



**REQUEST FOR QUOTATIONS #21904 – 2nd Posting
PRESIDENT'S RESIDENCE LANDSCAPE SERVICES**

Portland State University's (PSU) Purchasing Rules, Policies and Guidelines allows PSU departments to use an "Informal Procurement Process" for all purchases of supplies, equipment, and trade and professional services where the estimated cost exceeds \$25,000 but does not exceed \$100,000. The Informal Procurement Process is the solicitation of a minimum of three competitive quotes. Solicitation shall be accomplished by advertisement on the OUS Procurement Website making a request for vendors to provide a quote. A clearly documented record must be kept per the State of Oregon's records retention rules, showing the vendors contacted, their responses including quote amounts, the basis for selection, evaluation results, and any other pertinent information to the solicitation.

The posting of the solicitation on the OUS Procurement Website shall serve as the primary solicitation requirements document which in conjunction with the vendors' written responses and proposals and/or quotes shall satisfy the "clearly documented record" requirement described above. Additionally, depending on the nature of the scope of work of the project and other specific project details, there may be other documented "pertinent information" required to ensure a complete and clearly documented record for the informal solicitation.

PORTLAND STATE UNIVERSITY SHALL CONSIDER VENDOR QUOTES RECEIVED AS VALID FOR ONE HUNDRED TWENTY (120) DAYS.

RFQ ISSUE DATE:

May 6, 2013

A MANDATORY WALK-THROUGH OF PRESIDENT'S RESIDENCE GROUNDS

A mandatory walk-through of the President's residence grounds at 11650 SW Military Road, Portland, OR will take place on **Tuesday, May 14th at 10:00 a.m.** This walk-through will be led by Karl Johnson, Customer Service Manager of the Facilities and Property Management department. Please park in the circular driveway, or if full, there is an overflow parking area behind the garage. **IF YOU HAVE AN EMERGENCY AND NEED TO CONTACT KARL ON THE DAY OF THE WALK-THROUGH** you may contact him at 503-725-8364 prior to 9:00 a.m. on May 14th.

VENDOR RESPONSE DATE:

To be considered for selection, quotations **must arrive** at Portland State University, Contracting and Procurement Services, **by 3 p.m. local time, Monday, May 20, 2013.** Please hand-deliver or email your quotation to the contact information listed below. The contact information for Landscaping Services is:

Attention: Stacey L. Balenger
Email: balenger@pdx.edu
Portland State University
Contracting & Procurement Services
1600 SW Fourth Avenue, Suite 260
Portland, OR 97201
Contact phone number: 503-725-5244

Only hand-delivered or email responses will be accepted.

All quotes shall include the name, title and contact information of the Proposer's primary contact. **If you choose to hand deliver your quotation, please provide one hard copy original and a DVD or flash drive containing your entire proposal.**

All responses to this RFQ #21904 must include the title "RFQ #21904 President's Residence Landscape Services."

Emerging Small Businesses and Minority and Women Owned Businesses

PSU is committed to increasing opportunities for Emerging Small Businesses and Minority and Women Owned Businesses. PSU strongly encourages its contractors to use these businesses in providing services and materials for PSU contracts and projects.

PSU promotes equal opportunity for all individuals without regard to age, color, disability, marital status, national origin, race, religion or creed, sex or gender, sexual orientation, or veteran status.

OVERVIEW:

Portland State University seeks a well-qualified and experienced firm to provide high quality landscape services at the home of the President of Portland State University.

CONTRACT TERM:

The term for the contract awarded pursuant to this RFQ solicitation shall be for a period effective from the date of contract execution and extending until June 30, 2017. This contract may be extended in one year terms at the sole discretion of PSU, but total cost may not exceed \$100,000 for this contract. PSU, at its sole discretion, may choose to amend any ensuing contract for additional work.

SCOPE OF WORK:

The Contractor shall provide high quality landscape services at the home of the President of Portland State University at 11650 SW Military Road, Portland, Oregon 97219. The total area of the President's estate is approximately 2.64 acres of which there is approximately 49,600 square feet (1.14 acres) of turf and approximately 16,275 square feet (0.37 acre) of bedding area. PSU requires that the President's estate be maintained at a standard suitable for entertaining dignitaries such as the Mayor, the Governor, Senators, and influential domestic and foreign dignitaries and other visitors. The Maintenance Guidelines and other work to be performed is set out in **Attachment A** and incorporated into this RFQ by reference herein.

