

CLARK COUNTY

Scope:

The purpose of this Bid is to secure a contractor for providing general maintenance activities at designated parks that have been newly constructed in the Metropolitan Parks District (MPD).

This Bid will begin with the general maintenance activities of two parks to include; Walnut Grove Park and Vista Meadows Park. As additional, new MPD parks are released to Clark County, this Bid is will expand into additional parks as directed by the MPD Maintenance Manager.

This solicitation is for the provision of General Maintenance Activities at new neighborhood parks constructed in the Metropolitan Parks District (MPD).

General maintenance activity of all Metropolitan Parks District neighborhood parks will be maintained at the standard as identified in this Bid and as set forth by the MPD maintenance manager. The Quality Control manager as identified by Clark County will monitor the standard and approve or disapprove payment.

General Information:

Believing that parks are an integral part to the quality of life of its residents, Clark County has been acquiring property in developing areas as future park sites. Through park impact fees and real estate taxes the county has been able to purchase land and set aside funds to construct parks, but without a funding source for maintenance the green spaces remained undeveloped.

In February 2005, by approval of voters within the unincorporated urban area of Clark County, a funding source was secured allowing Clark County to proceed with the development of thirty five (35) undeveloped parks, by the creation of the Greater Clark Parks District also referred to in this Request for Proposal as the Metropolitan Parks District. Now, with a dedicated funding source secured for parks maintenance, the funds that have been set aside for constructing parks can be put into action.

Of the thirty five (35) parks to be developed in the Greater Clark Parks District, thirty (30) are neighborhood parks and the other five (5) are community parks. Neighborhood parks serve residents within walking distance and contain play structures, picnic tables and benches; while community parks are considered a destination with amenities such as parking lots, sports fields and restrooms. The main focus of this Bid centers around conducting general maintenance activities in the neighborhood parks.

Funding for this Bid has been secured by the establishment of the Greater Clark Parks District also referred to in this Bid as the Metropolitan Parks District. Taxpayers within the Greater Clark Parks District approved a funding source for parks maintenance, allowing Clark County to proceed with the development of thirty five (35) undeveloped parks.

Locations:

Vista Meadows MPD Park – This 5-acre park is located on NE 29th Avenue between NE 144th and 147th streets across from Washington State University's Vancouver campus.

Walnut Grove MPD Park – This 3.7-acre site is located at NE 58th Avenue and NE 70th Street in the Minnehaha area. The park was previously called Minnehaha Neighborhood Park, but neighbors asked that the name be officially changed to Walnut Grove Neighborhood Park in fall 2004.

Any other MPD Parks as determined by the MPD maintenance manager that may come online during the duration of this Bid.

Public Safety:

Public safety may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Contractor's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Contractor's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it. Contractor will contact MPD maintenance manager if conducting general maintenance activities will cause possible public safety issues within said MPD parks.

Term of Contract:

A contract awarded as a result of this Bid will be for a period of one (1) year and is intended to begin on October 1, 2007 and end on September 30, 2008.

Clark County reserves the right to extend the contract resulting from this bid for a period of three (3) one (1) year periods, by service of a written notice of its' intention to do so prior to the contract termination date.

It is the intent of this bid that unit prices will be adjusted annually, using the Consumer Price Index average for the previous year. For example, 2007 prices will be based upon the initial bid price and inflated by the 2006 CPI. The CPI will be adjusted at the anniversary date [at year one (1), and at the time of each contract execution.

Work Requirements/ Required Services

General Maintenance Activity Requirements

This Bid identifies forty (40) general maintenance activities that are under consideration. Bidders will consider all activities, placing a cost to conduct each activity by unit of measure individually for the period as stated in this Bid. A cost will be determined by per each unit of measure (i.e. Acre, Cubic Yard, 1000 Lineal Feet, Labor Hour, etc...)

Each of the forty (40) activities are defined accordingly:

Title of Activity (Maintenance Activity)

Unit of Measure (Cost per unit identified)

Activity Code # (Internal Production Tracking # for Clark County)

- a. **Description of Work** – This is a brief description of the activity being accomplished.
- b. **Typical Duties** – This is a brief outlay of what is involved to successfully accomplish this activity.
- c. **Frequency & Time of Year** – This is a brief overview of how many times the activity is needed or accomplished annually also identifying what times of year the activity takes place. This figures are generally approximates and at the discretion of the MPD maintenance manager.
- d. **Quality & Performance Requirement** – This is a brief statement of the desired outcome of the activity after being conducted or completed.
- e. **Special Considerations and Other Requirements** – This addresses other issues that are applicable when conducting the activity. Under this topic, it generally sites required policies, procedures, rules or regulations that must be followed in order to complete the activity. This area catches anything that was not covered in description of work, typical duties, frequency & time of year and quality & performance requirements.

1. **Turf Mowing – Acre** **Activity Code 801**

- a. **Description of Work:** All work associated with the mowing of developed, high profile turf areas. Work is done to promote health, safety and appearance of turf and play ability by the public.
- b. **Typical Duties:** Mow turf to appropriate height, approximately two and a half (2.5) to three (3) inches. Identify work for other crews to perform. Inspect area for debris and pick up as necessary.
- c. **Frequency & Time of Year:** Refer to **Attachment A**, Annual Work Calendar for approximate schedule. Typically sixty two (62) times per year for irrigated turf areas. This equates to approximately two (2) times per week for four (4) months (Spring & Fall) and then one (1) time per week for five (5) months (Summer).
- d. **Quality & Performance Requirement:** When the work is done, turf is well manicured and aesthetically pleasing. Turf is maintained at height of two and a half (2.5) to three (3) inches at all times.
- e. **Special Considerations and Other Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid.

2. **Rough Area Mowing – Acre** **Activity: 803 - Possible Future Activity**

- a. **Description of Work:** All work associated with mowing of undeveloped areas. Work is done to reduce fire hazard, control noxious weeds, reduce rodent populations and enhance appearance.
- b. **Typical Duties:** Inspect area for debris & litter, pick up as necessary. Mow upon completion of inspection.
- c. **Frequency & Time of Year:** Refer to **Attachment A**, Annual Work Calendar for approximate schedule. Work is typically completed six (6) times per year or as requested. This equates to approximately (4) times in the Spring to early Summer and (2) two times in the Fall
- d. **Quality & Performance Requirement:** When work is done, field shall be evenly mowed with no skipping and is aesthetically pleasing. Mowing is typically performed with a tractor and flail type pull behind mower

attachment. The finished cut height will not exceed (3) inches.

- e. **Special Considerations and Other Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid.

**3. Turf Edging – 1,000 Lineal Feet (KLF)
Activity Code 811**

- a. **Description of Work:** All work associated with edging of walkways, curbs, cement pads, shrub beds, and other areas requiring a well defined and manicured edge. Work is performed to promote aesthetics and define edges in the areas specified.
- b. **Typical Duties:** Inspect work areas for hazards and other work needs. Edge designated areas, clean up edgings and haul off site. Blow off hard surface areas. Avoid damaging irrigation heads. Do not engage power blower or edger if public is nearby.
- c. **Frequency & Time of Year:** Refer to **Attachment A**, Annual Work Calendar for approximate schedule. Work is generally completed once (1) every other month during the turf growing season. Edging is also done in late winter to establish an edge in shrub beds prior to pre-emergent herbicide application.
- d. **Quality & Performance Requirement:** Turf edges shall be sharply defined, straight and free of debris. Turf will be maintained to within two (2) inches of asphalt edge and to within (1/4) one quarter inch of concrete edge.
- e. **Special Considerations and Other Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid.

**4a. Turf Aerating – Acre
Activity Code 812**

- a. **Description of Work:** All work related to aerating developed turf areas in MPD parks. Work is done to promote health, safety appearance and play ability of turf.
- b. **Typical Duties:** Flag valve boxes and irrigation heads. Aeration depth, diameter and spacing will be consistent with industry standard but approximately two and a half (2.5) inches deep, one half (0.5) inches in diameter and spaced every three (3) inches. Inspect area for debris or hazards. Observe for other work needs. Lift machine to clear valve boxes, irrigation heads, and hard surfaces.
- c. **Frequency & Time of Year:** Refer to **Attachment A**, Annual Work Calendar for approximate schedule. Work is performed typically two (2) times per year in irrigated areas and one (1) time per year in non-irrigated areas.
- d. **Quality & Performance Requirement:** Avoid sharp turns when actively aerating. Avoid damage to irrigation heads and other appurtenances. Turf aeration will be uniform with no skipping, clean holes and no tears in turf. Aeration plugs shall be dragged or swept to incorporate into soil profile.
- e. **Special Considerations and Other Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid.

**4b. Turf Fertilizing & Liming – Acre
Activity Code 813**

- a. **Description of Work:** All work related to applying fertilizers and lime (calcium carbonate) to turf areas in MPD parks.
- b. **Typical Duties:** Calibrate spreader. Apply fertilizer/lime, and then remove fertilizer/lime from walks, pads, tables, etc. Apply slow release Nitrogen fertilizer at rates no less than one (1) pound of nitrogen per one thousand (1,000) square feet and no more than two (2) pounds of nitrogen per one thousand (1,000) square feet per application. A minimum of three and a half (3.5) pounds of nitrogen will be distributed over three (3) applications annually. Fertilizer formulation and application rates are subject to approval of the MPD maintenance manager or designee. Annual lime application rates are a minimum of twenty five (25) pounds per one thousand (1,000) square feet. Lime application rates are subject to approval of the MPD

maintenance manager or designee.

- c. **Frequency & Time of Year:** Refer to **Attachment A**, Annual Work Calendar for approximate schedule. Applications are typically three (3) times per year in irrigated turf areas (May, August & November). In non-irrigated turf areas applications typically take place one (1) time per year in November. Turf (pH) percent Hydrogen is tested one (1) time annually (one random sample per acre, averaged over the entire turf area on site). Lime is typically applied one (1) time annually in February based on pH test results. The goal of the pH test and lime maintenance application is to achieve a sampling average of six and a half percent (6.5%) with an ultimate goal of seven percent (7.0 %) at each park.
- d. **Quality & Performance Requirement:** Turf will be uniformly fertilized with no skipping, gaps, or overlaps in application. See typical duties for rates.
- e. **Special Considerations and Other Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. Required annual soil test reports will be submitted to MPD maintenance manager or designee upon completion (can be submitted in the comments section of the Fertilizer Application Reporting form). Fertilizer and lime applications will be documented appropriately. Refer to **Attachment B** for a copy of the Fertilizer Application Reporting Form. This form will be used when applying either fertilizer or lime. All reports will be submitted to the MPD maintenance manager or designee no later than three (3) days after soil testing or fertilizer/lime application.

