

EXHIBIT A:
SCOPE OF WORK

SUMMARY: The Contractor shall maintain the grounds, plants, shrubbery, ornamental trees, grass, and turf for the location noted below, hereinafter collectively described as the "PROPERTY". Maintenance of the Property in its entirety shall occur a minimum of once per week, or more often as required by Midtown Alliance. The Contractor shall also provide Additional Services as needed at various locations within the Property (see Exhibit B). The Contractor shall *utilize "green" practices, applications, and products at all times in executing scope of work (see EXHIBIT F).*

BILLING TERMS: The Contractor shall maintain records of work performed that are organized by area of the Property as outlined on the Bid Form. A detailed list of services and cost shall be submitted to Midtown Alliance (the "Client") on the first of the month for which the services will be rendered. The Client shall pay invoices within thirty (30) days of receipt, except in cases of discrepancy. In case of discrepancy, Client shall notify Contractor of such within fifteen (15) days of receiving the invoice and give Contractor ten (10) days to resolve the discrepancy.

MAINTENANCE SERVICES TO BE PERFORMED BY THE CONTRACTOR FOR CLIENT:

SECTION 1: TURF AREAS

A. Mowing

Mow and trim all lawn areas once per week as needed during the active growing season to maintain the proper height. It may be necessary to mow dormant turf areas out of season in order to maintain a neat appearance. Edging of turf areas is considered a part of mowing operation.

- **Warm Season Turf:** Mow warm season turf, April through October (i.e., Bermuda, Zoysia, Centipede)

- **Cool Season Turf:** Mow cool season turf, February through November (i.e., Fescue)

B. Aeration/Overseeding

- **Cool Season Turf:** Aerate and overseed all Fescue areas once annually in the fall at the rate of 5-7 lbs. per 1,000 sq. ft. on established turf.

C. Fertilization and Pre-Emergents

- Treat all turf with the proper **Organic Fertilizer** at appropriate intervals.

D. See Exhibit B: *"Additional Services"*.

E. **(Fire) Ant Management**

Apply insecticides to all mounds as necessary to manage (fire) ants. When ants are no longer present, completely remove mound and dispose of mound properly.

SECTION 2: SHRUBS AND ORNAMENTAL TREES

A. **Fertilization**

- Fertilize once annually with slow release balance fertilizer. See EXHIBIT C: *"Maintenance Service Schedule"* for description of timing and applications.

B. **Pruning**

- **Shrubs:** Prune all shrubbery to maintain size and healthy, vigorous growth. Frequency may depend on variety or growth habits of shrubs and weather conditions.
- **Ornamental Trees:** Prune ornamental trees, NOT EXCEEDING 15 FEET IN HEIGHT, as needed to keep uniform shape. Services on trees exceeding 15 feet in height will be contracted to a third-party by Client.
- Prune to remove low hanging limbs and branches interfering with sidewalks, parking lots, drives, patios, entrances, and other walkways. Extensive winter pruning, consisting of heavy cut backs and thinning shall be done if deemed necessary to size and re-shape plant material. (OBTAIN APPROVAL FROM CLIENT PRIOR TO PRUNING ANY BRANCHES GREATER THAN 1/2" IN DIAMETER. ADDITIONAL COMPENSATION MAY BE NECESSARY.)

SECTION 3: BEDS AND GENERAL MAINTENANCE

- A. Edge to maintain neat curb line and bed lines.
- B. All beds to be weeded and **organically** sprayed to control all undesired vegetation.
- C. Keep all beds clean of trash and debris.
- D. Police all grounds on each regularly scheduled visit to remove all trash and debris. All sidewalks and pavement areas shall be routinely maintained in a clean state as part of policing of grounds.
- E. Clean all walks and curbs on each regularly scheduled visit to remove landscape debris.

- F. Clean all fall leaves on regularly scheduled visits.
- G. Apply insecticides to ant mounds, which appear in bed areas. When ants are no longer present, completely remove mound and dispose of mound properly.

