

EXHIBIT A
SCOPE OF WORK

VENDOR SPECIFICATIONS

1. Vendor shall have a minimum of three (3) years of experience providing Landscaping Services of flowers and native plants in Northern Arizona.
2. Vendor to maintain all licenses required for the work, including but not limited to a business license.
3. Vendor able to provide regular landscaping maintenance (weekly or more frequent as needed) services as outlined herein.
4. Vendor able to examine plantings on a weekly basis to identify any problems or potential problems.
5. The City of Flagstaff will require a thirty (30) day warranty on plant materials except for the areas maintained the City, or plantings damaged due to vandalism or inclement weather such as hail.
6. Vendor shall provide, at vendor's own risk, all labor, materials, tools, equipment, insurance, transportation, hauling, dumping, and all other items needed to provide the services outlined in this Scope of Work/Specifications.

DATES OF PLANTINGS

Spring planting is in late May/early June to early-mid October, based on frost dates. Fall spruce tree plantings are in October, also based on frost dates. Precise dates of planting and removal will be determined between the vendor and the City. Planting dates must be approved by the City. Vendor may be required to obtain a permit to work in public rights-of-way for plantings and removal. The City has a plant list in the zoning code that may be helpful for plant selection that is available to vendors. Maintenance extension in the fall may be considered dependent on weather and frost.

PART I: PLANTING

PLANTINGS: DOWNTOWN AND SOUTHSIDE:

Vendor provides: Plant materials, plant design and species selection as appropriate for sites, fertilizer as needed upon planting, soil for pots and hanging baskets, and mulch (as needed) for planting sites. All plant trimmings or other debris will be discarded off-site. The City will work with the vendor for an encroachment permit (for the installation of baskets, etc.) and any other needed permits, such as a permit to work in the public right-of-way. The City will bear the cost of the required permits.

1. **Hanging Baskets– 42 Total:** Create twenty-eight (28) hanging baskets for downtown, 22" in width to hang on downtown lampposts. Create fourteen (14) hanging baskets for the Southside, 30" in width.
 - a. The City will provide the baskets and two coco liners per basket for planting. Baskets are of commercial quality and metal with fiber lining.
 - b. Downtown hanging baskets will be in Heritage Square and hanging on streets near Heritage Square with locations provided by the City.
 - c. Southside hanging baskets will be along South San Francisco Street and anticipated for South Beaver Street with locations provided by the City of Flagstaff.
 - d. Create basket plantings with Flagstaff-appropriate species for a full, colorful, and spilling effect.
 - e. Provide fill, soil, plant material and mulch (if needed); baskets must include a closed-loop hook to attach to brackets securely.
 - f. Precise locations to be provided by the City to the vendor.
 - g. Hang baskets at the beginning of the season and remove at the end of the season with dates confirmed by your city point-of-contact.
 - h. The City will provide storage of hanging basket materials in the off-season.
 - i. Private organizations/individuals may be allowed to purchase additional hanging baskets at their expense upon mutual agreement between the vendor and the City, with written City approval. Costs for baskets will be carried by the private organization/individuals.

2. **Large Moveable Planter Boxes Downtown:** Provide plantings for four (4) rectangular planters in the downtown area. Planting area of boxes are approximately 60" in length, 42" wide, and 28" in depth. Boxes will be used to close certain areas during events or to create/beautify outdoor seating areas.
 - a. Create spring/summer plantings with Flagstaff-appropriate species for a full, colorful, and spilling effect.
 - b. Provide baskets and fill, soil, plant material and mulch (if needed).
 - c. The City provides precise locations to the vendor and places the boxes. Boxes are anticipated to be in close proximity to Heritage Square.
 - d. The planter boxes will be filled by the City with concrete or other material except for the top 1' of the boxes.
 - e. At the end of the spring/summer growing season, replace plantings in four (4) of the planter boxes with spruce trees (or other species as approved in writing by the City) and maintain and water plantings until the spring plantings in 2023.
 - f. The City also stores boxes in the off-season (if needed).

