



*ATTACHMENT SECTION B
DISTRICT SITE INFORMATION AND SCOPE OF WORK
DISTRICT WIDE
LANDSCAPING/ LAWCARE SERVICES
PROJECT NUMBER 26.002*

*Battle Creek Public Schools
Facilities and Operations
315 W. Goodale Ave
Battle Creek, MI 49037*



EVERY STUDENT
EVERY DREAM
EVERY DAY

**BATTLE CREEK PUBLIC SCHOOLS
ATTACHMENT B1 - LIST OF FACILITIES/ SITES**

SITE	ADDRESS
Ann J Kellogg	306 Champion Street, BC
Dudley Early Learning Center	308 West Roosevelt Ave, BC
Post Franklin Elementary	20 Newark Ave, BC
Fremont Elementary	115 E. Emmett Street, BC
LaMora Park Elementary	65 North Woodlawn Ave, BC
Valley View Elementary	960 Avenue A, BC
Verona Elementary	825 Capital Ave, BC
Northwestern Academy	176 Limit Street, BC
Springfield Middle School	1025 Avenue A, BC
WK Kellogg Auditorium	60 West VanBuren, BC
Miller Stone Building	65 Capital Ave NE, BC
Battle Creek Central High	100 W. VanBuren Street, BC
BC Central Field House	162 Champion Street, BC
CW Post Stadium/ Athletic Complex	65 West Street, BC
Administration Building	3 West VanBuren Street, BC
Battle Creek Area Math and Science Center	171 W. Michigan Avenue, BC
Cereal City Science	201 W. Michigan Avenue, BC
Facilities and Operations	315 W. Goodale Avenue, BC
Urbandale	123 N. Bedford Rd, BC

BATTLE CREEK PUBLIC SCHOOLS
ATTACHMENT B2 - SCOPE 2 LANDSCAPING MAINTENANCE
SCOPE OF WORK

- SEASONAL CLEANUP

- The Contractor shall conduct a major cleanup of all planter bed areas and perform major trimming of all shrubs, planter beds and ground cover plants in late winter (no later than mid-March/ prior to June in initial contract year) in preparation for the growing season. This trimming will be a benchmark for future maintenance trimmings throughout the growing season.
 - The District's authorized representative will dictate trimming heights of shrubs and distances between plant groupings during the active growing season.
- Spring/fall cleanup of leaves and debris among beds, rock gardens, shrubs and along buildings and tracks. Leaves shall be removed from the premises.
 - Spring cleanup to be completed in the month of **APRIL** each year (prior to June initial contract year).
 - Fall cleanup to be completed in **November**. If weather does not permit cleanup in November, Cleanup will continue to take place throughout the winter months as/ if weather permits
- Landscape schedule will need to be approved by the Director of Facilities or designee prior to work being performed.

- TREE, SHRUB AND HEDGES CARE

- Trimming/pruning of all hedges, trees and shrubs to promote growth and improve appearances, must be done at least TWICE during each season. The contractor is only responsible for trimming trees up to 8 feet from the ground.
- All trimmings to be hauled away by contractor. Disposal and recycling fees shall be at the contractor's expense.

- PLANTING, PLANTER BOXES AND BED CARE

- Weekly care of planting beds shall include weeding of all beds and borders including tree circles. **This will include the weeding of all mulched playground areas at all sites with these areas.**
 - The District's Director of Facilities may authorize the addition of mulch from time to time.
- Any exterior plant container planters shall be serviced throughout all service areas.
- Planting of annual plants upon request by the District's Director of Facilities.
 - Pricing shall be proposed on a case-by-case basis unless the plants are under warranty.
- All diseased plants are to be removed from all beds and then properly disposed of offsite. Broken,

damaged, or unsightly flowers or plants are to be removed promptly and replaced with like kind or a variety of plant that is approved by the authorized District representative.

