

## Scope of Work- Landscaping

The following Scope of Work provides an overall outline of the services to be performed through this contract for the Port of Woodland. The personal service contract shall be for landscaping and outside maintenance services at the Port properties that include:

- Down River Drive Buildings (1363-1995 landscaping of islands, behind and beside buildings);
- Rose Way Industrial Park brush mowing and clearing of 12 acres
- Centennial Industrial Park including Guild-Klady Centennial Orchard and including along sidewalk and street easements but excluding construction areas or hay field area;
- Schurman Way properties including sediment pond, ditches, and street easement areas and fence lines (non-hay areas) at 1415 Port Way and 1670 Schurman Way buildings (not including Peri Formworks); and
- Cougar Rest Stop including around building, island, and fenced inclusion areas.

The services provided may include the following:

1. Mowing and grounds maintenance including weeding, fertilizing, and trimming sidewalk edge.
2. Pruning and maintaining trees and shrubs on properties.
3. Annual inspection and maintenance of sprinklers at or on buildings (Schurman, Orchard and Port Office).
4. Spraying of herbicide on lawns, walkways, parking areas for weed prevention.
5. Brush clearing and removal at properties as needed.
6. Quarterly maintenance along railroad spur at Schurman Way- blackberry bush removal and brush clearing along all parts of track.
7. Mowing, tree trimming and brush clearing at Cougar Rest Room facilities and clearing of ditches along parking lot.
8. Other tasks as needed to ensure the properties landscape is clean and presentable.

The landscaping company will provide receipts for equipment that is rented for the sole use of maintaining Port properties. The Port shall reimburse the landscaping company for any herbicides, equipment, and other landscaping materials with a copy of a receipt along with monthly invoices for services. The landscaping company shall ensure that in the event of damage to the landscaping i.e. sprinkler broken, tree damage, etc. that the landscaping company will provide services to remedy any problems as quickly as possible.

The landscaping company shall provide monthly invoices that will describe tasks, amount of time per task and the building site of task work. The landscaping company shall provide rates for all above services per hour and inform the Port prior to 30 days of any changes to those rates. All invoices will be subject to sales tax.

All invoices are due five business days prior to the last day of the month. Any invoices received after that date shall be paid on the next payment cycle.

To be considered for the annual Port contract for up to five years, interested parties must submit their hourly rates for such services described by breakdown of mowing hourly costs, tree trimming hourly costs, and so forth. Any interested company must be on the Port's small works roster list completing an application, W-9 and have proper insurance and provide the Port for coverage showing Port of Woodland as additional insured.