SECTION 4: IRRIGATION MAINTENANCE (if applicable at start-up and shut-down)

(Not all maintenance areas have irrigation systems; see Bid Form.)

- A. Visual inspection of controller: check for accurate day, date and time, watering schedule and condition of controller enclosure.
- B. Physical inspection of each zone, to ensure proper and adequate coverage.
- C. Minor adjustments, including:
 - Eliminate partial/minor clogs.
 - Adjust arc or radius of throw for improved efficiencies.
 - Straighten heads as needed.
 - Prepare an inspection report detailing both routine and billable repair services performed.
 - All incidental and necessary repairs, such as a broken head or any pre-authorized repairs below a ceiling set by the client, shall be done immediately. An estimate shall be provided for all large scale repairs and scheduled upon Client approval.
 - Make recommendations to improve efficiency (for example: rain sensor, relocate heads, etc.).
 - Adjust controller(s) in response to water restrictions impose by the local water authority.
 - Prior to winter, the system shall be drained as best as possible to reduce the chance of freeze damage. (Additional Charge)
 - In the Spring, the system shall be re-pressurized and inspected for proper operation. (Additional Charge)
 - At the Client's request, produce an as-built diagram of the irrigation system on the Property during the off-season. This diagram shall show approximate location of all

existing valves, backflow preventers, shutoffs, and irrigation zones for the Client's records. (Additional Charge)

END OF EXHIBIT A

**EXHIBIT B:
ADDITIONAL SERVICES**

Additional services are those items not included in the Maintenance Agreement that Contractor may provide in conjunction with contract services at an **additional cost**. The Client expects the Contractor to be able to provide all of the following services in a timely manner on an as needed basis.

1. SEASONAL COLOR

Seasonal color may be provided by adding annuals and/or perennials as designed by Contractor and approved by the Client.

- A. Contractor agrees to supply all equipment and labor for the installation for all existing color beds throughout the Property.
- B. Prior to plant installation, all beds shall be prepared. Bed preparation includes combining existing soil conditioner and fertilizer to a depth of eight to twelve inches (8"-12"). All plant materials shall be mulched to a depth of two inches (2") after plants are installed.
- C. A proposal for suggested plant materials shall be submitted by Contractor and approved by the Client 30 days before installation.
- D. Any seasonal color that dies during the season shall be replaced by Contractor at no charge to Client.
- E. At a minimum, seasonal color will be requested at the following areas: 14th Street medians and Arts Center Plaza.

2. MULCHING

- A. Scheduling and frequency will depend on Client preference. Twice yearly mulching is made at six (6) *month* intervals.
- B. Pine straw may be supplied per bale. Installation prices shall include trenching bed lines.

3. TURF

- A. Soil Testing: Properties with different turf types may require more than one test.
- B. Lime: Apply lime to turf to aid in absorption of fertilizers; applications are generally made in the fall season (50lbs. per 1,000 square feet).

4. **TREES AND SHRUBS** (Street trees treatment will be contracted to a third-party by Client.)
 - A. Deep-root injection.
 - B. Ornamental: Chemical control of fungal diseases sometimes contracted by turf grasses, shrubs, and small ornamental trees.
5. **KUDZU MANAGEMENT**
 - A. Specialized chemical applications may be required in cases of excessive encroachment or rampant growth of Kudzu.
6. **IRRIGATION DESIGN SERVICES**
 - A. Provide "As-Built" diagrams.
 - B. Irrigation planning and installation.
7. **LANDSCAPE RENOVATION / INSTALLATION SERVICES**
 - A. Designs may be provided by Client or Contractor and must be approved by Client prior to installation.
8. **DAMAGE DUE TO ACTS OF NATURE**
 - A. Excessive damage or debris caused by storms may result in an additional charge for clean-up or debris removal.
9. **EXCLUSIONS: TREE SERVICES:** (will be contracted to a third-party by Client.)
 - A. Pruning trees over 15 feet in height.
 - B. Tree removal or major structural pruning.
 - C. Arborist services for mature trees.
 - D. Stump removal.