**4c. Turf Top Dressing & Over Seeding – Acre
Activity Code 814**

- a. **Description of Work:** All work related to seeding developed turf areas of MPD parks. Work is performed to promote health, safety, appearance and playability of turf. Intensively used areas are target application areas.
- b. **Typical Duties:** Calibrate equipment, top dress with washed mason sand to one eighth (1/8) of an inch and seed using rates at four (4) to five (5) pounds per one thousand (1,000) square feet. Seed type, variety and application rate are subject to approval by the MPD maintenance manager or designee. Prior to this conducting this activity, all turf areas will have already under gone the aeration activity and adhered to its proper quality and performance requirements.
- c. **Frequency & Time of Year:** Refer to **Attachment A**, Annual Work Calendar for approximate schedule. Turf top dressing and over seeding take place one (1) time per year in May. This activity may take place in September only for weather driven exceptions. The consideration to conduct this activity in September is subject to approval by the MPD maintenance manager or designee.
- d. **Quality & Performance Requirement:** Uniform application with no skipping or tears to turf and at rates approved by MPD maintenance manager or designee. Over seeding must be completed with a slice seeder to ensure proper soil contact of seed.
- e. **Special Considerations and Other Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid

**5. Turf Debris Removal – Cubic Yard
Activity Code 815**

- a. **Description of Work:** All work associated with cleaning turf and grounds with backpack or tractor mounted blowers, mechanical sweepers and manual raking. Remove leaves, storm debris and excess grass clippings.
- b. **Typical Duties:** Remove debris from turf and load into container, haul debris from site for disposal.
- c. **Frequency & Time of Year:** Refer to **Attachment A**, Annual Work Calendar for approximate schedule. This activity typically takes place approximately ten (10) times per year. Varies by season and weather conditions.
- d. **Quality & Performance Requirement:** Turf and grounds will be free of debris, well manicured and aesthetically pleasing.
- e. **Special Considerations and Other Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid.

**6. Turf Installation & Repair – Square Foot
Activity Code 816**

- a. **Description of Work:** All work associated with the renovation and repair of turf areas as a result of damage, required maintenance or renewal.
- b. **Typical Duties:** Includes, reseeding, hydro seeding, sod placement and any other tasks necessary to restore turf areas to the desired state.
- c. **Frequency & Time of Year:** Refer to **Attachment A**, Annual Work Calendar for approximate schedule. This activity will be conducted on an as needed basis upon determination by the MPD maintenance manager or designee. MPD maintenance manager will take consideration on written recommendations, but final approval to conduct any recommendation will be subject to the approval of the MPD maintenance manager or designee.
- d. **Quality & Performance Requirement:** Turf will have a uniform look and healthy condition. Achievement of “established” condition is required. Established defined as new work areas achieving same general condition as surrounding areas with respect to growth rate, health, density, etc.
- e. **Special Considerations and Other Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. All work conducted in this activity will be approved by the MPD maintenance manager or designee on an as needed basis. All turf will remain within the specifications as identified on construction plans. No turf will be removed without the permission of the MPD maintenance manager.

**7. Plant Replacement and Installation – Square Foot
Activity Code 821**

- a. **Description of Work:** All work related to planting and replacing shrubs, ground covers and annuals. Work will enhance landscaping and environment and replace failed, damaged or diseased plant materials.
- b. **Typical Duties:** Prepare hole two (2) times width of plant. Score sides of root ball. Place root ball and orient for best position with crown of plant slightly above grade. Install plant tabs. Place soil around root ball and firm soil backfill with no air gaps. Water thoroughly. Monitor plant to maintain survival during establishment period.
- c. **Frequency & Time of Year:** Refer to **Attachment A**, Annual Work Calendar for approximate schedule. This activity will be conducted on an as needed basis upon determination by the MPD maintenance manager or designee. MPD maintenance manager will take consideration on written recommendations, but final approval to conduct any recommendation will be subject to the approval of the MPD maintenance manager or designee.
- d. **Quality & Performance Requirement:** Plants shall be evenly spaced and planted per originally approved plans or industry standards. Standards must be submitted for approval to the MPD maintenance manager prior to execution.
- e. **Special Considerations and Other Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. All work conducted in this activity will be approved by the MPD maintenance manager or designee on an as needed basis. All plant materials will remain within the specifications as identified on construction plans. No plant materials will be removed without the permission of the MPD maintenance manager.

**8. Tree Planting and Replacement – Each (Tree)
Activity Code 822**

- a. **Description of Work:** All work related to planting and replacing trees in the MPD parks. Provides enhanced landscaping and environment, replaces failed or diseased trees. Also, removes hazards threatening public safety and property. Replace trees as directed by MPD maintenance manager.
- b. **Typical Duties:** Remove diseased or damaged tree if necessary. Haul off site. Prepare hole two (2) times the width of the new tree root ball. Remove tree form container and score root ball. Remove any burlap from root ball. Place root ball in hole and orient for best position. Place sufficient tamped soil to stabilize tree. Install plant tabs and water. Fill remainder of hole with tamped soil. Build water dam around tree

and water thoroughly. Stake and tie tree. Root crown should be placed slightly above grade. Allow for movement of tree when tying. Remove stakes and ties approximately one (1) year from planting.

- c. **Frequency & Time of Year:** Refer to **Attachment A**, Annual Work Calendar for approximate schedule. This activity will be conducted on an as needed basis upon determination by the MPD maintenance manager or designee. MPD maintenance manager will take consideration on written recommendations, but final approval to conduct any recommendation will be subject to the approval of the MPD maintenance manager or designee.
- d. **Quality & Performance Requirement:** Installed per planting instructions. Tree will be considered established if in good health one (1) year after initial installation. Trees failing during the establishment period will be replaced at no cost to Clark County.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. All work conducted in this activity will be approved by the MPD maintenance manager or designee on an as needed basis. Proper permitting from appropriate governmental agencies will be acquired prior to any tree removal. All trees failing due to health, disease or structural integrity, prior to removal will have at a minimum a Hazard Tree Assessment Form filled out prior to removal. Refer to **Attachment C** for a copy of the Hazard Tree Assessment Form. This form will be filled out and turned into the MPD maintenance manager three (3) days prior to tree(s) being removed. Any tree(s) being removed within an MPD park will have approval from the MPD maintenance manager prior to removal. All trees will remain within the specifications as identified on construction plans. No trees will be removed without the permission of the MPD maintenance manager.

**9. Pruning Trees – Each (Tree)
Activity Code 823**

- a. **Description of Work:** All work related to the pruning trees. Promotes good health and vigor of trees, aesthetics, sight distance and ease of maintenance.
- b. **Typical Duties:** Tree shall be pruned according to ISA standards. See attached web link for available manuals: <http://www.pnwisa.org/catalog.html>. Provide safety barrier around the worksite for the public. Perform corrective pruning to tree. Remove dead or hazardous trees. Limb up branches. Chip branches and/or load debris and haul off site. Clean up worksite.
- c. **Frequency & Time of Year:** Refer to **Attachment A**, Annual Work Calendar for approximate schedule. Typically year round for work requests. The trees within each park are primarily pruned in the winter months.
- d. **Quality & Performance Requirement:** When pruning is complete, tree shall be safe, attractive and pruned uniformly with clean cuts outside each limbs collar.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. Tree shall be pruned according to current ISA standards.

**10. Pruning Shrubs and Ground Cover – Acre
Activity Code 824**

- a. **Description of Work:** All work associated with pruning shrubs and groundcovers. Promotes health and vigor of plant materials and keeps vegetation from intruding onto trails, walks, paths and roadways.
- b. **Typical Duties:** Observe public safety, halt operation of equipment when public is in work area. Prune as directed by MPD maintenance manager or designee. Remove debris from site. Blow debris from walks, paths and roadways.
- c. **Frequency & Time of Year:** Refer to **Attachment A**, Annual Work Calendar for approximate schedule. Perform in late spring after plant flowering (May) and again in late summer (September). Winter pruning occurs prior to herbicide application, fertilization and mulching (January).
- d. **Quality & Performance Requirement:** Shrubs and groundcovers shall be pruned uniformly with clean cuts. Pedestrian and vehicle areas will be safe for their intended use.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid.

**11. Fertilizing Trees and Shrubs – Acre
Activity Code 825**

- a. **Description of Work:** All work associated with the application of fertilizer to trees and shrub beds. Maintains health and appearance of trees and shrubs.
- b. **Typical Duties:** Load fertilizer into spreader and apply at recommended rate. Apply fertilizer at drip line of plant, incorporating into existing soil. Blow off excess fertilizer from any walkways, paths or paved areas. Water as necessary. Fill out fertilizer application record and furnish documentation to MPD maintenance manager. Adhere to all codes or ordinances. Fertilizer formulation and application rates must be approved by the MPD maintenance manager. Application rates are generally five (5) pounds per one thousand (1,000) square feet with a commercial grade ornamental fertilizer.
- c. **Frequency & Time of Year:** Refer to **Attachment A**, Annual Work Calendar for approximate schedule. Applied one (1) time per year; late winter (February) for evergreen varieties and late spring for flowering varieties (May). Application is prior to any vegetative growth.
- d. **Quality & Performance Requirement:** Applied evenly at calibrated rates. Paved areas, walks, paths shall be free of fertilizer pellets. Fertilizer will be properly incorporated into existing soil.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. Fertilizer applications will be documented appropriately. Refer to **Attachment B** for a copy of the Fertilizer Application Reporting form. This form will be used when applying any fertilizer. All reports will be submitted to the MPD maintenance manager or designee no later than three (3) days after fertilizer application.

