

United States Department of the Interior

Bureau of Land Management
Little Snake Field Office
455 Emerson Street Craig, CO 81625

PERFORMANCE WORK STATEMENT (PWS)

LAWN SERVICES
April 1 through November 1

SIDEWALK SHOVELING/SNOW REMOVAL
November 1 through March 31

1. DESCRIPTION OF SERVICES Grounds and landscaped areas of the Little Snake Field Office (LSFO)/Craig Complex are serviced in a manner that will maintain healthy grass, trees, and shrubs and present a clean, neat, and professional appearance. The grounds are identified as the areas open to the public (outside of the fenced parking lot, with the exception of the rock area between the main building and modular, which is within the fence). Grounds include the turf around the LSFO building, the area along the north sidewalk/fence (along E. Victory Way), the area on the East of the warehouse along Center Street and the South side of the property up to Highway 40 (part of this is landscaped). The landscaped areas refer to the areas of landscape rock, mulch or wetland, which may contain plants at the south entrances of LSFO and Dispatch, the Circular Island w/ Picnic table, middle island (with Willows), and Highway Frontage south of parking lot (including the "Little Snake Field Office" & Smokey Bear signs). Snow and ice removal from designated sidewalks that include west sidewalk next to Emerson St. Sidewalk in front of the main office building and sidewalk between parking lots.

2. CONTRACTOR SUPPLIED EQUIPMENT

2.1 Contractor Furnished Equipment and Personnel: The Contractor shall furnish all equipment necessary to apply the required lawn maintenance. All equipment and personnel shall be licensed and certified as mandated by city, county and/or Colorado state laws.

2.2 Minimum Required Equipment: Lawnmower with mulching feature, nylon spool-type trimmer, and various hand tools as needed. The contractor furnishes all equipment and supplies, including shovels and tools for snow and ice removal.

3. SERVICES TO BE PERFORMED EVERY WEEK

3.1 Grass shall be cut on approximately 9598 square feet of improved grounds (turf) as indicated in Appendices. The contractor shall maintain the growth of grass height by at least four inches. The contractor shall cut the grass in a manner to make a smooth and even surface. Variations in height due to a failure to overlap cutting areas, uneven mowing decks, and high-speed passes will not be acceptable. **To prevent grass being cut too short and burning/dying, adjustment of mowing deck to cut grass at specified height is required. (If the grass is tall, cut no more than 1/3 length.)**

3.2. The contractor shall bag grass clippings from the first mowing and place them in BLM dumpster. After mowing first, the contractor shall mow (and remove grass clippings) or mulch grass clippings. The contractor shall remove grass cuttings from all sidewalks.

3.3. Non-turf areas included in the mowing/trimming area are appx. 16,098 sq. ft. and include East of Warehouse, Circular Island, Middle Island and Highway frontage.

3.31. The Middle Island around Willow's will remain a wetland area and area's along curbs and sidewalk need mowed or trimmed.

3.32. The highway frontage area has a landscaped mounded area that requires hand trimming due to exposed irrigation lines around trees.

3.4. Remove tree branches from lawn and place with grass clippings. Cut all saplings as they appear.

4. SERVICES TO BE PERFORMED THREE TIMES DURING CONTRACT

4.1 Apply weed and feed to turf area in the spring, mid-summer, and fall. All chemicals must be approved prior to use, according to the Pesticide Use Permit (PUP) and applied by a Colorado certified commercial applicator.

5. SERVICES TO BE PERFORMED ONCE A MONTH

5.1. The contractor trims all areas around sprinkler heads in a circular pattern (using a nylon spool-type trimmer) approximately four (4) inches from the outer edge of the sprinkler head. If any damage occurs during the mowing, the contractor shall identify sprinkler head damage to the Project Inspector and the contractor shall repair damage the same day or no later than the following day.

5.2 The contractor shall trim the edges between turf and landscaped areas (using a nylon spool-type) to discourage grass from encroaching into landscaped areas. The contractor shall trim grass around signposts, sidewalks, benches, "Smokey Bear", Bureau of Land Management sign, and under and around trees and scrubs (without damaging bark or exposed irrigation lines).

5.3 Remove and/or spray weeds (performed by certified personnel) in the rock areas, against the curbs, between cracks in the sidewalks and where the sidewalks and asphalt join. Contractor will have to supply list of products to be compliant with the PUP.

6. SERVICES TO BE PERFORMED ONCE DURING CONTRACT

6.1. Spring clean-up includes thatching and aeration of all lawns. Clean up of two flowerbeds near south entrances (removing debris, replacing mulching as needed, pruning)

6.2 Start-up of sprinkling system by May 1, depending on weather. Any repairs to the system will be billed separately on a time and materials basis.