- **PESTICIDE/ FERTILIZERS/ AND RECORD KEEPING**

- Use pesticides and fertilizers per manufacturer's recommendations and in accordance with labeling. Applicator must be a Certified Commercial Pesticide Applicator who is licensed with the Michigan Department of Agriculture and Rural Development in the corresponding category.
 - **The contractor must obtain prior written authorization from the District's Director of Facilities before applying these products.**
 - Pesticides and fertilizers may only be applied on weekends or school holidays, and other days when students are not in session.
- The proposal must include a complete list of all chemicals anticipated to be used as well as its description of use, frequency, and volume of use in accordance with the performance of the Scope of Services. A successful Contractor must supply SDS Sheets for all supplies used prior to application, and may not use them in the performance of the contract without express written authorization of the district's authorized representative.
- Records must be readily available of all operations and state dates, time, methods of application, chemical formulations, applicators names, and weather conditions at the time of applications and shall be retained for a minimum of three years.

- **EDGING/ WEED REMOVAL**

- When designed edges exist **in flower beds and all other landscaped areas**, these edges shall be kept clean, sharp, well defined, free of weeds, and grass invasion. **Edges that do not exist around bedding and playground areas must be redefined initially and maintained.**
- Remove all weeds and grass (monthly) from walkways, curbs, concrete expansion joints, roadways, driveways, parking lots, outdoor sitting areas and drainage areas.
- Methods for removal of weeds, turf encroachment and detailing of planter beds shall incorporate manual, mechanical and/or chemical means of eradication.

- **COURTYARD MAINTENANCE**

- There are three courtyard areas districtwide that will need to be maintained per scope in addition to the remainder of the sites. These areas are called out in the Site Descriptions below.
 - Locations include: Central High School (x2) / Springfield Middle School / Ann J Kellogg / Northwestern Academy.



BATTLE CREEK PUBLIC SCHOOLS
ATTACHMENT B3 - SCOPE 3 ATHLETIC FIELD MAINTENANCE
SCOPE OF WORK

- SEASONAL CLEANUP/ NATURAL TURF REPAIR

- Spring/fall cleanup of leaves and debris on lawns and along buildings and tracks. Leaves shall be removed from the premises.
 - Spring cleanup to be completed in the month of **APRIL** (prior to June initial contract) year.
 - Fall cleanup to be completed in **November**. If weather does not permit cleanup in November, Cleanup will continue to take place throughout the winter months as/ if weather permits
- The contractor will remove all leaves. The contractor shall dispose of all material from the cleanups. The contractor shall be financially responsible for any disposal/recycling fees.
- Any imperfections in the natural turf (holes, divots, missing sod, bare ground) shall be evenly filled in with topsoil and reseeded.
 - This includes high traffic areas of wear. (soccer goals, pitching mounds, etc)
- The contractor shall be responsible for the materials needed for this portion of spring/fall work. The District's representative shall determine the type of grass seed.

- MOWING

- Mowing shall be completed at a frequency that maintains the playing areas to the heights below.
 - Baseball Infield 2 inches
 - Baseball Outfield 3 inches
 - Softball Outfield 3 inches
 - Soccer Playing Field 2 inches
 - All areas surrounding the athletic fields 3 inches
- Mowing patterns shall be agreed upon between the contractor and the district.
 - These patterns shall alternate each mowing to avoid compaction and promote upright growth.
 - These patterns shall be crisp, emphasizing clean/ straight lines.
- Mowing equipment must be maintained to promote healthy growth and prevent turf damage.
 - Mowing blades must be sharp so grass is cleanly cut rather than torn.

- **EDGING/ WEED REMOVAL**

- Use monofilament trimmers at the same frequency as mowing for areas around light poles, trees, fire hydrants, irrigation vacuum breakers, building foundations and all fences.
 - **Herbicides may be used under fence lines.**
- Edging around sidewalks and curbs shall be completed monthly during the mowing season by mechanical means only.
 - It is not acceptable to spray herbicide as a means of edging.
 - It is not acceptable to use a string trimmer as a means of edging.