END OF EXHIBIT B

**EXHIBIT C:
MAINTENANCE SERVICE SCHEDULE**

This is a general guideline for the landscape maintenance services to be provided by Contractor. Specific times that each service is provided may vary according to seasonal and climate conditions. Tasks that are considered Additional Services are specified.

QUARTER 1

JANUARY

1. Police grounds for trash and landscape debris
2. Winter pruning of ornamental grassed and Liriope groundcover; final detail on Perennials
3. Final detail on leaf maintenance
4. Begin winter structural pruning as necessary
5. Trench bed lines; install pine straw mulch (additional service)
6. Deep-root tree injection (additional service)

FEBRUARY

1. Police grounds for trash and landscape debris
2. Ornamental tree and shrub fertilization begins
3. Round 1 turf application begins (see *EXHIBIT D: "Turf Program"*)
4. Dormant oil application on ornamentals begins (see *EXHIBIT E: "Ornamental Program"*).
5. Remove seed heads and thin problem branches on Crape Myrtles
6. Continue winter structural pruning

MARCH

1. Police grounds for trash and landscape debris
2. Begin mowing of Fescue turf
3. Scalp Bermuda and Zoysia turf
4. Begin fire ant management
5. Continued Round 1 on turf, ornamental tree and shrub fertilization, and dormant oil application
6. Start up irrigation system (if applicable)

QUARTER 2

APRIL

1. Police ground for trash and landscape debris
2. Monitor irrigation system
3. Round 2 turf application begins (see *EXHIBIT D: "Turf Program"*)
4. Summer Annual installation begins mid-month (additional service)

5. Mowing of Fescue turf, begin mowing of warm season turf grasses
6. Begin pruning to maintain shape and structure of plants as needed
7. Weed management in bed areas continued
8. Begin insect management on ornamentals
9. Complete fertilization of ornamental trees and shrubs
10. Apply fungicides to turf and ornamentals if needed (additional service)

MAY

1. Police grounds for trash and landscape debris
2. Monitor irrigation system
3. Continue mowing of turf areas
4. Continue pruning as needed
5. Continue pest management
6. Continue weed management
7. Aerate warm season turf

JUNE

1. Police grounds for trash and landscape debris
2. Monitor irrigation system
3. Continue mowing as needed
4. Continue pruning as needed
5. Continue Annual maintenance program
6. Continue pest and weed management
7. Round 3 turf application begins (see *EXHIBIT D: "Turf Program"*)

QUARTER 3

JULY

1. Police grounds for trash and landscape debris
2. Monitor irrigation system
3. Continue mowing as needed
4. Continued pruning as needed
5. Continued maintenance program for summer Annuals
6. Continued pest and weed management
7. Round 4 turf application begins (see *EXHIBIT D: "Turf Program"*)

AUGUST

1. Police ground for trash and landscape debris
2. Monitor irrigation system
3. Continue mowing as needed
4. Continued pruning as needed
5. Continue maintenance program for summer Annuals
6. Continue pest and weed management

7. Continued Round 4 turf application
8. Herbicide treatment to remove warm season turf encroaching into Fescue turf areas

SEPTEMBER

1. Police grounds for trash and landscape debris
2. Monitor irrigation system
3. Continue mowing as needed
4. Continue pruning as needed
5. Continue maintenance of summer Annuals
6. Continue weed management
7. Begin aeration and overseeding of Fescue turf (see *EXHIBIT D: "Turf Program"*)
8. Round 5 on warm season turf begins
9. Correct soil pH in turf areas (additional service)

QUARTER 4

OCTOBER

1. Police grounds for trash and landscape debris
2. Monitor irrigation system
3. Winter Annual installations begin mid-month (additional service)
4. Aeration and overseeding continues
5. Round 5 on turf continues
6. Final shaping of ornamentals begins
7. Begin fall leaf maintenance

