.h The gradation of crushed rock shall comply with ASTM D-448. Sampling and sieve analysis shall be performed in accordance with ASTM D-75 and ASTM C-136.

3.4.13 COMPACTION OF CRUSHED ROCK BASE MATERIAL

- 3.4.13.a The Crushed Rock Base Material shall be compacted in lifts not exceeding 1-1/2" in thickness. **Before compaction, moisten or aerate each layer as necessary to provide optimum moisture content.** If the fines are dry at the time of compaction, use a very fine mist type hose and spray the Base Material sparingly. The moisture content of the material during placing operations shall be within $\pm 2\%$ of the optimum moisture content as determined by ASTM D 1557. Compact each layer to 90% to 95% relative density. Do not perform compaction operations on excessively wetted soils.
- 3.4.13.b Tamping Tools: Shall be approved by COR prior to use. Tamping tools shall have sufficient impact area and weight to achieve 90% to 95% compaction of the Crushed Rock Base Material. ***Tamping tools made of wood or containing wood are not acceptable***
- 3.4.13.c The COR will spot check optimal moisture content by employing a quick test known as the "Hand Test" in which he/she will squeeze a handful of soil. Optimally the soil will have the right amount of moisture for proper compaction when it is moldable and breaks into only a couple of pieces when dropped. If the soil is powdery and will not retain the shape made by the COR's hand, it is too dry; if it shatters when dropped, it is too dry; if the soil is plastic, leaves small traces of moisture on the COR's fingers and stays in one piece when dropped, it has too much moisture for compaction.
- 3.4.14 Existing sockets that exceed the correct depth requirements shall be filled with sufficient Moistened Crushed Rock Base Material and compacted per the requirements of paragraph 3.4.12 to achieve the correct final depth. After filling in the sockets in this manner, proceed with requirements in paragraph 3.4.10 for completing the stone installation.
- 3.4.15 In cases where sockets need to be realigned/shifted, and/or re-dug, apply the following procedures:
- 3.4.15.a After removal of the headstone, backfill and compact the existing socket prior to digging the new socket. Backfill the existing socket with Moistened Crushed Rock Base Material. Thoroughly tamp to 90% to 95% compaction at each 1-1/2" inch vertical intervals (1-1/2" inch lifts), leaving the last 3 inches at the top to have tamped topsoil and grass seed applied.
- 3.4.15.b Contractor shall dig/excavate the new socket in accordance with the requirements in paragraph 3.4.10.
- 3.4.16 The mean (or average) topsoil level shall be determined for the entire section to be aligned in all directions and approved by the COR. The Contractor shall use the mean (or average) topsoil level to allow all of the headstones in the section to be aligned vertically without having drastic changes in headstone heights (several inches) between the rows and columns of headstones in ALL directions. In irregular terrain where sloping and uneven ground conditions exist, all headstones shall be set at the proper height and overall level necessary to provide a smooth, flowing transition between ALL headstones in ALL directions through uneven terrain. The Contractor shall take the adjoining sections and/or terrain into consideration when determining the mean topsoil levels. **IMPORTANT:** To meet the requirement of a smooth, flowing transition, the Contractor may be required to set the headstones at a height other than at the required 25 inches above grade with approval by the COR. See Exhibit D.

- 3.4.17 Specific headstones in each burial section shall be chosen and designated to be “Key” stones (keystones) for use throughout the headstone setting process. See Exhibit C. All keystones are to be vertically plumbed and aligned by leveling the front, back, and sides while raising or lowering the headstone as necessary to achieve a height of 25 inches above the mean (average) topsoil level. These keystones are headstones that are visibly in line with the majority of the rest of the headstones in both the rows and the columns and are as close as possible to the proper measurements for that particular section of headstones. Keystones shall be at a maximum spacing of every 10th headstone or at a more frequent spacing as required in areas of sloped or rolling terrain in order to achieve a flowing transition between the rows and columns.
- 3.4.18 Install heavy string lines along the front, sides, tops, and transversely of all applicable Keystones. The string lines shall be laid out to the correct dimensions as determined by Keystones and the requirements of paragraphs 3.4.1 and 3.4.4 such that the rows and columns are evenly spaced. All headstones shall be vertically plumbed and aligned by leveling the front, back, and sides while raising or lowering the headstone as required to achieve a height of 25 inches above the mean (average) topsoil level. IMPORTANT: To meet the requirement of a smooth, flowing transition, the Contractor may be required to set the headstone at a height other than at the required 25 inches above grade with approval by the COR. These measurements shall be adhered to as closely as possible and may be adjusted to suit unique site conditions with approval by the COR. See Exhibit D.
- 3.4.19 All remaining headstones in the rows, columns, and transverse directions are then aligned along the string lines front to back, side-to-side, transversely, and match the required row and column spacing for the section. All remaining headstones are to be vertically plumbed and aligned by leveling the front, back, and sides while raising or lowering the upright headstone as required to achieve a height of 25 inches above the mean (average) topsoil level. See Exhibit D. The installation, adjusting, and setting of the remaining headstones shall meet all requirements of this contract.
- 3.4.20 A plus/minus (+/-) 1/8 inch maximum tolerance shall be maintained in the vertical, lateral, and transverse directions in accordance with the dimensional requirements of paragraphs 3.4.2 and 3.4.3. The alignment of the headstones should be checked frequently during this process because the tamping of the headstones may move the headstone out of level or off the mark on the line.
- 3.4.21 Headstones shall be installed to within one degree of fully vertical when measured on front and sides using a digital level.
- 3.4.22 The completed set headstones shall be anchored firmly in place so that the headstones are rigid with no give or play regardless of the soil and terrain conditions. All headstones shall be firmly set and anchored in place with no movement from forces subjected by the COR.
- 3.4.23 The measurements between rows or columns of headstones and between the headstones within each row or column may differ from one gravesite section to the next. This condition is to be discussed with COR where this is found to occur. Some variances may be allowed by the COR in order to keep a uniform appearance of headstones being aligned.
- 3.4.24 Headstones set shall be clean of all dirt, handprints, etc. by the close of the work day in accordance with HEADSTONE CLEANING.
- 3.4.25 Any headstones broken or damaged by the Contractor shall be reported to the COR by close of business each working day in order that the grave can be properly marked. The Contractor shall be responsible for the cost of the replacement. The cost of the replacement headstone(s) will be deducted from

Contractor's invoice(s). All headstone replacements must be coordinated with the COR. Any existing permanent gravesite control markers, temporary contractor installed control markers, grid or sectional monuments that are disturbed, displaced, or broken shall be replaced and properly reset by a licensed surveyor at the Contractor's expense. Curbs, roads, walks, turf, trees, utilities, etc. existing above and below the ground that are damaged or disturbed by the Contractor during performance of contract work shall be repaired at the Contractor's expense. The requirements of this paragraph shall be completed by the Contractor within fourteen (14) workdays, unless otherwise agreed to by the COR.

- 3.4.26 Government-furnished headstones that are permanently removed from a grave for any purpose shall be transported by the Contractor to an approved location within the laydown area, destroyed in a manner that obliterates the inscription, and disposed of to prevent reuse.
- 3.4.27 TURFGRASS REESTABLISHMENT: All turf areas that are disturbed where headstone setting or raise and realignment work has occurred, shall have turfgrass re-established in accordance with "LAWN MAINTENANCE: SODDING/SEEDING."

SECTION 4

TURF MAINTENANCE, FERTILIZING, WEEDING

4.1 GENERAL

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

4.2 SCOPE

NCA STANDARD: High maintenance areas have a well-established, healthy, weed-free stand of turf.

The Contractor shall be responsible for maintaining the turf areas of the Cemetery and the immediate area surrounding the 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). Turf areas should be 95 percent weed free. The turf shall be aerated twice per year: once in spring and once in fall. The turf shall be dethatched as needed in early spring if thatch layer reaches one-half ($\frac{1}{2}$ ") inch or more in depth.

4.3 EQUIPMENT AND SUPPLIES

4.3.1 The Contractor shall supply all necessary applicators, hoses and other equipment.

4.3.2 Water shall be furnished by the Government at no cost to the Contractor.

4.3.3 The Contractor shall furnish all required chemicals, fertilizers, soil amendments, and any other supplies. The NCA (COR or representative) will have soil testing of the site performed approximately every three (years), or as needed for projects. A copy of the soil test results will be provided to the contractor and COR, along with recommendation and guidance for the application of any required soil amendments, as indicated by the soil testing.

4.4 PROCEDURE

4.4.1 The Contractor shall be responsible for taking all precautions to prevent damage to the Cemetery, in any manner, including headstones, monuments, flower bases, trees and other structures during maintenance operations. The Contractor shall be charged current replacement costs for headstones, other Cemetery structures or property damaged as a result of actions by contractor personnel.

4.4.2 **Fertilizer:** Fertilizer shall be applied in spring, summer, and fall unless otherwise directed by the COR. Turf fertilizer shall be a ratio of 4:1:2 or 3:1:2 (N-P-K) and the nitrogen formulation used for turf shall contain 50% slow release. The fertilizer shall contain micro nutrients. The fertilizer can be a different analysis as long as it is approved by the COR and Continental District Agronomist prior to application.

4.4.2.a The fertilizer shall be applied according to the manufacturer's instructions. The fertilizer shall be applied at a rate to achieve 4 to 5 pounds of N (nitrogen) per 1000 square feet per year.

4.4.2.b The fertilizer application equipment shall be correctly calibrated and the application made to achieve a uniform distribution of the fertilizer throughout the application area.

4.4.2.c The Contractor shall ensure that the fertilizer is properly watered in by adjusting the watering schedule as necessary.

- 4.4.2.d The Contractor shall make sure that all headstones, monuments, sidewalks, patios, and other like surfaces are free of fertilizer granules immediately after the application and before watering in of fertilizer occurs. This shall aid in avoiding staining of surfaces.
- 4.4.2.e The Contractor shall be responsible for removal of any staining, marking, of headstones, monuments, sidewalks, patios, and other like surfaces that occurs as result of a fertilizer application made by the Contractor.
- 4.4.2.f The Contractor shall schedule the fertilizer application with the COR and only apply once given approval by the COR. The Contractor shall give the COR a minimum one week notice prior to application.
- 4.4.3 Soil Amendments: When soil tests indicate a need for soil amendments, the Contractor shall apply amendments at the rates indicated in those tests. Time of application shall be in late fall or early winter, unless local practice indicates a more favorable time.
- 4.4.4 Weed Control: All weed growth and disease shall be controlled by means of mowing, trimming, pulling, harrowing, and spraying, or any other method approved by the COR and in accordance with the NCA Integrated Pest Management Plan.
- 4.4.4.a The herbicide applications shall be applied directly by or under the supervision of a current commercially licensed Montana State Certified Pesticide Applicator. All personnel using herbicide sprays shall be properly trained. All applications shall be performed as per the Rules and Regulations of the Montana Department of Agriculture, or other jurisdiction having authority over the Contractor's applicator.
- 4.4.4.b Treatment of weeds in turfgrass areas shall be accomplished by two (2) pre-emergent herbicide applications, along with three (3) post-emergent herbicide treatments in Spring, Summer, and Fall, as approved and directed by the COR. Turf in high visibility areas shall be maintained at 95% weed-free throughout each year. Any repeat or follow up applications necessary to maintain the 95% weed-free standard, respectively, shall be applied at no additional cost to the government.