3. **Wine and Whiskey Barrel Plantings:** Provide plantings for twenty-one (21) wine barrel plantings and four (4) whiskey barrel plantings. Barrels are provided by the City of Flagstaff. Wine barrels are approximately 22" at the top and bottom, 37" tall and 26" wide. Wine barrels are filled with sandbags provided by the City except for the top 1' to be filled with soil for planting. Whiskey barrels are 26" in diameter and 17" tall. The vendor will maintain all wine and whiskey barrel plantings.

Wine and Whiskey Barrel Plantings:

- a. Create barrel plantings with Flagstaff-appropriate species for a full, colorful, and spilling effect (see *Image 1, right, for an example of a wine barrel planting from 2020*).
- b. Provide soil, plant material, material to hold soil in place at the top of the wine barrels (such as shade cloth), and mulch and soil for the whiskey barrels.
 - i. These barrels already have high-quality soil present from 2021 plantings; supplemental soil is needed to add any additional fill due to settling and soil loss from removal of existing small spruce tree winter plantings.
 - ii. Wine barrels also already have cloth material to hold in soil in all barrels, so cloth material can be replaced as needed.
- c. The City provides sandbags to weight the barrel and fill it except for the top 1' of the barrel and the City places the barrels prior to planting. The City also stores the barrels in the off-season (if needed).
- d. The City provides precise locations to the vendor. Barrels are anticipated mainly downtown in Heritage Square (16) with five (5) on the Southside.
- e. At the end of the spring/summer growing season, replace and plant twenty-one (21) wine barrels (small spruce trees – about 3 gallon trees) and the four (4) large metal planters (about 10 gallon) blue spruce trees (or other species as approved in writing by the City) for a total of twenty five (25) spruce trees. Maintain and water the trees until the spring planting the following year.



4. **Heritage Square Permanent Planters:** Add to existing plantings for the large square planter in Heritage Square and the rectangular planters along Aspen Avenue. After the vendor plants these large permanent planters they will be maintained and watered by the vendor.

Large Planter (planter is about 300 square feet total, with about 50 square feet of space for annual and additional perennial plantings to fill out/supplement plantings provided in the 2020-2021 pilot seasons):

- a. Plant Flagstaff-appropriate pollinator and monarch species intermixed with colorful annuals for a full, bright display to fill out existing perennials.
- b. Provide plants, seeds, supplemental topsoil, and mulch as needed for planting.
- c. High quality soil is present in the planters; provide additional soil needed to refresh the planters and account for settling or surface disturbance.
- d. Prepare soil and site for planting.
- e. Add rocks or other vertical element in the center of the garden to deter seating and walking in the garden and provide visual interest. Upkeep the element as needed throughout the season and remove the element at the end of the growing season on a date confirmed in writing with the City (to allow for the City to place the decorative Christmas tree in that planter).

- f. Place perimeter metal fencing provided by the City around the pollinator garden.
- g. A focus on aesthetics as well as function is needed.

Planters Along Aspen Avenue at Heritage Square: (about 75 square feet total, about 20 square feet of space for annual plantings to supplement existing annual plantings from 2020-2021 growing seasons and earlier): Provide plantings to add to existing plants in the rectangular planters along Aspen Avenue. These sections were planted with additional perennials in 2020 and 2021, this is to provide additional annuals and perennials and to the existing plantings for a full and colorful display. After the vendor plants these large permanent planters they also will be maintained by the vendor.