All equipment and materials required for landscape services to the President's estate shall be supplied by Contractor. Unless contrary to federal law, Contractor shall certify that they, as a landscape contractor as defined in ORS 6712.520(2), hold a valid landscape contractor's license issued pursuant to ORS 671.560.

The following services will be excluded from the contract:

- Major Winter Storm Damage
- Large Tree Work – (Tree removal, stump grinding, and tree pruning above 15' will be performed under separate contract)
- Snow and Ice Services

PAYMENT/INVOICING:

Payment of Contractor's invoices by PSU is normally made within 30-45 days of receipt of complete and accurate invoices. The Contractor is responsible for ensuring that each invoice clearly references the associated PSU Contract number and that all items on the invoice match those listed in the Contractor's quote. PSU will not be responsible for paying any invoices that are not complete and accurate.

Contractor's terms may not require payment in less than 30 days after receipt of invoice by PSU. Any late payment or delinquency fees shall be in accordance with ORS 293.462.

QUOTATION EVALUATION:

1. In your quotation, please provide a one-page summary of your specific qualifications including your sustainable practices and diversity in your workforce. You may also include photos of landscape work you've performed along with brief written explanations. Please be as quantitative as practical in detailing why your firm is the best respondent for this contract award.
2. Please quote each Scope of Work deliverable as set out in **Attachment A** with specific pricing and estimated time of completion. Include in your quotation the hourly rates and estimated number of staff that will be required to achieve each of the Scope of Work deliverables.
3. Please provide a minimum of three (3) business references with complete and current contact information that can attest to your ability to provide high quality landscape services.

AWARD:

The successful Contractor shall be selected based upon quote evaluation criteria with consideration of experience, qualifications, cost, and creativity. PSU reserves the right to not award this contract to any of the respondents if it is in the best interest of PSU to do so.

PUBLIC RECORDS:

This RFQ and one copy of each original quote received in response to it, together with copies of all documents pertaining to the Award of a Contract, shall be kept by PSU and shall be open to public inspection. If a quote contains any information that is considered a trade secret by the Contractor under ORS 192.501(2), each sheet of such information must be clearly marked with the following:

"This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."

The Oregon Public Records Law, ORS 192.501(2), exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies "unless the public interest requires disclosure in the particular instance." Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Public Records Law.

Pricing information cannot be labeled a trade secret and must be open to public inspection.

Contractors are requested to mark only specific pages or text in their quote considered a "trade secret" under Public Records Law. Quotes in which the entire document is marked or otherwise identified in its entirety as confidential or a "trade secret" will be rejected.

CHANGES AFTER AWARD/ACCEPTANCE OF QUOTE:

After award or acceptance of vendor quote, any changes in the Scope of Work, or additional work otherwise unforeseen at the time of preparation of this solicitation document and subsequent award, shall be addressed in writing, signed by the parties.

BEST AND FINAL OFFER:

Pursuant to OAR 580-061-0155, PSU reserves the right to select the Contractor that, in the collective opinion of the evaluators, offers the best overall benefit, convenience, functionality and service at the best-value cost to PSU. In the event that proposals of finalists do vary significantly, PSU reserves the right to conduct discussions with the finalists, to accept best and final offers from those agencies, and to negotiate changes, if it's in PSU's best interest to do so.

OTHER TERMS AND CONDITIONS:

In addition to all of the requirements above, Contractor shall comply with the following Portland State University's Standard Contract Terms & Conditions.

PSU STANDARD CONTRACT TERMS & CONDITIONS

(The following terms and conditions will govern the agreement entered into by Contractor and PSU, resulting from this RFQ.)

1. DEFINITIONS:

"Agreement" or "Contract" means the entire written agreement between the parties, including but not limited to any Work Order and any subsequent change notices. "Contractor" means a person or organization with whom PSU has contracted for the purchase of goods or services. The terms "Contractor" and "Seller" as used in the Uniform Commercial Code (ORS Chapter 72) are synonymous. "ORS" means Oregon Revised Statutes. "PSU" means the State Board of Higher Education acting by and through Portland State University and is synonymous with "Buyer."