General Schedule for Herbicide Applications in Turfgrass Areas

Pre-Emergent Application #1	Late Winter/Early Spring –exact timing of application based on soil temperature and weather conditions. Prior approval from COR required before application.
Pre-Emergent Application #2	Late Summer/Early Fall – exact timing based on soil temperature and weather conditions. Prior approval from COR required before application.
Post-Emergent Application #1	Early Spring/Mid Spring – exact timing based on weed development. Prior approval from COR required before application.
Post-Emergent Application #2	Early Summer/Mid Summer – exact timing based on weed development and residual period of Post-Emergent Application #1. Prior approval from COR required before application.

Post-Emergent Application #3	Late Summer/Fall – exact timing based on weed development and residual period of Post – Emergent Application #2. Prior approval from COR required before application.
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- 4.4.4.c The herbicides used by the Contractor in turf areas shall be specifically labeled for control of weeds in the Fescue and any other types of turf at the Cemetery. The Cemetery turf is pre-dominantly Fescue.
- 4.4.4.d The COR shall order each turf application as needed, and the Contractor shall coordinate the application date and time with the COR. The Contractor shall coordinate the application date and time with the COR within three business days of receiving the order.
- 4.4.4.e The herbicides used by the Contractor in aggregate mulch areas may be a broad-spectrum systemic herbicide, but extreme care shall be used to prevent overspray onto vegetative landscaping or spraying within root zones of vegetative landscaping. Pulling weeds by hand is advised in these situations to avoid damage.
- 4.4.4.f The Contractor shall be responsible for the proper timing of each application so that the highest resulting weed control for that application shall be attained.
- 4.4.4.g The Contractor is responsible for specifically following all label directions on the bag/container of herbicide at all times. This includes, but is not limited to, all safety, mixing, weather conditions, and application directions and information.
- 4.4.4.h The Contractor shall always mix and apply herbicide so as to provide optimum control of target weeds, according to label directions.
- 4.4.4.i All Contractor personnel shall be properly clothed and wearing proper safety equipment during any and all applications.
- 4.4.4.j All mixing of chemicals and filling of tanks shall be performed off site or only in an appropriate area of the Cemetery as determined and directed by the COR.
- 4.4.4.k Performance of work shall not impede nor disturb any burials or memorial services, or burial operations at any time. As a general “rule of thumb” work should not take place within 1000 feet of the committal service area during a service, or during a ceremony in the Cemetery.
- 4.4.4.l The Contractor shall coordinate any watering requirements to activate chemicals, as needed. The Contractor shall schedule and perform this watering requirement.
- 4.4.4.m Plants, shrubs, trees, bushes, or other vegetative landscaping that are damaged or killed by the Contractor due to careless herbicide application shall be replaced with similar quality and size plantings at no additional cost to the government. The Contractor shall contact the COR prior to replacing any plantings.

- 4.4.5 Prairie Dogs, Gophers and Moles and any other Pest: Prairie dogs, gophers and moles and any other pest shall be controlled by accepted industry practices and standards appropriate for the pests present or by elimination of their food source through the use of pesticides. All measures to eliminate or

control pests shall be performed and supervised by a state licensed applicator/pest control specialist. The Contractor shall ensure that soil shall be tamped into holes and turf replaced or reseeded, or aggregate mulch replaced and tamped to ensure acceptable appearance at all times.

4.4.6 Notifications and Records:

- 4.4.6.a Signs shall be posted informing the public that a chemical has been applied (Date and Time of Application).
- 4.4.6.b The Contractor shall provide to the COR, in writing, a list of all herbicides, mixes, and related surfactants or other chemicals, along with the amount of product per acre, percentage of solution, and/or application rate per 1000 square feet (and/or per acre), prior to any and all applications being performed. The Contractor shall also provide the COR with a copy of the label for any and all herbicides and other chemicals or surfactants, prior to any and all applications being performed. The Contractor shall NOT begin any application without providing this information to the COR, and obtaining the approval of the COR to proceed.
- 4.4.6.c A written record of the application shall be delivered to the COR within five working days of application. The written record shall show the name of the company and the names and titles of the company's staff that performed the application. The written record shall show all areas treated, the chemicals used, and the temperature and the average wind speed during the time of application.

SECTION 5

LAWN MAINTENANCE: SODDING/SEEDING

5.1 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 responsible for and governed by all the requirements thereunder.

5.2 SCOPE

NCA STANDARD: Turf used shall be compatible with the geographic region and adheres to the Cemetery Master Plan, where applicable. Guidance from COR, Agronomist in Continental District, or Landscape Architects in NCA Central Office is adhered to regarding turf selection and installation.

Work consists of sod bed preparation and sodding/seeding of areas of the Cemetery where the turf has been disturbed or has died. In particular, all newly dug or refilled graves shall need resodding/seeding when the existing turf is not reusable and to standard. The Contractor shall be responsible for the removal and disposition of dead ground and shall refill the site with quality topsoil and perform the sodding/seeding to include the bare areas to insure a quality turf. Delivery tickets, indicating date, weight, analysis, purity, and vendor's name, etc. are to be submitted to the COR.

5.3 EQUIPMENT AND SUPPLIES

1.3.1. Kind of Sod/Seed (mix)

8.50%	Canada Bluegrass Reubens
17.00%	Creeping Red Fescue Boreal
36.00%	Tall Turf Fescue
38.50%	Perennial Ryegrass

Only cultivars of grass sod/seed that have been adapted in the State of Montana and certified by the State Agronomy Testing Laboratory will be accepted. Any substitution of sod/seed type, weight or application must be specifically approved by the COR in writing. Sod/seed is to be free of all noxious weeds. Tall Fescue is to be the primary grass to be developed.

5.4 PROCEDURE

- 5.4.1 The Contractor shall be responsible for mowing and watering all sodded/seeded areas and maintaining them in a healthy and vigorous condition.
- 5.4.2 The Contractor shall, at his own expense, replace any sod which has died or been damaged during the establishment period.
- 5.4.3 Healthy turf shall be re-established within 30 days on all grave re-openers during the growing season.

SECTION 6

LAWN MAINTENANCE: MOWING, TRIMMING & EDGING

6.1 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.

6.2 SCOPE

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 one-half an inch ($\frac{1}{2}$ ") above that range. Turf surrounding a headstone shall be trimmed to its recommended height. There shall be no signs of "grass burns" caused by mowers. There shall be no scalping of turf by mowers or trimmers.

The Contractor shall be responsible for mowing, edging and trimming all grass within the Cemetery and outside perimeter fence as specified by the COR and grounds map.

6.3 DEFINITIONS:

- 6.3.1 IMPROVED BURIAL AREAS include all burial sections of established turf with occupied gravesites all developed land, including turf, walks, beds, planter beds, drainage ditches, and tree/shrubs within and directly surrounding the burial areas.
- 6.3.2 IMPROVED SPECIALTY AREAS include highly visible areas, specifically: (1) Main Entrance, and Parking; (2) Flag Pole Areas; and (3) all developed land, including (but not all inclusive) turf, walks, beds, planter beds, drainage ditches, tree/shrub, roads, and plazas within and directly surrounding the specialty areas.
- 6.3.3 IMPROVED NON-BURIAL AREAS are defined as unoccupied burial sections including areas in front of and between these sections and all developed land to borders and wetlands, including drainage ditches.
- 6.3.4 UNIMPROVED/NATIVE TURF AREAS are defined as all undeveloped land to cemetery borders and wetlands, including drainage ditches, as identified on the Grounds Maintenance Map.

6.4 EQUIPMENT

- 6.4.1 Commercial grade rear discharge or mulching riding mowers may be used provided that they are not operated within six (6) inches of headstones, monuments, tree trunks or other vertical surfaces.
- 6.4.2 Commercial grade power trimmers and power edgers shall be used to trim grass from around headstones, monuments, etc. (see TRIMMING below).
- 6.4.3 Cutting blades on mowing and trimming equipment must be kept sharp so that grass tips are properly cut - not torn or damaged. Cutting heights of all mowing equipment shall be set according to heights specified below, or as instructed by the COR. The height of grass is what is measured to get correct cutting height.

6.5 PROCEDURE

- 6.5.1 Turf shall be cut to maintain heights as set forth below, or as instructed by the COR. The COR, with input from the Continental District Agronomist, shall direct the contractor on the particular height to mow at any given time:

<u>Cutting Height, Inches</u>	<u>Turf grass Species</u>
2.5 to 3"	Tall Fescue
3 to 8"	Native grass in ditch line and right-of-ways

- 6.5.2 Mowing will be inspected by the COR on an unscheduled basis during growing season, which is typically April through November. The growing season may require mowing weekly in Improved areas and monthly in Unimproved areas (see Attachment I). Mowing outside the growing season (i.e. during the winter months) may be required once or twice in Improved areas. Mowing should be performed often enough so that no more than 1/3 of leafage is removed at any one mowing. Turf in burial and specialty areas should 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 should be no more than half an inch above that range. For example, the height of Tall Fescue grass should be between 2.5 and 3.0". Grass is trimmed on borders.
- 6.5.3 Mowed areas shall be free of scalping, rutting, bruising, and uneven and rough cutting. Use of cutting equipment that is out of adjustment, thereby causing streaks or irregularities, uneven cutting, plowing, or gouging of the soil is not permitted. After cutting, grass will have a uniform height.
- 6.5.4 New seed/sod will be present at all newly buried gravesites, second interment gravesites, and repaired gravesite locations. New seed/sod areas shall be hand mowed until it is fully established to the point where it will not be damaged by riding mowers.
- 6.5.5 Contractor shall be familiar with and utilize different mowing patterns and shall change direction, change patterns, and vary mower wheel width patterns with after each mowing thereby reducing turf wear, prevent wheel rutting, and provide a neater appearance. All mowing around trees will be accomplished in a manner that prevents a "ringing pattern" around the tree and associated damage to turf.
- 6.5.6 There may be periods of excessive rainfall when the Contractor cannot access areas for mowing due to excessive wetness. The COR has the authority to stop work if weather conditions are such that work that day will do more damage than good to the Cemetery grounds. During these periods, the Contractor will be expected to ensure the grass is cut in less than a week's time once grass is suitable for mowing.
- 6.5.7 All streets, curbs, walkways, tree wells and shrub beds shall be edged inside and outside Cemetery grounds. COR will conduct random inspections of edging on an unscheduled basis.
- 6.5.8 All unmowed grass around headstones, monuments, and other vertical surfaces shall be trimmed/edged to keep the grass at the height standard described herein without scalping between stones or around stones. The finished height of the trimmed grass will exactly match the height of the mowed grass. Areas will be mowed first, followed by the trimming operation.
- 6.5.9 Care and maintenance of shrubs. All non-flowering shrubs shall be trimmed monthly during the growing season or as needed to maintain healthy, uniform growth and appearance. All flowering shrubs shall be maintained as needed during the growing season to promote flowering, and maintain uniform growth, and appearance. All flowering shrubs shall be trimmed/pruned at the end of the growing season (flower production) to maintain healthy, uniform growth, and appearance. Shrub areas

shall be kept free of shrub trimmings or any other debris. Shrubs shall be properly fertilized two (2) times per year with proper slow release type shrub fertilizer; one (1) application in Spring, and one (1) application in Fall.

