



**PROFESSIONAL**  
**GROUNDS CARE SERVICES FOR**  
*COLONIAL CHARLES COMMUNITY ASSOCIATION*

**PRESENTED BY:**  
*KEVIN KELLY*

*8/9/2021*

## **General Conditions**

The following landscape management specifications establish the standard for grounds maintenance. This standard outlines an efficient and horticulturally sound program of the highest quality, promoting the healthy growth of turf and plant material while ensuring the continual neat appearance of the site. The maintenance specifications outlined herein are intended to serve as a guideline. After each site visit the project supervisor shall provide a report of operations completed and/or partially completed for the purpose of facilitating communication and identifying problems.

### **Personnel**

The contractor shall have an experienced supervisor responsible for the site. This supervisor will have a two (2) or four (4) year degree in horticulture or agronomy or a minimum of three (3) years experience in landscape management at supervisory level.

The contractor shall have only properly trained personnel on site to perform all functions. They shall be trained in proper horticultural and mechanical procedures to ensure that all operations are performed safely and effectively. All contractor personnel shall be required to wear a clean company uniform. The contractor's personnel shall conduct themselves in a safe, courteous, and professional manner while on site.

The Contractor is responsible for removing any debris generated from landscape operations from the site. There is no provision for debris disposal on site. There is no provision for the storage of contractor's equipment on site.

## **Scope of Work**

The contractor shall provide all necessary labor, material and equipment to properly maintain all developed land areas within the contract limits, including lawns, shrubs, groundcover, landscape trees, vines, and flowers in accordance with professional turf grass management practices. All turf areas covered by this contract shall be maintained in the highest professional manner at all times.

### **Spring Clean Up**

A general spring clean up shall occur in late winter or early spring. This work shall include leaf clean-up in all shrub beds and turf areas, policing the grounds to remove trash and other over-wintering debris, cutback of perennials and applicable groundcovers.

### **Spring Bed Edging**

All mulched areas shall be edged once each spring, creating a definite edge between turf and bed/tree ring. There shall be no encroachment of turf into mulched areas and no spillover of mulch into turf areas.

### **Mulch Application - Spring**

Mulch shall be top grade, double-shredded hardwood bark, free of all debris. Mulch shall be applied to all previously mulched tree rings, shrub beds, and hedge beds to the depth of 1 to 2 inches once each spring.

### **Bed Pre-emergent Weed Control**

Chemical weed control shall be used in shrub beds and tree rings. A granular, pre-emergent weed control shall be applied prior to the Spring Mulch Applications, during the time period when heaviest seed germination occurs.

### **Bed Post-emergent Weed Control**

A post-emergent herbicide similar to Round-Up shall be used to kill weed seedlings. The application of the bed post-emergent will occur as directed by the contract line item pricing sheet. Manufacturer's recommendations for the application of this product will be closely followed.

### **Mowing, Trimming and Weeding Service**

Turf shall be cut using a rotary-type mower or reel-type mower to a height of 2.5-3.5" as conditions dictate. Blades will be balanced and sharp at all times. Mowing shall be done with the intent that no more than one third of the grass blade is removed per cutting, weather permitting. Mowing patterns shall be employed to encourage upright growth and permit the recycling of clippings where possible.

Excessive clippings resulting from growth rates exceeding proposed frequencies, or that remain as clumps, shall be removed from turf areas. Clippings shall be removed from all paved or mulched surfaces after each mowing.

Trimming around trees, shrubs, signs, and foundations shall be performed with each mowing using hand labor or mechanical devices, at contractor's discretion, to present a neat and trim appearance.

Chemical weed control shall be used in shrub beds and tree rings. If the contract requires, a pre-emergent weed control shall be applied in March or April during the time period when heaviest seed germination occurs. In addition, a post-emergent herbicide similar to Round-Up shall be used to kill weed seedlings. Manufacturer's recommendations shall be closely followed. All weeds and grasses growing in the sidewalks and curb areas shall be controlled with a non-selective herbicide as necessary.

