The Division of Risk Management (Finance Department) owns three buildings at 777 Office Park: 771 South Lawrence Street, 777 South Lawrence Street, and 770 South McDonough Street. There are no maintenance personnel on staff. The Division of Risk Management wishes to contract for monthly lawn care/maintenance services.

Contractor must furnish all labor, material, equipment, and supervision. Contractor must furnish competent and skilled persons to assure quality and performance.

All bidders must furnish a copy of their City of Montgomery business license with the bid.

All bidders should have a minimum of 10 years of commercial lawn care/maintenance experience.

Bidders must furnish references from 3 current commercial customers that have been serviced 12 times within the past year. Furnish name of company, contact person, and current phone number.

All bidders must be insured with a minimum of $1,000,000 per occurrence and $2,000,000 general aggregate general liability insurance and provide evidence of insurance with the bid.

All bidders must have Workman's Compensation insurance in accordance with the laws of the State of Alabama and furnish proof of insurance with the bid.

Contractor will invoice in arrears for each service call.

A site visit is mandatory.

Vendor shall service the lawn of the **Owner** thirty-two (32) times during the lawn service year. The service shall include mowing, edging, string trimming, and clean up of driveways and walk ways of grass clippings.

January through February: Property shall be visited once a month to remove any leaves still falling and to do preparation work for the mowing season. **(2 service calls)**

March through April: Property shall be visited twice a month to do any preparation work for the mowing season and begin turf management. **(4 service calls)**

May through September: Property shall be visited on a weekly basis. Lawn service will be conducted during this time period. **(20 service calls)**

October through November: Property shall be visited twice a month to complete turf management and begin leaf clean up. **(4 service calls)**

December: Property shall be visited twice this month to complete turf maintenance for the season. **(2 service calls)**

1. Five (5) chemical applications to be performed on turf area – each application consisting of both pre- and post-emergent herbicides and fertilizer, to be performed throughout the contract period.
2. Pruning of shrubbery to be performed seven (7) times annually.
3. Installation of fresh pine straw twice annually.
4. Leaf removal to be performed on an as needed basis.
5. Litter pick up will be performed each visit to ensure clean appearance.
6. Roundup applications will be applied to shrub beds, natural areas and cracks in walkways and pavement on an as needed basis to control weeds and grasses.
7. Pre-emergent applied to bedding areas twice annually.
8. Tree maintenance to be preformed once annually (under 20 feet).
9. Crepe myrtles will be attended to on an as needed basis to keep tree trunks clean.
10. Juniper will be edged off sidewalks to keep side walks clean as needed.