- 6.5.10 The parking lot, flagpole bases, interment area, and roads shall be cleaned up of grass clippings and leaves after mowing, weed-eating, edging, and trimming.
- 6.5.11 All streets, curbs, walkways, gravel curbing, tree wells, irrigation valve boxes, structure lines, and planting beds shall be stick-edged. Edging shall provide a clear zone ½” to 1” wide by 2” to 3” deep with all vegetation removed from joints and cracks. Damage to asphalt/concrete shall be avoided. Edging events will be completed as ordered by the COR. The first edging cycle will be completed approximately at the start of the mowing season, the second cycle one week prior to Memorial Day, the third during the month of July, and a fourth edging during the month of September. At least two additional edging events may be scheduled by the COR. The exact dates will be provided by the COR.

SECTION 7

IRRIGATION SYSTEM MAINTENANCE & OPERATION

7.1 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.

7.2 SCOPE

The Cemetery is an improved area requiring irrigation and shall receive sufficient amounts of water as necessary to present turf with a uniform green color without browning, no barren areas (where there is supposed to be turf) resulting from lack of water, and healthy foliage for trees, bushes, and plants. The irrigation system is supplied by city water, there is a main shut-off valve at the southside of the parking lot, approximately 10 electric control valves for each zone which the operate rotors and spray heads; and the central irrigation controller is near the main entry. The Contractor is responsible for maintaining the irrigation system in full working order and providing adequate coverage to maintain turf with a uniform green color without browning or barren areas, and adequate flow for trees, bushes, and plants. The Government will provide general training on the use of the Cemetery irrigation system. The Contractor's use of the Cemetery irrigation system shall be mandatory.

7.3 PROCEDURE

- 7.3.1 The Contractor shall coordinate with the COR prior to the Contractor charging up the irrigation system. The Contractor shall commence charging of systems (weather permitting) no earlier than April 1, with all irrigation lines charged by April 30. The Contractor shall inspect irrigation system for proper operation on a daily basis throughout the irrigation season (typically April 1 through October 31 annually).
- 7.3.2 The Contractor shall coordinate with the COR prior to the Contractor winterizing the irrigation system. The Contractor shall commence winterizing systems (weather permitting) no later than October 31, with all irrigation lines winterized according to manufacturer's recommendations.
- 7.3.3 The Government does not guarantee 100 percent coverage by irrigation systems. The Contractor shall ensure all improved areas receive water and shall further prevent runoff into the streets or drainage ditches, or accumulation of water in low areas. The Government retains the right to operate all irrigation systems, to include the timers or main valves. The Contractor shall adjust watering times such that all systems have adequate pressure to function properly and do not reduce pressure in water mains such to cause operational problems. The irrigation schedule set at the main controller shall be adjusted in coordination with the COR.
- 7.3.4 The Contractor shall seek to improve the efficiency of the irrigation system. Irrigation heads shall be adjusted whenever their coverage or volume is inadequate or too plentiful. The Contractor shall abide by any local, state, or other water agency regulations or controls in force at the time of this contract.
- 7.3.5 Due to certain functions, events and practices, special request for timers and sprinkler systems adjustments may be required to meet these activities.
- 7.3.6 The Contractor shall provide all labor supervision, equipment, parts, replacement parts, materials, etc. to maintain sprinkler heads, bubblers, sprayers, and riser connections as necessary to eliminate obstructions, leaks, and other defects which would prevent proper operation of the irrigation system, at no additional cost to the Government. Sprinkler heads, bubblers and sprayers shall be maintained clear

of dirt and other debris for approximately 1 inch around their outside circumference. Contractor shall notify the COR when a head cannot be repaired or maintained to functional condition and a replacement head is necessary. Replacement sprinkler heads, bubblers, and sprayers shall be of the same make, manufacturer, model, flow rate, and spray pattern as existing. The Contractor shall plan for replacing approximately 10% of the sprinkler heads. Additional costs for replacement heads above 10% when needed shall be addressed on a case-by-case basis through the changes clause of this contract.

- 7.3.7 The Contractor shall provide all required labor, supervision, equipment, parts, replacement parts, materials, etc. to maintain the installed sprinkler system, to include, but not limited to, valve systems, underground piping, sprinkler heads, bubblers, sprayers, and riser connections. Any damage to such systems caused by the Contractor shall be repaired or replaced by the Contractor at no expense to the Government. The Contractor shall promptly report damage to or malfunction of any sprinkler system to the COR. The Contractor shall operate and maintain the irrigation systems in good working order and repairable condition at all times. The Contractor shall exercise all manual control and shut-off valves at least twice per year according to American Water Works Association (AWWA) guidelines. Exercising the valve is operating the valve at least on full cycle until the valve operates freely with little resistance; this may take several full cycles and should be done slowly to avoid damage due to water hammer. Hoses, portable sprinklers, portable pipe, and similar irrigation equipment shall be removed from areas at the end of each workday or when not actually in use. All valves, covers, and valve box covers shall be kept closed at all times except when in actual use.
- 7.3.8 The Contractor shall repair the sprinkler system by locating and repairing defective and broken electric and manual valves, valve control boxes, irrigation valve pit covers, controller, controller boxes, electrical wiring (between timer and valves), controller pedestals, sprinkler heads, bubblers, sprayers, risers, water lines, automatic and manual drains, backflow preventers, air vacuum breakers, all types of fittings (tees, unions, ells, nipples, clamps, etc.), and pipes. Sprinkler heads and valve control boxes shall be flush with the ground and level. The Contractor shall clean out sprinkler heads, bubblers, sprayers, and nozzles when plugged with debris. The Contractor shall regularly clean out or replace sprinkler head/sprayer filters. The Contractor shall regularly clean accumulated sediment from the valve boxes. When repair is not possible the Contractor shall notify the COR and additional costs for replacement parts shall be addressed on a case-by-case basis through the changes clause of this contract.
- 7.3.9 The Contractor shall respond within thirty (30) minutes during business hours and within two (2) hours during non-duty hours, after notification, for repairing leaks, breaks, faulty controllers, valves not completely shut off or controllers identified as being stuck in the "on" position. When it is determined that there is a leak, break or stuck "on" situation, the Contractor shall immediately isolate the irrigation line using the nearest isolation gate valve at no additional cost to the Government. Additional costs for line or valve replacements shall be addressed on a case-by-case basis through the changes clause of this contract. The Contractor may be required to flush out the systems with either water pressure, air pressure, or both to remove accumulation of debris from the water lines as a result of water line breaks. Faulty water main supply valves are the Government's responsibility.

SECTION 8 LEAF COLLECTION

8.1 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.

8.2 SCOPE

NCA STANDARD: All turf, roadways, sidewalks, courtyard(s), and service area(s) shall be free of debris (i.e. leaves, nuts, fallen branches and trash).

Work consists of collecting and removing from the Cemetery grounds and the immediate area outside the Cemetery fence, all fallen leaves, nuts, and twigs as frequently as necessary to keep a debris free appearance. Random and unscheduled inspections will be conducted by the COR.

8.3 GENERAL REQUIREMENTS

Leaf collection and removal shall be accomplished from January 1 through December 31 annually. All fallen leaves shall be removed during this period, except when delayed by the onset of severe weather conditions. The Contractor shall schedule removal work accordingly.

8.4 PROCEDURE

- 8.4.1 Leaves, nuts, and twigs shall 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 which includes right of way outside Cemetery fence. Any accumulations of mulched leaves shall be removed from the Cemetery grounds and properly disposed of.
- 8.4.2 The Contractor shall inspect all areas of the Cemetery grounds during this period and ensure that there are no accumulations of leaves in any area.

SECTION 9 PLANT MATERIAL MAINTENANCE

9.1 GENERAL

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

9.2 SCOPE

NCA STANDARD:

- Trees and shrubs are to be maintained in a healthy, vigorous condition free of pests and disease.
- Trees and shrubs shall be trimmed and maintained at a proper size and shape for its particular size and type according to industry standards.
- Trees shall be maintained in a condition free of broken limbs or branches.
- Ornamental trees and shrubs shall be maintained so that they enhance and do not detract from the appearance of public areas.
- Ornamental trees and shrubs shall be pruned in a manner that ensures they do not pose a hazard to staff and visitors.
- Woodland areas are maintained so that they enhance and do not detract from public areas.
- Cemetery planting beds are well maintained and attractive.
- High maintenance areas, in which turf is not a part of the Cemetery design, shall be maintained in a manner that is appropriate for the medium in place.

Work consists of, but is not limited to, maintaining shrubs and trees in a healthy and attractive condition by proper watering, pruning, removal of dead branches, cultivation and mulching. Notify COR of any pest infestation in trees and obtain further guidance from the COR.

9.3 GENERAL REQUIREMENTS

Personnel shall be properly trained in the operations they are to perform. If pesticide sprays are used, the person in direct charge shall be licensed by the State.

9.4 EQUIPMENT

- 9.4.1 All necessary equipment for this maintenance performance shall be furnished by the Contractor unless specifically stated otherwise.
- 9.4.2 All cutting tools shall be kept sharp and properly functioning.
- 9.4.3 Materials for spraying and fertilizing shall be supplied by the Contractor and proper records kept in accordance with state regulations.

9.5 PROCEDURE

- 9.5.1 Trees shall be kept free of suckers and broken branches.
- 9.5.2 All cuts shall be made according to ANSI A300 Standards.
- 9.5.3 The saucers (watering basins) around newly planted trees shall be kept free of grass and weeds. Shredded pine or fir bark mulch (or equivalent) shall be added when required and/or ordered by the COR or his authorized representative. No bark chips or nuggets shall be allowed.
- 9.5.4 All new trees shall be staked (as indicated in Department of Memorial Affairs Standard Specifications – obtained from the COR). Any tree showing adverse effect from high winds shall also be staked. Trees, which have been damaged in any way, shall be reported to the COR, or his authorized representative. All plant material destroyed by the Contractor shall be replaced at Contractor's cost.
- 9.5.5 Hedges shall 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, leaves and all weed growth. Weeds and their root system shall be removed.
- 9.5.6 Beds containing shrubs shall be kept attractive and free of weeds. Any cultivation shall be generally shallow to avoid any damage to roots. 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 Contractor as funds are available.
- 9.5.7 All shrubs 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.

SECTION 10

PRUNING STANDARDS FOR SHADE TREES

10.1 GENERAL

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

10.2 SCOPE

NCA STANDARD: Trees and shrubs are to be maintained in a healthy, vigorous condition free of pests and disease. Trees and Shrubs shall be trimmed and maintained at a proper size, form and shape for its particular size and type according to industry standards. Trees shall be maintained in a condition that is free of broken limbs or branches.

Pruning should focus on maintaining tree structure, form, health and appearance by: Removal of dead, dying, diseased branches by the Contractor.

10.3 GENERAL REQUIREMENTS

10.3.1 Contractor is required to maintain trees up to a maximum height of 15 feet. Any tree maintenance required above 15 feet shall be reported to the COR.