6.3 Winterizing sprinkler system; Contractor is to contact Project Inspector (PI) by Oct 1 to schedule time to turn off water and blow out sprinkler system for winter.

6.4 Tree Trimming; once per year contractor is to trim trees along west and north sidewalks to ensure sidewalks remain clear and passable. Any limbs below 6 feet should be removed. All limbs and debris are to be removed by contractor.

7. SERVICES TO BE PERFORMED TWICE DURING CONTRACT

7.1 The contractor shall remove leaves from premises. This includes leaves that have blown into gutters, rock areas, and landscaped areas and against buildings. This service shall be performed at the same time as 6.1 Spring clean-up and when the regular mowing season ends.

8. GENERAL INFORMATION

8.1 Itemized all services within the invoice.

8.2 QUALITY ASSURANCE. The government will evaluate the contractor's performance in accordance with the Quality Assurance Plan. (Appendix B)

8.3 GOVERNMENT REMEDIES. The contracting officer shall follow FAR 52.212.4, Contract Terms and Conditions-Commercial Items (JAN 2017), for contractor's failure to perform satisfactory services or failure to correct non-conforming services.

8.4 HOURS OF OPERATION

8.41 A predetermined day and time to complete work will be negotiated at the time of the award.

8.42 Contract start date may be delayed depending on the weather. The Project Inspector (PI) will notify the contractor of the start date 7 days in advance. If any lawn services are completed before the PI contacts the vendor, payment for that service will not be approved. The estimated start date is May 1 with regular mowing/ services estimated ending October 15. Final leaf removal shall be completed before November 1. Final leaf removal date will be determined in a pre-work meeting between the Contractor and the PI.

9. SIDEWALK SHOVELING/SNOW REMOVAL

9.1 DESCRIPTION OF SERVICE. The contractor shall provide all management, tools, supplies, equipment and labor necessary to ensure that snow/ice removal services on all designated sidewalks are performed at Little Snake Field Office in a manner that will maintain a satisfactory and safe environment.

9.2 BASIC SERVICES. The contractor shall remove snow and ice from the sidewalk, landings, and entrance ramps on the west side of the main building, in front of the main building and between the parking lots. The contractor shall ensure a pathway of 3 feet, or more is free of snow accumulation piles or drifts. Snow and ice in these areas shall be removed when accumulation exceeds one (1) inch or within one (1) hour after snowfall stops. This may require multiple snow/ice removals each day. When snow fall is heavy or accumulations become excessive, the contractor must place excess snow in accumulation points identified by project inspector. The contractor shall remove snow/ice from designated sidewalks before 7:00am.

9.3 REMOVE ICE. The contractor shall immediately remove ice to provide secure footing by snow removal or by sanding with washed sand that is approved by the project inspector (no salt is to be used).

