

**Information to be included in all Legislation authorizing
Entering into Contracts:**

The names of all companies bidding, or submitting an RFP or RFSQ

MAD Scientist & Associates LLC

McDaniel's Construction in conjunction with Tatum Landscaping

DBI Services

Watershed Organic Lawn Care and Landscape

Hickman Lawn Care (proposal was submitted late and therefore nonresponsive)

The location by City and State of all companies bidding, or submitting an RFP or RFSQ

MAD Scientist & Associates LLC – Westerville, OH/ Medina, OH

McDaniel's Construction in conjunction with Tatum Landscaping – Columbus, OH / Gahanna, OH

DBI Services – Oak Harbor, OH

Watershed Organic Lawn Care and Landscape – Columbus, OH

Hickman Lawn Care – Grove City, OH

The status, Majority, MBE or FBE, of all companies bidding, or submitting an RFP or RFSQ

MAD Scientist & Associates LLC - MAJ

McDaniel's Construction in conjunction with Tatum Landscaping – MBE / MAJ

DBI Services - MAJ

Watershed Organic Lawn Care and Landscape - MAJ

Hickman Lawn Care - MAJ

A full description of all work to be performed including a full description of work to be performed during any known phasing of the contract.

Maintenance: Maintenance includes the following: remove accumulated sediment and debris, trim plants as needed, replace any dead or stressed plants with identical or otherwise City-approved plants, and replenish the mulch layer to design specifications. Any eroded areas will be repaired as soon as they are detected. Inspect the structure for clogging and structural soundness.

General up-keep includes trash removal and regular weeding. Weeding is defined as the removal of the entire plant, including the root, by hand pulling with or without the use of small hand tools. A weed is defined as any plant species not on the original planting and/or seed lists. Each basin, including living walls where applicable, will have a minimum weeding schedule of one time per month in March, April, September and October and two times per month from May through August. Additional weeding may be necessary to adequately control weeds.

Attachment C contains a list of aggressive, noxious and invasive weeds that will be removed.

Performance and Inspection: To ensure proper performance, visually inspect that stormwater is infiltrating properly into the bioretention basin. Water ponding in a bioretention basin for more than 48 hours may indicate operational problems. Corrective measures include inspection for and removal of accumulated sediments. If underdrain is clogged, water jet and vacuum clean. If the problem persists after the underdrains are cleaned, the filtration soil media may need to be

aerated or replaced. Underdrain cleaning and soil aeration or replacement should only be performed when warranted. Perform this inspection:

- annually in spring, and
- after heavy rainfall measuring 1” or more

When structural deficiencies are identified, the contract manager will be notified and the City will perform the required work.

An overall, thorough inspection will occur once in the spring (March 1 to April 30) and once in the fall (September 1 to October 31) and include:

1. Check each bioretention basin for standing water. Make note of any basin with standing water if inspection is conducted at least 72 hours after the most recent rainfall.
2. Check the bioretention basins for obvious structural damage or vandalism. Report (with photograph) any significant damage to City contract manager.
3. Remove any obvious dead branches from plants.
4. Inspect plants and make recommendation on replacement of dead plants. Contractor shall take a photo of plants recommended for replacement and report findings to City contract manager.
5. Make sure the bioretention basins are free from trash and debris. Collect trash and dispose of properly.

The bioretention basin maintenance contractor will perform the following tasks:

Maintenance	Frequency
Weeding (hand pulling of weeds, disposed of properly)	Minimum 1x/month in March, April, September and October and 2x/ month from May through August. Additional weeding may be necessary to adequately control weeds. Weeds will be removed from basins and from living walls in applicable basins.
Removing trash and debris (disposed of properly)	Monthly
Pruning dead growth	As needed
Pruning for aesthetics	As needed
Reporting stressed or dead plants	As needed
Replenishing mulch layer	Inspect annually, replenish according to design specifications
Turning stones in splash basin	Monthly, in applicable basins
Vacuum removal of accumulated sediment	As needed, when underdrain is clogged
Cut down ornamental grasses to 6-8 inches above the soil.	1x in the Spring (March 1 to April 30)
Performance and Inspection	

Initial and year-end inspection (see above for specific guidelines)	1x in the Spring (March 1 to April 30) and 1x in the Fall (September 1 to October 31)
General health of cells	Monthly
Inspect for structural clogging and soundness (see above for specific guidelines)	Annually in Spring and after heavy rainfall
Visual inspection and reporting	Monthly

The City will pay direct hourly rates for inspection and maintenance of the basins and the cost of materials. In addition, contractor will be responsible for providing documentation of work performed (before and after photos of each basin, piles of weeds pulled) as part of its invoicing.

A narrative timeline for the contract including a beginning date, beginning and ending dates for known phases of the contract and a projected ending date.

Contract will be for a one year period from the date of execution. Details are listed in the above schedule.

An estimate of the full estimated cost of the Contract including a separate estimate of any and all phases or proposed future contract modifications.

\$43,435

Rev. 11/6/12