- a. Add colorful annuals and/or perennial or pollinator species to complement existing plantings for a full, bright display.
 - b. Provide plants, seeds, supplemental topsoil, and mulch as needed for planting.
 - c. High quality soil is present in the planters; provide additional soil needed to refresh the planters and account for settling or surface disturbance.
 - d. Prepare soil and site for planting.
 - e. A focus on aesthetics as well as function is needed.
5. **Fourth Street Gateway Pots:** Plantings provided for two (2) tall planter pots at the Fourth Street Gateway at Route 66 and Fourth Street. The pots will be approximately 70" tall and approximately 30" x 40" at the base.
- a. Create plantings with Flagstaff-appropriate species for a full, colorful, and spilling effect.
 - b. Provide soil, plant material, material to hold soil in place at the top of the pot (such as shade cloth), and mulch if needed.
 - c. The City will provide sandbags or other fill to weight the pot and fill it except for the top 1' of the pot and the City places the pots prior to planting. The pots will stay in place throughout the year.
 - d. The City provides precise locations to the vendor. Pots are anticipated to be right in front of the small gateway sign at Fourth Street, bracketing the lettering on the wall.
 - e. At the end of the growing season, plant the two (2) pots with size-appropriate (likely 3 to 6 gallon) blue spruce trees (or other species as approved in writing by the City) and maintain and water the trees until the spring planting the following year.

Image 2: Large Planter at Heritage Square (top) and image 3 and 4: planters along Aspen Avenue from the winter of 2019 to provide a sense of scale and location. All pictured planters have existing plantings with perennials from 2021 and prior; this is to fill out planters with additional perennials and annuals for a colorful effect.



PART II: MAINTENANCE

PLANT MAINTENANCE, PLANTER MAINTENANCE AND WATERING

1. Vendor shall apply only certified organic herbicides and/or pesticides.
2. Planters and baskets the vendor maintains shall be kept in a healthy, vigorous growing condition, free from disease and large concentrations of pests.
3. Hand-watering is critical. Hand-water as needed to maintain plantings in a healthy, stress-free condition. It is Vendor's responsibility to provide water for the plantings they maintain and to ensure that plants receive adequate water regardless of weather conditions.
 - a. Use of reclaimed water is preferred if possible.
4. It is the responsibility of Vendor to conserve water and assure that all watering rules and regulations are followed. Vendor shall pay any penalties, fines, or citations for watering ordinance violations.
5. Vendor shall adjust watering times on a weekly basis to ensure adequate irrigation. Do not over-water plantings. Do not allow run-off from any watering.
6. Dead or missing plants shall be replaced in areas maintained by the vendor; after the thirty (30) day warranty period replacement shall be paid for by the City as additional materials. If barrels or planter are damaged and need replanting, this planting will also be paid for as additional materials by the City, and new barrels or planters will be provided by the City. Before replacement, vendor shall submit a brief quote for replacement within one (1) week of being alerted to the loss.
7. Vendor shall add additional soil and mulch as needed throughout the growing season. If larger replacements are needed, replacement shall be paid for as additional materials by the city. Before replacement, vendor shall submit a brief quote for replacement consistent with contracted pricing.
8. Vendor shall make minor replacements and repairs to planters as part of the required maintenance work. A minor item would be something that takes less than thirty (30) minutes to repair by skilled workmen, using minimal replacement parts.
9. Vendor shall deadhead spent flowers, maintain a fresh and clean appearance of planters, including cleaning them of debris, trash, and foreign materials weekly, including around plants and minor cleaning of the exterior of planters.
10. Remove graffiti from planters as soon as it is observed. Report graffiti that cannot be removed by vendor and/or major damage to planters to the city representative the same day it is observed.

- 11.** Vendor shall take all reasonable precautions required to protect landscape areas from equipment damage.
- 12.** Vendor shall utilize 'season extenders' (frost wrap covers) on the hanging baskets as needed at the beginning or end of the growing season due to cold temperatures. These 'season extenders' protect from lowered temperatures but not extremely cold temperatures. The use and approval for season extenders will be communicated to the City and approved by the City prior to installation.
- 13.** Vendor is responsible for removal of hanging baskets and temporary plantings after growing season (mid-October or another date as approved in writing by City).