2. ACCESS TO RECORDS:

Contractor shall maintain all records pertinent to this agreement in such a manner as to clearly document Contractors' performance. Contractor acknowledges and agrees that PSU, the Oregon Secretary of State's Office, federal government, and their duly authorized representatives shall have access to such fiscal records and other books, documents, paper, plans and writings of Contractor that are pertinent to this Agreement to perform examination and audits and make excerpts and transcripts. Contractor shall retain and keep accessible all such records for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this agreement, or until the conclusion of any audit, controversy or litigation arising out of or relating to this agreement, whichever date is later.

3. AMENDMENTS:

The terms of this agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever without the prior written approval of PSU.

4. APPROVALS:

No work shall commence under this agreement until the agreement has been approved and signed by all parties.

5. ASSIGNMENT/SUBCONTRACT:

Contractor shall not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this agreement, in whole or in part, without the prior written approval of PSU. No such written approval shall relieve Contractors of any obligations of this agreement, and any transferee or sub-Contractors shall be considered the agent of Contractors. Contractors shall remain liable as between the original parties to the agreement as if no such assignment had occurred.

6. BREACH OF AGREEMENT:

If Contractor breaches any of the provisions of this agreement, PSU reserves the right to cancel this agreement effective immediately upon written notice to Contractor. Contractor shall be liable for any and all damages, including incidental and consequential damages, suffered by PSU as the result of Contractors' breach of agreement. PSU shall also have any and all remedies provided under the Uniform Commercial Code (ORS chapter 72) in the event of breach of agreement by Contractor.

7. CAPTIONS:

The captions or headings in this agreement are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this agreement.

8. CASH DISCOUNT:

If PSU is entitled to a cash discount, the period of computation shall commence on the date the entire order is delivered or the date the invoice is received, whichever is later.

9. COMPLIANCE WITH APPLICABLE LAW:

Contractor shall comply with all federal, state, and local laws, codes, regulations and ordinances applicable to the goods to be purchased and the work to be done under this Agreement. Contractor shall comply with the Americans with Disabilities Act of 1990 (Public Law No. 101-336), Title VI of the Civil Rights Act of 1964, Section V of the Rehabilitation Act of 1973, ORS 659.425, and all regulations and administrative rules established pursuant to the laws. Failure to comply with such requirements shall constitute a breach of Agreement and shall be grounds for agreement cancellation. Damages or costs resulting from noncompliance shall be the sole responsibility of Contractor.

10. CONFIDENTIAL INFORMATION:

Contractor acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this contract, be exposed to or acquire information that is confidential to PSU or the State of Oregon. Any and all information of any form obtained by Contractor or its employees or agents in the performance of this contract shall be deemed confidential information of PSU and of State ("Confidential Information"). Contractor agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Contractor uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than in the performance of the contract, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. Contractor agrees that Contractor will not at any time during or after the term of this contract disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this contract, or at PSU's request, Contractor will turn over to PSU all documents, papers and other material in Contractors' possession which contain Confidential Information.

11. CONFLICT OF INTEREST:

Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this agreement no person having any such interest shall be employed by Contractor.

12. CONSIDERATION:

The consideration paid in this agreement represents the total amount of remuneration for goods and services.

13. DEFAULT:

PSU by written notice of default (including breach of agreement) to Contractor may terminate the whole or any part of this Agreement: (a) If Contractor institutes or has instituted against it insolvency, receivership or bankruptcy proceedings, makes an assignment for the benefit of creditors, or ceases doing business on a regular basis; or (b) If Contractor no longer holds a license or certificate that is required for Contractor to perform services under the contract, and Contractors has not obtained such license or certificate within ten (10) business days after delivery of PSU's notice; or (c) If Contractor fails to provide services or materials called for by this agreement within the time specified herein or any extension thereof; or (d) If Contractor fails to perform any of the other provisions of this Agreement or fails to pursue the work so as to endanger performance of this Agreement in accordance with its term and, after receipt of written notice from PSU, fails to correct

such failures within 10 days or such longer period as PSU may authorize. The rights and remedies of PSU provided in the above clause related to defaults (including breach of agreement) by Contractor shall not be exclusive and are in addition to any other rights and remedies provided by law or under this agreement. Contractor shall be liable for any and all damages, including incidental and consequential damages, suffered by PSU as the result of Contractors' breach of agreement. In the event of repeated breach of public and/or private contracts, Contractor shall be subject to possible disqualification as a bidder on future PSU contracts.