- **HOUSEKEEPING**

- Walkways and tracks shall be cleaned immediately following each mowing and all cuttings and debris shall be removed from the site by the contractor and not blown into the street, planter beds or storm drains.
 - Remove all turf and edge clippings each time from all **non-natural turf** surfaces.
- Care must be taken not to leave ruts or “spinouts” in the turf area during wet periods. Any mud tracked onto sidewalks on facility grounds must be removed and cleaned with brush and water prior to leaving the maintenance site.
- Litter shall be removed from the grounds and disposed of prior to each mowing. All material from the cleanups shall be disposed of and/or recycled off-site by the contractor at the contractor’s expense.
 - Grounds include all yards, borders and concrete surfaces, including the parking lots, aprons and sidewalks.

- **IRRIGATION**

- The district will continue to maintain and schedule all irrigation zones.
- A pre-inspection of the yard for stuck-up sprinkler heads shall be completed by the contractor each time the yards are mowed at the sprinkler sites. The District will provide a list of sites with sprinkler heads.
 - Noticeable issues with the irrigation system shall be reported to the district designee.

- **PESTICIDES/ FERTILIZERS/ AND RECORD KEEPING**

- Use pesticides and fertilizers per manufacturer's recommendations and in accordance with labeling. Applicator must be a Certified Commercial Pesticide Applicator who is licensed with the

Michigan Department of Agriculture and Rural Development in the proper corresponding category. **The contractor must obtain prior written authorization from the District’s Director of Facilities before applying these products.** Pesticides and fertilizers may only be applied on weekends or school holidays, and other days when students are not in session.

- Records must be readily available of all operations and state dates, time, methods of application, chemical formulations, applicators names, and weather conditions at the time of applications and shall be retained for a minimum of three years.
- Apply phosphorus if needed in accordance with the Michigan Fertilizer Law (1994 PA 451, Part 85, Fertilizers).
- Apply proper annual turf treatment based on the table provided below..
- The proposal must include a complete list of all chemicals anticipated to be used as well as its description of use, frequency, and volume of use in accordance with the performance of the Scope of Services.
- A successful Contractor must supply SDS Sheets for all supplies used prior to application, and may not use them in the performance of the contract without express written authorization of the district’s authorized representative.
- All contractual duties must be fulfilled around scheduled district athletic practices and events.

BCPS Athletic Field Treatment Schedule						
Treatment	Season					
	Early Spring	Late Spring	Early Summer	Late Summer	Early Fall	Late Fall
Pre-Emergent Herbicide	x					
Aeration					x	
Slow Release Fertilizer		x	x	x	x	x
Weed Control		x	x	x	x	
Grub Control			x			

Site Descriptions

The parcel descriptions below are meant for reference only. Contractors should familiarize themselves with each individual site and ask questions to clarify scope (if needed) before bidding. The district will maintain the areas indicated with “Not Maintaining” verbiage. Courtyards are also indicated at on site descriptions.

