

**A.2 Continuation of Standard Form 1449**

**Block 19 and Block 20: Price Schedule of Services**

<b><u>Base Year: Date of award thru September 30, 2013</u></b>					
<b>CLIN No.</b>	<b><u>Supplies/Services</u></b>	<b><u>Est. Qty</u></b>	<b><u>Unit</u></b>	<b><u>Unit Cost</u></b>	<b><u>Total Cost</u></b>
001	Mow all improved turf areas. Remove grass clippings, debris, trash and clean sidewalks, patios, roadways, curbs, and parking areas. <i>(Est. 19 acres, mowed 26 times = Est. 494 acres mowed.)</i>	494	Acre	\$ _____	\$ _____
002	String trim grass in improved turf areas inaccessible to mowing equipment. <i>(Est. 19 acres, trimmed 26 times = Est. 494 acres trimmed.)</i>	494	Acre	\$ _____	\$ _____
003	Trim headstones and markers in conjunction with every mowing. <i>(Est. 3,085 headstones and markers, trimmed 26 times = Est. 80,210 headstones/markers trimmed.)</i>	80,210	Headstone or Marker	\$ _____	\$ _____
004	Blade edge all curbing and sidewalks. <i>(Est. 22,040 linear feet, edged 6 times = Est. 110,200 lineal feet edged).</i>	110,200	LF	\$ _____	\$ _____
005	Pre-Emergent Herbicide Applications. <i>(Est. 19 acres, applied 1 times = Est. 38 acres treated.)</i>	19	Acre	\$ _____	\$ _____
006	Post-Emergent Herbicide Applications. <i>(Est. 19 acres, applied 3 times = Est. 57 acres treated.)</i>	57	Acre	\$ _____	\$ _____
007	Fertilizer Applications <i>(Est. 19 acres, applied 3 times = Est. 57 acres fertilized)</i>	57	Acre	\$ _____	\$ _____
				<b>Total Cost For the Base Year:</b>	\$ _____

**Option Year 1: October 1, 2013 thru September 30, 2014**

<b>CLIN No.</b>	<b><u>Supplies/Services</u></b>	<b><u>Est. Qty</u></b>	<b><u>Unit</u></b>	<b><u>Unit Cost</u></b>	<b><u>Total Cost</u></b>
001	Mow all improved turf areas. Remove grass clippings, debris, trash and clean sidewalks, patios, roadways, curbs, and parking areas. <i>(Est. 19 acres, mowed 40 times = Est. 760 acres mowed.)</i>	760	Acre	\$ _____	\$ _____
002	String trim grass in improved turf areas inaccessible to mowing equipment. <i>(Est. 19 acres, trimmed 40 times = Est. 760 acres trimmed.)</i>	760	Acre	\$ _____	\$ _____
003	Trim headstones and markers in conjunction with every mowing. <i>(Est. 3,385 headstones and markers, trimmed 40 times = Est. 135,400 headstones/markers trimmed.)</i>	135,400	Headstone or Marker	\$ _____	\$ _____
004	Blade edge all curbing and sidewalks. <i>(Est. 22,040 linear feet, edged 6 times = Est. 132,240 lineal feet edged).</i>	132,240	LF	\$ _____	\$ _____
005	Pre-Emergent Herbicide Applications. <i>(Est. 19 acres, applied 2 times = Est. 38 acres treated.)</i>	38		\$ _____	\$ _____
006	Post-Emergent Herbicide Applications. <i>(Est. 19 acres, applied 3 times = Est. 57 acres treated.)</i>	57		\$ _____	\$ _____
007	Fertilizer Applications <i>(Est. 19 acres, applied 3 times = Est. 57 acres fertilized)</i>	57		\$ _____	\$ _____
				<b>Total Cost For the Option Year 1:</b>	\$ _____

**Option Year 2: October 1, 2014 thru September 30, 2015**

<b>CLIN No.</b>	<b><u>Supplies/Services</u></b>	<b><u>Est. Qty</u></b>	<b><u>Unit</u></b>	<b><u>Unit Cost</u></b>	<b><u>Total Cost</u></b>
001	Mow all improved turf areas. Remove grass clippings, debris, trash and clean sidewalks, patios, roadways, curbs, and parking areas. <i>(Est. 21 acres, mowed 40 times = Est. 840 acres mowed.)</i>	840	Acre	\$ _____	\$ _____
002	String trim grass in improved turf areas inaccessible to mowing equipment. <i>(Est. 21 acres, trimmed 40 times = Est. 840 acres trimmed.)</i>	840	Acre	\$ _____	\$ _____
003	Trim headstones and markers in conjunction with every mowing. <i>(Est. 3,685 headstones and markers, trimmed 40 times = Est. 147,400 headstones/markers trimmed.)</i>	147,400	Headstone or Marker	\$ _____	\$ _____
004	Blade edge all curbing and sidewalks. <i>(Est. 22,040 linear feet, edged 6 times = Est. 132,240 lineal feet edged).</i>	132,240	LF	\$ _____	\$ _____
005	Pre-Emergent Herbicide Applications. <i>(Est. 21 acres, applied 2 times = Est. 42 acres treated.)</i>	42	Acre	\$ _____	\$ _____
006	Post-Emergent Herbicide Applications. <i>(Est. 21 acres, applied 3 times = Est. 63 acres treated.)</i>	63	Acre	\$ _____	\$ _____
007	Fertilizer Applications <i>(Est. 21 acres, applied 3 times = Est. 63 acres fertilized)</i>	63	Acre	\$ _____	\$ _____
				<b>Total Cost For the Option Year 2:</b>	\$ _____

**Option Year 3: October 1, 2015 thru September 30, 2016**

<b>CLIN No.</b>	<b><u>Supplies/Services</u></b>	<b><u>Est. Qty</u></b>	<b><u>Unit</u></b>	<b><u>Unit Cost</u></b>	<b><u>Total Cost</u></b>
001	Mow all improved turf areas. Remove grass clippings, debris, trash and clean sidewalks, patios, roadways, curbs, and parking areas. <i>(Est. 21 acres, mowed 40 times = Est. 840 acres mowed.)</i>	840	Acre	\$ _____	\$ _____
002	String trim grass in improved turf areas inaccessible to mowing equipment. <i>(Est. 21 acres, trimmed 40 times = Est. 840 acres trimmed.)</i>	840	Acre	\$ _____	\$ _____
003	Trim headstones and markers in conjunction with every mowing. <i>(Est. 3,985 headstones and markers, trimmed 40 times = Est. 159,400 headstones/markers trimmed.)</i>	159,400	Headstone or Marker	\$ _____	\$ _____
004	Blade edge all curbing and sidewalks. <i>(Est. 22,040 linear feet, edged 6 times = Est. 132,240 lineal feet edged).</i>	132,240	LF	\$ _____	\$ _____
005	Pre-Emergent Herbicide Applications. <i>(Est. 21 acres, applied 2 times = Est. 42 acres treated.)</i>	42	Acre	\$ _____	\$ _____
006	Post-Emergent Herbicide Applications. <i>(Est. 21 acres, applied 3 times = Est. 63 acres treated.)</i>	63	Acre	\$ _____	\$ _____
007	Fertilizer Applications <i>(Est. 21 acres, applied 3 times = Est. 63 acres fertilized)</i>	63	Acre	\$ _____	\$ _____
				<b>Total Cost For the Option Year 3:</b>	\$ _____