14. ECONOMIC OPPORTUNITIES:

Contractor shall, when applicable, have made good faith efforts to subcontract or establish joint ventures with or obtain materials to be used in performing the agreement from minority, women, or emerging small business enterprises.

15. FORCE MAJEURE:

Neither party to this agreement shall be held responsible for delay or default caused by fire, riot, acts of God and/or war which is beyond that party's reasonable control. PSU may terminate this Agreement upon written notice after determining such delay or default will reasonably prevent successful performance of the agreement. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under this agreement.

16. FOREIGN CONTRACTORS:

If Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Oregon Secretary of State Corporation Division all information required relative to this agreement. Contractor shall demonstrate its legal capacity to perform under this agreement in the State of Oregon prior to entering into this agreement.

17. GOVERNING LAW:

This agreement shall be governed and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "claim") between PSU and Contractor that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Multnomah County for the State of Oregon; provided, however, if a claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. CONTRACTOR, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.

18. INDEMNIFICATION:

Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, the conduct of work under this Agreement, or from any act, omission, or neglect of Contractor, its sub-contracted Contractor, or employees. Contractor shall save, defend (at PSU's request and with legal counsel acceptable to PSU), indemnify, and hold harmless the Oregon University System, the State Board of Higher Education, PSU, and their departments, subdivisions, officers, employees and agents from all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature resulting from or arising out of, or relating to the activities or omissions of Contractor or its officers, employees, subcontracted Contractor, or agents acting under this agreement.

19. HOURS OF WORK:

The Contractors shall comply with the Oregon Bureau of Labor and Industries rules pertaining to hours of work.

20. INDEPENDENT CONTRACTORS:

The services to be rendered under this agreement are those of an independent Contractor. Contractor is not to be considered an agent or employee of PSU for any purpose and neither

Contractor nor any of Contractors' agents or employees is entitled to any of the benefits that PSU provides for its employees. Contractor will be solely and entirely responsible for its acts and for the acts of its agents or employees during the performance of this agreement. This agreement is not intended and nothing contained herein shall be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association between PSU and Contractor, but is rather an agreement between independent parties, these being PSU and the Contractor.

21. INSURANCE:

Contractor shall secure at its own expense and keep in effect during the term of this agreement either comprehensive general liability insurance with broad form CGL endorsement or commercial general liability insurance with a minimum limit of \$1,000,000 per occurrence and auto liability insurance with a minimum limit of \$1,000,000 per occurrence. Insurance policies, which cannot be excess to a self-insurance program, are to be issued by an insurance company authorized to do business in the State of Oregon. The Oregon State Board of Higher Education acting by and through Portland State University, and their officers and employees, shall be included as additional insured's in said insurance policy(ies). If any of the liability insurance is arranged on a "claims made" basis, tail coverage will be required at the completion of this agreement for duration of twenty-four (24) months.

22. INSURANCE CERTIFICATION:

Before Contractor commences work under this agreement, Contractor must furnish to the designated PSU Contracts Officer certificate(s) of insurance as evidence of the insurance coverage required by this Agreement, including workers' compensation. The certificate(s) shall provide that the insurance company will give a 30-day written notice to PSU's Contracts Officer before the insurance is canceled or materially changed.

23. MERGER:

This agreement and attached exhibits and appendices, the RFP, any RFP amendments and Contractors' proposal constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement.

24. NONDISCRIMINATION:

Contractor shall comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

25. NO THIRD PARTY BENEFICIARIES:

PSU and Contractors are the only parties to this agreement and are the only parties entitled to enforce its terms. Nothing in this agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of the agreement.