Ann J Kellogg Elementary





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EVERY DAY

Dudley STEM



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EVERY DAY

Post Franklin Elementary

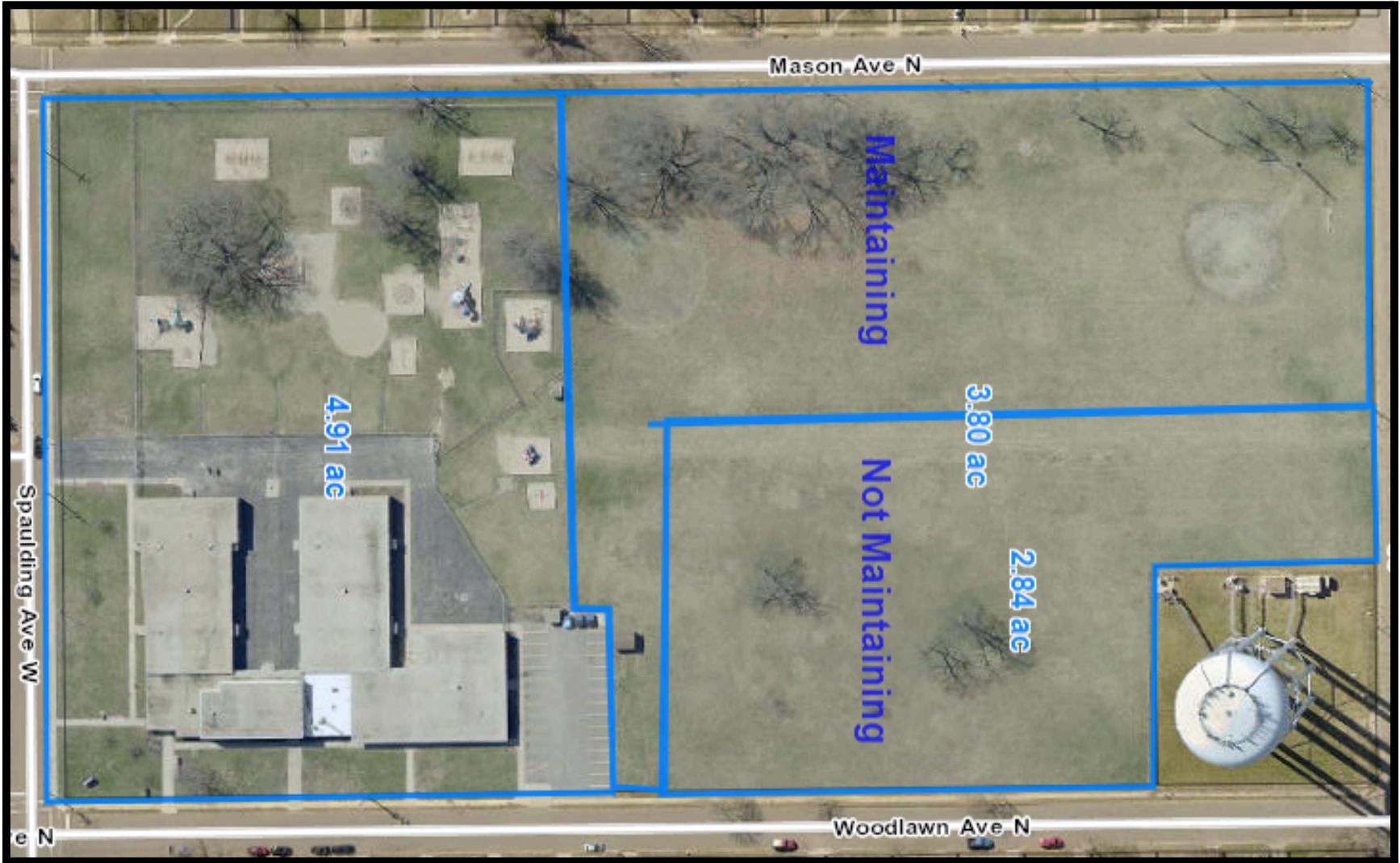


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LaMora Park Elementary



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Fremont Academy



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Valley View