Beds will be kept free of weeds as part of the routine maintenance of the property. Weeding will be accomplished through use of mechanical and manual methods.

### **Power Edge Curbs and Walks**

All concrete walks and all accessible curbing shall be edged using mechanical methods. Curbs that cannot be edged using a mechanical edger shall be edged using a weedeater. All dirt and debris resulting from edging operations shall be removed.

### **Turf Care Services**

*The services provided in this section are dictated by the contracted occurrence as noted on the Line Item Pricing Page in the contract. A soil test is recommended to determine the fertility needs of the soil, and the rate of fertilizer to be applied. The amount of Nitrogen listed below is intended as a guideline for fertilizer application.*

Pre-Emergent and Fertilizer Application - Applied in a single applications, this granular application consisting of pre-emergent crabgrass control and fertilizer that will delivery 0.5 lbs. N/1,000 sf.

Post-Emergent Weed Control - This liquid application consists of broadleaf weed control at 0.5 - 1.5 oz/1,000 sf.

Fertilizer Only - Apply a granular fertilizer that will deliver no more than .9 lbs. N/1,000 sf.

### **Shrub and Formal Hedge Care**

All deciduous shrubs shall be pruned as necessary throughout the season. Care shall be taken not to remove too much of the flowering surface branches when pruning. The shrubs shall be pruned only as necessary to maintain their natural form. Pruning shall include removing dead/diseased wood, wood that is seriously infested with insects, excess sucker growth, and irregular growth.

Evergreen shrubs shall be pruned as necessary throughout the season. The first shall be a dormant pruning completed in early spring. The shrubs shall be pruned and trimmed to remove winterkill and damage from wind and ice. In late spring, mid-summer, and fall, all shrubs shall be pruned and trimmed only as necessary to maintain their natural form. All shrub material, excluding formal hedges, will not be sheared. The plant materials are intended to be maintained in their natural form. All pruning shall be done in such a manner as to enhance the plant's growth characteristics.

### **Ornamental Tree Care**

Ornamental trees are defined as trees with a caliper of 8" or less when measured 24" from ground level. Landscape and ornamental tree pruning is limited to work that can be reached from the ground with hand pruners, pole saws, or pole clips. Large scale tree pruning, not covered in this contract, shall be handled on a work order basis.

Ornamental trees shall be pruned to remove dead or damaged branches and to develop the natural form of the plant. Sucker growth from the base of the tree trunk at soil level to the base of tree branching shall be removed as required throughout the season.

### **Plant Bed Fertilization**

The fertilization program for shrubs and established shrub beds shall provide the equivalent of .5 lbs. N/1,000 sf per year. Broadleaf evergreens and other acid loving plants shall be fertilized with an appropriate acidic fertilizer. All fertilizer shall be commercial grade, mixed granules, or pelletized and shall be distributed by hand or by a hand-held broadcast spreader.

Deciduous shrubs shall be fertilized with a minimum percent (10%) nitrogen fertilizer. The fertilizer shall be fifty percent (50%) organic to ensure slow release. Broadleaf evergreen shrubs shall be fertilized after plants have flowered, with a low analysis fertilizer to prevent injury.

### **Leaf Clean-up**

The leaf removal services will be conducted based on the number of occurrences called for in the contract. All early stage fallen leaves shall be mulched, allowing for the fine organic matter to benefit the turf area. Once considerable accumulation of fallen leaves occurs, leaves will be removed from lawn areas and walkways, mulched bed areas, and tree rings. Accumulated leaves shall be removed from the site at the conclusion of each leaf removal operation. No provision is made for disposal of leaves on the site.

### **Dormant Oil Application**

A dormant oil spray shall be applied in late winter/early spring when plants are in dormant condition (prior to the emergence of leaves) and when the temperature has reached 45 degrees Fahrenheit. The dormant spray is used to control scale insects, aphid eggs, and spider mite eggs.