**12. Raking and Weeding Shrub Beds – Square Foot
Activity Code 826**

- a. **Description of Work:** All work associated with the raking and weeding of shrub beds using mainly manual methods. Work is performed to promote health of the plant materials and the aesthetics of the area.
- b. **Typical Duties:** Remove weeds and debris from shrub beds. Remove all weed roots to prevent weed to reestablish. Haul debris from site.
- c. **Frequency & Time of Year:** Refer to **Attachment A**, Annual Work Calendar for approximate schedule. This activity typically occurs one (1) time every other month and every month in the fall covering all shrub beds within each MPD park. This activity occurs approximately seven (7) times per year.
- d. **Quality & Performance Requirement:** Shrub beds are free of weeds and debris.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid.

**13. Mulch Shrub Beds – Cubic Yard
Activity Code 827**

- a. **Description of Work:** All work associated with the application of mulch to shrub beds within MPD Parks. Promotes plant health by reducing weed competition, reduces soil erosion and increases soil moisture retention.
- b. **Typical Duties:** Protect nearby drains and catch basins from bark dust application. Prepare beds prior to application by removing all leaf debris. Locate all valve boxes, valves, irrigation heads and other critical infrastructure prior to application. Apply pre emergent herbicide prior to bark dust application. Load bark dust and spot dump onto shrub beds. Spread bark dust and rake to uniform depth. Sweep or blow bark dust from paths, irrigation boxes and turf areas.
- c. **Frequency & Time of Year:** Refer to **Attachment A**, Annual Work Calendar for approximate schedule. All shrub beds are mulched one (1) time every three (3) years. The first application will take place in 2008. Thickness over all shrub bed areas is at least two (2) inches but not to exceed three (3) inches. Application will take place in February after pre emergent herbicide is applied within all shrub bed areas.
- d. **Quality & Performance Requirement:** Mulch will be a high quality, medium, bright bark dust. Mulch will be evenly spread and uniform. Surrounding areas will be clean and free of mulch.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and

reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid.

14. Pest Control – Labor Hours
Activity Code 828

- a. **Description of Work:** All work associated with controlling moles and yellow jackets within MPD parks. This list could expand if other pests are identified within the MPD parks system.
- b. **Typical Duties:** Follow all Washington State Department of Fish and Wildlife rules and regulations for controlling moles. The following web link provides additional information regarding Initiative 713 and its implementation: <http://wdfw.wa.gov/factshts/i-713.htm>. When controlling yellow jackets, use Sterling Rescue Yellow Jacket Trap Model YJTD as needed. Follow instructions for proper usage and disposal.
- c. **Frequency & Time of Year:** Refer to **Attachment A**, Annual Work Calendar for approximate schedule. This activity will be conducted on an as needed basis upon request and by determination of the MPD maintenance manager or designee.
- d. **Quality & Performance Requirement:** Pests are to be controlled within threshold limits. Threshold limits and control methods to be determined by the MPD maintenance manager or designee.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. Any pesticides that are used must meet criteria of all of the following policies: Clark County Purchasing Policy (See **Attachment D**) and Clark County Environmental Responsible Purchasing Policy (See **Attachment E**). The reference for finding approved pesticides can be found under the landscaping products section of the Clark County Quick Green List (**Attachment I**). If a pesticide is not on this list, it is not approved for use. All pesticides must be pre approved by the Clark County Green Team for use. Use the Waiver Application Form (**Attachment G**) and submit it to the MPD maintenance manager for review prior to it being forwarded to the Director of Public Works and Clark County Green Team for additional product consideration. Twenty one (21) days after submission of the Waiver Application Form to the MPD maintenance manager, a determination will be made whether the product is approved or disapproved for use. The response will be given in a written response. Any person performing any spraying activity of any pesticide in an MPD park will be properly licensed and certified by the Washington State Department of Agriculture (WSDA). Each licensee will have a license that is current, on their person at all times, with the proper certifications. Copies of these licenses will be provided annually to the MPD maintenance manager. When spraying any pesticides within the MPD parks system, refer to the Washington State Department of Agriculture (WSDA), Pesticide Sensitive Person List. Pesticide Sensitive Person List web link is the following: <http://agr.wa.gov/PestFert/Pesticides/docs/PsiSensIndivList.pdf>. If the park is within the boundary of a sensitive person(s) adjacent to application area, follow proper policy and procedure as set out by the WSDA. Each pesticide application site will be properly posted as per WSDA regulation. A sample Pesticide Application posting can be found under Attachment H. Each park entrance will be properly posted and the posting will be maintained for the period as required by Washington State Department of Agriculture regulation. Pesticide applications will be documented appropriately. Refer to **Attachment I** for a copy of the Pesticide Application Reporting form. This form will be used when applying any pesticide. All reports will be submitted to the MPD maintenance manager or designee no later than three (3) days after any pesticide application. All pesticides will be applied within label specifications and in accordance with any applicable local, county, state and federal laws and regulations. All proper personal protective equipment will be used in each pesticide application and in accordance with label specifications and Washington State Department of Labor and Industries rules and regulations. Applicators will maintain a copy of the pesticide and MSDS labels while applying product at each MPD park.

15. Pre-Emergent Herbicide Application – Acre
Activity Code 831

- a. **Description of Work:** All work associated with the application of pre-emergent herbicides. Work is performed by a properly licensed pesticide applicator to shrub beds in landscaped areas.
- b. **Typical Duties:** Application typically is conducted with backpack sprayers and power spraying equipment. Prepare and calibrate equipment, apply chemicals according to manufacturer and label instructions. Applicators must adhere to the Clark County Best Management Practices for application. See **Attachment J** to reference the Storm Water Facilities Maintenance Manual and Best Management

Practices for Clark County. Complete pesticide application report and deliver to MPD maintenance manager. Specific chemicals will be proposed to MPD maintenance manager for approval prior to application.

- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. Typically one (1) application taking place in late winter or early spring.
- d. **Quality & Performance Requirement:** Shrub beds shall be weed free for the amount of time indicated on the herbicide label.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. Any pesticides that are used must meet criteria of all of the following policies: Clark County Purchasing Policy (See **Attachment D**) and Clark County Environmental Responsible Purchasing Policy (See **Attachment E**). The reference for finding approved pesticides can be found under the landscaping products section of the Clark County Quick Green List (**Attachment F**). If a pesticide is not on this list, it is not approved for use. All pesticides must be pre approved by the Clark County Green Team for use. Use the Waiver Application Form (**Attachment G**) and submit it to the MPD maintenance manager for review prior to it being forwarded to the Director of Public Works and Clark County Green Team for additional product consideration. Twenty one (21) days after submission of the Waiver Application Form to the MPD maintenance manager, a determination will be made whether the product is approved or disapproved for use. The response will be given in a written response. Any person performing any spraying activity of any pesticide in an MPD park will be properly licensed and certified by the Washington State Department of Agriculture (WSDA). Each licensee will have a license that is current, on their person at all times, with the proper certifications. Copies of these licenses will be provided annually to the MPD maintenance manager. When spraying any pesticides within the MPD parks system, refer to the Washington State Department of Agriculture (WSDA), Pesticide Sensitive Person List. Pesticide Sensitive Person List web link is the following: <http://agr.wa.gov/PestFert/Pesticides/docs/PsiSensIndivList.pdf>. If the park is within the boundary of a sensitive person(s) adjacent to application area, follow proper policy and procedure as set out by the WSDA. Each pesticide application site will be properly posted as per WSDA regulation. A sample Pesticide Application posting can be found under **Attachment H**. Each park entrance will be properly posted and the posting will be maintained for the period as required by Washington State Department of Agriculture regulation. Pesticide applications will be documented appropriately. Refer to **Attachment I** for a copy of the Pesticide Application Reporting form. This form will be used when applying any pesticide. All reports will be submitted to the MPD maintenance manager or designee no later than three (3) days after any pesticide application. All pesticides will be applied within label specifications and in accordance with any applicable local, county, state and federal laws and regulations. All proper personal protective equipment will be used in each pesticide application and in accordance with label specifications and Washington State Department of Labor and Industries rules and regulations. Applicators will maintain a copy of the pesticide and MSDS labels while applying product at each MPD park.

**16. Post-Emergent Herbicide Application – Acre
Activity Code 832**

- a. **Description of Work:** All work associated with the application of post-emergent herbicides. Performance in shrub beds, fence lines, tree rings, graveled surfaces, and around structures. Pre-emergent herbicides may be added to post-emergent spray mix. Work is performed by a properly licensed pesticide applicator.
- b. **Typical Duties:** Application is typically conducted with backpack sprayers and power spraying equipment. Prepare and calibrate equipment, apply chemicals according to manufacturer and label instructions. Applicators must adhere to the Clark County Best Management Practices for application. See **Attachment J** to reference the Storm Water Facilities Maintenance Manual and Best Management Practices for Clark County. Complete pesticide application report and deliver to MPD maintenance manager. Specific chemicals will be proposed to MPD maintenance manager for approval prior to application.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. One (1) application takes place in late spring and upon request as authorized by the MPD maintenance manager.
- d. **Quality & Performance Requirement:** Treated areas shall be weed free with no skips or gaps, overspray or washouts.

- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. Any pesticides that are used must meet criteria of all of the following policies: Clark County Purchasing Policy (See **Attachment D**) and Clark County Environmental Responsible Purchasing Policy (See **Attachment E**). The reference for finding approved pesticides can be found under the landscaping products section of the Clark County Quick Green List (**Attachment F**). If a pesticide is not on this list, it is not approved for use. All pesticides must be pre approved by the Clark County Green Team for use. Use the Waiver Application Form (**Attachment G**) and submit it to the MPD maintenance manager for review prior to it being forwarded to the Director of Public Works and Clark County Green Team for additional product consideration. Twenty one (21) days after submission of the Waiver Application Form to the MPD maintenance manager, a determination will be made whether the product is approved or disapproved for use. The response will be given in a written response. Any person performing any spraying activity of any pesticide in an MPD park will be properly licensed and certified by the Washington State Department of Agriculture (WSDA). Each licensee will have a license that is current, on their person at all times, with the proper certifications. Copies of these licenses will be provided annually to the MPD maintenance manager. When spraying any pesticides within the MPD parks system, refer to the Washington State Department of Agriculture (WSDA), Pesticide Sensitive Person List. Pesticide Sensitive Person List web link is the following: <http://agr.wa.gov/PestFert/Pesticides/docs/PsiSensIndivList.pdf>. If the park is within the boundary of a sensitive person(s) adjacent to application area, follow proper policy and procedure as set out by the WSDA. Each pesticide application site will be properly posted as per WSDA regulation. A sample Pesticide Application posting can be found under **Attachment H**. Each park entrance will be properly posted and the posting will be maintained for the period as required by Washington State Department of Agriculture regulation. Pesticide applications will be documented appropriately. Refer to **Attachment I** for a copy of the Pesticide Application Reporting form. This form will be used when applying any pesticide. All reports will be submitted to the MPD maintenance manager or designee no later than three (3) days after any pesticide application. All pesticides will be applied within label specifications and in accordance with any applicable local, county, state and federal laws and regulations. All proper personal protective equipment will be used in each pesticide application and in accordance with label specifications and Washington State Department of Labor and Industries rules and regulations. Applicators will maintain a copy of the pesticide and MSDS labels while applying product at each MPD park.

