

IMMIGRATION AND NATURALIZATION SERVICE
NATIONAL FIREARMS UNIT
ALTOONA, PENNSYLVANIA

STATEMENT OF WORK FOR GROUNDS MAINTENANCE

Provide grounds maintenance services to include mowing, cutting, trimming, edging, pruning, foliage control, and clean-up per the following specifications:

SPECIFICATIONS:

- 1) Grass Cutting: The contractor shall be responsible for monitoring the growth of the grass and scheduling cutting/mowing operations as requires. However, the Director or an Assistant Director may request more frequent mowing if required.
 - a) All grass will grow to an average height of approximately four inches prior to cutting and shall be mowed and/or trimmed to a height of two (2") to two and one half inches (2 1/2"), approximately once every seven to ten calendar days. The frequency of mowing may vary depending on weather conditions.
- 2) Trimming and Edging: The contractor shall be responsible for monitoring the growth of the grass and scheduling trimming and edging operations as requires. However, the Director or an Assistant Director may request more frequent trimming and edging if needed.
 - a) All grass shall be trimmed even with the edges of all curbs, sidewalks, driveways, walls, guide wires, poles, tree trunks, foundations, or other objects within the designated areas approximately once every seven to ten calendar days. The frequency of trimming and edging may vary depending on weather conditions.
 - b) All edges shall be trimmed with a vertical cutter to remove grass growing over the paved areas.
 - c) The contractor shall accomplish the edging and trimming operation to provide a uniform appearance.
 - d) Debris from edging and trimming shall be cleaned up the same day the work is accomplished, removed from the site, and legally disposed of.
 - e) Joints in all paved areas including roadways, parking areas, sidewalks, curbs, and along the edges of buildings shall be maintained free of vegetation.
 - f) The use of any chemicals to remove vegetation from paved areas or to prevent the growth of vegetation will require previous approval from the NFU Director.

- 3) Foliage Control Around Security Fencing: The contractor shall be responsible for monitoring the growth of the foliage on, through, and between the security fencing and for scheduling any foliage control as required. However, the Director or Assistant Director may request more frequent foliage control if needed.
 - a) The contractor shall use the appropriate chemicals, following the requirements listed in paragraphs B and C below, to prevent the growth of grass, trees, and other plant life within the areas between the two parallel perimeter fences and on, through, or entwined within the fence mesh.
 - b) Only chemicals approved by government regulating agencies, such as the Environmental Protection Agency (EPA) and the Occupational Safety and Health Administration (OSHA), shall be used. Such materials shall be used and applied only as specified in the pertinent government regulations promulgated by these agencies.
 - c) Chemicals shall not be applied in amounts or doses that would be toxic to the personnel working within the buildings or on the surrounding facility grounds.
 - d) The contractor shall prune, trim, or remove as needed, the limbs of trees, shrubs, or other plant life, except as specifically prohibited by the INS representative, growing through, extending over, or growing within five feet of the interior and exterior perimeter fences.
- 4) General Pruning and Foliage Control:
 - a) The contractor shall use the appropriate chemicals, following the requirements listed in paragraphs 3A and 3B above, to prevent the growth of grass, trees and other plant life between the cracks, expansion joints, and borders of curbs, concrete areas and walkways, and paved areas.
 - b) The contractor shall use the appropriate chemicals, following the requirements listed in paragraphs 3A and 3B above, to prevent the growth of grass, trees, shrubs, and other plant life in the gravel parking area adjacent to the range building.
 - c) The contractor shall periodically prune or trim existing trees and shrubs, to the satisfaction of the INS representative, that obscure the views of the security cameras in operation on the premises.
- 5) General
 - a) The contractor shall supply all materials, labor, and equipment to complete all work specified in this scope of work.
 - b) As required for completion of this project, the contractor may use Government utilities such as water and electricity at no charge.

- c) Workers shall not be permitted inside the facility building except by appointment for contract related business. The rest room facilities within the building will not be available.
- d) The contractor shall remove from the premises and legally dispose of all waste materials, including tree limbs, branches, cuttings, etc., clean-up the work areas, and restore any damaged landscape, government property, or buildings to their original state.