## **Optional Services**

### **Soil Test**

Soil shall be analyzed by an approved laboratory. Results of the test shall be presented to the representative of the property. A written report will be submitted and shall include an analysis of test results and recommendations for a curative program.

### **Turf Aeration**

Established turf shall be aerated as dictated by the contract occurrence on the Line Item Pricing sheet. Aeration reduces root damage resulting from over-compaction of soils and improves turf receptiveness to fertilizers, water, and weed control products by increasing soil porosity. Aeration shall be accomplished utilizing a core-type aerator and will occur in early Fall. The aerator's tines shall penetrate the soil a minimum depth of one inch. Aeration cores shall not be collected.

### **Over-Seeding**

Where applicable, mechanical over-seeding shall be performed to strengthen weak areas and incorporate new varieties of grass seed into existing turf. Areas requiring reseeding shall be reseeded at the rate of 3 lbs./ 1,000 sf. All areas shall be reseeded with an approved certified seed, turf type tall fescue blend. Weed content of all grass seeds mixture must not exceed .05%.

### **IPM - Plant Health Care**

A State Licensed Pesticide Applicator, versed in the recognition, diagnosis, and treatment of major turf disease and insect pests, will monitor insect and disease problems throughout the property to include trees, shrubs, and turf areas. Management's representative shall be notified immediately of an outbreak. Notification shall include recommended treatment and costs. ***Additional work is to be completed and billed on a separate contract.***

### **Fall Bed Edging**

All mulched areas shall be re-edged once in the fall prior to the application of mulch, creating a definite edge between turf and bed/tree ring. There shall be no encroachment of turf into mulched areas and no spillover of mulch into turf areas.

### **Mulching Application - Fall**

Mulch shall be top grade, double shredded hardwood bark, free of all debris. Mulch shall be applied to all previously mulched tree rings, shrub beds, and hedge beds to the depth of 1" once each fall.

### **Lime Application**

As soil test is recommended to determine the pH level of the turf grass areas.

The pH shall be maintained at a level of 6.0-7.0 depending on the turf species. Information from the soil test will determine if lime is needed. The management representative shall be notified of recommended rates and costs. ***Additional work to be completed and billed on a separate contract.***

### **Seasonal Color - Summer Flowers**

Soil shall be loosened to a depth of 4". The planting bed shall be top-dressed with a time released fertilizer prior to planting. An approved mulch such as pine fines, pine needles, or triple shredded hardwood mulch shall be applied to a depth of 1" over the perimeter of the planting bed following installation of seasonal color.

The plants shall be installed so that the top of the pot is level with the existing grade. All existing roots shall be completely surrounded by soil and shall be below the level of the mulch.

An initial watering will be provided by the contractor at installation. If additional watering is requested by the owner, a separate proposal will be submitted for these services. All seasonal color shall be pinched as needed to remove the dead flower heads. If fall annuals are not to be installed, the summer annuals shall remain in place until the first killing frost. Following the first killing frost, the installed flowers will be removed.

### **Seasonal Color - Fall Flowers**

When applicable, summer annuals will be removed and replaced with fall annuals when fall annuals become available.

Soil shall be loosened to a depth of 4". The planting bed shall be top-dressed with a time released fertilizer prior to planting. An approved mulch such as pine fines, pine needles, or triple shredded hardwood mulch shall be applied to a depth of 1" over the perimeter of the planting bed following installation of seasonal color.

The plants shall be installed so that the top of the pot is level with the existing grade. All existing roots shall be completely surrounded by soil and shall be below the level of the mulch.

An initial watering will be provided by the contractor at installation. If additional watering is requested by the owner, a separate proposal will be submitted for these services. All seasonal color shall be pinched as needed to remove dead flower heads.

### **Irrigation Scope of Work**

The contractor shall provide all necessary labor, material, equipment, and fully trained supervisory personnel to properly maintain all developed land areas within the contract limits including lawn, shrubs, groundcover, trees, vines and flowers.