**17. Turf Weed Control – Acre
Activity Code 833**

- a. **Description of Work:** All work associated with the application of post-emergent herbicides to control broadleaf weeds in developed turf areas. Work is performed by a properly licensed pesticide applicator.
- b. **Typical Duties:** Application performed with back pack sprayers and power spraying equipment. Prepare and calibrate equipment. Load and apply chemicals per manufacturer and label instructions. Applicators must adhere to the Clark County Best Management Practices for application. See **Attachment J** to reference the Storm Water Facilities Maintenance Manual and Best Management Practices for Clark County. Complete pesticide application report and deliver to MPD maintenance manager. Specific chemicals will be proposed to MPD maintenance manager for approval prior to application.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. One (1) application is performed during either September or October every other year or upon request as authorized by the MPD maintenance manager.
- d. **Quality & Performance Requirement:** Treated areas shall be weed free with no gaps or overspray.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. Any pesticides that are used must meet criteria of all of the following policies: Clark County Purchasing Policy (See **Attachment D**) and Clark County Environmental Responsible Purchasing Policy (See **Attachment E**). The reference for finding approved pesticides can be found under the landscaping products section of the Clark County Quick Green List (**Attachment F**). If a pesticide is not on this list, it is not approved for use. All pesticides must be pre approved by the Clark County Green Team for use. Use the Waiver Application Form (**Attachment G**) and submit it to the MPD maintenance manager for review prior to it being forwarded to the Director of Public Works and Clark County Green

Team for additional product consideration. Twenty one (21) days after submission of the Waiver Application Form to the MPD maintenance manager, a determination will be made whether the product is approved or disapproved for use. The response will be given in a written response. Any person performing any spraying activity of any pesticide in an MPD park will be properly licensed and certified by the Washington State Department of Agriculture (WSDA). Each licensee will have a license that is current, on their person at all times, with the proper certifications. Copies of these licenses will be provided annually to the MPD maintenance manager. When spraying any pesticides within the MPD parks system, refer to the Washington State Department of Agriculture (WSDA), Pesticide Sensitive Person List. Pesticide Sensitive Person List web link is the following: <http://agr.wa.gov/PestFert/Pesticides/docs/PsiSensIndivList.pdf>. If the park is within the boundary of a sensitive person(s) adjacent to application area, follow proper policy and procedure as set out by the WSDA. Each pesticide application site will be properly posted as per WSDA regulation. A sample Pesticide Application posting can be found under **Attachment H**. Each park entrance will be properly posted and the posting will be maintained for the period as required by Washington State Department of Agriculture regulation. Pesticide applications will be documented appropriately. Refer to **Attachment I** for a copy of the Pesticide Application Reporting form. This form will be used when applying any pesticide. All reports will be submitted to the MPD maintenance manager or designee no later than three (3) days after any pesticide application. All pesticides will be applied within label specifications and in accordance with any applicable local, county, state and federal laws and regulations. All proper personal protective equipment will be used in each pesticide application and in accordance with label specifications and Washington State Department of Labor and Industries rules and regulations. Applicators will maintain a copy of the pesticide and MSDS labels while applying product at each MPD park.

**18. Noxious Weed Control - Acre
Activity Code 834**

- a. **Description of Work:** All work associated with noxious weed control. Eliminates infestations and/or prevents seed production as mandated by the State of Washington. Work is performed by a properly licensed pesticide applicator. Refer to the Washington State Noxious Weed Control Board web site for a current list and classification of each noxious weed identified by the State of Washington: http://www.nwcb.wa.gov/weed_list/weed_list.htm. Reference material is also provided on this web site sighting current laws and regulations.
- b. **Typical Duties:** Prepare and calibrate equipment. Apply chemicals according to manufacturer and label instructions. Control and/or cut targeted weeds. Applicators must adhere to the Clark County Best Management Practices for application. See **Attachment J** to reference the Storm Water Facilities Maintenance Manual and Best Management Practices for Clark County. Specific chemicals will be proposed to MPD maintenance manager for approval prior to application. Noxious weeds are typically controlled by herbicides being applied with motorized applicators or are mechanically controlled by the use of power equipment and miscellaneous hand tools. If herbicides are used, a pesticide application report will be prepared and deliver to MPD maintenance manager.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. Applications will take on an as needed basis, typically from early spring to late fall. This activity will be conducted on an as needed basis upon determination by the MPD maintenance manager or designee.
- d. **Quality & Performance Requirement:** All treated areas will be free of noxious weeds for the period of time indicated on the product label. When mechanically performed, all weeds cut to the ground.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. Any pesticides that are used must meet criteria of all of the following policies: Clark County Purchasing Policy (See **Attachment D**) and Clark County Environmental Responsible Purchasing Policy (See **Attachment E**). The reference for finding approved pesticides can be found under the landscaping products section of the Clark County Quick Green List (**Attachment F**). If a pesticide is not on this list, it is not approved for use. All pesticides must be pre approved by the Clark County Green Team for use. Use the Waiver Application Form (**Attachment G**) and submit it to the MPD maintenance manager for review prior to it being forwarded to the Director of Public Works and Clark County Green Team for additional product consideration. Twenty one (21) days after submission of the Waiver Application Form to the MPD maintenance manager, a determination will be made whether the product is approved or disapproved for use. The response will be given in a written response. Any person

performing any spraying activity of any pesticide in an MPD park will be properly licensed and certified by the Washington State Department of Agriculture (WSDA). Each licensee will have a license that is current, on their person at all times, with the proper certifications. Copies of these licenses will be provided annually to the MPD maintenance manager. When spraying any pesticides within the MPD parks system, refer to the Washington State Department of Agriculture (WSDA), Pesticide Sensitive Person List. Pesticide Sensitive Person List web link is the following: <http://agr.wa.gov/PestFert/Pesticides/docs/PsiSensIndivList.pdf>. If the park is within the boundary of a sensitive person(s) adjacent to application area, follow proper policy and procedure as set out by the WSDA. Each pesticide application site will be properly posted as per WSDA regulation. A sample Pesticide Application posting can be found under **Attachment H**. Each park entrance will be properly posted and the posting will be maintained for the period as required by Washington State Department of Agriculture regulation. Pesticide applications will be documented appropriately. Refer to **Attachment I** for a copy of the Pesticide Application Reporting form. This form will be used when applying any pesticide. All reports will be submitted to the MPD maintenance manager or designee no later than three (3) days after any pesticide application. All pesticides will be applied within label specifications and in accordance with any applicable local, county, state and federal laws and regulations. All proper personal protective equipment will be used in each pesticide application and in accordance with label specifications and Washington State Department of Labor and Industries rules and regulations. Applicators will maintain a copy of the pesticide and MSDS labels while applying product at each MPD park.

**19. Automated & Manual Irrigation Maintenance – Irrigation Zone
Activity Code 841**

- a. **Description of Work:** All work associated with correct performance of the automatic and manual irrigation system to include; irrigation heads, nozzle repairs, head & nozzle adjustments, head edging, pipe repairs, valve repairs and troubleshooting, valve box repairs & replacement, irrigation wiring repairs, irrigations zone renovations, controller programming, reprogramming and adjusting, and site cleanup. This activity also includes all work associated with the activation of all automated irrigation systems and the de-activation (winterization) of all automated irrigations systems. The purpose of activation of an irrigation system is to turn on & confirm the program of each irrigation controller and activated each irrigation system from its designated water supply. The purpose for de-activation if an irrigation system is to turn off each irrigation controller, de-activate the water to the system from their designated water supply and run compressed air though each individual system for proper irrigation line winterization.
- b. **Typical Duties:** Conduct necessary repairs to keep system operational and at peak efficiency. Repair schedule will be proposed to MPD maintenance manager prior to execution. For system activation: Shut of backflow device or isolation valve prior to backflow device. Turn on irrigations water supply. Slowly run water through the backflow device until system is charged, also isolate one valve within the system and turn it on. Run water until system is fully charged, shut off the one valve that was isolated. Confirm irrigations program and check system water budget. For system deactivation: Turn off irrigations water supply. Attach air compressor line to main line quick coupler. Run air through each individual station. Disconnect air compressor line and insulate any backflow devices as necessary. Turn off the irrigation controller. Any and all pump systems that operate in the MPD park will be maintained by Clark County Facilities Management.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. Activity is typically performed May through September. Systems are inspected two (2) times per week. Work is also conducted upon request or as needed. All requested work will be approved by the MPD maintenance manager prior to execution. System activation occurs one (1) time for each system between April and May. System deactivation occurs one (1) time for each system between late October and mid November.
- d. **Quality & Performance Requirement:** Repairs are completed as efficiently and effectively as possible. System should be operational at its most efficient state. An inoperable system resulting from poor work quality, responsiveness or inattention will be basis for non payment of previous work or possible charges on resulting damages. When work is completed, each designated irrigations system will be properly activated or deactivated as required.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. All irrigation systems will remain within the specifications as identified on construction

