

# A-L-S

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## American Landscape Services, LLC

License # ALSAMAL936K9 Bond # 46-WB045810 / WESCO

P.O. Box 8327 Lacey, WA 98509-8327

Office (360) 923-2224 \* Fax (360) 923-1617

Email: [info@alsllc.org](mailto:info@alsllc.org) \* Website: [www.a-l-sllc.com](http://www.a-l-sllc.com)

### LANDSCAPING MAINTENANCE ESTIMATE/CONTRACT

November 22, 2016

**Client: City of Ruston**

Attn: Kevin W. Moser

#### **GENERAL**

For your peace of mind our company is licensed, bonded and insured. Please see enclosed documentation.

All landscape services will be performed in a timely manner as outlined in the **City of Ruston - Annual Landscape Maintenance Contract**. Any alterations or modifications to the maintenance schedule and/or specifications must have prior approval by **City of Ruston**.

#### **Work Site Safety**

Pre job safety meeting shall be conducted on site by A-L-S safety officer Charles Vied prior to commencing work. All A-L-S employees working on site shall be present. Please see enclosed safety and hazard communication plan.

#### **TURF MAINTENANCE:**

Mowing all turf once {1x} per week, March 1<sup>st</sup> through November 30<sup>th</sup>. Mowing may be extended or shortened due to climate conditions, early spring or during the fall/winter months, mowing may be done every other week pending climate. Mowing height will be no more than 2.5 inches during warm weather and no less than 1.5 inches during cool weather. Turf will be cut using professional rotary-type mowers; blades will be kept sharp to provide high quality appearance; all clippings will be collected and removed from site; miscellaneous clippings will be power blown and/or vacuumed from walkways and street curbs

#### **EDGING & TRIMMING:**

Mechanical edging of grass along hardscapes shall occur with each mow service.  
Line trimming of obstacles in grass shall be line trimmed with each mow service.  
All clippings will be blown and/or vacuumed from service areas.

#### **TURF FERTILIZATION:**

All grass to be fertilized four {4} times per year. Along with fertilizer, the following products will be added to ensure good color, maintain healthy and strong drought tolerant roots. February: moss control. Treat for Crane Fly if present; April & July: weed control; August fertilizer; October: winterize and moss control.

#### **ORNAMENTAL PLANTING BEDS:**

Raking, and cleaning out of ornamental beds shall be completed on a rotation basis to keep beds clean and weed free. Pre and post herbicides will be applied 3 times {3x} throughout the year to control weeds in ornamental beds, rockeries expansion joints in concrete/paved areas.

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**Client: City of Ruston**

Attn: Kevin W. Moser

### **TREES, SHRUBS & GROUND COVER:**

Ornamental ROW trees, shrubs and groundcover to be pruned once {1x} annually during dormant season to improve their strength and structure.

Additional pruning during peak growing season of ornamental trees, shrubs and groundcover shall occur for proper growth, aesthetics, and safety.

All pruning clippings generated shall be collected and hauled to landscape recycler.

### **LEAF REMOVAL:**

Leaf collection and removal shall occur weekly October 1<sup>st</sup> through November 30<sup>th</sup> and every other week thereafter through February

### **TREE & SHRUB FERTILIZATION:**

Tree and shrub and ground cover fertilization shall be applied once {1x} a year in March to all plant material with a broad spectrum fertilizer to promote healthy foliage and blooms.

Trees and shrubs will be inspected for any signs of pest infestation each time A-L-S crew is on site.

### **CLEAN UP:**

Storm and garbage clean up shall include small branches, leaves and or blown in debris/trash.

Storm and garbage clean up **does not** include fallen or broken trees branches 10 feet or longer or large amounts of branches caused by storms. Storm and or excessive debris clean up requested by the Client shall be invoice at an hourly rate= **\$37.50 + tax per employee hour plus @150.00 per ton recycle fee**

### **IRRIGATION MAINTENANCE:**

Spring start up: Program controllers, set zone duration times. Adjust and align spray heads. Make minor repairs.

Conduct monthly maintenance checks on all zones June – September. Adjust spray patterns, align spray heads.

**Repair/material costs over \$300.00 A-L-S shall attain prior approval from the Client or an Authorized Representative prior to commencing with repairs.**

Repairs to irrigation system invoiced on a time and material basis. Hourly rate is **49.50 + tax per employee hour**

Winter shut down, October: Close all valves and insulate main component to prevent possible freeze damage. Use compressor to drain all irrigation lines.