**Spring System Activation:** The Contractor will collect all components such as backflow devices and pumps that may have been removed over the winter and install them in their regular locations. System will be energized (pressurized). From the controller, all zones are checked electrically for continuity. Contractor will inspect and ensure the rain sensor is operational (if installed). Contractor will activate every zone and inspect all components (heads). Adjustments to the arc and radius of the spray heads will be done as needed. Contractor will note plant material type, head type and exposure to assist us in proper programming of the controller later. Broken, leaking or missing components will be reported to the owners. If repairs are needed, a proposal will be presented for approval prior to completing the repairs or upgrades.

Once the system is prepared for operation, a watering schedule will be determined that takes into consideration environmental factors such as plant type, slope, soil conditions, etc.

**Periodic Site Visits (frequency determined by the contract):** The entire system will be inspected. Each zone will be visually inspected and any broken, leaking, or missing components will be brought to the attention of the owner. Contractor will make any minor adjustments to ensure adequate water coverage. Any needed repairs will be submitted for approval and then performed in a timely manner. Contractor will make minor adjustments to the watering schedule based on weather and site conditions with the ultimate goal being water conservation and optimal plant health.

**Winterization:** The system will be shut down and the mainline and all lateral lines purged of water using compressed air as is standard industry practice. Depending on the equipment type and location, Contractor will remove components such as a backflow device and store at the owners' site over the winter. The controller will be placed in the off position.

**Repairs:** Approved repairs, upgrades, and modifications to the irrigation system will be performed on a time and material basis. Repairs shall be made at the direction of the owner or manager and shall be billed at a rate of:

Technician - \$125.00/hour

Laborer - \$50.00/hour

These rates include all costs associated with the vehicle, equipment, and tools necessary to complete work associated with this contract. Material costs are not included in the hourly rate, and will be an additional charge.



# SNOW REMOVAL

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## When the Snow Flies

When the winter weather rolls in this season, it's reassuring to know you have the right company covering your property for snow and ice removal. Sure, there are plenty of companies that can plow the snow, but very few can offer the full range of services needed to handle anything Mother Nature may dish out.

We at Complete Landscaping have been providing comprehensive snow services in the Mid-Atlantic region for nearly forty years. Businesses and properties including

- Apartment Complexes
- Home Owner Associations
- Retail Centers / Small Store Fronts
- Office Complexes
- Hospitals / Urgent Care Facilities
- Government Buildings

Our customers rely on Complete Landscaping to provide turn key snow removal services. From pre-treatment, plowing and post treatment of your sidewalks to the dig outs of specialized areas like mailboxes, parking spaces and dumpsters. We have the equipment and resources needed to handle the job.

After decades of plowing snow, we learned that surviving a Mid-Atlantic winter means lots of upfront planning. Long before the first flake we will work with your team to understand exactly how and when you want to have things done.

## Complete Snow Services

- Snow Plowing
- Ice Melt Applications
- Pre-Treatment
- Sidewalk Clearing
- Snow Relocation
- Snow Disposal



Interested in getting more information about our Services?

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Bowie, MD 20716  
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## Why Choose Complete Landscaping for Your Commercial Snow Removal Needs?

Complete Landscaping Service offers snow removal plans for properties of any size. No matter if it is a major snowfall or a quick winter squall, we have the experience, resources, and equipment to make sure you stay safe while keeping your budget in mind.

Complete Landscaping Services consistently ranks in the **Top 100 Snow Removal Companies** in the nation. We know how to manage Mid-Atlantic snow and ice. Our commitment to you

- We dispatch early so our team is on time
- We work quickly to minimize disruption
- We stick it out until the job gets done

Our team will work for you around the clock, you will always have a person to call when you need service or just want an update. If equipment goes down, it doesn't stay that way long because our mechanics work through the night to make sure you don't get left in the cold because of a broken truck.

With field offices located throughout Maryland, DC, and Northern Virginia, we are always close by to service your property.

When the winds howl...you'll find it reassuring to know that you have a company with nearly half a century of experience keeping your property open and running.