10.3.2 The types of pruning generally used in the tree industry are as follows: Crown Cleaning, Crown Thinning, Crown Raising, Crown Shaping and Crown Restoration as found in ANSI A300 standards.

10.4 PROCEDURE

10.4.1 **CROWN CLEANING:** Crown Cleaning shall consist of the selective removal of one or more of the following items: dead, dying, diseased, weak branches and water sprouts from a tree's crown.

10.4.2 **CROWN THINNING:** Crown Thinning shall consist of the selective removal of branches to increase light penetration, air movement and reduce weight.

10.4.3 **CROWN RAISING:** Crown Raising shall consist of the removal of the lower branches of a tree in order to provide clearance.

10.4.4 **CROWN SHAPING:** Crown Shaping reduces the height and/or spread of a tree. Consideration should be given to the ability of a species to sustain this type of pruning. The Contractor shall not be required to reduce the height of a tree. The Contractor shall only reduce the spread of a tree, as needed to perform proper crown raising (removal of bottom branches for clearance), if any.

10.4.5 **CROWN RESTORATION:** Crown Restoration should improve the structure, form and appearance of trees that have been severely headed, vandalized or storm damaged.

10.5 METHODS

10.5.1 When pruning/trimming trees, drop crotch as much as possible and avoid cutting back to small suckers. Remove smaller limbs and twigs in such a manner as to leave the foliage pattern evenly distributed.

10.5.2 In pruning/trimming the bottom branches of trees for under clearance, care should be given to symmetrical appearance, and cuts should not be made so large they shall prevent normal sap flow. The

under clearance of trees shall be maintained at ten (10) to fifteen (15) feet, depending on the species and maturity of the trees, and as instructed by the COR. The bottom canopy shall be trimmed/pruned to maintain consistent height from ground level throughout the canopy.

- 10.5.3 When trimming/pruning any diseased and/or insect infested/damaged branches, care shall be taken to properly clean and sanitize all cutting tools before and during the operation to prevent spread or transfer of any disease and/or insects to other healthy plant tissue or plant material.
- 10.5.4 Newly planted and younger developing (non-mature) trees shall be trimmed/pruned to promote healthy, vigorous, and aesthetically pleasing growth and shape, keeping in mind the species of the tree. Remove any inward growing or crossing branches. Crown-raising on newly planted or younger developing trees shall only be done to promote proper growth, and not to specifically meet above stated ground clearance.

SECTION 11 REFILLING SUNKEN GRAVES

11.1 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 responsible for and governed by all the requirements thereunder.

11.2 SCOPE

Work consists of refilling sunken graves with suitable soil to match existing adjacent graves. The Contractor shall check the Cemetery grounds for holes and washouts and shall fill them immediately.

11.3 GENERAL REQUIREMENTS

11.3.1 A sunken grave is defined as any gravesite that has receded two (2) inches or more from the existing adjacent grade. Standard graves excavated and backfilled are approximately three and one-half feet wide and approximately eight feet long. The Contractor shall identify sunken graves requiring repair.

11.3.2 Refilling of sunken graves shall be accomplished as soon as practicable.

11.4 PROCEDURE

Sunken graves shall be filled with approved select backfill and tamped to within two (2) inches of established grade. Topsoil shall be added to bring the gravesite to established grade. The disturbed area shall then be raked free of stones and any debris larger than one (1) inch measured in any direction. The area shall then be sodded/seeded as specified. (See LAWN MAINTENANCE: SODDING/SEEDING). When possible, sod should be removed and replaced. Area should be tamped level after filling the hole.

SECTION 12 TRASH AND DEBRIS REMOVAL

12.1 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.

12.2 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 (reference Attachment H).

12.3 REQUIREMENTS

- 12.3.1 All trash, debris, contents of trash cans, dead or unsightly flowers and fallen tree limbs shall be removed from within the developed portion of the Cemetery grounds daily or more frequently as necessary. All trash, etc. shall be removed from the ditch line and right-of-way (unimproved areas shown on the map) about every two weeks or more frequently as necessary.
- 12.3.2 All flora decorations shall be removed as needed and/or in accordance with Cemetery floral regulations.
- 12.3.3 The Contractor shall provide the necessary labor and suitable conveyance each workday for pickup of this debris from the Cemetery grounds. A dumpster placement area is available at the Cemetery within the contractor laydown area.
- 12.3.4 Removal of debris and disposal away from the Cemetery grounds shall be the responsibility of the Contractor.
- 12.3.5 All walkways, roads, and parking areas shall be swept prior to interment services or on a weekly basis, whichever is more frequent.
- 12.3.6 Storm Clean-Up (wind, rain, hail, snow, ice, etc.): Cemetery grounds 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.
- 12.3.7 Cemetery grounds area includes all of the Cemetery property to include surrounding areas of inside and outside the fence to the parking lot. (See Attachment I).

SECTION 13 SNOW AND ICE REMOVAL

13.1 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.

13.2 SCOPE

Work consists of removal of snow and ice from the roads, all concrete flag pole walkway and structures. In the event of an interment during the snow season, the Contractor shall be responsible for clearing passages from the roadway to the gravesite. All work shall be completed in a workman like manner consistent with customary industry practices.

13.3 GENERAL REQUIREMENTS

- 13.3.1 Contractor shall begin plowing as soon as the snow or ice reaches a depth of 2 inches, regardless of the time of the day of the week, during daylight hours. Snow removal shall be accomplished by using a plow attached to a tractor or a self-propelled unit, snow blower or shovel. The tractor or self-propelled unit shall be restricted to paved areas.
- 13.3.2 For snowfalls of 2"-6" depth, all snow shall be plowed away from the cemetery area and pushed to the farthest end of the parking lot. No snow shall be piled up and stacked around light posts, or onto islands or landscaping.
- 13.3.3 Anti-Icing: The Contractor shall pre-treat concrete walkway surfaces immediately prior to a snow or ice event with a liquid anti-icing chloride solution that shall not stain or damage turf, shrubbery, trees, walkways and driveways.
- 13.3.4 Ice removal shall be accomplished by applying a de-icer. This chemical must be of the type that will not stain or damage turf, shrubbery, trees, walkways and driveways, headstones.
- 13.3.5 Contractor shall take precautions to prevent damage to roadways, sidewalks, curbing, trees, and headstones by equipment used to remove snow and ice. Contractor shall be responsible for repairing any damage caused by equipment in the performance of snow and ice removal.

SECTION 14
COMMITTAL SERVICES
SET-UP AND TEAR DOWN

14.1 GENERAL

Committal services are held at the west side of the Cemetery outside of the main fence. These services are typically brief, wherein an officiant such as a minister, celebrant, funeral director, or family friend may read a poem or religious text, or share a brief eulogy. The Contractor shall be responsible for preparing the designated committal service area with Government-provided supplies to accommodate the funeral party.

14.2 GENERAL REQUIREMENTS

14.2.1 The contractor shall setup the gravesite service and prepare the area for viewing no less than one and one half (1 ½) hours prior to the scheduled service.

14.2.2 Setup for the committal service consists of the following

14.2.2.1 Place the wooden planking around the excavated grave to facilitate placing the casket over the grave.

14.2.2.2 If the interment is full casket, place and set the lowering device and safety straps/devices (see *Interments*).

14.2.2.3 Cover the soils and or suitable material with the green tarp or green fiber fabric.

14.2.2.4 Ensure that all open excavated full-casket gravesites are properly protected and secured to prevent unauthorized access to the excavation by the funeral party using temporary stations and chains, and boarding over the excavation.

14.2.2.5 Place the sheets of plywood to provide a form of flooring for the seating area

14.2.2.6 Cover the planking and the flooring with the artificial greens

14.2.2.7 Place the eight (8) folding chairs for the next of kin and immediate family members

14.2.2.8 Set up the 10-foot x 10-foot tent or canvas canopy over the chairs and flooring, and secure from the wind with guy lines, and ground stakes or weights

14.2.2.9 Place the church cart and set it up for casket and or cremains; drape the green fabric over the church cart.

- 14.3 Immediately after the setup is complete, the entire site shall be reviewed by the Contractor and the COR or the cemetery representative who will handle the services. Safety hazards shall be identified and eliminated when possible. Those that cannot be eliminated such as guy lines for the tent or canopy, ground stakes for the guy lines, etc., shall be provided with some sort of flagging devices to ensure that members of the funeral party will see them and not trip over them.
- 14.4 The Contractor shall designate a member of his/her staff to keep visitors away from open the gravesite(s) prior to the service. This person shall remain on duty until the gravesite is ready for viewing.
- 14.5 After the service and the remains are lowered into the gravesite, the excavation is backfilled, and the final dress-up is completed, the Contractor shall disassemble the setup, and neatly stack and secure all items for pick-up by the Government or third party.

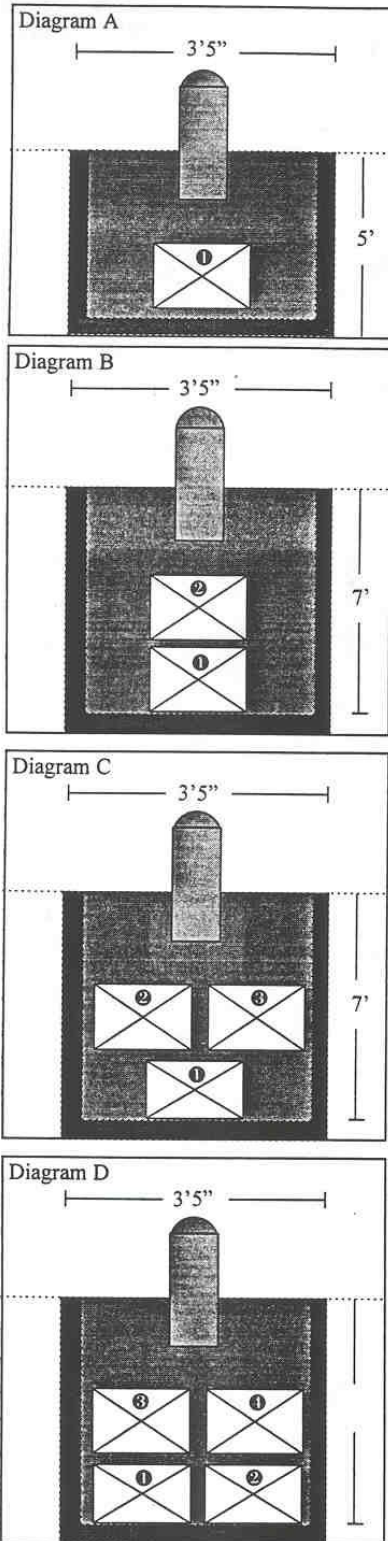
Examples:





TECHNICAL SPECIFICATION EXHIBITS	
EXHIBIT NUMBER	EXHIBIT TITLE
A	Gravesite and Interment Diagram
B	Upright Headstone Installation Details for Turf
C	Plan View – Upright Headstone Burial Section Layout and Realignment
D	Elevation View – Upright Headstone Burial Section Vertical Alignment

EXHIBIT A GRAVESITE AND INTERMENT DIAGRAM



1. DIAGRAM "A" shows a single burial when no future interment is expected. The burial is made in the center of the site at a depth of 5 feet.

