

**Town of Holden Beach
Scope of Work
Landscaping Services**

Facilities:

- DOT Project Area-Mainland Side of Holden Beach Bridge (additional beds and signage may be added)
- Town Hall
- 628 OBW (Pocket Park)
- Butterfly Garden and grounds at Fire Department
- Padgett Garden and Padgett Garden Extension
- All landscaped areas along the Town side of the Bridge and hill on south side of bridge
- Halstead Park
- All landscaped areas along Jordan Boulevard and the site of the old Pavilion, Pump Station 1 and the Triangle
- Bridgeview Park

Mowing, Edging, and Trimming:

- All turf areas will be mowed on a weekly basis April through September and bi-weekly or as needed all other times of the year.
- String trimming will be performed around all areas not accessible by mowers.
- Edging of sidewalks, curbs, etc., will be done on an as needed basis to maintain a neat appearance.
- All clippings will be blown from the sidewalks, drives, and parking areas. If needed these should be collected and disposed of by the contractor.
- Trees and shrubs will be pruned up to two times per year or as required throughout all seasons to maintain proper health and appearance. All clippings will be removed the same day they are cut. Palms should be pruned to remove palm fruit/stems, dead fronds, and debris should be removed.
- Prune/remove debris on the ornamental grasses on the bridge and the area on the mainland side of bridge (DOT project area).
- All shrub beds will be edged periodically to maintain a well-defined look.
- Any trash or debris in the designated areas will be picked up and disposed of properly.

Fertilization and Weed Control:

- All turf areas will be fertilized as needed (at least once per year) using time release fertilizer. Post and pre-emergent herbicides will be applied to the turf and landscaped areas at the recommended times to control weeds.
- Shrubs and ornamentals will be fertilized as needed according to species.
- All turf and shrubs will be monitored for disease and insects. Upon discovery, the Assistant Town Manager will be notified and informed of the proper control methods.
- All landscaped beds are to be kept clear of weeds. This includes hand pulling of weeds where needed.
- Weed control spray should be applied on days without strong winds, steering clear of Glyphosate post-emergent as much as possible.

Mulch

- A good quality mulch will be replenished twice per year in late spring/early summer and at the end of summer/early fall at all areas of responsibility.
- Substitute materials shall be as approved by the Town and coordinated by the Contractor prior to installation.
- The contractor will coordinate with the Town one month prior to mulch being applied.

Irrigation

NOTE: Irrigation bids should be submitted in a separate line item when returning bids to the Town and should be comprised of a flat monthly rate, not hourly rates. The Town reserves the right to separate maintenance and irrigation services to the most responsive bid. Irrigation scope of work is as follows:

- Maintain the irrigation system in all areas and repair as needed.
- Check irrigation system weekly during the summer.
- Complete irrigation system check twice per year, spring and fall.
- Winterize irrigation system.
- Mark irrigation system lines as directed by the Assistant Town Manager prior to Beatification Club planting events.
- Ensure all plants are adequately watered to maintain attractive appearance and remain healthy.
- A Public Works staff member will accompany the contractor for irrigation start-up, mid-summer check, and winterizing to ensure satisfaction.

Special Requirements, Services, and Compensation

Contractor will provide workers' compensation and liability insurance certification to the Town before proceeding with any work and as part of the bid package. Special services and compensation will be determined and agreed upon jointly by the Town of Holden Beach and the Contractor as the need arises. Said services to include damages by hurricanes and strong winds are not part of this agreement except by reference.

Agreement between the Town and the Contractor shall become severable upon 30 days written notice by either party.