**Option Year 4: October 1, 2016 thru September 30, 2017**

<b>CLIN No.</b>	<b><u>Supplies/Services</u></b>	<b><u>Est. Qty</u></b>	<b><u>Unit</u></b>	<b><u>Unit Cost</u></b>	<b><u>Total Cost</u></b>
001	Mow all improved turf areas. Remove grass clippings, debris, trash and clean sidewalks, patios, roadways, curbs, and parking areas. <i>(Est. 21 acres, mowed 40 times = Est. 840 acres mowed.)</i>	840	Acre	\$ _____	\$ _____
002	String trim grass in improved turf areas inaccessible to mowing equipment. <i>(Est. 21 acres, trimmed 40 times = Est. 840 acres trimmed.)</i>	840	Acre	\$ _____	\$ _____
003	Trim headstones and markers in conjunction with every mowing. <i>(Est. 4,285 headstones and markers, trimmed 40 times = Est. 171,400 headstones/markers trimmed.)</i>	171,400	Headstone or Marker	\$ _____	\$ _____
004	Blade edge all curbing and sidewalks. <i>(Est. 22,040 linear feet, edged 6 times = Est. 132,240 lineal feet edged).</i>	132,240	LF	\$ _____	\$ _____
005	Pre-Emergent Herbicide Applications. <i>(Est. 21 acres, applied 2 times = Est. 42 acres treated.)</i>	42	Acre	\$ _____	\$ _____
006	Post-Emergent Herbicide Applications. <i>(Est. 21 acres, applied 3 times = Est. 63 acres treated.)</i>	63	Acre	\$ _____	\$ _____
007	Fertilizer Applications <i>(Est. 21 acres, applied 3 times = Est. 63 acres fertilized)</i>	63	Acre	\$ _____	\$ _____
				<b>Total Cost For the Option Year 4:</b>	\$ _____

**A.3 PRICE SUMMARY TOTALS**

	<b><u>Total Cost</u></b>
<b>Base Year – date of award thru 9/30/13:</b>	\$ _____
<b>Option Year 1 – 10/1/13 – 9/30/14:</b>	\$ _____
<b>Option Year 2 – 10/1/14 – 9/30/15:</b>	\$ _____
<b>Option Year 3 - 10/1/15 – 9/30/16:</b>	\$ _____
<b>Option Year 4 - 10/1/16 – 9/30/17:</b>	\$ _____
<b>Grand Total (Base + all Option Years):</b>	\$ _____

NOTE: Contract Line Items Numbers (CLINs) and Associated Price.

Offerors shall enter unit cost and total amounts for each CLIN as indicated in the schedule. In the event there is a difference between a unit price and the extended total amount, the unit price will be held to be the intended bid price and the total of the CLINs will be recomputed accordingly.

Offerors shall enter the Total Cost for each year in the “Summary Totals” where indicated. Offeror shall calculate the Grand Total for all years and enter where indicated.

## **PERFORMANCE WORK STATEMENT**

### **1. GENERAL INFORMATION:**

- a. This is a performance-based contract for cemetery grounds maintenance services at Fort Sill National Cemetery, Elgin, Oklahoma and hereafter referred to as Ft Sill or "Cemetery." The overall responsibility of the Contractor is to plan, coordinate, organize, manage, and perform the activities of "mowing and trimming" described herein, which are required to maintain a healthy and aesthetic appearance of the Cemetery grounds.
- b. This Performance Work Statement describes the basic objectives of the Ft Sill National Cemetery Grounds Maintenance Program. 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 Statement of Work that the Government traditionally provides to prospective Offerors. Minimum acceptable levels of performance to meet the minimum requirements are outlined in the "Performance Work Requirements Summary" contained in Attachment 1.

### **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 Nations' 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 shall be essential.

### **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.

### **4. INTRODUCTION:**

This service contract for Fort Sill is for cemetery turf mowing, trimming, curb/sidewalk edging, and the removal of waste by-products associated with the performance of these services, and trash and debris removal. The Fort Sill National Cemetery is located at 2648 NE Jake Dunn Road, Elgin, Oklahoma 73538.

## **5. DESCRIPTION OF SERVICES:**

The Contractor shall furnish all personnel, supervision, professional expertise, vehicles, tools, materials, services, equipment and quality control necessary to ensure that grounds maintenance is performed in a manner that will meet or exceed the requirements to maintain healthy grass and that presents a clean, neat, professional and aesthetic grounds appearance throughout the Cemetery in accordance with Contract Specifications and the Performance Work Requirement Summary (PWRS) found at Attachment 1. Services include, but are not limited to, mowing, trimming, edging, removal of trash, leaves and debris, as well as sweeping or blowing off grass from sidewalks, roads and headstones. Scheduling of services shall be coordinated with the Contracting Officer's Representative (COR) to avoid disruption of ongoing cemetery operations. All work will be done during normal Federal workdays during Cemetery workday hours. The exception is Memorial Day, which may be a workday for Federal employees, but not for the Contractor. No work will be allowed during special weekend activities.