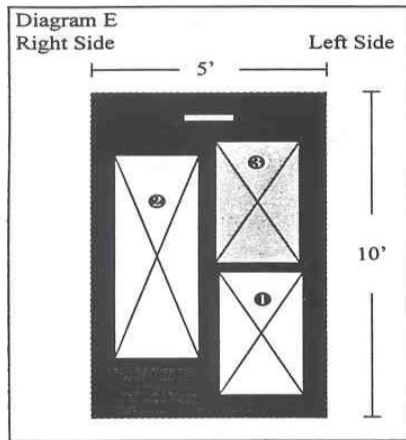
2. DIAGRAM "B" shows normal burial of two remains as in the case of a service connected person and spouse. The first interment is made in the center of the site at a depth of 7 feet. When the second interment is made the grave will be reopened to a depth approximately 2" from the top of the first casket, leaving a thin layer of earth between the two as shown.

3. DIAGRAM "C". If, at the time of the second interment, it is expected that a third interment will be made, the second remains will be placed at the extreme edge of the site, leaving room for the third at the opposite side as shown in Diagram "C". In the infrequent case when a third interment is found necessary after two burials have been made as shown in "B", the grave will be opened sufficiently to permit moving the No. 2 interment to the side to provide room for No. 3. Conditions will again obtain as in "C".

4. DIAGRAM "D". The conditions shown in "D" will occur only rarely, and usually when 2 minor dependents predecease their parents or in extremely rare cases when an accident takes the lives of the entire group.

5. DIAGRAM "E". When the remains are in a small casket, they will be placed in the lower corner of the gravesite, as a 5 ft. depth, permitting room for additional like burials at the head of the first. The two adults would be buried in the other side, the first at 7 ft. and the second at 5 ft.

6. When it is necessary to make side-by-side burials in a single gravesite, extreme care will

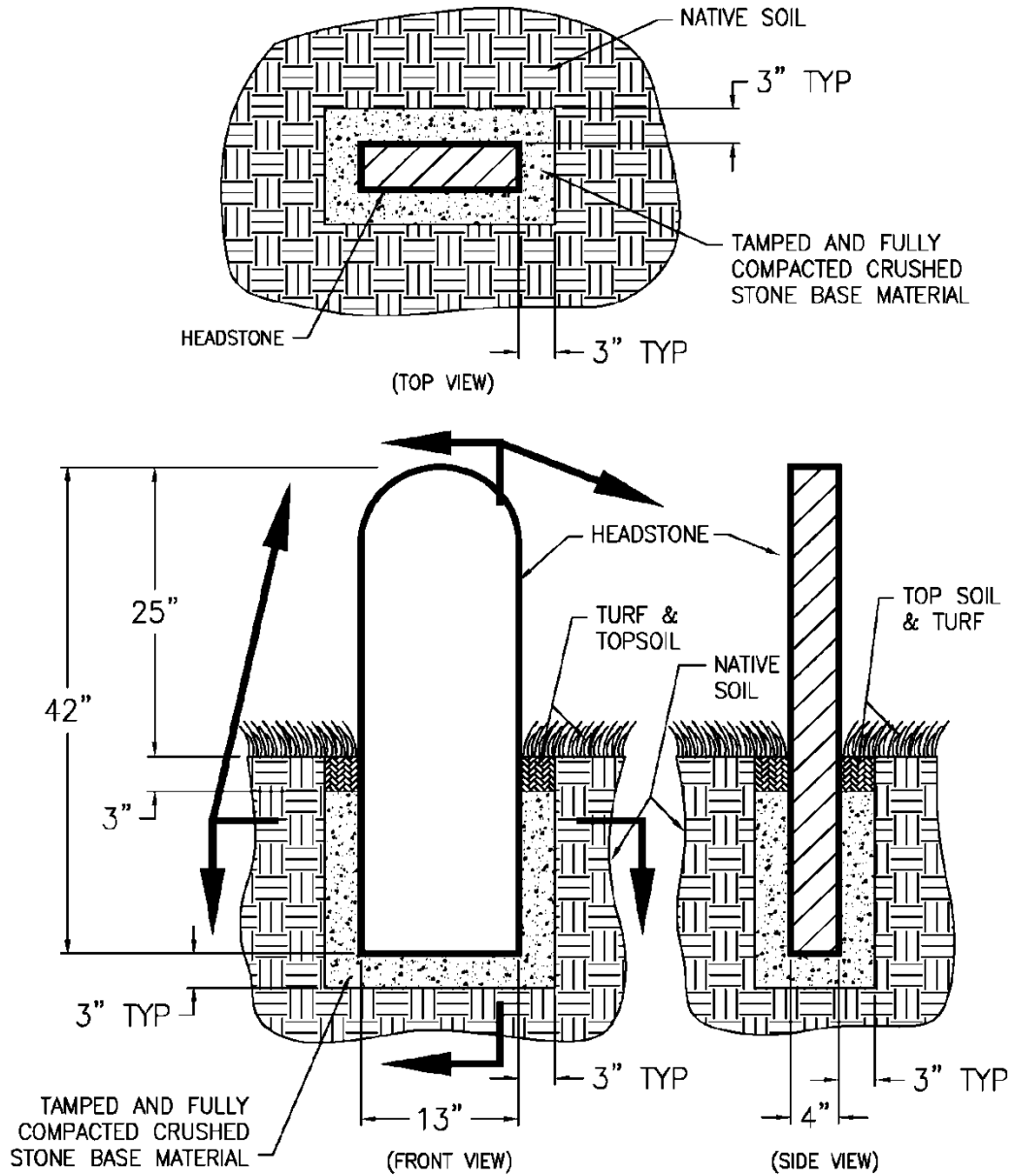


be exercised to accurately locate the sideline of the site. Where a burial vault is used in such cases, it may be necessary to encroach several inches on adjacent site(s). This is permissible provided the site encroached upon has been or will be utilized as shown in "A" or "B".

7. Unusual conditions may require occasional deviations from the method indicated.

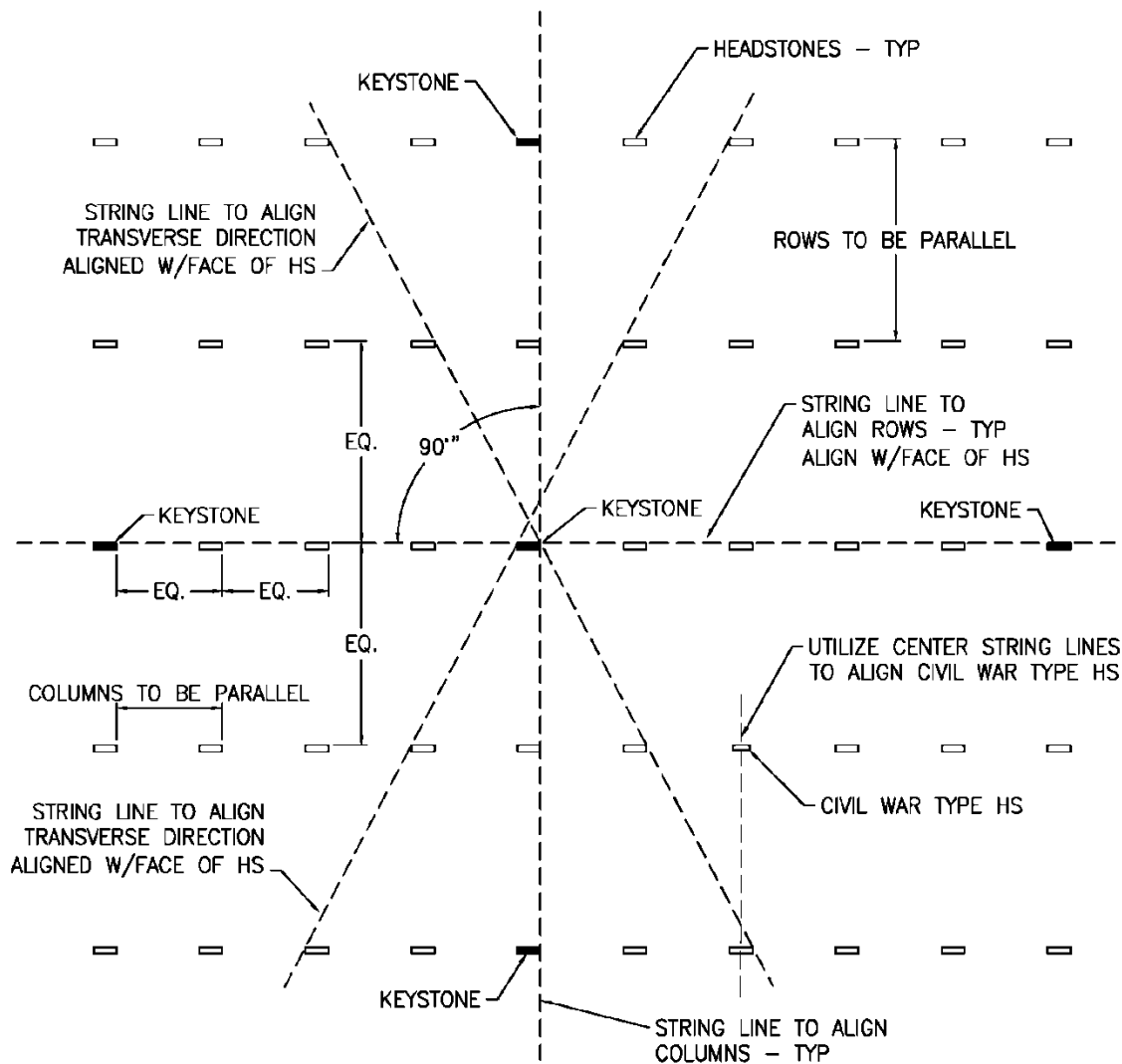
For cases not covered herein, which cannot be satisfactorily resolved locally, the Contractor shall consult the Director, National Cemetery Continental District - NCA, Denver, CO, or his authorized representative for advice on determination of action to be taken.

