

## GROUNDS MAINTENANCE (MOWING) PUNCH LIST

SOL TP24-1001

Property: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 PO # \_\_\_\_\_ (Do Not Begin Work without a Purchase Order)  
 TPS Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Property Manager: \_\_\_\_\_

**ATTENTION: ALL MOWING SCHEDULES MUST BE APPROVED BY THE PROPERTY MANAGER AND CANNOT BE CHANGED WITHOUT PERMISSION OF THE PROPERTY MANAGER.**

**IF CONTRACTOR IS UNABLE TO MAKE THE SCHEDULED SERVICE, CONTRACTOR SHALL NOTIFY THE PROPERTY MANAGER WITH A FOLLOW-UP DATE WITHIN 12-24 HOURS. FAILURE FOR NOTIFICATION MAY RESULT IN DELAY OF PAYMENTS AND/OR TERMINATION.**

OK-Vendor	OK-PM	Description	RFP Citation	Comments
		<b>ROUTINE GROUNDS MAINTENANCE (MOWING)</b>		
		REMOVE GARBAGE, DEBRIS, ETC. FROM ALL TRAFFICKED AREAS INCLUDING LAWN, LANDSCAPE BEDS, PATHWAYS, DRIVEWAYS.	1.6.3	
		The mowing shall be performed based on the growth rate of the grass and not more than one fourth of the total leaf height may be removed. All grass areas will be mowed in a linear manner to a uniform leaf height of three (3) inches and grass shall be mowed before the total leaf height exceeds four (4) inches.	1.2.1	
		Remove weeds and grass from foundations, adjacent to pavement and curbs, and cracks in pavement. Then spray with Round Up (or its equivalent). Application shall not exceed 3" from the foundation walls or curbs.	1.2.1.2	
		After the site mowing is completed, grass clippings shall be distributed evenly on the mowed area and clumps/bunches of mowed grass are to be raked and immediately removed from the mowed area.	1.2.3	
		The contractor will assure all grass-discharges are away from central A/C units, the perimeter of all buildings, sidewalks, flower beds, landscaped/mulched areas and vehicles.	1.2.5	
		Trimming (Weed Eating) shall be completed in accordance with each mowing that occurs and include the perimeter of all buildings, sidewalks, foundations, fence lines, and flower/landscape beds.	1.2.6	
		Immediately upon the completion of the area mowed and trimmed, patios, sidewalks and driveways will be blown clear of all grass clippings. This means you will not wait until the end of the day to blow off areas that were mowed.	1.2.7	
		Edging- Edging is defined as being performed by a mechanical means and/or device and should not be confused with Trimming (Weed Eating) as noted in Section 2.2.6. Chemical edging is forbidden. All flower/landscape beds, sidewalks, driveways, curbs and other paved areas shall be edged in accordance with the following property descriptions: <ul style="list-style-type: none"> <li>• Scattered Sites and CMHA Campus – 2 times per month</li> <li>• High Rises – 1 time per month</li> <li>• Family Developments and Lots - twice during the total mowing season. The first edging shall be completed by the second Monday in June, 2015 and the second edging shall be completed by the second Monday in September, 2015.</li> </ul>	1.2.9, 1.2.9.1	

### Contractor's Quality Control Certification

The grounds/facilities maintenance services provided for the property named above have been completed to the specifications and standards as prescribed in our proposal and the scope of work provided by TPS (included with Solicitation TP24-1001). I have provided quality control oversight and certify that the property meets the conditions of the Quality Control Plan submitted with our proposal. The complete scope of work and all line items have been inspected by the CONTRACTOR's Representative and are ready for TPS staff inspection.

CONTRACTOR AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 (Emailing form to Property Manager is acceptable.)  
 NAME/TITLE/COMPANY \_\_\_\_\_

PROPERTY MANAGER'S CERTIFICATION THAT THE SERVICE HAS BEEN INSPECTED AND IS APPROVED  
 PROPERTY MANAGER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**UPLOAD INVOICE AND THIS FORM TO VENDOR CAFÉ AFTER THE MANAGER HAS INSPECTED AND APPROVED YOUR WORK .  
 PROPERTY MANAGER (OR THEIR ALTERNATE) WILL EMAIL OR CALL YOU WHEN JOB IS APPROVED**