## **6. PROGRAM OBJECTIVES:**

- a. The Contractor shall be responsible for full management of the facility's maintenance services described herein. The Government's objectives are described in the NCA's "Operational Standards and Measures" (given upon request of the Contracting Officer), the Performance Work Statement (PWS), and other requirements identified herein, as they are applicable to the services required in the Pricing Schedule. The Contractor shall develop a "Performance Work Plan" that contains solutions to accomplish the Government's objectives. The Contractor may use whatever method it chooses to meet the objectives, as long as the end result satisfies the minimum acceptable levels of performance as defined in the Performance Work Requirements Summary contained in Attachment 1.
- b. The Contractor shall be responsible for:
  - i. Providing all grounds maintenance services including, but not limited to: regular mowing, trimming, edging, removal of leaves and debris, as well as, sweeping or blowing off roads, around flagpole bases, and sidewalks, and trash removal.
  - ii. Turf Maintenance: Maintain proper grass heights, different mowing patterns, for the type of turf at the Fort Sill National Cemetery.
  - iii. Turfgrass surrounding headstones or flat markers trimmed to its recommended height for the type of turf at the Fort Sill National Cemetery.
  - iv. Trimming Turf Grass Heights: Trimmed and mowed grass will be at the same height; including, areas such as around planting beds, monuments, curbs, buildings, walls, fences, signs, etc.
  - v. Flat Marker Edging: The contractor shall edge turf perpendicular to the outside perimeter (edge) of the flat markers to remove all grass/vegetation that is growing around or over the outside perimeter of the flat grave markers.

vi. Edging: Blade Edging accomplished around streets, curbs, walkways, tree wells, permanent building/structure lines and planting beds. Edging zone will be free of all vegetation.

vii. Pre- and Post-Emergent Herbicide Applications: 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.

viii. Fertilizer Applications: Proper fertilizer is applied at the appropriate rate and in a manner that achieves uniform coverage throughout the area of application.

ix. Debris and Trash Removal: Items such as twigs, branches, waste products from Contractor service and foreign materials on cemetery grounds.

ix. Provide a safe working environment for Contractor, Cemetery staff and general public.

x. Ensuring all work conforms to the NCA's established National Shrine Standards.

## **7. CONTRACT OBJECTIVES:**

- a. To use an innovative and creative technical approach to manage the cemetery grounds maintenance operation at the Fort Sill National Cemetery in order to maintain the high standards of appearance as a National Shrine, in accordance with best commercial practices and the requirements identified in this solicitation.
- b. To have the Contractor perform to its Technical Performance Approach focused on criteria designed to maintain healthy grass and a clean, neat and professional grounds appearance overall. The Guidance Specification Section at Attachment 6 is included as an example of the minimum requirements the Contractor is expected to meet or exceed.
- c. The minimum life of the contract is planned for one base period with up to four (4) one-year options individually exercised at the VA's discretion and dependent on the availability of funds.

## **8. STANDARDS OF EMPLOYEE CONDUCT:**

Contractor personnel shall be required to adhere to the following standards of dress and conduct, as briefly mentioned here, while performing work in the National Cemetery. These standards and regulations are enforceable under Title 38, U.S.C., Part I, Chapter 9, Section 901.

- a. Clothing shall be presentable and suitable to the work while maintaining proper appearance and decorum indicative for a National Shrine. Uniform shirts and hats are required. Clothing shall be clean and cleanliness and personal hygiene are imperative. T-shirts and/or tank tops as outer garments are prohibited. Protective/safety clothing and shoes shall meet or exceed OSHA and state requirements.

- b. Behavior and language must be appropriate, reverent, and respectful at all times.
- c. Eating and drinking (except water) is prohibited in the work areas and within sight of a committal shelter during a service.
- d. Use of intoxicating beverages and/or illegal drugs on the Cemetery premises is strictly prohibited.
- e. Contractor personnel shall not lean, sit, or stand on or against headstones or monuments. No tools, equipment or other items will be placed or leaned on headstones or monuments.

#### **9. PARKING AND VA REGULATIONS:**

Contractor employees may park privately owned vehicles in the area designated for parking by the COR. It is the responsibility of the Contractor to ensure his employees park in the appropriate designated parking areas. The Cemetery will not validate or make reimbursement for parking violations of the Contractor's employees under any conditions. Smoking is prohibited inside any buildings at the Cemetery. 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 jurisdiction/agency.

#### **10. USE OF CEMETERY FACILITIES:**

- a. The Government shall not be responsible for any loss, damage, or theft of Contractor items. Contractor shall be responsible for acceptable standards of housekeeping and custodial maintenance of Cemetery facilities used by 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. The Contractor can establish facilities to include but not limited to office site, covered storage, portable toilet facilities, etc. on or in the designated area after such facilities are approved by the COR and Contracting Officer (CO). All utilities to this area are the responsibility of the Contractor. The Government will not be responsible for any damage to or loss of the Contractor's equipment and supplies stored on the Government's premises. The Contractor shall be responsible for maintaining fire extinguishers and other safety equipment.
- c. The Contractor will be responsible for safely storing any chemicals, pesticides, herbicides, cleaning solutions, etc. in accordance with manufacturers recommendations. An MSDS (Material Safety Data Sheet) is required for all chemicals, pesticides, herbicides and cleaning solutions.
- d. Electricity and phone service will NOT be furnished by the Government for the Contractor's work area. (Utilities are addressed in Attachment 5, paragraph XII)

#### **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.

- b. The 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 will first immediately comply with COR direction pending any CO final resolution at a later time or date. The Contractor will 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 CO.
- c. 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.

## **12. INSPECTION AND CLEANING OF CEMETERY FACILITIES:**

- a. The Contractor will perform a weekly inspection. During this inspection the appearance of the Cemetery will be observed, and any deficiencies noted within the scope of the contract will be corrected as soon as practicable. Items that need correcting outside the scope of the contract will be reported to the COR or his/her representative.
- b. The Contractor will be required to submit inspection reports and work accomplished to the COR weekly. The COR is located at Fort Sill National Cemetery. The inspection forms will be provided to the Contractor. (See "Work Summary and Progress Report", Attachment 3)

## **13. MAINTENANCE DURING CEMETERY FUNCTIONS:**

Contractor personnel shall not operate motorized equipment or conduct other commercial activities within the designated area during interment services. The COR will identify the designated area. The COR or his/her 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 interment, and a minimum of three (3) days before any ceremonial events.

#### **14. PERFORMANCE EVALUATION MEETING:**

- a. The issuance of a Contract Discrepancy Report (CDR) found at Attachment 4 may be cause for the scheduling of a meeting among the Contractor, CO, 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, CO, and the COR will sign minutes of the meeting(s).
- b. Should the Contractor not concur with the minutes, they will so state their objections in writing to the Contracting Officer, within ten calendar days, and also 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 CO 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 will 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 CO. The CO 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 will 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.