EXHIBIT B
UPRIGHT HEADSTONE INSTALLATION DETAILS FOR TURF



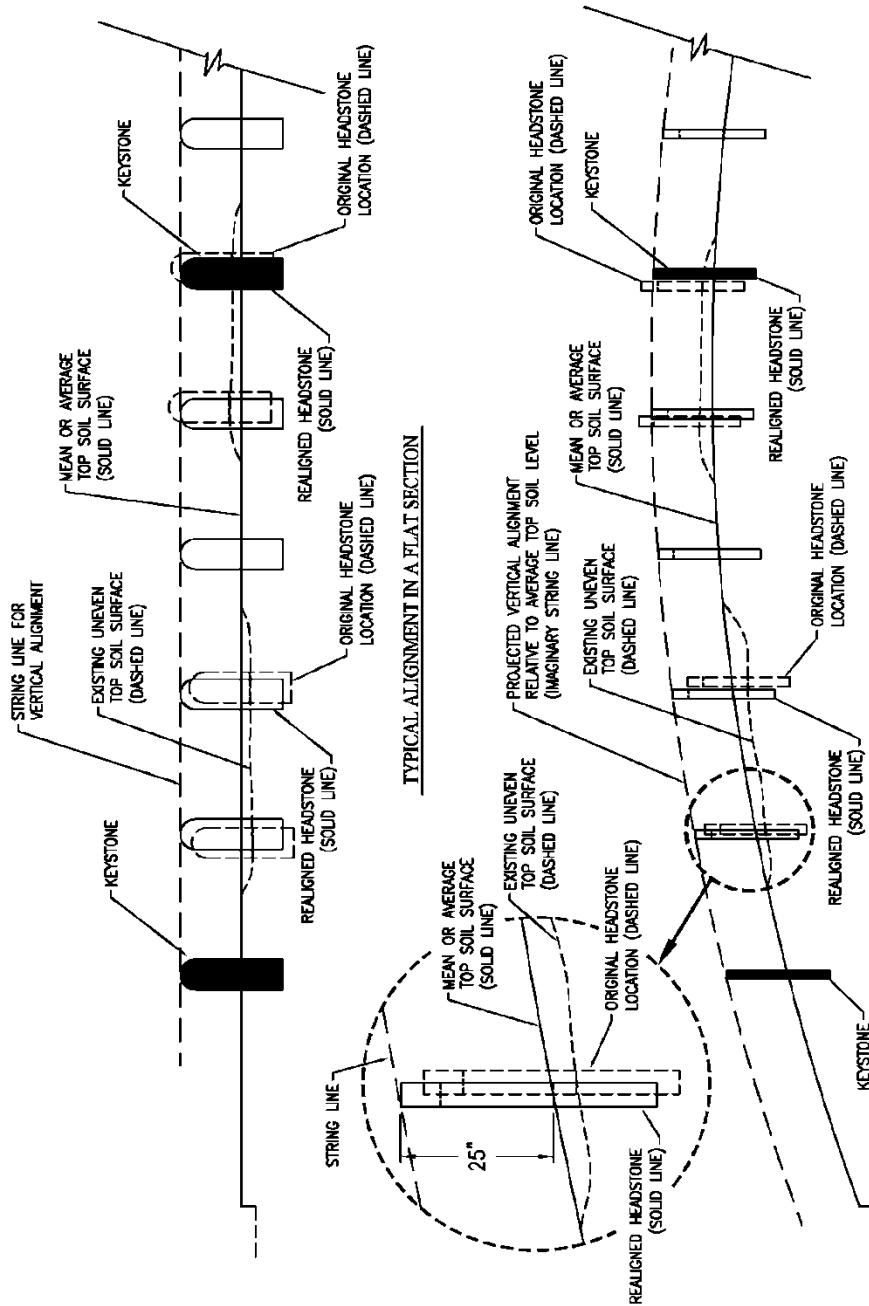
INSTALLATION DETAILS
UPRIGHT HEADSTONE

EXHIBIT C
PLAN VIEW – UPRIGHT HEADSTONE BURIAL SECTION LAYOUT AND REALIGNMENT



PLAN VIEW
UPRIGHT HEADSTONE
BURIAL SECTION LAYOUT AND REALIGNMENT

EXHIBIT D **ELEVATION VIEW – UPRIGHT HEADSTONE BURIAL SECTION VERTICAL ALIGNMENT**



ELEVATION VIEW
UPRIGHT HEADSTONE
 BURIAL SECTION LAYOUT AND REALIGNMENT

ATTACHMENT (C)
PERFORMANCE WORK SUMMARY PLAN

1. The purpose of this attachment is to:
 - A. List the contract requirements considered most critical to acceptable contract performance.
 - B. Show, where applicable, the maximum allowable degree of deviation from perfect performance for each requirement that shall be allowed by the Government before contract performance is considered unsatisfactory.
 - C. Define the procedure the Government shall use in reducing the Contractor's monthly payment if satisfactory performance is not rendered and/or minimum acceptable level is not obtained.
2. The Government's quality assurance procedures are based on actual performance of the contract and all areas shall be reviewed periodically, (e.g. weekly, monthly, quarterly, semi-annually, etc.).
3. The criteria for acceptable and unacceptable performance are as follows:
 - A. Contract requirements. The criteria for requirements are the level of performance deemed acceptable to the Government.
 - B. If the quality of work does not comply with the contract requirements the Contracting Officer's Representative shall initiate and the Contractor shall be required to complete a Contract Discrepancy Report (CDR).
 - C. The CDR shall require the Contractor to explain in writing why performance was unacceptable, how performance shall be returned to an acceptable level, and how recurrence of the problem shall be prevented in the future. The Contractor shall not be paid for services not rendered in accordance with the standards set forth in this contract.
 - D. If the level of performance is deemed unacceptable to the Government concurrent with two unsatisfactory ratings, monthly payment shall be reduced for unsatisfactory performance by the percentage as shown in the charts below.

PERFORMANCE STANDARD CHARTS

Performance Objective	Minimum Acceptable Level, MAL (Performance Standard)	Method of Assessment	Remedy
Ground maintenance	95% of the turfgrass area is maintained to the following requirements: Turf is maintained within one inch (1”) of the recommended mowing height. 98% of all unmowed grass around upright headstones, monuments, section markers, and other vertical surfaces within the gravesite sections, other site structures, curbs and drives are trimmed to match the exact height of adjacent mowed turfgrass.	Periodic surveillance and verified customer complaints	Re-performance within 1 work day of notification. Document performance in CPARS.
Pre and Post Emergent Herbicide Applications	The Cemetery is generally weed-free and weed population does not distract from the overall appearance of the Cemetery. Proper herbicide is applied in such a manner as to bring about the total control of all broadleaf and grassy weeds in the improved turf areas of the Cemetery. Repeat, follow-up, and/or spot spray herbicide applications, as needed, have been applied.	100% inspection	Repeat, follow-up, and/or spot spray herbicide applications, as needed within 2 work days of notification. Document performance in CPARS.
Fertilizer Applications	Proper fertilizer is applied at the appropriate rate and in a manner that achieves uniform coverage throughout the area of application.	100% Inspection	Re-performance within 2 work days of notification. Document performance in CPARS.
Set New Initial and Replacement Upright Headstones	95% of all upright headstones are properly installed upon initial inspection: a) Uniform in height of 25 inches above finish grade with inscriptions visible; b) vertically aligned with adjacent headstones in section to create smooth	100% Inspection	Re-performance within 1 work day of notification. Document performance in CPARS.

	<p>and “pleasing” top line while compensating for ground contours; c) Aligned laterally in both directions and transversely/diagonally with the headstones on other gravesites within 1/8 inch; d) Plumbed within one degree of fully vertical when measured on front and sides using a digital level; e) Excavated, backfilled, and tamped correctly.</p> <p>100% of identified issues are corrected and re-inspected/approved within 5 work days.</p>		
Headstones cleaning	Cleaning all headstones to remove objectionable material and discoloration, such as environmental deposits, accumulations of bird droppings or dirt/mud, tire and hose markings, grass stains, residue from trees, mold, mildew, moss, algae, lichen, fungus, and so forth.	Periodic Validation, customer complaint	Re-performance within 2 work day of notification. Document performance in CPARS
Interment, grave excavation and backfilling	Gravesite is ready for viewing by next of kin within 1 ½ hours after the interment service 90% of the time.	100% Inspection	Re-performance within 1 work day of notification. Document performance in CPARS.
Sunken Graves	Gravesite is ready for viewing by next of kin within 5 working days after identified issue is noticed.	100% Inspection	Re-performance within 1 work day of notification. Document performance in CPARS.
Placement and removal of gravesites flags	A small flag shall be placed on each gravesite not more than three (3) days prior to Memorial Day and shall be removed on the first workday following Memorial Day, weather permitting.	100% Inspection	Re-performance within 2 hours of notification

Plant & tree maintenance	Plants and Trees are 85% free of pests and are maintained at a healthy, shaped and trimmed to proper height and shape for size and type of tree.	Periodic surveillance	Re-performance within 2 work day of notification. Document performance in CPARS
Leave collection and disposal	Collect and remove from the cemetery grounds and the immediate area outside the cemetery wall, all fallen leaves, nuts, and twigs as frequently as necessary to keep a debris free appearance	Periodic Validation, customer complaint	Re-performance within 2 work day of notification. Document performance in CPARS
Floral collection and disposal	Removing and disposing of all floral arrangements, floral holders, and grave decorations placed at gravesites in accordance with cemetery floral regulations	Periodic surveillance	Re-performance within 1 work day of notification. Document performance in CPARS
Snow and Ice Removal	80% of all areas designated in technical specifications are free of snow and ice.	Periodic Validation, customer complaint	Re-performance within 2 hours of notification
Operate and maintain irrigation system	The irrigation system is maintained in an operable condition and sprinkler heads spray patterns are properly adjusted to prevent water waste. Sprinkler system repairs are completed within 4 calendar days from date of failure.	Periodic Validation, customer complaint	Re-performance within 1 work day of notification
Report Submittals	Turns in all required submittals 95% of the time.	Quality assurance reviews	Document performance in CPARS.
Safety Maintained during operations	No accidents or incidents due to Contractor's failure to take safety precautions.	Random quality inspections	Document performance in CPARS.

ATTACHMENT (D)
QUALITY ASSURANCE SURVEILLANCE PLAN

PERFORMANCE OBJECTIVE	INDICATORS OF SUCCESS
GROUPS MAINTENANCE SERVICES	
TURF MAINTENANCE	
FERTILIZING Fertilizing – three times per year (spring, summer, and fall) Soil Amendments – early fall or winter as indicated by soil testing.	Report provided on appropriate form to the COR within 5 working days
WEEDING Weed treatment – Pre-emergent two (2) per year (early spring and early fall) Post-emergent – three (3) per year (spring, summer, fall) with any additional spot treatments to maintain relative weed free.	Turf in burial and other public areas is 95% weed free. Pest and disease-free turf covers at least 95% of the area.
PRAIRIE DOGS/GOPHERS/MOLES/PESTS	Control or elimination pests using recommended industry standard practices by a licensed pest control specialist; report provided to COR on appropriate form within 5 working days. Soil tamped into holes and turf replaced or reseeded to insure acceptable appearance at all times.
PESTICIDES AND HERBICIDES	Record of pesticides/herbicides applied (type, amount, application area, weather conditions) furnished to COR within 5 days of application. Appropriate signs posted informing public of the time and date the chemical was applied.
MOWING	Mowing inspection reveals compliance with NCA standards for grass height. Inspections shall be during growing season (April through October), unless otherwise determined by COR. Turf in burial and public areas is maintained at a height of 2½ to 3 inches, or as instructed by the COR. Contractor has mowed, edged and trimmed all grass within the Cemetery and outside perimeter enclosure fence as specified by the COR.