NOVEMBER

1. Police grounds for trash and landscape debris
2. Shut down irrigation system as season dictates
3. Resume mowing of Fescue turf, final mowing on warm season turf
4. Continue Round 5 on turf
5. Begin Round 6 on turf (see *EXHIBIT D: "Turf Program"*)
6. Continue leaf maintenance

DECEMBER

1. Police grounds for trash and landscape debris
2. Complete Round 6 on turf
3. Continue mowing of Fescue turf as needed
4. Continue leaf maintenance
5. Install flowering bulbs (additional service)

END OF EXHIBIT C

EXHIBIT D:
TURF PROGRAM

Round 1

February/March

Apply pre- and post-emergent Herbicide for all turf areas; fertilizer of Fescue turf.

Round 2

April/May

Apply pre- and post-emergent Herbicide and fertilizer for cool-season and warm season areas.

Round 3

June

Conduct high nitrogen fertilizer in warm-season turf; spot spray all turf for existing weeds.

Round 4

July

Conduct fertilization of warm-season lawn areas; spot spraying of weeds in all turf.

Round 5

September/October

Apply pre-emergent Herbicide applied to warm-season turf; cool-season turf aerated, overseed, and starter fertilizer.

Round 6

November/December

Conduct fertilization of Fescue turf.

END OF EXHIBIT D

EXHIBIT E:
ORNAMENTAL PROGRAM

Round 1

February/March

Dormant oil applied to ornamental plants as needed for insect and mite control.

Round 2

March

Granular fertilization of shrubs and small ornamental trees.

Round 3

March/May

Plants are treated as needed for lace bugs, spider mites, aphids, scale, and tent caterpillars.

Round 4

June/July

Plants are treated as needed for Japanese beetles, aphids, spider mites, and plant hoppers.

Round 5

July/October

Continued management of all above pests

END OF EXHIBIT E

EXHIBIT F:
ENVIRONMENTAL SUSTAINABILITY AND PURCHASING GUIDELINES

In 2013, Midtown Alliance and its stakeholders made a deliberate focus on sustainability through creation of the Midtown EcoDistrict. This initiative aims to implement impactful and measurable environmental improvements and position Midtown as one of the most livable, vibrant and sustainable districts in the U.S. Together, these and other initiatives reinforce the district's strong urban identity, and support continued economic progress.

Midtown Alliance has adopted **Environmentally Preferred Purchasing Guidelines** to be a good steward of our natural resources, minimize pollution, and to create a healthy environment. Our contractors, vendors, and/or suppliers are expected to adhere to the following areas of focus and practices that apply.

SECTION 1: SOURCE REDUCTION

Reducing unnecessary waste at the source allows Midtown Alliance to both mitigate the inefficient use of our natural resources and benefit economically from decreased handling and disposal costs.

- Institute practices that reduce waste, resulting in the purchase of fewer products whenever practicable and cost-effective, but without reducing safety or workplace quality.
- Purchase remanufactured products (i.e. equipment) whenever practicable, but without reducing safety, quality or effectiveness.
- Consider short-term and long-term costs in comparing product alternatives. Include evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives.
- Purchase products that are durable, long lasting, reusable or refillable.
- Request that vendors eliminate packaging or use the minimum amount necessary for product protection to the greatest extent practicable.
- Request packaging that is reusable, recyclable or compostable when suitable uses and programs exist.

- Require that all equipment bought after the adoption of this Policy, when practicable, be compatible with products and services that provide source reduction benefits.

SECTION 2: RECYCLED CONTENT PRODUCTS

Midtown Alliance recognizes that recycled content products are essential to the continuing viability of that recycling system, and for the foundation of an environmentally sound production system.