plans. No portion of any irrigation system will be removed, renovated or recreated without the permission of the MPD maintenance manager. **(Sub activity) Backflow Assembly Testing** - As part of this activity, work will also be completed in the area of regulatory annual testing, maintenance and repair of all backflow assemblies within each MPD park as identified the MPD maintenance manager. Work will be completed to comply with all regulations, to ensure non-contamination of potable water systems. Work for BAT testing and maintenance can be subcontracted if required; subcontractor must be approved by MPD maintenance manager prior to execution of testing and maintaining identified backflow devices. **Typical duties are as follows:** Attach testing equipment to assemblies, test assemblies, record results, disassemble and repair as necessary, retest, repeat process until correct operation is achieved. Test results submitted to water purveyor and MPD Maintenance Manager. **Frequency & Time of Year:** Work is identified during annual inspection of backflow assemblies and random spot checking. **Quality & Performance Requirement:** All testing equipment must be calibrated and certified one (1) time per year. Proof of calibration must be provided with completed BAT report to all required parties, including the MPD maintenance manager. Testing will only be performed by a properly licensed Washington State Backflow Assembly Tester as certified by the Washington State Department of Health. Proper certification will be provided to MPD maintenance manager prior to testing and license must be up to date and current. Tester will also be certified for confined space entry (when required to enter in ground vault) and this documentation will also be provided by the MPD maintenance manager prior to testing. If entering a confined space, all proper techniques and precautions will be taken while conducting work as regulated by the Washington State Department of Labor and Industries. Testing will be accomplished within fifteen (15) days of notification by water purveyor or MPD maintenance manager. If any repairs are required to be made to the backflow assembly, inform MPD maintenance manager for status. All repairs will be made as timely as possible. Upon completion of repairs and a passing test is accomplished, all documentation will be submitted to the water purveyor and MPD maintenance manager no later than three (3) days after completion. Copies of all completed reports and certifications will be submitted to MPD maintenance manager. A sample Backflow Assembly Test report that will be submitted to the MPD maintenance manager is found under Attachment K.

**20. Irrigation Installation – Lineal Foot
Activity Code 842**

- a. **Description of Work:** All work associated with any partial or full installation of an irrigation system. Work is conducted to design, redesign, or add the coverage of water patterns over a landscaped area to ensure a healthy landscape. Under this activity, irrigation installation can also be conducted to correct improper installation during construction.
- b. **Typical Duties:** Design, layout, trench, valve, pipe and fitting installation. Flush pipes. Install sprinklers and pressure test. Backfill trenches with rock free material (sand) and compact. Adjust sprinkler heads for proper coverage.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. This activity will be conducted on an as needed basis upon determination by the MPD maintenance manager or designee. MPD maintenance manager will take consideration on written recommendations, but final approval to conduct any recommendation will be subject to the approval of the MPD maintenance manager or designee.
- d. **Quality & Performance Requirement:** As per Clark County design specifications or by the direction, inspection and approval of the MPD maintenance manager.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid.

**21. Manual Watering – Labor Hours
Activity Code 845**

- a. **Description of Work:** All work associated with manually watering trees, shrubs and ground covers. Work is performed in order to maintain plant health in locations where automatic irrigations is not available. Involves hand or mechanical broadcasting.
- b. **Typical Duties:** Load water tanks and/or hoses, connecting to automated irrigation system quick couplers, conduct watering, cleaning of equipment and document work performed.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule.

Performance occurs on an as needed, typically from early July to late September one (1) time per week. This activity will be conducted on an as needed basis upon determination by the MPD maintenance manager or designee. MPD maintenance manager will take consideration on written recommendations, but final approval to conduct any recommendation will be subject to the approval of the MPD maintenance manager or designee.

- d. **Quality & Performance Requirement:** Plant material will be uniformly watered to achieve a soil saturation depth of at least six (6) inches. If manual watering involves liquid fertilizing,
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. If fertilizer was involved in the manual watering application, the fertilizer application will be documented appropriately. Refer to **Attachment B** for a copy of the Fertilizer Application Reporting form. This form will be used when applying any fertilizer. All reports will be submitted to the MPD maintenance manager or designee no later than three (3) days after fertilizer application.

**22. Controller Calibration – Controller
Activity Code 846**

- a. **Description of Work:** All work associated with the repair and maintenance of irrigations controllers. Calibration of controllers is performed to balance water application with the evapo-transpiration of turf and plant materials. Work promotes health and vigor of turf and plant materials and for water conservation.
- b. **Typical Duties:** Inspect, test, calibrate, repair controller as necessary. Replace controller if necessary. Software updates will be provided by Clark County. Document calibration adjustments.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. Controllers are inspected and/or calibrated weekly during the period from mid May through mid October. Work may also be done as a result of severe weather conditions or field observations of staff.
- d. **Quality & Performance Requirement:** Controllers will be maintained in working order and adjusted to deliver enough water to meet current evapo-transpiration requirements. Achieve a pre-designated moisture percentage as determined by the MPD maintenance manager. The controller that will be used is manufactured by Calsense. The Contractor will not remove or substitute this controller under any circumstance. The contractor will be responsible for managing the controller program and will be given the operating procedure manual for the device by the MPD maintenance manager.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. Clark County reserves the right to monitor all Calsense controllers for planning and water usage purposes. Clark County will not in any way interfere with the contractor's actual operation of such controllers. Unless otherwise written by the MPD maintenance manager, the park will receive a sufficient amount of water on a daily basis to maintain the turf and landscape in a healthy manner. The MPD maintenance manager does reserves the right to regulate the water resource usage and will work directly with the contractor with this responsibility. All concerns will be addressed and documented appropriately, and in written form. If water resource usage is cut back (due to rationing or any other reason as stated by the MPD maintenance manager in written form) to a level that could be detrimental to the health and welfare of turf and plant material within the MPD park, Clark County will take responsibility for potential damages.

**23. Barbeques & Stoves Maintenance and Cleaning – Each
Activity Code 852 - Possible Future Activity**

- a. **Description of Work:** All work associated with the repair and maintenance of barbecues and charcoal receptacles. Work is done to promote usability and appearance of equipment and to reduce fire hazards. Work involves repair, painting, placement and removal and cleaning.
- b. **Typical Duties:** Unload and secure barbecues with appropriate hardware. Vacuum charcoal ashes from receptacle. Dispose of ashes properly. Removal of litter and ashes from appliance, clean cooking surface.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. Barbecues are placed in April and removed in November. All repairs to barbecues take place in January. Cleaning of wood stoves, fireplaces and barbecues occurs one (1) time weekly during the period of April through October. All charcoal receptacles are cleaned one (1) time per year in April. All barbecues are

- Painted one (1) time per year, typical in January while all repairs and maintenance is taking place.
- d. **Quality & Performance Requirement:** Appliances and equipment will be clean, safe and functional.
 - e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. All barbecues and stoves will remain within the specifications as identified on construction plans. No barbecues and stoves will be removed, renovated or recreated without the permission of the MPD maintenance manager.

24. Play Centers & Bike Racks Maintenance & Inspection – Each Activity Code 853

- a. **Description of Work:** All work associated with the inspection and minor repair of playground equipment and general vicinity to include bike racks. Activity is performed to insure a safe recreational environment for all park users. Major repairs are scheduled independently.
- b. **Typical Duties:** Inspect equipment for loose or worn fittings, vandalism, splinters, dry rot, s-hooks, splits in swing seats, trip hazards, and for any other possible safety issues. Lubricate components as needed. Tighten bolts and fittings. Replace components and conduct minor repairs. Schedule major repair as needed. Document all work activity.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. Work is performed one (1) time per month or as required.
- d. **Quality & Performance Requirement:** All equipment is in a clean and safe condition. All play centers and its fall protection materials must be maintained to standard as specified by the National Playground Safety Institute. Playground inspection and repair must be performed by a properly certified National Playground Safety Inspectors (NPSI). Inspection and repair reports must be submitted on monthly basis to MPD maintenance manager, three (3) days after conducting inspections.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. All playground equipment will be inspected and repaired with staff that properly holds or is in per suit of holding the National Playground Safety Inspectors Certification. The contractor will be given a period of one (1) year from the date of contract award to become NPSI certified. The following web site link provides more information on how to become certified by the National Playground Safety Institute: <http://www.nrpa.org/content/default.aspx?documentId=5133>. Proper documentation of certification will be provided to the MPD maintenance manager. This activity can be sub contracted out, but proper documentation of certification will need to be provided to the MPD manager. A sample Playground Safety Inspection report is provided in **Attachment L**. All play centers and bike racks will remain maintenance within the specifications as identified on construction plans. No play centers and bike racks will be removed, renovated or recreated without the permission of the MPD maintenance manager.

25. Picnic Tables & Benches Maintenance and Repairs – Each Activity Code 855

- a. **Description of Work:** All work associated with the repair and maintenance of picnic tables, concrete table pads and benches.
- b. **Typical Duties:** Cleaning, repair, painting and inspection of permanent and portable picnic tables, benches and cleaning of concrete table pads. Includes transporting picnic tables to public functions as request. Includes use of power equipment, pressure washers and miscellaneous hand tools. Document work activity.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. Tables and benches are cleaned one (1) time per week between May and September. Table and benches are pressure washed and painted one (1) time per year, typically April or May
- d. **Quality & Performance Requirement:** Picnic tables and benches will be clean, safe for use and functional.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. All janitorial supplies must meet criteria of all of the following policies: Clark County Purchasing Policy (See **Attachment D**) and Clark County Environmental Responsible Purchasing Policy

(See **Attachment E**). The reference for finding all approved janitorial supplies can be found under the facilities products section of the Clark County Quick Green List (**Attachment F**). If a janitorial supply or product is not on this list, it is not approved for use. All janitorial supplies or products must be pre approved by the Clark County Green Team for use. One must use the Waiver Application Form (**Attachment G**) for additional product(s) to be considered and must submit it to the MPD maintenance manager for review prior to it being forwarded to the Director of Public Works and Clark County Green Team. Twenty one (21) days after submission of the Waiver Application Form to the MPD maintenance manager, a determination will be made whether the product is approved or disapproved for use. The response will be given in a written response. All picnic tables and benches will remain within the specifications as identified on construction plans. No picnic tables and benches will be removed, renovated or recreated without the permission of the MPD maintenance manager.