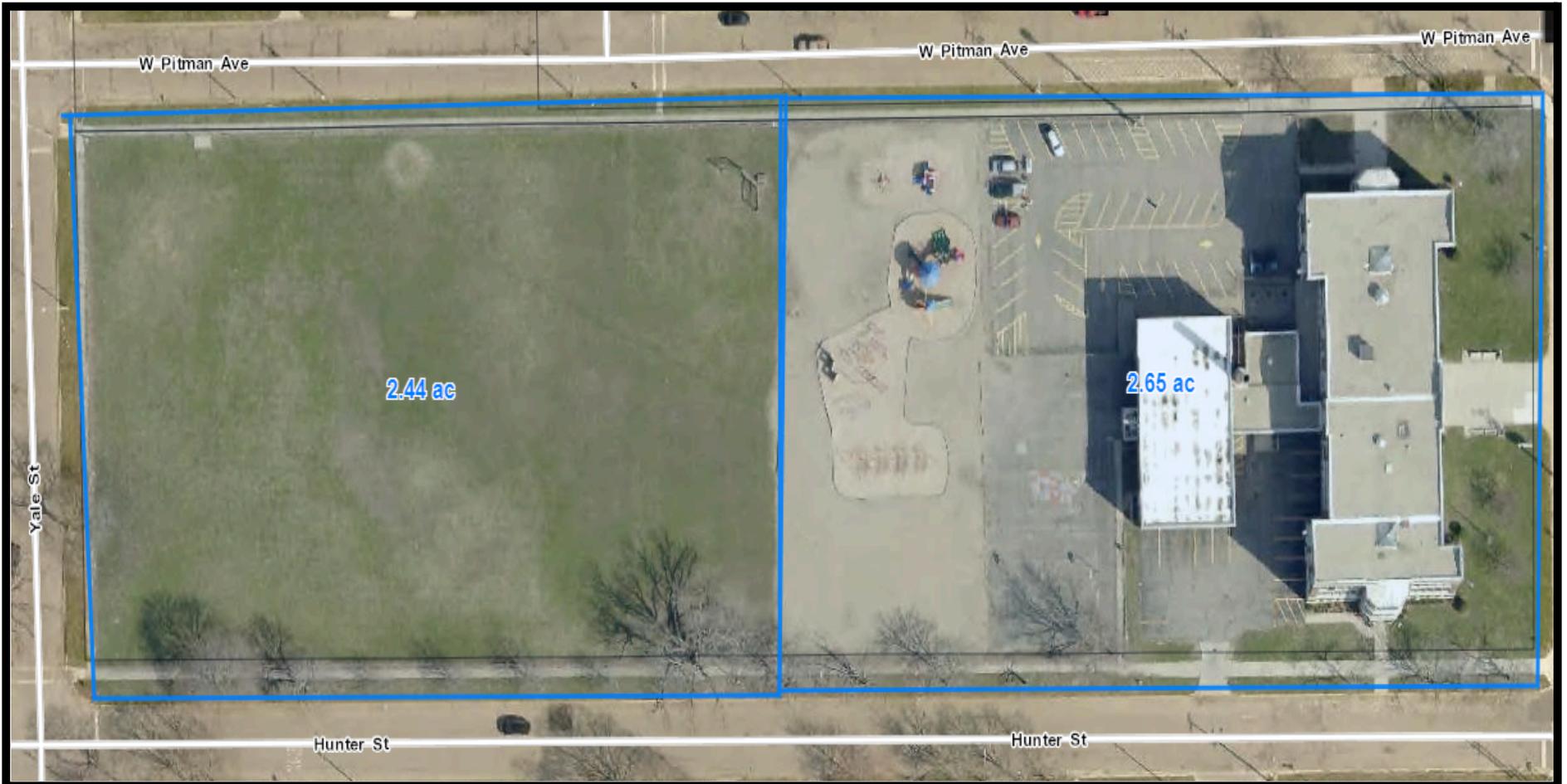


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Verona

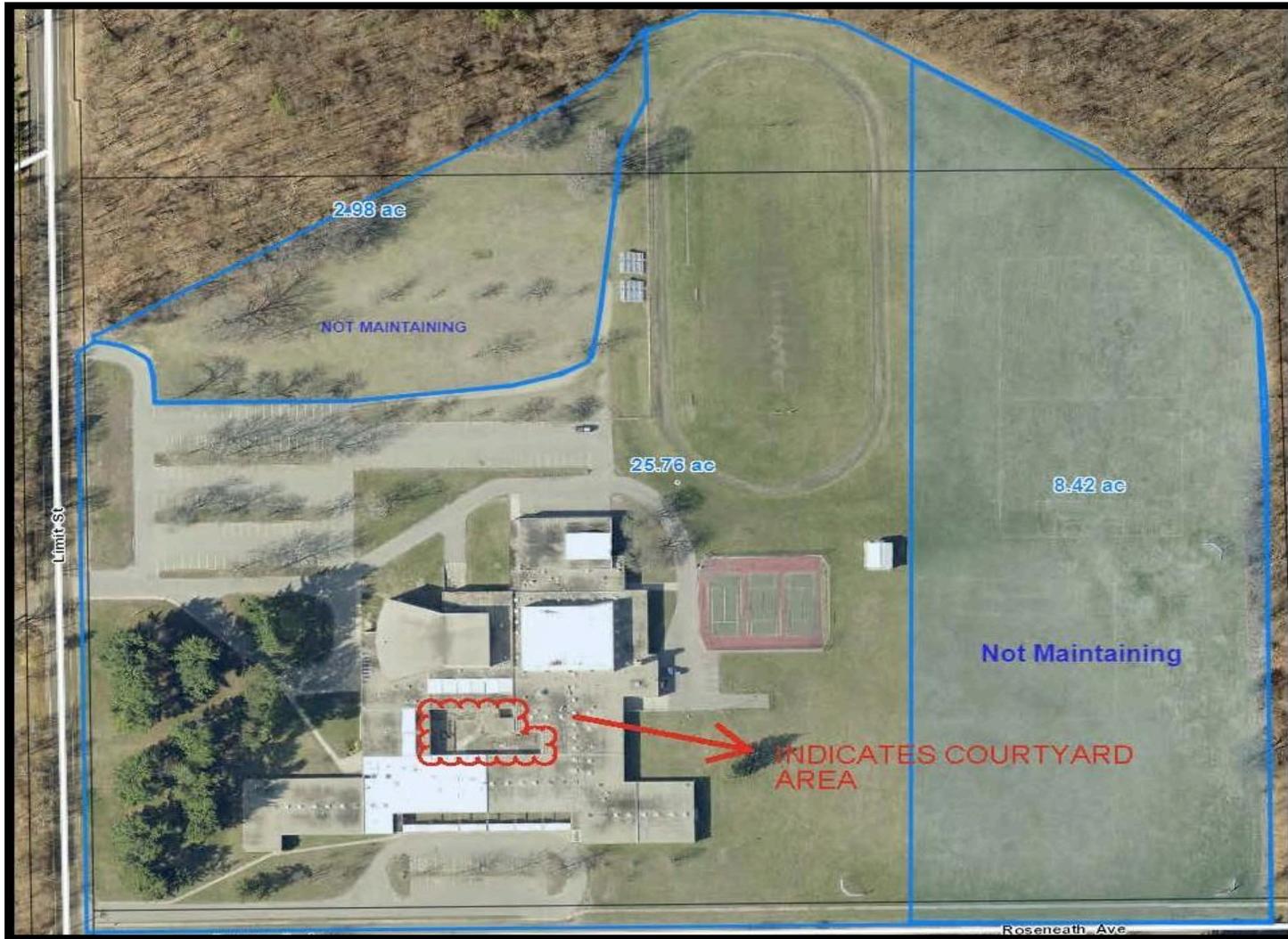


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Northwestern Academy



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EVERY STUDENT
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Springfield Middle School



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EVERY STUDENT
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EVERY DAY

WK Kellogg Middle School and Miller Stone Building



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EVERY DAY

Battle Creek Central High School



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EVERY STUDENT
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EVERY DAY

Battle Creek Central Field House



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C. W. Post Stadium and Athletic Complex