- Products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines – such as printing paper, office paper, janitorial paper, construction, landscaping, transportation, vehicles, and non-paper office products – and which contain the highest post-consumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines.
<http://www.epa.gov/epawaste/consERVE/tools/cpg/>
- Copiers and printers that can be used with recycled content products.
- Re-refined lubricating and industrial oil for use in vehicles and other equipment, as long as the product is certified by the American Petroleum Institute (API) as appropriate for use in such equipment.
- Asphalt concrete, aggregate base or Portland cement concrete for road construction projects that contains recycled, reusable or reground material.
- Recycled content transportation products including signs, cones, parking stops, delineators, and barricades.

SECTION 3: ENERGY AND WATER SAVINGS

Recognizing that the generation of electricity is a major contributor to air pollution and global warming issues, and that clean water is a finite resource, Midtown Alliance values products that minimize the use of these valuable resources.

- Energy-efficient equipment with the most up-to-date energy efficiency functions, including, but not limited to, high-efficiency heating and cooling systems.
- Efficient lighting with energy-efficient equipment.

- Products for which the U.S. EPA Energy Star certification is available and which meet Energy Star certification, when practicable. When Energy Star labels are not available, choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.
- Water-saving products.

SECTION 4: LANDSCAPING

Supporting low maintenance and environmentally sensitive landscapes minimizes the unnecessary use of fertilizers and water resources, therefore reducing Midtown Alliance's impact on the natural environment.

- Employ sustainable landscape management techniques for design, construction and maintenance. These techniques include, but are not limited to, low-impact development (LID), integrated pest management, grasscycling, drip irrigation, composting, using collected rainwater for irrigation, and procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food waste programs.
- Minimize waste by selecting plants that are appropriate to the microclimate, species that can grow to their natural size in the space allotted them. Place preference on native and drought-tolerant plants that require no or minimal watering once established.
- Limit amount of impervious surfaces by procuring permeable substitutes such as permeable concrete or pavers for sidewalks and other public spaces where appropriate.
- For projects involving tree planting and/or tree maintenance, abide by ANSI A300 Best Management Practices.

SECTION 5: TOXICS AND POLLUTION

The use of toxics and the generation of pollution should be minimized to reduce risks to health, safety, and the environment.

- Refrain from procuring cleaning or disinfecting products (i.e. for janitorial or automotive use) containing carcinogens, mutagens, or teratogens. Chemicals to be avoided are listed by the U.S. EPA or the National Institute for Occupational Safety

and Health on the Toxics Release Inventory - <http://www.cdc.gov/niosh/topics/chemical.html>.

- Phase out chlorofluorocarbon-containing refrigerants, solvents and similar products.
- Utilize readily biodegradable surfactants and detergents that do not contain phosphates.
- **Maintain buildings and landscapes and manage pest problems through the application of prevention techniques and physical, mechanical and biological controls.**
- Procure products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde in materials such as paint, carpeting, adhesives, furniture and casework.
- Procure products and equipment with no lead or mercury. For products containing lead or mercury, give preference to those with lower quantities of these metals and to vendors with established lead and mercury recovery programs.
- **Consider vehicle procurement alternatives to gasoline and diesel such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available.**
- **Vehicles operated by Midtown Alliance staff, contractors, or vendors should follow a "No Idle" Policy – vehicles should be turned off if idling for more than 30 seconds unless doing so creates a safety issue.**
- **Avoid the use of glyphosate (the active chemical in Roundup) for weed control. Consider mechanical weed control methods (i.e. pulling, mulching, burning) or products that use acetic acid (vinegar) or pelargonic acid.**

SECTION 6: FOREST CONSERVATION

Midtown Alliance has made significant investments expanding Midtown's tree cover. That commitment extends to the purchase of wood products, in recognition of the valuable human and ecological health services provided by forests.

- Procure wood products such as lumber and paper that originate from forests harvested in an environmentally sustainable manner. Give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include

independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council certification.

- When practicable, procure locally, sustainably harvested wood.

END OF EXHIBIT F