## **SECTION D - CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS**

### **Attachment 1 through Attachment 8**

Attachment 1 Performance Work Requirements Summary

Attachment 2 Cemetery Plot Plan

Attachment 3 Work Summary & Progress Report

Attachment 4 Contract Discrepancy Report (CDR)

Attachment 5 General Conditions

Attachment 6 Guidance Specifications

Attachment 7 List of References

Attachment 8 Wage Determination

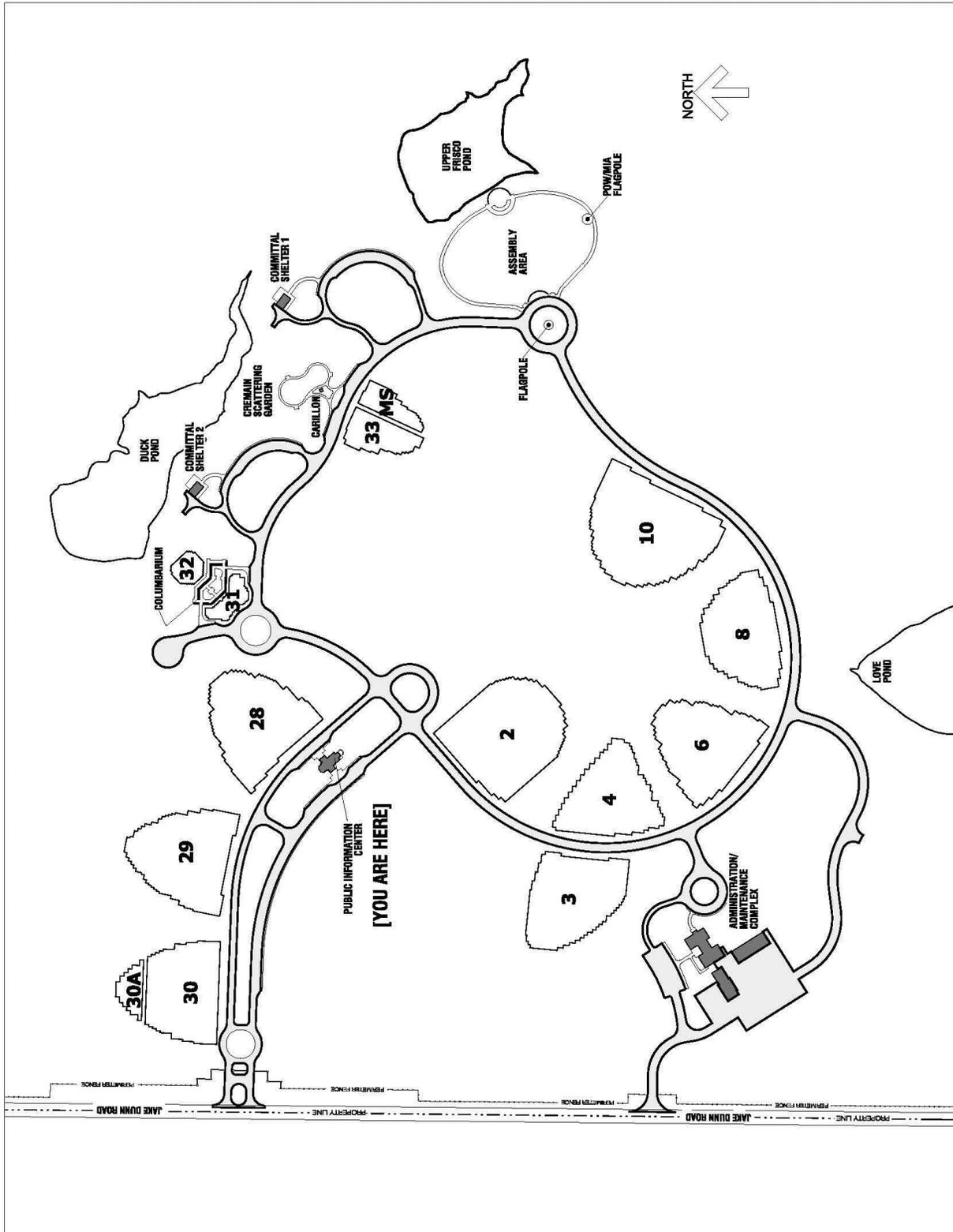
## ATTACHMENT 1

### PERFORMANCE WORK REQUIREMENTS SUMMARY

1. The purpose of this exhibit 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.
2. The Government's quality assurance procedures are based on actual performance of the contract and all areas will be reviewed periodically, (e.g. weekly, monthly, quarterly, and semi-annually).
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 COR will initiate and the Contractor shall be required to complete a Contract Discrepancy Report (CDR).
  - c. The CDR will require the Contractor to explain in writing why performance was unacceptable, how performance will be returned to an acceptable level, and how recurrence of the problem will be prevented in the future. The contractor will 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, payment may be reduced for unsatisfactory performance by the percentage as shown in the chart below:

<p style="text-align: center;"><b>GROUNDS MAINTENANCE FOR FORT SILL NATIONAL CEMETERY</b></p>		
<p style="text-align: center;">Performance Standard</p>	<p style="text-align: center;">Minimum Acceptable Level (MAL)</p>	<p style="text-align: center;">Desired Level (DL)</p>
<p>1) Mowing of Turfgrass</p>	<p>95% of the turfgrass area is maintained to the following requirements: Turf is maintained within one inch (1") of the recommended mowing height.</p>	<p>100% of the turfgrass area is maintained to the following requirements: Turf is maintained within one-half inch (1/2") of the recommended mowing height.</p>
<p>2) Trimming of Headstones, Trimming/Edging of Flat Markers, and other vertical surfaces within gravesite sections.</p>	<p>98% of all un-mowed grass around upright headstones, flat markers, monuments, section markers, and other vertical surfaces within the gravesite sections are trimmed to match the exact height of adjacent mowed turfgrass. Flat Markers are vertically edged correctly.</p>	<p>100% of all un-mowed grass around upright headstones, flat markers, monuments, section markers, and other vertical surfaces within the gravesite sections are trimmed to match the exact height of adjacent mowed turfgrass. Flat Markers are vertically edged correctly.</p>
<p>3) Trimming of all other areas inaccessible to lawn mowers</p>	<p>98% of all un-mowed turfgrass in all other areas of the cemetery inaccessible to lawn mowers are trimmed to match the exact height of adjacent mowed turfgrass. Turfgrass does not extend over the edge of walks, drives, curbs, site structures, and site fixtures.</p>	<p>100% of all un-mowed turfgrass in all other areas of the cemetery inaccessible to lawn mowers are trimmed to match the exact height of adjacent mowed turfgrass. Turfgrass does not extend over the edge of walks, drives, curbs, site structures, and site fixtures.</p>
<p>4) Blade Edging of Curbs and Sidewalks</p>	<p>98% of the curb and sidewalk edges are free of turfgrass and are approximately 1/2" to 1" wide and 2" to 3" deep.</p>	<p>100% of the curb and sidewalk edges are free of turfgrass and are approximately 1/2" to 1" wide and 2" to 3" deep.</p>
<p>5) Pre and Post Emergent Herbicide Applications</p>	<p>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. The cemetery is generally weed free and weed population does not distract from the overall appearance of the cemetery.</p>	<p>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. The cemetery is generally weed free and weed population does not distract from the overall appearance of the cemetery.</p>
<p>6) Fertilizer Applications</p>	<p>Proper fertilizer is applied at the appropriate rate and in a manner that achieves uniform coverage throughout the area of application.</p>	<p>Proper fertilizer is applied at the appropriate rate and in a manner that achieves uniform coverage throughout the area of application.</p>
<p>7) Trash Cleanup and Disposal</p>	<p>95% of turfgrass area, roads, walkways, and other cemetery grounds are free of clippings, dirt, leaves, fallen branches, trash, and debris after one attempt to correct any deficiencies. Trash generated by other Contractors and VA maintenance activities is excluded.</p>	<p>100% of turfgrass area, roads, walkways, and other cemetery grounds are free of clippings, dirt, leaves, fallen branches, trash, and debris after one attempt to correct any deficiencies. Trash generated by other Contractors and VA maintenance activities is excluded.</p>
<p>8) Report Submittals</p>	<p>Turns in all required submittals 95% of the time.</p>	<p>Turns in all required submittals 100% of the time.</p>
<p>9) Safety Maintained during operations</p>	<p>No accidents or incidents due to contractor's failure to take safety precautions.</p>	<p>No accidents or incidents due to contractor's failure to take safety precautions.</p>