****This property is ONLY included in Scope 3****

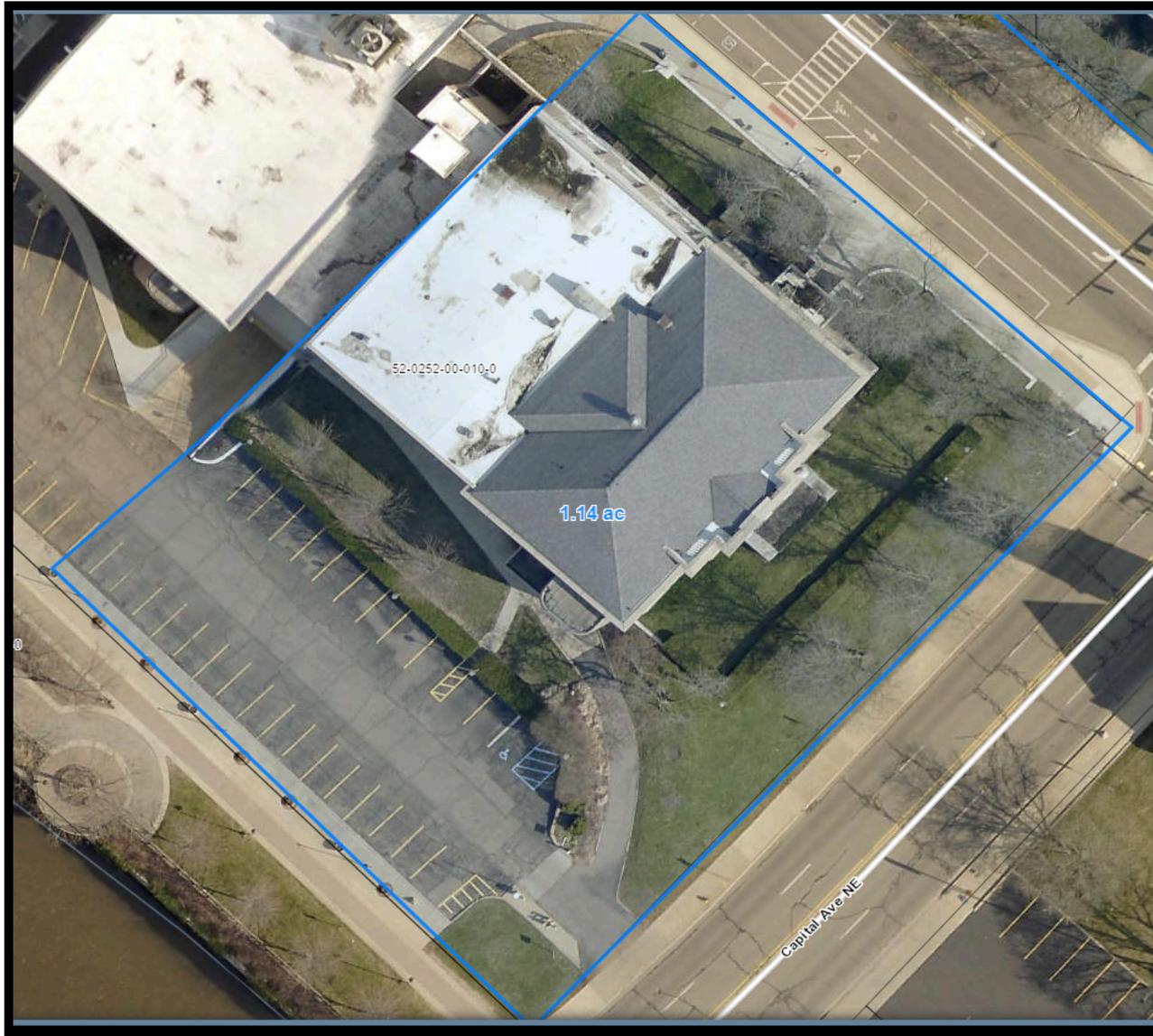


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BCPS Administration Building