TPS RESERVES THE RIGHT TO SUSPEND SERVICES AND NOTIFY CONTRACTOR NOT TO MOW/SERVICE PROPERTIES (Section 1.6.8 of the RFP)

**ATTENTION CONTRACTORS:  
 INVOICES MAY BE REDUCED BY 20% FOR FAILURE TO TRIM AND EDGE ALL GRASS; BY 30% FOR PARTIAL MOWING; BY 30% FOR FAILURE TO PICK UP ALL TRASH, LITTER AND DEBRIS; BY 20% FOR FAILURE TO COMPLY WITH ANY REQUIREMENT OF THE SCOPE OF WORK  
 (See Section 1.6.9 of the Scope of Work)**

**GROUNDS MAINTENANCE (INITIAL CLEANUP) PUNCH LIST  
SOL TP24-1001**

Property: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 PO # \_\_\_\_\_ (Do Not Begin Work without a Purchase Order)  
 TPS Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Property Manager: \_\_\_\_\_

**ATTENTION: INITIAL CLEANUP SCHEDULE MUST BE APPROVED BY THE PROPERTY MANAGER AND CANNOT BE CHANGED WITHOUT PERMISSION OF THE PROPERTY MANAGER.**

**IF CONTRACTOR IS UNABLE TO MAKE THE SCHEDULED SERVICE, CONTRACTOR SHALL NOTIFY THE PROPERTY MANAGER WITH A FOLLOW-UP DATE WITHIN 12-24 HOURS. FAILURE FOR NOTIFICATION MAY RESULT IN DELAY OF PAYMENTS AND/OR TERMINATION.**

OK-Vendor	OK-PM	Description	RFP Citation	Comments
		<b>LANDSCAPING- INITIAL CLEANUP</b>		
		Removal of Winter Debris - The Contractor shall remove all winter debris, leaves, sticks and trash accumulated over the winter season by raking, blowing or sweeping debris from walks, building entrances, turf areas, beds lower level window wells and storm drains on CMHA Properties.	1.3.1.1 1.6.3	
		Removal of Weeds - The Contractor shall remove all weeds by the roots and apply pre-emergent herbicide (preferably Preen or its equivalent) to all flower beds prior to mulching.	1.3.1.2	
		Mulching - The Contractor shall trench around all flower beds and trees using a mechanical trencher and install a two inch application of fresh mulch (preferably Black Gold or its equivalent as described in Section 1.4.1). Additional mulching may be requested throughout the season but will be done as an additional service.  1.4.1 - Hardwood Bark Mulch or Shredded Hardwood Bark Mulch (Black Gold or equivalent) will be selected (subject to CMHA approval) and provided by Contractor.	1.3.1.3 1.4.1	
		Tree Trimming - The Contractor shall remove all dead and broken branches from trees and bushes. Branches that interfere or will interfere with any utility lines, equipment, buildings, fences, roof lines, parking areas, streets, pedestrian areas or walkways must be cleared up to 8 feet from the ground	1.3.1.4	

**Contractor's Quality Control Certification**

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CONTRACTOR AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 (Emailing form to Property Manager is acceptable.)

NAME/TITLE/COMPANY \_\_\_\_\_

**PROPERTY MANAGER'S CERTIFICATION THAT THE SERVICE HAS BEEN INSPECTED AND IS APPROVED**

PROPERTY MANAGER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**UPLOAD INVOICE AND THIS FORM TO VENDOR CAFÉ AFTER THE MANAGER HAS INSPECTED AND APPROVED YOUR WORK .  
PROPERTY MANAGER (OR THEIR ALTERNATE) WILL EMAIL OR CALL YOU WHEN JOB IS APPROVED**

TPS RESERVES THE RIGHT TO SUSPEND SERVICES AND NOTIFY CONTRACTOR NOT TO MOW/SERVICE PROPERTIES (Section 1.6.8 of the RFP)

**ATTENTION CONTRACTORS:  
INVOICES MAY BE REDUCED BY 30% FOR FAILURE TO PICK UP ALL TRASH, LITTER AND DEBRIS; BY 20% FOR FAILURE TO COMPLY WITH ANY REQUIREMENT OF THE SCOPE OF WORK  
(See Section 1.6.9 of the Scope of Work)**