PERFORMANCE OBJECTIVE	INDICATORS OF SUCCESS
	All turf areas are mowed such that no more than 1/3 of the height of the grass is removed at any one mowing.
	Evident grass clippings, leaves, fallen branches and trash have been removed.
	Contractor has mowed and trimmed the unimproved native turf areas outside the Cemetery fence, to the road as specified by the COR.
EDGING	Inspections reveal edging of streets, curbs, walkways, tree wells and shrub beds have been edged both inside and outside Cemetery.
	Evident grass clippings/leaves have been removed from walkways (inside and out), flagpole bases, interment area and roads.
TRIMMING/EDGING	Unmowed grass around headstones, monuments, and vertical surfaces has been trimmed to a height of 2 ½ to 3 inches.
	The readability of the headstone is not obstructed
	There are no signs of turf being “scalped” by string trimmers.
	Shrubs have been trimmed monthly during summer months/growing season. Trimnings have been removed and kept free of debris both in and around shrubs.
SODDING & SEEDING	All newly dug or refilled graves have been properly re-sodded or seeded with quality sod/seed to insure quality turf. Sod/seed is free of noxious weeds.
	Contractor has removed and disposed of all dead turf and has replaced any sod which has died or has been damaged during the establishment period.
	Delivery tickets indicating weight, analysis, purity and vendor’s name, etc. have been submitted to the COR within 2 days of analysis.
LEAF COLLECTION	All fallen leaves/twigs have been collected and removed from the grounds and the immediate area outside the Cemetery between Jan 1 and December 31 of the calendar year, except when delayed by the onset of severe weather conditions.

PERFORMANCE OBJECTIVE	INDICATORS OF SUCCESS
PLANT AND TREE MAINTENANCE	
PLANT MATERIAL MAINTENANCE	Trees are kept free of suckers.
	All cuts have been made to ANSI A300 Standards.
	Watering basins around newly planted trees are free of grass and weeds.
	Shredded pine or fir bark mulch has been added when required. (No bark chips or nuggets allowed.)
	Planting beds are compatible with the geographic region.
	Planting beds are free of weeds, pests and disease.
	Dead flowers and other plant materials have been removed.
	Plants are spaced adequately to give an abundant mass effect.
	Where annual plants are used, they are rotated when they have finished blooming.
TREE MAINTENANCE	New trees have been staked per specifications.
	Trees showing adverse affect from high winds have been staked.
	Damaged trees have been reported to the COR.
HEDGES	Hedges have been rimmed to promote healthy and attractive appearance, with bottom wider than the top.
	Hedges are free of dead branches, leaves and weed growth.
SHRUBS	Beds containing shrubs are attractive and free of weeds.
	Dead or dying plant material has been reported to the COR.
	Shrubs have been watered during growing season to the degree needed to maintain an attractive appearance.
PRUNING STANDARDS FOR SHADE TREES	Crown Cleaning: Dead, dying or diseased, weak branches and water spouts have been removed from the tree's crown. Smaller limbs and twigs have been removed as to leave the foliage pattern evenly distributed.

PERFORMANCE OBJECTIVE	INDICATORS OF SUCCESS
	<p>Crown Thinning: Selective branches have been removed to increase light penetration, air movement and reduce weight. The top is to be higher and sides reduced in order to maintain a tree-like form.</p>
	<p>Crown Raising: Lower branches of trees have been removed to provide clearance of approximately 15 feet. Cuts should not be made to prevent normal sap flow. Tree is trimmed high enough to allow sunlight to penetrate the trunk sometime during the day.</p>
	<p>Crown Shaping: Branches have been removed to reduce height and/or spread of the tree. Trees should be shapely and typical of their species. (Consideration has been given to species to sustain this type of pruning.) No more than 1/3 the total area should be reduced in a single operation.</p>
	<p>Crown Restoration: Should improve structure, form and appearance of tree that has been severely headed, vandalized or storm damaged</p>
SNOW AND ICE REMOVAL	<p>Snow and ice was removed from:</p> <ol style="list-style-type: none"> 1. entrance road and driveway 2. all walkways on Cemetery grounds 3. all steps to buildings and structures 4. sidewalks surrounding the Cemetery grounds site 5. areas outside the Cemetery fence as designated by the COR.
	<p>All passages from the roadway to the gravesite were cleaned for those interments conducted during the snow season.</p>
IRRIGATION SYSTEM MAINTENANCE & OPERATION	<p>The Cemetery improved areas receive sufficient amounts of water as necessary to present a uniform green color without browning, or barren areas resulting from lack of water. The Contractor ensures all improved areas receive water and further prevents runoff into the streets or drainage ditches, or accumulation of water in low areas. The contractor adjusts watering times such that all systems have adequate pressure to function properly and do not reduce pressure</p>

	in water mains such to cause operational problems.
	<p>Sprinkler heads and riser connections are maintained, repaired, or replaced by the Contractor to eliminate obstructions, leaks, and other defects which prevent proper operation. Sprinkler heads are maintained clear of dirt and other debris for approximately 1 inch around their outside circumference. Replacement sprinkler heads are of the same make, manufacturer, and model as existing. The Contractor provides all required maintenance to the installed sprinkler system, including, valve systems, underground piping, sprinkler heads and riser connections. The Contractor promptly reports damage to or malfunction of any sprinkler system to the COR. The contractor operates and maintains the irrigation systems in good working order and repairable condition at all times. Hoses, portable sprinklers, portable pipe, and similar irrigation equipment are removed from lawn areas at the end of each workday or when not actually in use. All valves, covers, and valve box covers are kept closed at all times except when in actual use.</p>
	<p>The contractor repairs the sprinkler system by locating and repairing or replacing defective and broken electric and manual valves, valve control boxes, irrigation valve pit covers, controller, controller boxes, electrical wiring (between timer and valves), controller pedestals, sprinkler heads, risers, water lines, automatic and manual drains, backflow preventers, air vacuum breakers, all types of fittings (tees, unions, ells, nipples, clamps, etc.), and pipes.</p>
	<p>The contractor responds within thirty (30) minutes during business hours and within two hours during non-duty hours, after notification, to repair leaks, breaks, faulty controllers, valves not completely shut off or controllers stuck in the "on" position.</p>
	<p>The contractor improves the efficiency of the irrigation system. Irrigation heads are adjusted whenever their coverage or volume is inadequate or too plentiful. The Contractor abides by any local, state, or other water agency regulations or controls in force at the time of this contract.</p>

PERFORMANCE OBJECTIVE	INDICATORS OF SUCCESS
HEADSTONE CLEANING AND MAINTENANCE	All objectionable material and discoloration, such as accumulations of bird droppings or mud, tire and hose markings, grass stains, residue from trees, fungus, mold, etc. have been removed from each headstone.
	Headstones are cleaned: 1. Prior to Memorial Day 2. As determined by the COR
	Sidewalks, curbs and entrance gate to Cemetery grounds have been pressure-washed.
	Headstones have remained plumb and aligned after cleaning.
	Turf surrounding headstones remains undamaged by cleaning.
	Headstones having any accidental dirt splash-up or grass debris have been promptly cleaned.
	Percent of headstones inspected in a defined time period and on a regular basis are acceptably clean and debris-free.
HEADSTONE SETTING AND ALIGNMENT	Headstones are installed within ten (10) days of delivery to the Cemetery as weather and soil conditions permit or as soon as practicable after receipt.
	Breakage or damage of a headstone due to Contractor negligence has been reported to the COR immediately.
	Damaged and replacement headstones, upon receipt of the new headstones, have been destroyed by the Contractor by breaking the headstone with a maul or sledgehammer. Resulting debris has been removed from the grounds.
	Headstones are protected from the weather during transportation and storage to avoid damage or staining from crating materials. The COR shall establish a suitable storage area within the contractor laydown area.
	Upright headstones for individual graves have been erected on the center line at the head of the grave with the inscription facing the grave.
	Headstones are set plumb and aligned laterally, transversely and diagonally with the headstones on other graves.

PERFORMANCE OBJECTIVE	INDICATORS OF SUCCESS
	Measurements were taken from the selection layout control points and not from headstones previously set.
	New and replacement headstones in old sections are set at the same distance above ground as the adjacent headstones, provided they are set with the inscription above the ground level.
	In new sections, all upright headstones are set at a height of 25 inches from the finished grave to the top of the arc. Minor deviations in less than nominal height are permissible to provide a uniform appearance in the top line to compensate for slight ground rises or depression within a burial section.
	Contractor has submitted his weekly inspection report to the COR indicating: <ol style="list-style-type: none"> 1. Number of headstones set and section number
	Contractor has submitted report to the COR explaining any situations where there is a problem realigning a headstone.
SUNKEN GRAVE REPAIR	Sunken graves have been refilled with approved backfill and have been tamped to within two (2) inches of established grade.
	Topsoil has been added to bring the gravesite to the established grade.
	Disturbed area has been raked free of stones and debris in excess of one (1) inch measured in any direction.
	Graves have been sodded/seeded as specified.
	Cemetery grounds have been checked for holes and washouts and have been filled immediately.
	Gravesites have no standing water.

PERFORMANCE OBJECTIVE	INDICATORS OF SUCCESS
GRAVE/CREMAIN EXCAVATION AND BACKFILLING	All grave/cremains sites were ready within one (1) hour prior to the interment services.
	For those burials utilizing an outer container (poly liner or private concrete vault), graves were ready within 1 hour and 30 minutes prior to the service.
	All gravesites were ready for viewing by next-of-kin within 1 hour and 30 minutes after the interment service.
	Sod has been cut 1" – 2" deep to keep roots healthy and was replaced on the gravesite.
	Excess backfill has been hauled and dumped; soil left at the gravesite was covered with green carpet.
	Existing headstones were removed to insure access for the interment activity and were covered with proper protection and were replaced correctly after grave was backfilled. Temporary markers were centered directly in front of the existing headstone.
	Remains were transferred in a dignified manner from the committal service area to the proper gravesite.
	Casketed remains were lowered into the gravesite using a mechanical lowering device in a safe, efficient, dignified manner and without damage to the casket.
	After the backfill was completed, the remaining 2 inches of the gravesite was filled with topsoil, tamped and the sod was replaced and thoroughly watered every day for a two (2) week period.
	All floral arrangements were neatly arranged upon the grave and removed when unsightly. All stands from floral wreaths were removed before lying wreaths flat on the grave.
	Artificial flowers and arrangements are not present except during approved periods.
	Flower removal occurs in accordance with the schedule established Cemetery regulations.
	Committal service area was clean and free of dirt, leaves, webs, etc.
	Contractor personnel was provided to keep visitors away from the open gravesite.
	Flag was lowered to half-mast 30 minutes prior to interment services.
	Flag was raised to full mast 30 minutes after interment services were completed and all family members have departed.