26. NOTICES AND REPRESENTATIVES:

All notices, certificates, or other communications rendered shall be sufficiently given when delivered or mailed postage prepaid to the representatives of the parties at their designated places of business as follows: a) to PSU at its Purchasing and Contracting Office, as set forth on Page 1 of the solicitation document, and b) to Contractor as set forth on the Bid or Proposal Statement. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any communication or notice delivered by facsimile shall be deemed to be given when satisfactory receipt of the transmission is generated by the transmitting machine. To be effective against PSU, such facsimile transmission must be confirmed by telephone notice to PSU's contracting representative. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

27. PAYMENT:

Payment for completion of PSU contracts are normally made within 30 days following the date the entire order is delivered or the date the accurate and complete invoice is received, whichever is later. After 45 days, Contractor may assess overdue account charges up to two-thirds of one percent per month (8% per annum) on the outstanding balance per (ORS 293.462).

28. PAYMENTS REQUIRED:

For all goods and services provided under this agreement, Contractor shall: (a) pay promptly, as due, all persons supplying labor or material; (b) pay all contributions or amounts due the industrial accident insurance provider from the Contractor or any sub-contracted Contractors; (c) not permit any lien or claim to be filed or prosecuted against PSU therefore; and (d) pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

29. PSU PAYMENT OF CONTRACTORS CLAIMS:

If Contractor fails, neglects, or refuses to pay promptly, as due, any claim for labor or services furnished to the Contractor or any sub-contracted Contractor by any person in connection with the goods, or services if applicable, provided under this agreement, PSU may pay such claim and charge the amount of the payment against funds due or to become due the Contractor under this agreement. The payment of a claim by PSU pursuant to this paragraph shall not relieve the Contractor or its surety, if any, from obligation with respect to any unpaid claims. Contractor shall promptly pay any person or entity that furnishes medical care to Contractors' employees those sums which Contractor agreed to pay for such services and all money Contractor collected or deducted from employee's wages to provide such services.

30. RECYCLED PRODUCTS:

Contractors shall use recyclable products to the maximum extent economically feasible in the performance of this agreement work set forth in this document.

31. RETIREMENT SYSTEM STATUS:

Contractor is not a contributing member of the Oregon Public Employees' Retirement System and will be responsible for any federal or state taxes applicable to payment under this contract. Contractor will not be eligible for any benefits from these contract payments of federal Social Security, employment insurance, workers' compensation or the Public Employees' Retirement System, except as a self-employed individual.

32. SAFETY AND HEALTH REQUIREMENTS:

Equipment and services supplied shall comply with all federal Occupational Safety and Health Administration (OSHA) requirements and with all Oregon safety and health requirements, including those of the State Workers' Compensation Department.

33. SEVERABILITY:

If any provision of this agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any applicable law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the agreement did not contain the particular term or provision held to be invalid.

34. SUCCESSORS IN INTEREST:

The provisions of this agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

35. TAX COMPLIANCE CERTIFICATION:

Contractor hereby affirms, under penalty of perjury, as provided in ORS 305.385(6), that to the best of the Contractors' knowledge the Contractors is not in violation of any of the tax laws described in ORS 305.380(4).

36. TAXES – FEDERAL, STATE & LOCAL:

PSU will not be responsible for any taxes coming due as a result of this contract, whether federal, state, or local. It is agreed that the Contractors has anticipated these taxes and included them in the proposal.

37. TERMINATION:

a. This agreement may be terminated for convenience at any time by mutual consent of both parties, or by either party upon thirty (30) days notice in writing and delivered by certified mail or in person to the other party.

b. PSU may also terminate this agreement effective upon delivery of written notice to Contractors or at such later date as may be established by PSU under any of the following conditions:

- i) if federal or state regulations or guidelines are modified or changed in such a way that the materials or services are no longer allowable or appropriate for purchase under this agreement; or,
- ii) if PSU fails to receive funding, appropriations, limitations, allotments, or other expenditure authority as contemplated by the PSU budget or spending plan and PSU determines, in its assessment and ranking of the policy objectives explicit or implicit in the PSU budget or spending plan, that it is necessary to terminate this Agreement.

c. The rights and remedies of PSU provided in the above clause are not exclusive and are in addition to any other rights and remedies provided by law or under this contract.

38. TIME IS OF THE ESSENCE:

Contractor agrees that time is of the essence under this agreement.

39. WORKERS' COMPENSATION:

Contractors, its sub-contracted Contractors, if any, and all employers providing work, labor or materials under this agreement are subject employers under the Oregon Workers' Compensation Law, and shall comply with ORS 656.017 which requires Contractors to provide workers' compensation coverage that satisfies Oregon law for all their subject workers, or shall comply with the exemption set out in ORS 656.126.