ATTACHMENT 2



**ATTACHMENT 3**

<b>WORK SUMMARY &amp; PROGRESS REPORT</b>		Period Covered:	From:	To:
Cemetery Location: <b>Fort Sill National Cemetery</b>		Contractor Information:		
Project Title: <b>Cemetery Grounds Maintenance Services</b>		_____		
Contract No:		_____		
<p><i><b>Inspection / Acceptance:</b> 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><i>1. Within a reasonable time after the defect was discovered or should have been discovered; and</i></p> <p><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>				
<p><b>WORK COMPLETED &amp; SUBMITTED FOR ACCEPTANCE</b> (This form is not to be used as an Invoice)</p>				
1	Mowing of All Improved Turfgrass	Quantity / Unit	Acres	
		Date Completed:		
2	Trimming of Headstones/Edging-Trimming Flat Markers	Quantity / Unit	# of HS	
		Date Completed:		
3	String Trimming of all other features and areas throughout Cemetery	Quantity / Unit	Acres	
		Date Completed:		
4	Pre or Post Emergent Herbicide Applications	Quantity / Unit	Acres	
		Date Completed:		
5	Fertilizer Applications	Quantity / Unit	Acres	
		Date Completed:		
6	Blade Edging of Curbs and Sidewalks	Quantity / Unit	LF	
		Date Completed:		
7	Removal and Disposal of Grass Clippings, Trash, and Debris	Quantity / Unit	Acres	
		Date Completed:		
<p><b>Report below any circumstances which may have adversely affected work progress such as weather, strikes, delays by the Government, etc.</b></p>				
<b>Signature of Contractor:</b>	<b>Date Signed</b>	<b>Signature of Cemetery Director / COR</b>	<b>Date Signed</b>	
<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>				

Duplicate Form as Necessary

**ATTACHMENT 4**

<b>Contract Discrepancy Report</b>				
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				
	<b>Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>
Contractor Notified				
b. COR				
c. CO				

## **ATTACHMENT 5**

### **GENERAL CONDITIONS FORT SILL NATIONAL CEMETERY MOW AND TRIM**

The Contractor shall meet or exceed the following general conditions in its proposed technical approach. The successful Offeror's technical approach will be incorporated into the resulting contract.

#### **I. QUALITY CONTROL:**

The Contractor shall submit a Quality Control Plan for Contracting Officer and COR acceptance within 14 calendar days after contract award. Any changes thereafter must also be provided to Contracting Officer and COR for acceptance.

The Contractor shall develop, submit for Contracting Officer and COR acceptance, and maintain a quality control program to ensure grounds maintenance services are performed in accordance with the requirements of this contract.

The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. As a minimum the Contractor shall develop quality control procedures addressing the areas identified in paragraph 2. The Contractor shall provide at least one (1) full time person dedicated to quality control.

#### **II. QUALITY ASSURANCE:**

The COR will evaluate the Contractor's performance. The COR will evaluate the Contractor's performance through on-site inspections, evaluation of the Contractor's quality control program and receipt of complaints from cemetery personnel.

The COR may inspect each task as completed or increase the number of quality control inspections if called for by repeated failures discovered during inspections or repeated customer complaints. Likewise, the COR may decrease the number of quality control inspections if performance dictates.

The COR will also receive and investigate complaints from various customers visiting the cemetery. The Contractor shall be responsible for initialing validated visitor complaints. The COR shall make final determination of the validity of visitor complaint(s).

#### **III. WORK ENVIRONMENT AND WEATHER CONDITIONS**

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 and rain. These conditions, may, at times, be extreme. The contractor shall take all necessary precautions to protect his/her employees from the elements to the maximum practicable extent. 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 he/she extends a commence work order.

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.

#### IV. SAFETY AND ENVIRONMENTAL PROTECTION

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.

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.

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.

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.

#### V. FIRE SAFETY

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):
  - a. Standard for Portable Fire Extinguishers
  - b. Flammable and Combustible Liquids Code
2. Occupational Safety and Health Administration (OSHA)
  - a. 29 CFR 1926, Safety and Health Regulations for Construction

Fire Safety Plan: Establish and maintain a fire protection program in accordance with 29 CFR 1926.

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.

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).

Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.

Flammable and Combustible Liquids: No flammable and combustible liquids shall be stored within the cemetery property. [Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.]

Smoking: Smoking is prohibited except in designated smoking rest areas approved by the COR.

## VI. OPERATIONS AND STORAGE AREAS

Working space and space available for storing materials will only be available at the approval of the COR or Contracting Officer. If approved, the location is to be where approved by the COR. It is understood the VA will not be held responsible for any damage to the Contractor's equipment, materials, supplies or the like which may result from vandalism, theft etc. while on site. Contractor shall base operations out of this staging area, using it for materials and equipment storage, administration, employee toilets, trash dumpster area, employee parking, employee lunch/break area, etc.

“Contractor Staging Area” fencing: Before work operations begin, Contractor shall provide a chain link fence, six (6) feet minimum height, around the “Contractor Staging Area”. Provide gates as required for access with necessary hardware, including hasps and padlocks. Fasten fence fabric to terminal posts with tension bands and to line posts and top and bottom rails with tie wires spaced at maximum 15 inches. Bottom of fences shall extend to one inch above grade. After completion of project work, Contractor shall remove fencing and restore area back to original condition.