ATTACHMENT (E)
CONTRACT DISCREPANCY REPORT FORM

Contract Discrepancy Report				
Contract Number:		Report No. for this Discrepancy:		
To: (Contractor/Manager's Name)		From: (Name of COR)		
5. Dates				
5a. Prepared:	5b. Returned by Contractor:	5c. Action Complete:		
Discrepancy or Problem: (Describe in detail. Include reference to PWS Directive; attach additional sheet if necessary.) _____ _____				
Signature of Contracting Officer or COR:				
8a. To: (Contracting Officer and/or COR)		8b. From: (Contractor)		
9. Contractor Response as to Cause, Corrective Action and Actions to Prevent Recurrence: (attach additional sheet if necessary.) _____ _____				
10a. Signature of Contractor Representative:		10b. Date:		
11. Government Evaluation: (Acceptance, partial acceptance, reflection; attach additional sheet if necessary.) _____ _____				
12. Government Actions: (Reduced payment, cure notice, show cause, other) _____ _____				
13. Close Out				
	Name	Title	Signature	Date
a. Contractor				
b. COR				
c. CO				

ATTACHMENT (F)
WORK SUMMARY AND PROGRESS REPORT

WORK SUMMARY & PROGRESS REPORT		Period Covered:	From:	To:
Cemetery Location: Fort Missoula Post Cemetery		Contractor Information:		
Project Title: Cemetery Operations Contract				
Contract No:				
<p><i>Inspection / Acceptance: The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test some or all of the services that have been tendered for acceptance. The Government may require re-performance of nonconforming services at no increase in contract price. The Government shall exercise its post-acceptance rights:</i></p> <p style="margin-left: 40px;"><i>1. Within a reasonable time after the defect was discovered or should have been discovered; and</i></p> <p style="margin-left: 40px;"><i>2. Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.</i></p>				
WORK COMPLETED & SUBMITTED FOR ACCEPTANCE (This form is not to be used as an Invoice)				
1	Grounds Maintenance Services	Quantity / Unit	Months	
		Date Completed:		
2	Irrigation System Maintenance and Operation	Quantity / Unit	Months	
		Date Completed:		
3	Sunken Grave Repair	Quantity / Unit	Each	
		Date Completed:		
4	Headstone Cleaning	Quantity / Unit	Each	
		Date Completed:		
5	Headstone setting initial and replacement	Quantity / Unit	Each	
		Date Completed:		
6	Interment, Casket	Quantity / Unit	Each	
		Date Completed:		
7	Interment, Cremains	Quantity / Unit	Each	
		Date Completed:		
8	Placement and removal of gravesite flags	Quantity / Unit	Job	
		Date Completed:		
9	Set-up and tear down general assembly	Quantity / Unit	Job	
		Date Completed:		
<p>Report below any circumstances which may have adversely affected work progress such as weather, strikes, delays by the Government, etc.</p> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>				
Signature of Contractor:	Date Signed	Signature of Cemetery Director / COR	Date Signed	
<p><i>Note: Contractor shall sign confirming that services indicated have been completed. Government shall also sign in acknowledgment of receipt of the Progress Report.</i></p>				

ATTACHMENT (G)
RECOMMENDED EQUIPMENT LIST

The following suggested equipment list is not all encompassing and should not be considered a complete list necessary to accomplish the entire contract scope.

- Backhoe or small excavator
- Utility vehicle(s) (Toro Workman, John Deere Gator, etc.)
- Commercial mower(s) with mulching deck(s) or rear discharge deck(s) (riding and/or push)
- String trimmer(s)
- Blade/stick edger(s)
- Leaf blower(s)/vacuum(s)
- Gasoline powered tamper(s)
- Pedestrian plate and/or steel roller compactor(s)
- Fertilizer Spreader(s)
- Herbicide Sprayer(s)
- Misc. hand tools
- Casket lowering device
- Casket bier or casket cart

ATTACHMENT (H)
FORT MISSOULA POST CEMETERY FLORAL/GROUNDS POLICY

1. FRESH CUT FLOWERS are allowed at any time for placement on gravesites. Cemetery personnel will remove live flowers from gravesites when they become unsightly.

2. ARTIFICIAL FLOWERS are allowed after the end of mowing operations in the fall, beginning the 2nd Saturday in October. Arrangements must be removed by the 2nd Sunday in April when mowing operations resume. A clean sweep of all artificial flowers will be performed the 2nd Monday in April, when all remaining artificial flowers will be disposed of at that time.

3. POTTED PLANTS AND HOLIDAY DECORATIONS

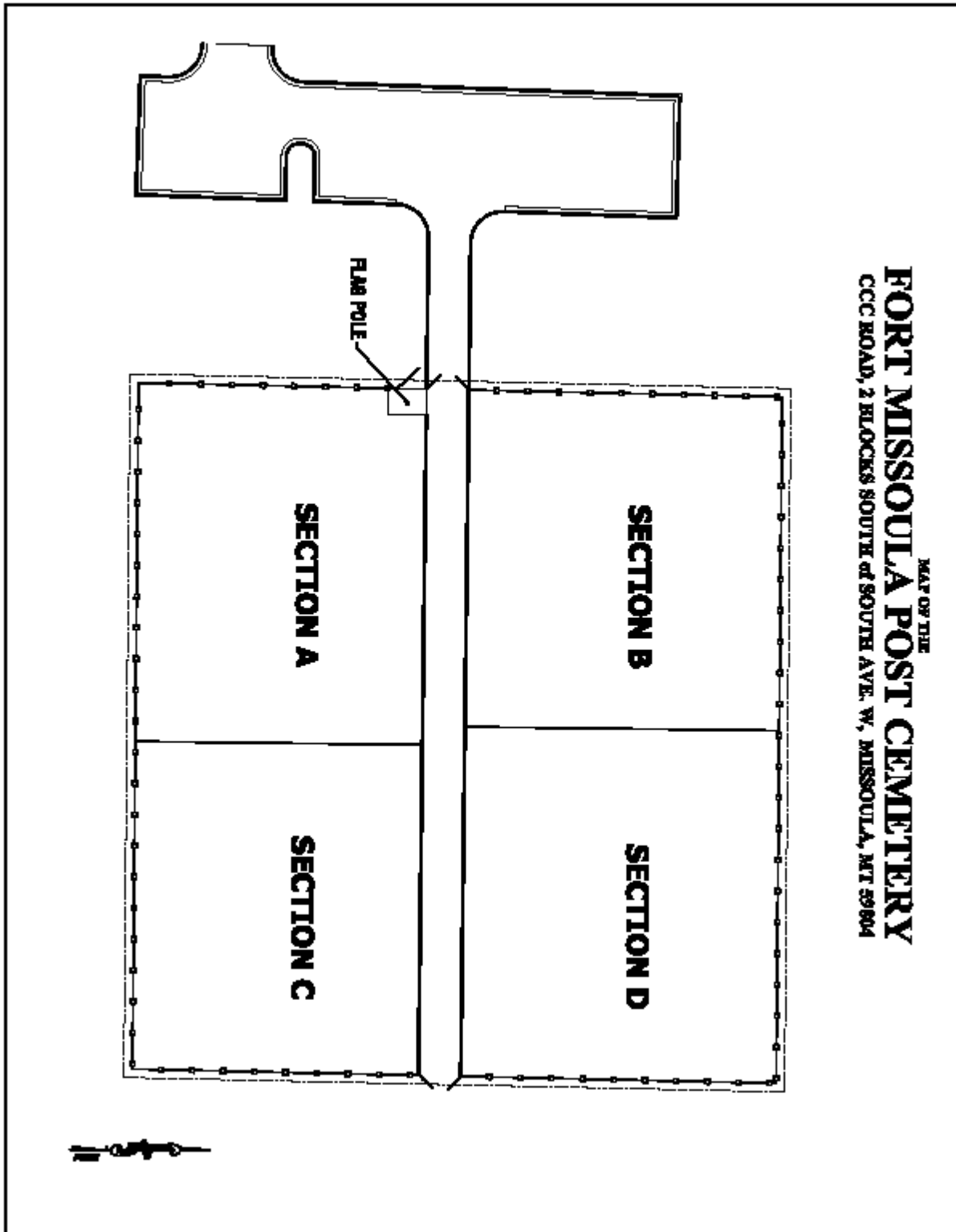
- Easter, Memorial Day & Mothers Day - floral decorations may be placed from the Thursday prior to the holiday and must be removed by the Sunday following the holiday.
- Holiday decorations and holiday wreaths (18" in diameter or smaller), may be placed on graves from Thanksgiving through January 15.
- Grave blankets and other seasonal adornments may be placed on graves from December 1 through January 20. They may not be secured to headstone or markers. Grave floral blankets may not be larger in size than 2x3.

4. UNACCEPTABLE ITEMS

- Statues, vigil lights, permanent plantings, any glass object, commemorative items, memorabilia, pinwheels, balloons, any political affiliated items or signs, shepherds hooks and any grave decoration taller than the headstone.
- The Department of Veterans Affairs does not permit adornments that are considered offensive, inconsistent with the dignity of the cemetery or considered hazardous to cemetery personnel. For example, items incorporating beads or wires may become entangled in mowers or other equipment and cause injury.
- These items will be removed and disposed of upon discovery.

5. STRONGLY RECOMMENDED that you mark anything you leave on the gravesite with section and grave number. If the weather or wildlife relocates your items, the tag allows us to place authorized items back on the intended gravesite.

ATTACHMENT (I)
MAPS



ATTACHMENT (J)
EMPLOYEE STATEMENT OF COMPLIANCE

EMPLOYEE NAME: _____

POSITION/TITLE: _____

DATE: _____

Please check the appropriate blank.

_____ New Employee, New Contractor

_____ Annual Confirmation for current Employees or Contractor(s) **(Due on November 1 of each Contract year)**

FOR ALL EMPLOYEES

I have been briefed and understand the following guidance:

INITIALS

_____ The National Cemetery Administration honors veterans with a final resting place and lasting memorial that commemorate their service to our Nation. National Cemeteries are National Shrines. Therefore, the standards for management, maintenance, appearance and operational procedures have been established by the National Cemetery Administration to reflect this Nations' concern and respect for those interred there. For this reason, my strict adherence to the Performance Work Statement, Performance Work Requirements Summary and Guidance Specifications shall be required and shall be essential.

_____ I will remain aware of the remains buried in the grounds where work is being 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.

_____ I will not walk, stand, lean, sit or jump on headstones, markers, or monuments. Nor will I drive over them.

_____ I will not place or lean tools, equipment, or other items on headstones, markers, or monuments at any time.

_____ I have been briefed on the approved methods and tools to remove headstones and markers from their sockets in accordance with the Contract Specifications. I will use the tools and methods approved by the Contracting Officer Representative (COR) to lift headstones and markers out of the ground in order to avoid damage; pick axes are not an acceptable tool.

_____ I will not place headstones or markers on dirt piles or mud once they are removed from their sockets; in order to show appropriate respect towards the families visiting the gravesites and the remains that are buried, I will ensure headstones and markers are carefully stored on each associated gravesite and protected from damage or soiling, in accordance with Contract Specifications.

_____ I understand that the Contractor shall be responsible for replacing damaged headstones and markers and for restoring turf damaged during performance of this work.

_____ Should any on-site activity, incident, emergency, or disaster result in exposure and/or damage to any remains, container for remains (i.e., casket or urn), or outer burial container, I will IMMEDIATELY notify the Cemetery Director, the COR and/or the Contracting Officer; I will take immediate steps to protect and render safe any exposed remains; and stop any further work until the Cemetery Director provides the Contractor Supervisor guidance regarding disposition of the remains and permission to proceed.

SIGNATURE BLOCK

Signature

Printed Name

Date

IF THIS STATEMENT IS THE EMPLOYEE'S ANNUAL COMPLIANCE STATEMENT, THIS COMPLIANCE STATEMENT MUST BE RETURNED TO THE COR BY NOVEMBER 1.

AS TO STATEMENTS OR COMMITMENTS OF FUTURE ACTIONS, THIS COMPLIANCE STATEMENT COVERS THE PERIOD FROM OCTOBER 1 OF THE CALENDAR YEAR DURING WHICH THIS COMPLIANCE STATEMENT IS DUE THROUGH SEPTEMBER 30 OF THE NEXT CALENDAR YEAR.