**GROUNDS MAINTENANCE (MONTHLY LANDSCAPING) PUNCH LIST  
SOL TP24-1001**

Property: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 PO # \_\_\_\_\_ (Do Not Begin Work without a Purchase Order)  
 TPS Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Property Manager: \_\_\_\_\_

**ATTENTION: ALL MONTHLY LANDSCAPING SCHEDULES MUST BE APPROVED BY THE PROPERTY MANAGER AND CANNOT BE CHANGED WITHOUT PERMISSION OF THE PROPERTY MANAGER.**

**IF CONTRACTOR IS UNABLE TO MAKE THE SCHEDULED SERVICE, CONTRACTOR SHALL NOTIFY THE PROPERTY MANAGER WITH A FOLLOW-UP DATE WITHIN 12-24 HOURS. FAILURE FOR NOTIFICATION MAY RESULT IN DELAY OF PAYMENTS AND/OR TERMINATION.**

OK-Vendor	OK-PM	Description	RFP Citation	Comments
		<b>GROUNDS MAINTENANCE (MONTHLY LANDSCAPING)</b>		
		REMOVE GARBAGE, DEBRIS, ETC. FROM ALL TRAFFICKED AREAS INCLUDING LAWN, LANDSCAPE BEDS, PATHWAYS, DRIVEWAYS.	1.3.2 1.6.3	
		All flower beds shall be maintained to present a neat and weed-free appearance by cultivating or weeding and shall be kept free of debris at all times. (NOTE: REMOVE ALL GROWING GRASS FROM FLOWER BEDS)	1.3.2.1.a	
		All shrubs, evergreens, and trees shall be trimmed to contain the size in order to maintain the natural form of the plant. An "air" space between the plant and buildings shall be maintained.	1.3.2.1.b	
		All shrubs, evergreens, and trees shall be pruned to remove dead or damaged branches.	1.3.2.1.c	
		Mulch shall be turned in all flower beds to obtain a fresh appearance. Two inches of mulch will be maintained at all times and may require additional applications.	1.3.2.1.d	
		Mulch shall be hardwood bark mulch or shredded hardwood bark mulch.  1.4.1 - Hardwood Bark Mulch or Shredded Hardwood Bark Mulch (Black Gold or equivalent) will be selected (subject to CMHA approval) and provided by Contractor.	1.3.2.1.e 1.4.1	
		Any vines and vegetation growing on buildings and fence lines will be removed.	1.3.2.1.f	
		Contractor will remove basal shoots (a.k.a. suckers) growing at or near the base of any trees and foundations of the properties.	1.3.2.1.g	

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**CONTRACTOR AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_  
 (Emailing form to Property Manager is acceptable.)  
**NAME/TITLE/COMPANY** \_\_\_\_\_

**PROPERTY MANAGER'S CERTIFICATION THAT THE SERVICE HAS BEEN INSPECTED AND IS APPROVED**

**PROPERTY MANAGER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

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 (See Section 1.6.9 of the Scope of Work)

**GROUNDS MAINTENANCE (FALL CLEANUP) PUNCH LIST  
SOL TP24-1001**

Property: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 PO # \_\_\_\_\_ (Do Not Begin Work without a Purchase Order)  
 TPS Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Property Manager: \_\_\_\_\_

**ATTENTION: FALL CLEANUP SCHEDULE MUST BE APPROVED BY THE PROPERTY MANAGER AND CANNOT BE CHANGED WITHOUT PERMISSION OF THE PROPERTY MANAGER.**

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OK-Vendor	OK-PM	Description	RFP Citation	Comments
		<b>LANDSCAPING- FALL CLEANUP</b>		
		REMOVE GARBAGE, DEBRIS, ETC. FROM ALL TRAFFICKED AREAS INCLUDING LAWN, LANDSCAPE BEDS, PATHWAYS, DRIVEWAYS.	1.6.3	
		The Contractor shall provide end of season pruning of all shrubs and bushes throughout the fall season as well as elimination of any tree branches, limbs, and leaves that may create potential hazards.	1.3.3.1	
		At the first sign of frost, the Contractor shall remove all flowering annuals and cut back all perennials to the ground.	1.3.3.2	

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CONTRACTOR AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
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NAME/TITLE/COMPANY \_\_\_\_\_

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PROPERTY MANAGER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

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(See Section 1.6.9 of the Scope of Work)**