“Contractor Staging Area” facilities: Temporary buildings (e.g., storage sheds, shops, offices) may be erected by the Contractor within the approved “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. The temporary buildings shall remain the property of the Contractor and shall be removed by the Contractor at its expense upon completion of the work.

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.

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, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.

Execute work in such a manner as to interfere as little as possible with work being done by others. To minimize grounds maintenance 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.

Coordination of work with COR or authorized designee: The burial activities at a National Cemetery will take precedence over grounds maintenance 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. Work noise during the interment services shall not disturb the service. Trucks and workmen shall not pass through the service area during this period.

## VII. DISPOSAL AND RETENTION

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 anytime 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.

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.

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 generated by his/her work at a licensed off-site landfill unless otherwise directed by the COR.

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. No, on-installation storage or disposal of hazardous waste is allowed.

#### VIII. PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS

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.

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.

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.

Protection of Existing Utilities:

Contractor shall be responsible for damages to utilities, above and below ground.

Refer to paragraphs, "Operations and Storage Areas", "Alterations", and "Restoration" for additional instructions concerning repair of damage to structures and site improvements.

#### IX. RESTORATION

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.

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.

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.

#### X. USE OF ROADWAYS

For hauling, contractor shall use only established public roads and roads on cemetery property and, when authorized by the COR, such temporary roads which are necessary in the performance of contract work. Temporary roads shall be constructed by the contractor at contractor's expense. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well constructed bridges.

#### XI. TEMPORARY TOILETS

The contractor shall provide portable chemical toilets for use by workmen as necessary to comply with applicable OSHA requirements. 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. Use of the permanent cemetery toilet facilities by workmen is strictly prohibited throughout the duration of this contract. All connections and appliances connected therewith shall be removed prior to completion of contract, and premises left perfectly clean.

#### XII. AVAILABILITY AND USE OF UTILITY SERVICES

**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.

**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.

### XIII. HISTORIC PRESERVATION

Where the contractor or any of the contractor's employees, prior to, or during the construction work, area 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.

### XIV. 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 Superintendent 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 Superintendent 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.

### XV. REPORTING AND RECORD KEEPING

The Contractor Superintendent 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 Superintendent.

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 Superintendent to ask questions and ensure he/she understands the off-limit areas, which may vary depending on the event. The Contractor Superintendent 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 Superintendent fails to re-direct employees away from an event in a timely fashion, the COR may then assist in doing so.

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

The Contractor Superintendent 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.

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.

The Contractor Superintendent 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.

A list of scheduled ceremonies will be provided to the Contractor Superintendent the week prior to the scheduled events, and a list of scheduled funerals will be provided daily. The Contractor Superintendent 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.

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.

SUBMITTALS - The Contractor shall submit the following documents or information in accordance with the table below.

Submittal	Frequency	Submittal Schedule
Work Plan/Staffing Plan	As Revised	With Proposal
Fire Safety Plan	As Revised	Prior to Beginning Work
Emergency Contacts	As Revised	Prior to Beginning Work
Licenses, Permits, Insurance on Vehicles, Liability, Workman’s Compensation Insurance, etc	As Revised	Prior to Beginning Work
Material Safety Data Sheets (See FAR Clause 52.223-3)	As Needed	Prior to Chemical Use
Work Schedule	Daily	Daily
Weekly Report and Rework List	Weekly	Weekly

**XVI. SUPERVISION:**

Contractor Superintendent: A competent and experienced English-speaking Contractor Superintendent shall be provided by the Contractor for at least four (4) hours a day whenever

work is being performed - other than trash and debris pick-up. The Contractor Superintendent must have not less than five (5) years experience as a direct supervisor of grounds maintenance operations that included mowing, trimming, edging, and cleanup in industrial, commercial or public sites. The Contractor Superintendent 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.

In the absence of the Superintendent, the Contractor shall appoint an English-speaking crew foreman or an employee who shall be responsible to insure 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.

## XVII. EMPLOYEE REQUIREMENTS

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.

**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 at no additional costs, labor and equipment as necessary to meet deadlines. The Contractor shall use any additional resources necessary to meet or return to specified work requirements after special events and/or services. The Contractor shall determine the number of employees and the amount and kinds of equipment needed during the period of performance.

**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, social security number, address, and phone number.

**Employee Identification:** The Contractor's employees shall wear visible identification at all times while on the premises of the cemetery.

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.

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 set forth above in this solicitation package regarding their performance and conduct during the performance period of this contract.

Possession of weapons is prohibited. Enclosed containers, including tool kits, shall be subject to search. Violations of VA regulations may result in citation answerable in the United States (Federal) District Court, not a local district, state, or municipal court.

Contractor personnel are subject to rules of the Cemetery applicable to their conduct.

**XVIII. 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.

### **XIX. WORK HOURS**

Work may be performed between the hours of 8:00 a.m. to 4:30 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 for weekends and/or Holidays. When emergency situations that are caused by the Contractor or severe adverse weather prohibit work during the week, then the contractor shall make arrangements with the COR to work on weekends in order to meet the period of performance. 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**

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.

Contractor shall provide name/telephone number(s) for Project Manager (Home Office), Superintendent, and Foreman, including normal and after hours contact numbers, cell and fax numbers. 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.

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. In addition, no work will be permitted during Memorial Day weekend activities.

### **XX. PERMITS AND LICENSES:**

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 with his/her proposal or as other times where the COR deems necessary during the duration of the project.

## XXI. CONTRACTOR-FURNISHED ITEMS

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.

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.

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.

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.

## XXII. THE GOVERNMENT'S RESPONSIBILITIES

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 by the Contracting Officer, the COR, and Contractor shall be scheduled to occur.

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".

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 stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop orders shall be made the subject of claim for extension of time for excess costs or damages by the Contractor.

The work shall be deemed acceptable when the Contractor clearly evidences compliance, without exception, in meeting contract requirements. The Government has the right to either reject or to require correction when the work is not in conformity with contract requirements. Acceptance (in part or whole) will be in writing.

## ATTACHMENT 6

### GUIDANCE SPECIFICATION FORT SILL NATIONAL CEMETERY MOW AND TRIM

The Contractor shall meet or exceed the requirements of this Guidance Specification in its proposed technical approach. The successful Offeror's technical approach will be incorporated into the resulting contract.

#### I. MAINTENANCE OF IMPROVED GROUNDS:

The Contractor shall be responsible for mowing, edging, and trimming all improved turf within the cemetery. All improved turf shall be maintained in the same manner as a high quality residential lawn under contract from a professional lawn maintenance service. Areas scheduled for mowing under this contract include burial sections, high visibility specialty areas (e.g., main entrance to cemetery, public information assembly areas, flag pole assembly areas, committal shelters, administration buildings and memorial walkways).