10. PERIOD OF PERFORMANCE

10.1 October 1, 2026- September 30, 2031

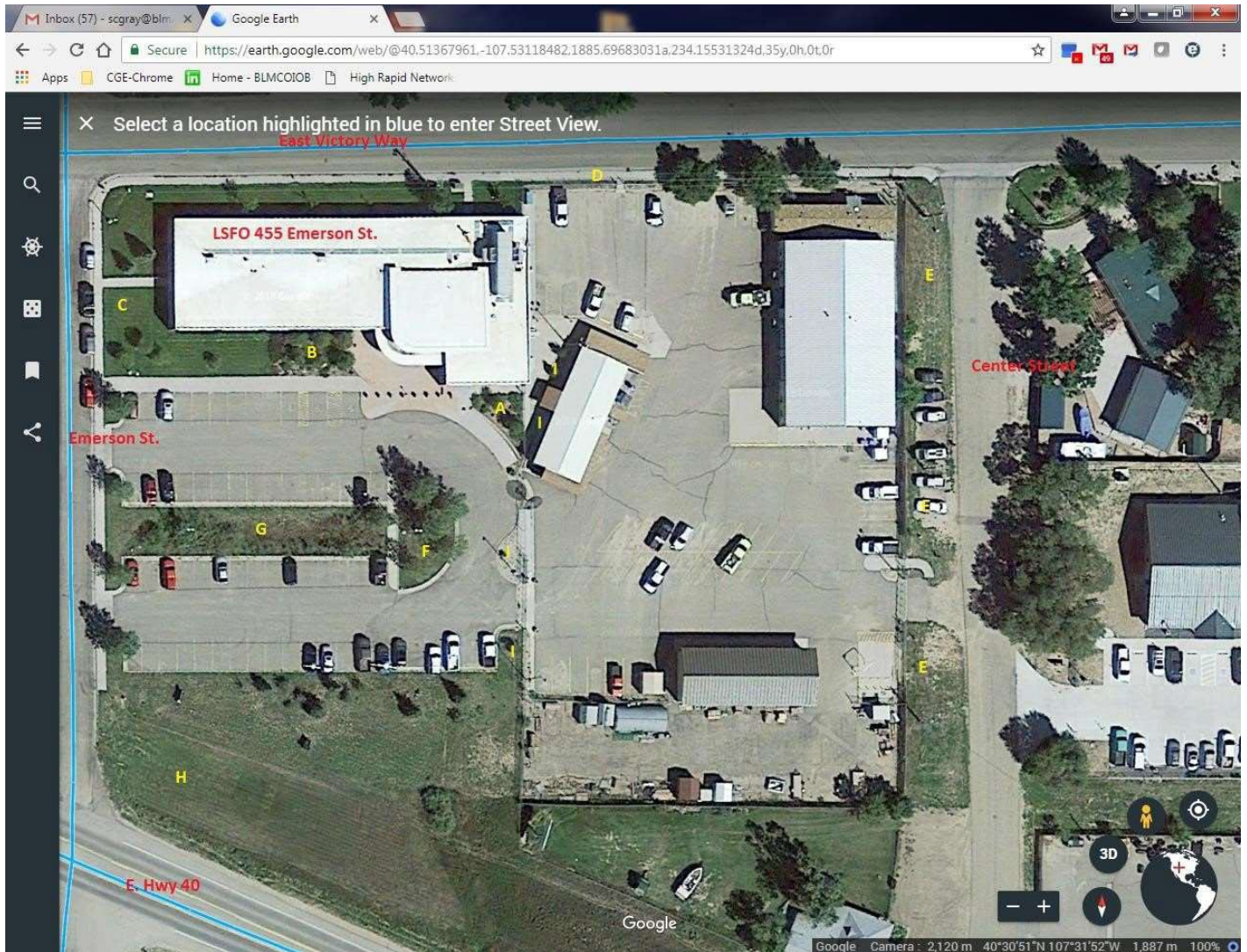
11. APPENDICES

11.1 Appendix A - Map of grounds

11.2 Appendix B - Quality Assurance Plan Example

11.3 Appendix C – Definition of Areas and appx. Square footage

11.1 Appendix A - Map of grounds



11.2 Appendix B - Quality Assurance Plan Example

**Quality Assurance Plan
Bureau of Land Management
Little Snake Field Office
455 Emerson Street, Craig CO 81625**

Landscaping/Lawn Services											
Inspector:						Date Inspected:					
Work Requirement	Standards of Performance	Frequency					% of Pay	Evaluation			
		W	M	3T	2T	1		S	U	Deduct \$	
Grass Mowing	3.1, 3.3	X					40				
Removal or mulching of grass clippings	3.2	X					5				
Trimming around sprinkler heads	5.1		X				10				
Trim the edges between lawn and landscaped areas	5.2		X				10				
Weed Spraying	4.1, 5.3		X				10				
Remove leaves from complex					X		5				
Start up and Winterizing	6.1, 6.2, 6.3, 6.4					X	15				
Fertilizing Turf	4.1			X			5				
Total Deductions:											
Net payment for services:											

W=Weekly

M=Monthly

3T=Three times during contract

2T=Twice during contract

1=Once during contract

S=Satisfactory

U=Unsatisfactory

11.3 Appendix C – Definition of Areas and appx. Square footage

Little Snake Field Office/Craig Complex

All Areas are Approximate

	Location	Definition	Requirements	Measurement	Square Footage	
A	Triangular Flower Bed (South Dispatch Entrance)	Landscaped	Clean debris, replace mulch as needed, prune and pull weeds	35 x 28 x 52	458	1808 Sq. ft. flower beds
B	Flower Bed (West of LSFO Entrance)	Landscaped	Clean debris, replace mulch as needed, prune and pull weeds	50 x 27	1350	
C	Turf around LSFO (South, East & North)	Grounds	mowing, trimming, fertilizing & edging	27 x 56 38 x 107 20 x 201	1512 4066 4020	9598 sq. ft. turf
D	North sidewalk/fence (From turf to corner)	Grounds	trimming only	216 ft.	n/a	
E	East of warehouse (grassy parking Center Street)	Grounds	mowing & trimming	20 x 356	7120	16, 098 sq. ft. other mowing
F	Circular Island w/ Picnic Table	Landscaped	mowing & trimming	31 x 67	2077	
G	Middle Island w/ Willows	Landscaped	hand mowing & trimming	30 x 161	4830	
H	Highway Frontage South of parking lot	Landscaped	mowing & trimming to highway trimming on mound due to exposed irrigation lines	80 x 233	2071	
I	Rock Areas	Landscaped	Apply herbicide Pull weeds		360	