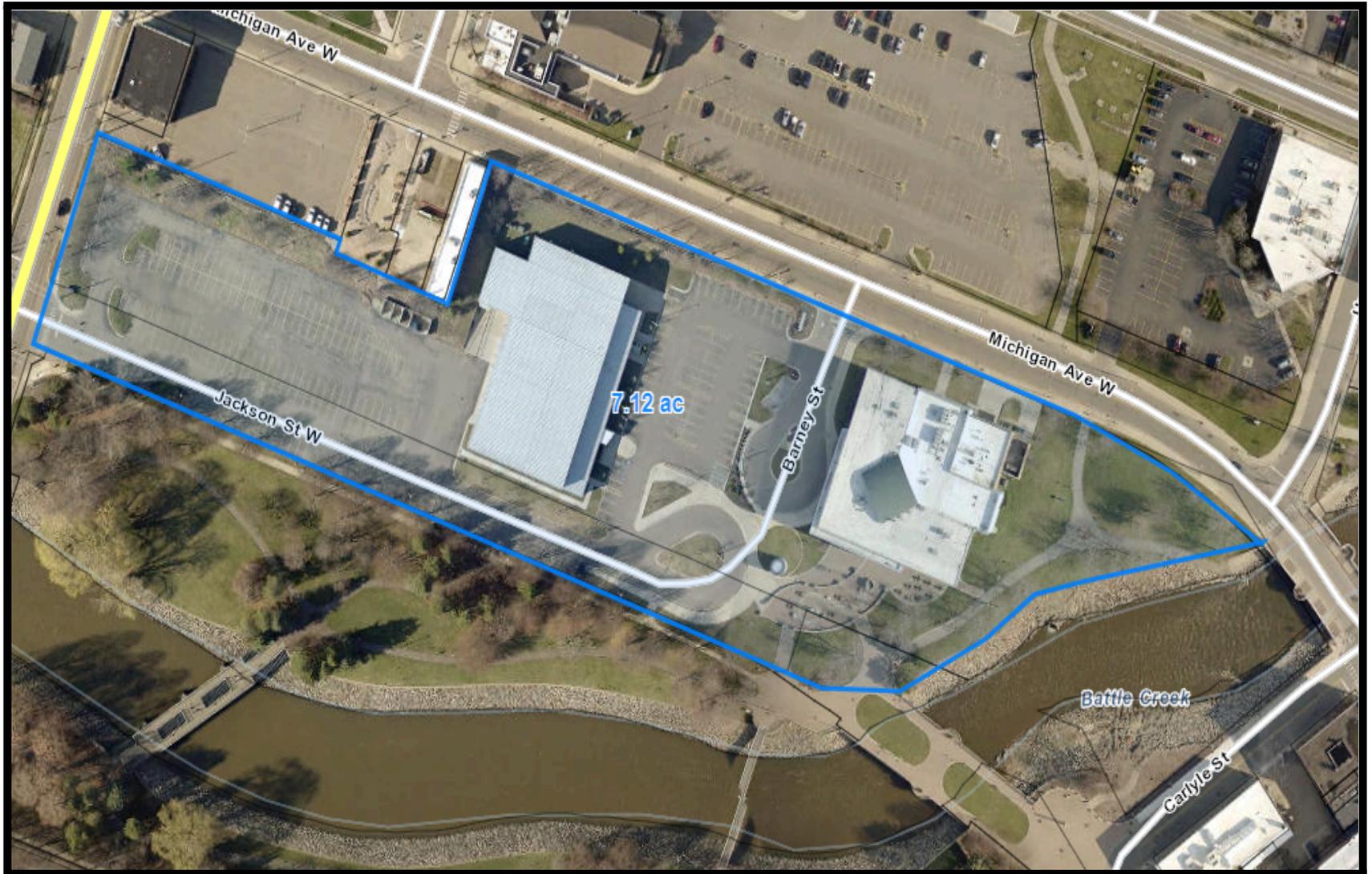


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Battle Creek Area Math and Science Center and Cereal City Science Distribution



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Facilities and Operations



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Urbandale Elementary: Vacant: Scope 2 on East Elevation Only



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