#### II. DEFINITIONS:

- **BURIAL AREAS** include all burial sections of established turf with occupied gravesites including columbarium areas; all developed land, including turf, walks, beds, planter beds, drainage ditches, and tree/shrubs within and directly surrounding the burial areas.
- **SPECIALTY AREAS** include highly visible areas, specifically: (1) Main Entrance, Cortège; (2) Public Information Assembly Areas; (3) Flag Pole Assembly Areas; (4) Public Gathering Areas; (5) Committal Shelters; (6) Administration/Maintenance Building Grounds; (7) Memorial Walkways, and (8) 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.
- **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.
- **UNIMPROVED/NATIVE TURF AREAS** are defined as all undeveloped land to cemetery borders and wetlands, including drainage ditches.
- **CONTRACTING OFFICER (CO):** VA official with the authority to enter into, administer, and/or terminate contracts. The Contracting Officer will delegate one or more representatives to serve as the Contracting Officer's Representative (COR). All contractual authority remains with the VA Contracting Officer.
- **CONTRACTING OFFICER'S REPRESENTATIVE (COR):** VA official responsible for providing contract oversight and technical guidance to the Contracting Officer. COR

responsibilities include certification of invoices, placing orders for service, providing technical guidance to the Contractor and overseeing technical aspects of the contract.

- **CEMETERY DIRECTOR:** The Cemetery Director is the VA Official responsible for day-to-day oversight of a National Cemetery, including burying veterans and eligible family members, and maintaining cemetery grounds as a national shrine. The Cemetery Director and/or designee (hereon referred to as COR) are responsible for contract oversight.
- **CONTRACTOR:** The term “Contractor” as used herein refers to the prime Contractor, his/her employees, and any subcontractors and their employees. The Contractor is responsible for assuring its employees and subcontractors comply with all contract terms, conditions and provisions.

### III. MOWING

**Mowing Turf grass Heights:** Turf in burial and public areas should be maintained at a height within one inch range of that which is professionally recommended for the recommended grass type for the Lawton, Oklahoma geographic region and as directed by the COR. Optimally, the height should be no more than one-half an inch (1/2”) above the recommended range for the type of turf at Fort Sill National Cemetery as directed by the COR. The COR, with input from the MSN III Agronomist, shall direct the contractor on the particular height to mow at any given time.

**Mowing Improved Areas:** The Contractor shall mow all improved turf areas on each mowing event. The Contractor shall clean all walkways (inside and out), flagpole bases, interment areas, sidewalks, and roads of all grass clippings. Blowing clippings back into turf areas will be acceptable. Clearly visible clumps of grass clippings and/or windrows of clippings, as a result of infrequent mowing, shall immediately be removed and disposed of at no extra cost to the Government.

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.

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.

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.

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.

#### IV. TRIMMING

**Trimming Turf grass Heights:** The finished height of the trimmed grass will exactly match the height of the mowed grass.

**Trimming:** Trimming operations of all non-mowed turf areas will be considered a part of mowing and accomplished concurrently with mowing operations. A mowing cycle is will not be considered complete when until all trimming operations are accomplished, unless otherwise directed by the COR.

All non-mowed turf areas to include the base of headstones, flat markers, trees, planting beds, monuments, curbs/curbing, section markers, buildings, walls, fences, signs, utility/valve boxes and covers, other vertical surfaces or any other structure or area that cannot be maintained by traditional mowing equipment shall be trimmed. Care should be taken to avoid contact with headstones, markers, monuments, building walls, trees, shrubs, flowers, any other desirable plant materials, etc. or any other structure than can be damaged by contact with the trimming device's cutting instrument. Areas will be mowed first, followed by the trimming operation.

Trimming will be accomplished free of scalping, rutting, bruising, and uneven and rough cutting. Streaks or irregularities, uneven cutting, plowing, or gouging of the soil is unacceptable.

**Flat Marker Trimming-Edging:** Flat markers will be **trimmed** so that the height of the adjacent turf matches the height of the mowed turf, as directed by the COR. Turf will not be scalped. The contractor shall **edge** turf perpendicular to the outside perimeter (edge) of flat grave markers to remove all grass/vegetation that is growing around or over the entire outside perimeter of the flat grave markers. There shall be a clean and neat vertical edge left around each flat marker.

#### V. EDGING

**Blade Edging:** All streets, curbs, walkways, tree wells, permanent building/structure lines, and planting beds shall be 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. Additional edging events may be scheduled by the COR. The exact dates will be provided by the COR.

#### VI. HERBICIDE TREATMENT PROCEDURES

The herbicide program, in general, will consist of two (2) pre-emergent herbicide applications and three (3) post-emergent herbicide applications per contract year. These applications will be 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. The table below serves as a guideline for when the herbicide applications will be made:

**General Schedule for Herbicide Applications**

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.

(ii) The contractor shall be responsible for any and all repeat, follow-up, and/or spot spray herbicide applications, as needed between scheduled sprays, to control and maintain a generally weed free cemetery. These repeat, follow-up, and spot spray treatments will be provided at no additional charge to the government.

(iii) The herbicides used by the contractor will be specifically labeled for control of weeds in the turf at the cemetery. The Cemetery turf is pre-dominantly Hybrid Bermuda. The herbicide will be selected and applied in a manner that does not harm, damage, or kill the turf in any way.

(iv) The herbicide applications will be applied directly by or under the supervision of a current commercially licensed State Certified Pesticide Applicator. All applications will be performed as per the Rules and Regulations of the State Department of Agriculture.

(v) The contractor will contact the COR (in person, in writing, or by telephone) for permission to spray at least three (3) days in advance of each and any application. The COR will coordinate each spray application with the contractor. The contractor will be responsible for the proper timing of each application so that the highest resulting weed control for that application will be attained.

(vi) The COR will order each application as needed, and the Contractor will coordinate the application date and time with the COR. The Contractor will coordinate the application date and time with the COR within three (3) business days of receiving the order.

(vii) The Contractor will be 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.

(viii) The Contractor will always mix and apply herbicide so as to provide optimum control of target weeds, according to label directions.

(ix) The Contractor will 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 will 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 will NOT begin any application without providing this information to the COR, and obtaining the approval of the COR to proceed.

(x) A written record of the application will be delivered to the COR immediately following the application, whether completed or not, before leaving the cemetery on the day of any application. The written record will show the name of the company and the names and titles of the company's staff that performed the application. The written record will show all areas treated on that particular day of application. The written record will show the chemicals used on that particular day of application. The written record will show the temperature during the time of application, and the average wind speed during the time of application.