**26. Recreation Facility Maintenance – Each
Activity Code 858**

- a. **Description of Work:** All work related to repair and maintenance of horseshoe pits, basket ball courts, baseball backstops, bleachers, flagpoles, and other related recreational facilities.
- b. **Typical Duties:** Raking and filling and repair of horseshoe pits. Netting repair and replacement on appropriate courts, repair of backstops and bleachers and flag replacement on flag poles as necessary.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. Review each facility and conduct appropriate maintenance as necessary. This activity typically takes place one (1) time per month year round. This activity may be required more frequently between the months of May through September due to increased use.
- d. **Quality & Performance Requirement:** Equipment and facilities are clean, safe and operable to their intended function.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. All horseshoe pits, basketball courts, baseball backstops, bleachers, flagpoles, and any other related recreational facilities will remain within the specifications as identified on construction plans. No horseshoe pits, basketball courts, baseball backstops, bleachers, flagpoles, and any other related recreational facilities will be removed, renovated or recreated without the permission of the MPD maintenance manager.

**27. Litter Collection – Cubic Yard
Activity Code 861**

- a. **Description of Work:** All work associated with the removal of litter form turf and grounds.
- b. **Typical Duties:** Pick up litter and dispose of properly off site. Document work. For Documentation Purposes: One (1) full litter bag [approximately twelve (12) to fifteen (15) gallons] is considered to be one tenth (1/10) cubic yard for documentation purposes.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. All litter within an MPD park will be removed daily no later than 9:00 am each day, seven (7) days a week between the months of May and September. Litter will be removed no later than 9:00 am, two (2) times per week (ex. Sunday & Wednesday) between the months of October and April. Litter will also be removed on a request basis.
- d. **Quality & Performance Requirement:** Turf and grounds will be free from litter, safe and aesthetically pleasing.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid.

**28. Garbage Cans and Dumpsters – Each
Activity Code 862**

- a. **Description of Work:** All work associated with scheduled maintenance, placement, removal and repair of garbage cans and dumpsters.
- b. **Typical Duties:** Emptying and cleaning garbage receptacles, placement and removal as well as repair and painting of receptacles. Uses clear garbage can liners. Clean exterior of cans. Moving dumpsters to

- and from a pick up site. Clean surrounding areas of litter and debris.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. Work is performed throughout the year. Garbage cans are emptied one (1) time per day between May and September and one (1) time weekly between October and April. Garbage cans are picked up, cleaned, painted and repaired one (1) time per year sometime during the period of November to February. Garbage cans and dumpsters will be positioned in the parks for use at all times.
 - d. **Quality & Performance Requirement:** Work is done when all containers are empty, clean and serviceable.
 - e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. All janitorial supplies must meet criteria of all of the following policies: Clark County Purchasing Policy (See **Attachment D**) and Clark County Environmental Responsible Purchasing Policy (See **Attachment E**). The reference for finding all approved janitorial supplies can be found under the facilities products section of the Clark County Quick Green List (**Attachment F**). If a janitorial supply or product is not on this list, it is not approved for use. All janitorial supplies or products must be pre approved by the Clark County Green Team for use. One must use the Waiver Application Form (**Attachment G**) for additional product(s) to be considered and must submit it to the MPD maintenance manager for review prior to it being forwarded to the Director of Public Works and Clark County Green Team. Twenty one (21) days after submission of the Waiver Application Form to the MPD maintenance manager, a determination will be made whether the product is approved or disapproved for use. The response will be given in a written response. All garbage cans and dumpsters will remain within the specifications as identified on construction plans. No garbage cans and dumpsters will be removed, renovated or recreated without the permission of the MPD maintenance manager.

**29. Janitorial Service of Restrooms – Each
Activity Code 863 -Possible Future Activity**

- a. **Description of Work:** All work associated with cleaning and stocking restrooms.
- b. **Typical Duties:** Stock supplies as needed in pipe chase or storage room. Pick up all litter from restroom. Sweep floors and clean with disinfectant. Empty sanitary napkin holders. Spot clean walls, doors and partitions. Clean sinks, toilets, sanitary napkin holders with disinfectant. Empty trash cans and install liners. Restock toilet paper, sanitary napkin and paper towel holders. Restock soap dispensers. Wipe dry sink, toilet seats and sanitary napkin holders. Dry floors with squeegee. Clean debris from screens and gutters. Document work.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. Work is performed one (1) time daily during the period of April through October, while restroom facilities are open for season. Restroom facilities are cleaned one (1) time thoroughly after closing for season and again thoroughly cleaned one (1) time before opening for season.
- d. **Quality & Performance Requirement:** All restrooms will be clean, odor free with receptacles lined and dispensers stocked.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. All janitorial supplies must meet criteria of all of the following policies: Clark County Purchasing Policy (See **Attachment D**) and Clark County Environmental Responsible Purchasing Policy (See **Attachment E**). The reference for finding all approved janitorial supplies can be found under the facilities products section of the Clark County Quick Green List (**Attachment F**). If a janitorial supply or product is not on this list, it is not approved for use. All janitorial supplies or products must be pre approved by the Clark County Green Team for use. One must use the Waiver Application Form (**Attachment G**) for additional product(s) to be considered and must submit it to the MPD maintenance manager for review prior to it being forwarded to the Director of Public Works and Clark County Green Team. Twenty one (21) days after submission of the Waiver Application Form to the MPD maintenance manager, a determination will be made whether the product is approved or disapproved for use. The response will be given in a written response.

**30. Janitorial Service of Picnic Shelters – Each
Activity Code 864**

- a. **Description of Work:** All work associated with cleaning picnic shelters.
- b. **Typical Duties:** Sweeping and blowing floor, pressure washing, litter collection, cleaning sinks, stoves and tables. Loading trash and disposing of properly off-site.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. Activity is performed one (1) time daily between May and September and one (1) time per week between October and April.
- d. **Quality & Performance Requirement:** All picnic areas are clean and free of debris.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. All janitorial supplies must meet criteria of all of the following policies: Clark County Purchasing Policy (See **Attachment D**) and Clark County Environmental Responsible Purchasing Policy (See **Attachment E**). The reference for finding all approved janitorial supplies can be found under the facilities products section of the Clark County Quick Green List (**Attachment F**). If a janitorial supply or product is not on this list, it is not approved for use. All janitorial supplies or products must be pre approved by the Clark County Green Team for use. One must use the Waiver Application Form (**Attachment G**) for additional product(s) to be considered and must submit it to the MPD maintenance manager for review prior to it being forwarded to the Director of Public Works and Clark County Green Team. Twenty one (21) days after submission of the Waiver Application Form to the MPD maintenance manager, a determination will be made whether the product is approved or disapproved for use. The response will be given in a written response.

**31. Cleaning Roofs and Gutters – Square Foot
Activity Code 865**

- a. **Description of Work:** All work associated with the cleaning of building roof and gutters.
- b. **Typical Duties:** Clean roof using a blower, broom or pressure washer. Remove debris from gutters and downspouts. Remove all debris off site and dispose of properly.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. This activity will be conducted on an as needed basis upon determination by the MPD maintenance manager or designee. MPD maintenance manager will take consideration on written recommendations, but final approval to conduct any recommendation will be subject to the approval of the MPD maintenance manager or designee.
- d. **Quality & Performance Requirement:** Work is done when roofs and gutters are clean, free of debris and functioning.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. If working is being conducted while physically on the roof (not on a ladder), use all proper safety precautions when conducting this activity as in accordance with Washington State Department of Labor & Industries rules and regulations. Proper ladder usage will also be in accordance with Washington State Department of Labor & Industries rules and regulations. All janitorial supplies must meet criteria of all of the following policies: Clark County Purchasing Policy (See **Attachment D**) and Clark County Environmental Responsible Purchasing Policy (See **Attachment E**). The reference for finding all approved janitorial supplies can be found under the facilities products section of the Clark County Quick Green List (**Attachment F**). If a janitorial supply or product is not on this list, it is not approved for use. All janitorial supplies or products must be pre approved by the Clark County Green Team for use. One must use the Waiver Application Form (**Attachment G**) for additional product(s) to be considered and must submit it to the MPD maintenance manager for review prior to it being forwarded to the Director of Public Works and Clark County Green Team. Twenty one (21) days after submission of the Waiver Application Form to the MPD maintenance manager, a determination will be made whether the product is approved or disapproved for use. The response will be given in a written response.

**32. Vandalism Cleanup – Occurrence
Activity Code 866**

- a. **Description of Work:** All work associated with the temporary cleanup of vandalized County property and graffiti removal.

- b. **Typical Duties:** Method will vary depending on needs. Observe for more extensive repair or replacement needs. Report vandalism to MPD maintenance manager. Vandalism events will be taken on a case by case basis.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. This activity will be conducted as needed, on a case by case basis, upon determination by the MPD maintenance manager or designee. Due to the urgency of making repairs to vandalized inventory. The MPD maintenance manager will take consideration on verbal recommendations where written recommendations cannot be expeditious. Final approval to act on any recommendation will be subject to the approval of the MPD maintenance manager or designee. Cost estimates for repairs or cleanup including labor, equipment, and materials will be drafted in written form by the contractor or expressed verbally with a written follow-up. Before execution of any repair, proper documentation and photos will be taken and the MPD maintenance manager will give written or verbal approval to execute any and/or all agreed repairs.
- d. **Quality & Performance Requirement:** Graffiti removed off all surfaces. Any damage to landscape or structures within the MPD park will be brought back to original condition or standard.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. These events will be evaluated on a case by case basis, the MPD maintenance manager will be the decision making authority to execute and authorize any clean up or repairs. All vandalism events will be documented photographically, with a proper date and time (the photo was taken) on each photo. Photos can be taken by either the MPD maintenance manager or contractor, and they will be digital in nature (5 mega pixel or better). All janitorial supplies must meet criteria of all of the following policies: Clark County Purchasing Policy (See **Attachment D**) and Clark County Environmental Responsible Purchasing Policy (See **Attachment E**). Where specialized graffiti removing products may not be listed. The contractor must exercise the responsibility of purchasing a "green" (environmentally friendly) product when possible. Material Safety Data Sheets (MSDS) must be obtained with the purchase of each product and must be available as reference where the product is to be used. For the purpose of this Bid a monetary figure of \$3,600 was placed in the Vandalism Cleanup line item as a place holder for all contractors as this cost is not easily quantifiable.

