

## **Basic Parks Grounds Maintenance & Related Services (Daily)**

- 1.01 **SCOPE OF WORK:** Provide all labor, materials, equipment, fuel and other incidental costs and supervision necessary for parks grounds maintenance, janitorial services and related services for various Parks, six(6) hours per day, seven(7) days a week, including but limited to opening the park grounds, grounds maintenance, and janitorial services for all facilities, to include but not limited to restrooms, pavilions, playgrounds, and dog parks in conjunction with the County's needs. All work and equipment shall be in strict compliance with the latest codes, standards and practices.

**This scope of services represents the minimum standards required.**

### **Contractor Responsibilities:**

- 2.1 Provide all labor, fuel, materials, equipment, storage, supplies, and incidental costs necessary to complete the tasks.
- 2.2 Provide for skilled, qualified, and English-speaking staff with a cell phone in good working order.
- 2.3 Provide a neat and clean in appearance dress code for Contractor's employees that consists of a shirt with company name, pants, and work shoes/boots.
- 2.4 Project a professional image, deal effectively with the public, and discharge duties in a courteous and efficient manner.
- 2.5 Be responsible for any lost keys and any inherent damages (i.e., re-keying of whole facility).
- 2.6 Open and close parks at the time posted by the County at each respective park.
- 2.6.1 Parks shall be opened seven (7) days per week, including holidays.
- 2.7 Maintain a presence at the park for a total of six (6) consecutive hours each working day.
- 2.8 Athletic fields gates shall be opened at 11:00 am and closed at 2:00 pm (Monday to Sunday).
- 2.8.1 Athletic field gates for scheduled games shall be opened at 8:00 am and closed at 5:00 pm.
- 2.9 Maintain the grounds and facilities in a clean, attractive, and uniformly manicured manner which will reflect favorably upon the County and the Contractor.

**2.10** Work shall be performed at a time that minimizes disturbance or interference to park visitor activities.

**2.11** Provide a monthly report on company letterhead indicating the actual time the park was opened and closed, and any comments or observations made.

**2.11.1** Safety concerns, vandalism, etc. should be reported immediately to the County.

**2.12** Correct all apparent deficiencies within one (1) calendar day of any work that fails to conform to the specifications.

**2.13** Submit a monthly invoice by the tenth (10th) calendar day of each month to include the type of service provided.

**County Responsibilities:**

**3.1** Provide keys for the opening and closing of the parks at the time stipulated for each park.

**3.2** Reserve the right to add or remove services or park locations in conjunction with the County's needs.

**1.02** FIELD CONDITIONS: Verify and coordinate all work to park locations and dimensions.