40. WAIVER:

No waiver, consent, modification or change of terms of this agreement shall bind either party unless in writing and signed by both parties and all necessary PSU approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of PSU to enforce any provision of this agreement shall not constitute a waiver by PSU of that or any other provision.

41. WARRANTIES:

Unless otherwise stated, all goods shall be new and current model and shall carry full manufacturer warranties. Contractor warrants all goods delivered to be free from defects in labor, material and manufacture and to be in compliance with solicitation specifications. All implied or expressed warranty provisions of the Uniform Commercial Code (ORS chapter 72) are incorporated in this Contract. All warranties shall run to PSU.

END OF REQUEST FOR QUOTES

RFQ #21904 President's Residence Landscape Services
ATTACHMENT A

MAINTENANCE SERVICES			
SERVICE	GUIDELINES	MONTHLY PRICE	REQUIRED # OF STAFF @ HOURLY RATE
Mowing	Lawns should always appear well groomed. Mow all lawn areas weekly during the growing season and as needed throughout the remainder of the year (Approx. 38 mowings). Grass around trees, buildings, or other areas not accessible to mower should be trimmed. All lawn clippings are to be removed from the property unless suitable mulching equipment is available.		
Turf Care	Perform annual services to ensure health of grass, including one aeration. May include over-seeding, repairing dead grassy areas, etc. Contractor shall consult with PSU representative prior to determining course of action based on condition of grass each year. Provide periodic restoration of turf near driveway from car traffic ruts, etc.		
Edging	Edge all areas as needed to maintain an attractive appearance (Approx. 18-20 times/year). This includes around all planting beds, along the driveway and garage, and along fence lines.		
Fertilization	Turf areas are to be fertilized with an appropriate complete fertilizer at least 4 times during the growing season. Importance shall be given to the fall application. Shrubs are to be fertilized with a balanced, complete fertilizer 2 times during the growing season.		
Weeding	Remove weeds as necessary to maintain a healthy and attractive appearance throughout the estate. Weeding may be done mechanically or through chemical control. English ivy and blackberries in native areas along the perimeter of the property need to be controlled periodically.		
Annuals	Annual color plantings are to be installed at least 2 times a year, providing fall and spring/summer displays. General care including weeding, deadheading, and fertilizing as needed.		
Pruning	Selectively prune all trees and shrubs up to a height of 15', and groundcovers to maintain health and appearance. Prune in accordance with accepted horticultural practices.		
Hardscape	All walkways, patios, driveways, and parking areas are to be blown or swept to keep clear of dirt, leaves, lawn clippings, and other debris during each visit.		
Leaf Removal	Leaves will be removed at least once per week in the fall, and as needed throughout the year.		
Debris Removal	All debris will be removed as needed to maintain an attractive appearance. This includes all pruning debris, leaves, lawn clippings, litter, dead shrubs, old annuals, and minor winter storm debris.		
Irrigation	System turn-on, adjustment, and turn-off each season. Monitor operation of system throughout season, checking for proper coverage and appropriate irrigation schedule. Adjust controller accordingly. All repairs on this system are to be approved prior to work being done.		
OTHER WORK TO BE PERFORMED AS REQUIRED/SCHEDULED (With Prior Approval)		PRICE	REQUIRED # OF STAFF @ HOURLY RATE
Irrigation System Repair	Any parts and labor outside the normal operation of the system.		
Barkdust	Barkdust should be applied every 2 years.		
Tree and Shrub Planting	Materials and labor, as required.		
Tall Tree Pruning	Tree pruning above 15 feet. Materials and labor as required.		
Kitchen Garden	Weed raised beds and pathways, replenish hazelnut shell paths, prepare and amend soil each spring. Materials and labor as required.		

LONG RANGE GOALS FOR THE PRESIDENT'S RESIDENCE		MONTHLY PRICE	REQUIRED # OF STAFF @ HOURLY RATE
Turf Renovation		N/A	N/A
Turf Reduction		N/A	N/A
Turf Removal		N/A	N/A
Shrub Bed Renovation		N/A	N/A
Shrub Bed Addition		N/A	N/A
Irrigation Upgrades		N/A	N/A
Drainage Issues		N/A	N/A