**33. Pavement Maintenance – 1,000 Square Feet (KSF)
Activity Code 871**

- a. **Description of Work:** All work associated with cleaning and repair of hard surface areas. Work is typically performed on walkways, parking lots, street fronts and concrete surfaces using backpack and tractor mounted blowers and mechanical sweepers.
- b. **Typical Duties:** Clear surfaces of debris and conducting minor repairs of damaged surfaces.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. Walkways are cleaned two (2) times per week between March and October and one (1) time per week between November and February. Parking lots are cleaned two (2) times monthly April through November and one (1) time monthly December through March. This activity can also be conducted on an as needed basis upon determination by the MPD maintenance manager or designee (if additional applications or repairs are needed). MPD maintenance manager will take consideration on written recommendations, but final approval to conduct any recommendation will be subject to the approval of the MPD maintenance manager or designee.
- d. **Quality & Performance Requirement:** Hard surfaces will be clean and free of debris.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. All pavement and hard surfaces will remain within the specifications as identified on construction plans. No pavement or hard surfaces will be removed, renovated or recreated without the permission of the MPD maintenance manager.

**34. Resurface & Raking Gravel Surfaces - 1,000 Lineal Feet (KLF)
Activity Code 872**

- a. **Description of Work:** All work associated with the maintenance and repair of graveled surfaces including trails, roads, and parking lots.

- b. **Typical Duties:** Rake, clean, repair or resurface gravel surfaces using manual or machine assisted methods to achieve a smooth, level and uniform surface.
- c. **Frequency & Time of Year:** See **Attachment A** – Annual Work Calendar for approximate schedule. Graveled areas are raked one (1) time per month or as requested. This activity can also be conducted on an as needed basis upon determination by the MPD maintenance manager or designee (if additional applications or repairs are needed). MPD maintenance manager will take consideration on written recommendations, but final approval to conduct any recommendation will be subject to the approval of the MPD maintenance manager or designee.
- d. **Quality & Performance Requirement:** Graveled areas will be uniformly covered and smooth, free of ruts, ridges and potholes.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. All gravel surfaces will remain within the specifications as identified on construction plans. No gravel surfaces will be removed, renovated or recreated without the permission of the MPD maintenance manager.

35. Drainage Maintenance – Labor Hours
Activity Code 873

- a. **Description of Work:** All work associated with maintenance and repair to drainage systems within trails, roadways, parking lots and turf areas.
- b. **Typical Duties:** Clearing culverts, ditches, swales, and catch basins of debris, maintaining water bars on trail systems and clearing dry wells and repair and replacement of drainage systems.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. This activity is typically conducted one (1) time per month between October and May or upon request. This activity can also be conducted on an as needed basis upon determination by the MPD maintenance manager or designee (if repairs or renovation are needed). MPD maintenance manager will take consideration on written recommendations, but final approval to conduct any recommendation will be subject to the approval of the MPD maintenance manager or designee.
- d. **Quality & Performance Requirement:** Drainage systems will be clear of debris and functional.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. When conducting maintenance to any drainage system, adhere to the Clark County Best Management Practices. See **Attachment J** to reference the Storm Water Facilities Maintenance Manual and Best Management Practices for Clark County. All drainage systems will remain within the specifications as identified on construction plans. No drainage systems will be removed, renovated or recreated without the permission of the MPD maintenance manager.

36. Fence, Bollard, Gate Repair and Installation – Each
Activity Code 882

- a. **Description of Work:** All work associated with the installation and repair of fence, bollards and gates.
- b. **Typical Duties:** Installation or repair of wood, woven and barb wire fences, bollards, posts and bumper stops. Also includes the installation or repair of steel framed gates. Auguring of post holes, setting and leveling posts or bollards, pouring concrete, attaching fencing material. Also includes lock replacement and maintenance.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. This activity can also be conducted on an as needed basis upon determination by the MPD maintenance manager or designee. MPD maintenance manager will take consideration on written recommendations, but final approval to conduct any recommendation will be subject to the approval of the MPD maintenance manager or designee.
- d. **Quality & Performance Requirement:** Installation per design specifications and is functional upon completion.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. All fences, bollards and gate repairs will remain within the specifications as identified on

construction plans. No fences, bollards and gates will be removed, renovated or recreated without the permission of the MPD maintenance manager.

**37. Sign Maintenance and Installation – Each
Activity Code 883**

- a. **Description of Work:** All work associated with the installation, cleaning, and maintenance of signs, sign posts and frames.
- b. **Typical Duties:** Dig post holes, set and level posts, pour concrete, attaching and removing/ replacing signs, and washing signs
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. Signs, frames and posts are cleaned and two (2) times per year in April and September. Signs, frames and posts are painted (if needed) two (2) times per year in April and September. Painting is only conducted on an as needed basis, as determined by the MPD maintenance manager.
- d. **Quality & Performance Requirement:** Signs will be installed as per design and location specifications. Signs are maintained to be clean and legible.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. Signage will be maintained within regulation and in accordance to appropriate Clark County Code. All signage will remain within the specifications as identified on construction plans. No signage will be removed, renovated or recreated without the permission of the MPD maintenance manager.

**38. Meetings – Labor Hours
Activity Code 911**

- a. **Description of Work:** Meetings for a variety of purposes; safety, evaluations and direct on site coordination with Clark County as needed.
- b. **Typical Duties:** Contribution, participation, decision making.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. Periodic, as needed.
- d. **Quality & Performance Requirement:** Conduct effective communication.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid.

**39. Supervision and Inspection – Labor Hours
Activity Code 912**

- a. **Description of Work:** Pick up, delivery or receipt of bulk supplies or equipment. Special trips for MPD parks maintenance related purposes. Administrative supervision, inspection and quality control for the conduct of MPD parks general maintenance activities.
- b. **Typical Duties:** Driving, loading, unloading, documentation, quality control and assessment.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. As needed
- d. **Quality & Performance Requirement:** Internal mechanisms for driving, loading, unloading, documentation, quality control and assessment.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid.

**40. Other Administrative Functions – Labor Hours
Activity Code 919**

- a. **Description of Work:** All time and effort spent by staff on internal quality control and quality assurance efforts. The conduct of proper documentation on proper forms for scheduling, daily work production reporting (for QC/QA purposes and invoicing), and special requests for work (MPD maintenance manager to/from awarded contractor).

- b. **Typical Duties:** Development of an internal QC plan. Monitoring activities, documenting process, correction of deficiencies, consistent reporting to Clark County within specified timelines.
- c. **Frequency & Time of Year:** See **Attachment A**, Annual Work Calendar for approximate schedule. Continuous. Submission of quality control and quality assurance activities.
- d. **Quality & Performance Requirement:** Payment of this item will be based on weekly submission of activity report and will be based upon the approved plan. Random sampling of activities will be conducted to validate quality control and quality assurance function. Inconsistencies between sampling and the plan will invalidate payment of the period in question.
- e. **Special Considerations and Requirements:** All work will be properly documented for billing and reporting purposes. Follow and abide by all Clark County Policies and Procedures as identified and set forth in this Bid. A weekly work plan will be submitted for each park no later than Friday, for work to commence on the following Monday. All work will be pre approved by the MPD maintenance manager. The weekly work plan forms are identified as **Attachment R & S**. (Vista Meadows Weekly Work Request – **Attachment R**) & (Walnut Grove Weekly Work Request – **Attachment S**) All work will be documented on the daily work report form. The daily work reports forms are located as **Attachments N & O**. (Vista Meadows Daily Work Report – **Attachment N**) & (Walnut Grove Daily Work Report - **Attachment O**). A Daily Work Report for each park will be sent to the Clark County Quality Control Manager at the end of each work day. The daily work report form will be utilized by the Quality Control Manager to measure the quantity and quality of work completed. Payment for the completed and approved work will then be processed as noted below. Any special work requests will be documented on a park special service request form. The park special service request forms are located as **Attachments T & U**. (Vista Meadows Park Special Service Request – **Attachment T**) & (Walnut Grove Park Special Service Request - **Attachment U**). This form can be either initiated by the MPD maintenance manager or awarded contractor. If the special work request involves a public safety issue or vandalism issue, the request needs to be initiated and expedited by both parties as quickly as possible. All special work requests will be pre approved by the MPD maintenance manager prior to commencing work. Clark County will be paying off of the Daily Work Production Reports as submitted by the awarded contractor; invoicing will directly translate off of the daily work reports as submitted and approved by the Clark County Quality Control Manager. Awarded contractor will invoice Clark County for payment monthly. Submissions of all documents will turned in via email and or fax. All documents will be submitted as per the timelines that have been stated throughout this Bid.

All encompassing issues pertaining to this Bid:

1. **Reference Materials:** The following items are being provided as reference materials in this Bid:
 - Construction Plans for Vista Meadows Park (Available Upon Request)
 - Construction Plans for Walnut Grove Park (Available Upon Request)
 - Inventory & Historical Maintenance Frequency By Maintenance Activity for Vista Meadows Park (**Attachment P**)
 - Inventory & Historical Maintenance Frequency By Maintenance Activity for Walnut Grove Park (**Attachment Q**)
2. **Washington State Patrol Criminal Background Check Requirement (RCW 35.61.130):** All employees, volunteers, or independent contractors, who may, in the course of their work or volunteer activity with the park district, have unsupervised access to children or vulnerable adults, or be responsible for collecting or disbursing cash or processing credit/debit card transactions, park districts shall establish by resolution the requirements for a record check through the Washington State Patrol criminal identification system under RCW 43.43.830 through 43.43.834, 10.97.030, and 10.97.050 and through the federal bureau of investigation, including a finger print check using a complete Washington state criminal identification fingerprint card. The park district shall provide a copy of the record report to the employee, volunteer, or independent contractor. When necessary as determined by the park district, prospective employees, volunteer, or independent contractors may be employed on a conditional basis pending completion of the investigation. If the prospective employee, volunteer, or independent contractor has had a record check within the previous twelve months, the park district may waive the requirement upon receiving a copy of the record. The park district at its discretion requires that the prospective employee, volunteer or independent contractor

pay the costs associated with the background and records check. See **Attachment M** for Background Check Disclosure and Authorization Form.