(xi) All contractor personnel will be properly clothed and wearing proper safety equipment during any and all applications.

(xii) All mixing of chemicals and filling of tanks will be performed off site or only in appropriate area of the cemetery as determined by the COR.

(xii) Performance of work will not impede nor disturb any burial or memorial service, or burial operation at any time. As a general "rule of thumb" work should not take place within **1000** feet of a committal shelter during a service, or during a ceremony in the cemetery.

(xiii) The Contractor will coordinate with the COR any watering requirements to activate chemicals, as needed. The Cemetery will schedule and perform this watering requirement.

## VII. FERTILIZER APPLICATION PROCEDURES:

The fertilizer program will consist of three applications per year according to the following schedule:

Application #1 – Spring – upon order and approval of the COR, after turf has emerged from winter dormancy, has new green flush growth, and has been mowed 1 to 2 times. This is usually in the March-April time period.

Application #2 – Summer – upon order and approval of the COR- usually in the May-June time period.

Application #3 – Fall – upon order and approval of the COR – usually in the August-September time period.

The fertilizer will be a 3-1-2 or 4-1-2 ratio (N-P-K) complete fertilizer with 30% to 50% slow release nitrogen. The current formulation used at the cemetery is a 21-7-14. The fertilizer will contain micro nutrients. The fertilizer can be a different analysis than 21-7-14 as long as it is approved by the COR and MSN Agronomist prior to application.

All fertilizer applications will only be applied after being ordered by the COR. The contractor will schedule to apply fertilizer on the days ordered and agreed to by the COR.

The fertilizer will be applied according to the manufacturer's instructions. The fertilizer will be applied at a rate to achieve 4 to 5 pounds of N (nitrogen) per 1000 square feet per year (Example: 1.33 to 1.66 lbs. of N/1000 s.f. per application X 3 applications = 4 to 5 lbs. of N/1000 s.f. per year)

The fertilizer application equipment will be correctly calibrated and the application made to achieve a uniform distribution of the fertilizer throughout the application area. The fertilizer will be applied in a manner that does not harm, damage, or kill the turf in any way.

The contractor will ensure that the fertilizer is properly watered in by coordinating the watering schedule with the COR.

The contractor will make sure that all headstones, flat markers, monuments, sidewalks, patios, and other like surfaces are free of fertilizer granules immediately after the application and before watering in of fertilizer occurs. This will aid in avoiding staining of surfaces.

The contractor will be responsible for removal of any staining, marking, of headstones, flat markers, monuments, sidewalks, patios, and other like surfaces that occurs as result of a fertilizer application made by the contractor.

The contractor will schedule the fertilizer application with the COR and only apply once given approval by the COR. The contractor will give the COR a minimum one week notice prior to application.

A written record of the application will be delivered to the COR immediately following the application, whether completed or not, before leaving the cemetery on the day of any application. The written record will show the name of the company and the names and titles of the company's staff that performed the application. The written record will show all areas treated on that particular day of application. The written record will show the fertilizer used on that particular day of application. The written record will show the temperature during the time of application, and the average wind speed during the time of application.

The Contractor will provide to the COR, in writing, a list of all fertilizer and related chemicals along with the amount of application rate per acre and/or application rate per 1000 square feet, prior to any and all applications being performed. The Contractor will also provide the COR with a copy of the label for any and all fertilizer and related chemicals, prior to any and all applications being performed. The Contractor will NOT begin any application without providing this information to the COR, and obtaining the approval of the COR to proceed.

#### VIII. DAMAGE TO GOVERNMENT PROPERTY:

Contractor Mowing, trimming and edging operations shall not damage headstones, markers, floral or commemorative items, structures, survey monuments, irrigation equipment, etc.

The Contractor will move and replace all floral or commemorative items, etc. to their proper place as necessary while performing mowing/trimming services. The Contractor shall repair or replace all damaged items caused by the contractor as directed by the COR at no additional cost to the cemetery.

Contractor is responsible for removal and replacement of all lawn, shrubs and trees due to damage by the Contractor. Contractor shall provide replacement plants and shall be of the same type and size. The cemetery is responsible for plants damaged by the cemetery or third parties, storms, flood or frost damage and trees beyond their normal life span.

#### IX. DEBRIS AND TRASH REMOVAL

Debris and Trash is considered to be any item, material, or foreign object not permanently attached to or planted within the Cemetery grounds and boundaries. Items include, but are not limited to, fallen twigs and branches that are under ten (10) inches (25.40 cm) in diameter, paper products, cigarette butts, gum, glass and metal products, plastic and any other synthetic items, loose rock and stone over three (3) inches (7.62 cm) in diameter that are not the apparent result of an interment. Also included is the material found within the trash receptacles located throughout the Cemetery grounds.

Contractor is responsible for collection and disposal shall collect and dispose of all debris and trash at time of before and after each mowing and trimming event within the cemetery.

Any clippings deposited on headstones, flat markers, monuments, roadways, walkways (inside and out), flagpole bases, or other non-turf grass areas, will be mechanically blown onto nearby turf areas when possible, or collected and disposed of on the same day as the mowing, trimming, or edging event that produced them. Any clippings or edgings deposited on sidewalks or at public visitor areas including at the Committal Shelter areas will be removed (by sweeping or mechanical blower) at same time mowing work is occurring.

#### X. EQUIPMENT:

The Contractor shall use rear-discharge mowers or mowers with mulching decks only. At no time is freshly mowed grass to be blown onto headstones. Riding mowers may be used if they

are not operated within two (2) inches of markers, monuments, tree trunks or other vertical surfaces.

Commercial grade power trimmers and power edgers shall be used to trim grass from around headstones, flat markers, monuments, section markers, etc. No metal blades will be used to trim around flat markers. The Contractor shall use trimmers with a plastic blade attachment to cleanly trim edges around all flat markers, or as otherwise approved by the COR. The Contractor will leave a clean, neat edge around each flat marker. Care must be taken not to chip flat markers with blades.

All mowing equipment shall be cleaned before unloading or mowing at the cemetery to reduce the risk of introducing contaminant weed seeds into the cemetery turf. No equipment will be cleaned on cemetery property.

Cutting blades on mowing and trimming equipment must be kept sharp so that grass tips are cleanly cut and not torn or damaged.

The contractor shall take the utmost care not to damage headstones, markers, floral or commemorative items, structures, survey monuments, and irrigation equipment while performing mowing, trimming, and edging services.

The Government shall not be held responsible for any damage to the Contractor's equipment, materials, supplies or the like which may result from vandalism, theft, etc. while on site.