3. **Contractor Identification Requirement:** The contractor is required to have the company name and/or logo with a contact phone number clearly marked on any vehicle or vehicles that is used in the course of doing any work at each park site. The contractor employees and any subcontractors of the contractor must wear professional looking clothing with the company name and/or logo on the breast or back of the shirt and/or jacket that is worn while performing work at each park site.
4. **Methods and procedures for completing General Maintenance Activities:** The contractor is responsible for determining the required labor, materials, equipment and supervision necessary to accomplish the tasks outlined in this solicitation. Contractor is responsible for adherence to all local codes, ordinances, rules, regulations and application requirements.
5. **Work Hours & Scheduling:** Scheduling of any contract inspection and contract work hours must be approved by the MPD maintenance manager in advance of before commencing any work. The contractor shall submit for approval, a schedule showing anticipated work hours and work days prior to commencing any work. Work hours are between 7:00 am and 5:00 pm Monday through Sunday. With the exception of emergencies and vandalism occurrences, only minimal work duties such as litter collection, garbage collection, and blowing walks will be allowed on weekends and legal holidays.
6. **Equipment:** Equipment to be used in performance of this contract shall be subject to inspection by the County at any time, prior to use in performance of any work. Inspection will ascertain the type and condition of the equipment, the state of repair, the ability of the equipment to perform the required work, compliance with all licensing laws (i.e. Washington State Dept. of Licensing, and safety laws as per OSHA and WISHA). Vehicles found to be lacking in licenses or in poor condition or repair (i.e. leaking, unclean, unpainted, lights, gauges etc.) or incapable of performing the required work may be rejected for use on this contract. This inspection may take place at any time at the election of the MPD maintenance manager and/or the Quality Control & Quality Assurance manager. Each contractor may undergo this inspection prior to the awarding of the contract. The contractor that is awarded the contract will not undergo this inspection more often than once a month, unless there is evidence that the equipment is not properly functioning or in good repair. If after inspection, equipment is not fixed or in good repair, Clark County reserves the right to conduct this inspection as often as desired. The equipment shall be kept clean and in good repair at all times. Rejection of any equipment by Clark County does not relieve the contractor of responsibility to perform required work. Failure to provide acceptable equipment is cause for Clark County to cancel contract, non payment for general maintenance activities or seek monetary penalty for relief of damages rendered, or any combination thereof, as provided in this contract.
7. **Materials:** All materials, parts, repairs, and support services required to properly perform and complete the functions of this contract will be the sole responsibility of the contractor. No overhead costs will be added to any invoices.
8. **Material Spills & Environmental:** All material spills (fertilizers, herbicides, vehicle fluids, etc.) must be contained and cleaned up immediately to reduce or eliminate public, employee, and environmental hazards. Any spills that cannot be immediately contained must be quarantined to prevent public or worker exposure. The contractor will be responsible for any cleanup costs and landscape repairs associated with material spills. MPD maintenance manager will be informed of any spills immediately via cellular phone.
9. **Request for Work:** All work must be authorized by the MPD maintenance manager prior to performance. Contractor is required to develop a weekly work execution plan and submit to the MPD maintenance manager or designee for approval, the week preceding the planned performance date. In all cases, at least two (2) business days advance notice is required, from MPD maintenance manager to contractor and from contractor to MPD maintenance manager. The business of MPD maintenance is considered to take place 7 days a week. (Example - All documentation will be provided to MPD maintenance manager no later than 2:00pm on Friday for work to be accomplished no sooner than Monday morning.) All work will also be performed and properly documented when requested by the MPD maintenance manager or designee. Payment of all invoices from the contract awarded contractor will take place off of the submission of the daily work report for

each MPD park.

10. **Service Requests: See Activity Code 919**
11. **Quality Control & Quality Assurance:** Each, the contractor and Clark County will provide a Quality Control Manager. Additionally, a detailed quality control plan must be submitted by the contractor on a monthly basis. This plan will address measures taken to ensure performance standards are met, and any corrective actions that were taken. In addition, weekly summary reports of Quality Control and Quality Assurance activities are required. The County will employ a random sampling method for Quality Assurance. At the Quality Control manager's discretion for Clark County, inspection of Park facilities will be conducted. Contractors will be required to achieve 90% approval rate before authorization of the QC line item for payment. For example, the county Quality Control manager will conduct 100 random inspections at the various facilities. If 90 of those inspections show performance within the standards, the payment of QC is authorized for that month. Should inspections reveal less than 90% approval, payment of QC will not be authorized. In addition, payment of the particular bid item will not be authorized.
12. **Non Performance of Work:** A general maintenance activity deemed "non-performing" will not be authorized for payment. Through Quality Assurance Random Sampling, Non performance may be determined by the Quality Control Manager. Each determination of non performance will be allowed one (1) opportunity for correction and re-inspection. Subsequent re-inspections will be charged for MPD staff time and those charges withheld from monthly payments to the contractor.
13. **Billing & Payment (Discussed in Activity 919):** Monthly payment will be made to the contractor upon receipt and approval of the Park Maintenance Daily Work Report Form(s) (**Attachments N & O**). The County Quality Control Manager must accept each completed activity listed on the Park Maintenance Daily Work Report Form(s) for full payment to be granted. The contractor will submit a monthly invoice and payment will only be made for the work that has been identified by the contractor on the Daily Work Report Forms (as submitted) and that work being approved by the Clark County Quality Control Manager for payment.
14. **Staffing & Reacting To Park Related Emergencies:** Emergencies and vandalism related task are considered priority and must be responded to within (30) thirty minutes of notification. The contractor must be able to meet this criteria at all times. Due to this requirement. The contractor's place of work or satellite location must be located within (20) twenty miles of the MPD parks.

County work:

Upon effective date of a contract, if one is established, Clark County will deliver the following MPD Parks, Walnut Grove and Vista Meadows to the awarded contractor in the condition that will be expected for each general maintenance activity at a hand off meeting. The contractor, the MPD maintenance manager and county & contractor quality control/quality assurance managers, at the hand off meeting, will do a general maintenance activity by general maintenance activity inspection prior to the handoff of the park from Clark County Parks Maintenance to contractor maintenance. Both parties will agree and sign off on the inspection. Upon approval of both parties on acceptance of the standard of all general maintenance activities, the contractor will take control of the appropriate park and its maintenance of all forty (40) general maintenance activities upon proper documentation and signature.

If general maintenance activity or activities is/are not up to standard at the hand off meeting, it will be properly identified and documented. Clark County Parks Maintenance will be required to bring the general maintenance activity or activities up to standard after the inspection. A second inspection will then take place on the shortfalls. Upon both parties agree and sign off on the shortfalls of the second inspection, the contractor will take control of the appropriate park and its maintenance of all forty (40) general maintenance activities upon proper documentation and signature.

ATTACHMENTS:

- A: Annual Work Calendar
- B: Fertilizer Application Reporting Form
- C: Hazard Tree Assessment Form
- D: Clark County Purchasing Policy
- E: Clark County Environmentally Responsible Purchasing Policy
- F: Clark County Quick Green List
- G: Waiver Application Form
- H: Pesticide Application Posting NOTICE (Sample)
- I: Pesticide Application Record Form
- J: Storm Water Facilities Maintenance Manual and Best Management Practices
- K: Backflow Assembly Test Report (Sample)
- L: Playground Safety Inspection Report (Sample)
- M: Background Check Disclosure and Authorization Form
- N: Vista Meadows Daily Work Report
- O: Walnut Grove Daily Work Report
- P: Vista Meadows Parks Inventory & Maintenance Frequency
- Q: Walnut Grove Parks Inventory & Maintenance Frequency
- R: Vista Meadows Park Weekly Work Request
- S: Walnut Grove Park Weekly Work Request
- T: Vista Meadows Park Special Service Request
- U: Walnut Grove Park Special Service Request
- V: Cost Tabulation

PROPOSAL FORM:

**CLARK COUNTY WASHINGTON
PURCHASING DEPT.
1300 FRANKLIN / SUITE 650
VANCOUVER WA 98660**

Attention:

Having carefully examined the Invitation to Bid, Instructions to Bidders, General Conditions of the Contract, Supplementary General Conditions, Drawings, and the Specifications as well as the premises and conditions affecting the work, the undersigned proposes to furnish all plant, labor and material called for by the documents for Annual Metropolitan Parks District – General Grounds Maintenance.

Base Bid	\$ _____
Washington State Sales Tax – 8.2%	\$ _____
NET TOTAL BID	\$ _____

NOTE: Failure to acknowledge receipt of Addenda will render the bid non-responsive and therefore void. If no addenda received, please mark "NONE".

ADDENDA:

Receipt is hereby acknowledged for Addenda Numbers

No. _____ Dated: _____ No. _____ Dated: _____

BID SECURITY:

Enclosed is Bid Security as required, consisting of a _____ in the amount of \$ _____, which is equal to five percent of the total amount of the proposal.

HAZARD COMMUNICATION PROGRAM

The undersigned agrees to be in compliance with the Clark County Hazard Communications Program while on Clark County premises.

STARTING TIME AND TIME OF COMPLETION:

The undersigned agrees that if awarded the contract he will start construction within five (5) calendar days after receiving written notice to proceed, and will complete the work within _____ calendar days after receiving such notice.

PROPOSAL FORM (continued)

OWNER'S RIGHT RESERVED:

To reject any or all bids, to waive informalities, and to accept only such bids as may appear in the best interest of the owner.

CERTIFICATION:

The undersigned certifies that this bid has been arrived by the bidder independently and has been submitted without any collusion designed to limit independent bidding or competition.

PROPOSALS SUBMITTED WITHOUT A SIGNATURE BELOW WILL BE REJECTED.

Name of Individual Business Owner,
Partnership or Corporation:

Address: _____

Telephone _____

Fax Number _____

UBI# _____

Contractor Registration Number

Signature of Owner, Partner, or
Corporate Official:

Print Name

DATE

Official or Title of Official signing for
Corporation:

If Corporation, Attest:

Secretary of Corporation

State in which Incorporated

Required Attachments:
1-Bid Security