*Damage to the irrigation system and/or its components shall be reported promptly and directly to the point of contact .*

### **SIDEWALKS AND OTHER HARD SURFACES:**

Sidewalks, curbs, parking lot and building entrances shall be blown and /or vacuumed each time A-L-S is on site.

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November 22, 2016

**Client: City of Ruston**

Attn: Kevin W. Moser

**In exchange for above listed services, City of Ruston agrees to pay American Landscape Services, LLC {A-L-S} as follows:**

- Monthly price for above listed services **\$2,379.25** Annual contract price is **\$28,551.00**. {Contract price good but not limited to 60 days.} The annual contract price is invoiced on a (12) twelve month billing cycle.
- Additional services outside scope of contract for designated City of Ruston sites upon approval, shall be invoiced on a time and material basis. **Hourly labor rate= \$42.50 + tax per employee hour**  
**Hourly Rate for irrigation labor= \$49.50 + tax per employee hour**
- Contract may be terminated by City of Ruston or by *American Landscape Services, LLC* {A-L-S} with 30 days prior written notice.
- American Landscape Services, LLC {A-L-S} submits invoices by the 10<sup>th</sup> of each month for the current month of service. Payment is due by the 5<sup>th</sup> of the following month. Method of payments accepted: cash, check, money orders.
- Any increase/decrease in local and/or state sales tax during the duration of the contract will be applied accordingly thereby possibly changing the overall monthly and annual total due to sales tax rate changes.
- In the event collection efforts become necessary City of Ruston agrees to be liable for costs associated with such collection activity including, but not limited to, court costs, attorney's fees, and allowable interest. If the amount owing is for a commercial purpose and is referred to a licensed collection agency, a collection fee shall be assessed pursuant to RCW19.16.250 in an amount up to 35% of the balance owed at the time of assignment.

### **ACCEPTANCE OF ABOVE ESTIMATE/CONTRACT:**

Authorized Representative{s} signature and date for City of Ruston {the Client} accepting above listed work:

Printed Name: \_\_\_\_\_ Signature & Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature & Date: \_\_\_\_\_

Andy Karrer of American Landscape Services {A-L-S} signature and date: \_\_\_\_\_

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### **City of Ruston: Landscaping Service Approach**

A-L-S will dedicate a crew of three employees throughout the year to perform regular scheduled landscape maintenance for **City of Ruston**. Crew will consist of (1) Crew Lead and (3) Team Members. Crew Lead will directly supervise crew member's daily maintenance tasks. Crew Lead will be fluent English speaking. Crew Lead shall possess current WA State Department of Agriculture herbicide applicator license and first aid certification.

Weekly scheduled landscape maintenance shall occur on the same day each week throughout the year. Site start and completion times shall be coordinated with onsite point of contact.

Annual pruning of ROW trees, shrubs and groundcover shall occur during dormant season winter months. Spot pruning of trees, shrubs and groundcover will occur throughout peak growing season as needed to assure a neat trimmed appearance. Trees, shrubs shall be kept trimmed so not to block sight lines for pedestrian and automobile traffic, block signage and maintain minimum one foot buffer between structures.

Tree, shrub and groundcover fertilizer shall be applied in early March. Please see attached MSDS sheet.

Mowing of irrigated turf grass will occur weekly March 1<sup>st</sup> through October 31<sup>st</sup>. Mowing schedule may be amended due to climatic conditions.

Weekly raking and clean out of ornamental beds will occur on a rotation basis April 1<sup>st</sup> through October 31<sup>st</sup>. Bi-monthly site visits November 1<sup>st</sup> through March 31<sup>st</sup>

Turf fertilization will occur March-May and July-October. Depending on turf condition and/or soil tests, additional products may need to be applied to control moss, weeds or insects. Additional products needed to control pests shall be included in annual contract price.

Weekly collection of leaves will occur October 1<sup>st</sup> until all leaves have fallen from trees and have been collected and removed from site. A-L-S has purchased a leaf/debris loader shredders making leaf collection and loading more efficient.



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### **City of Ruston: Landscaping Service Approach**

A-L-S requires all Crew Leads to have current WA State Department of Agriculture Pesticide applicators license. Throughout the year Crew Leads are required to participate in Department of Agriculture accredited continuing educational training classes. Previous classes consisted of safe handling and application of herbicides and integrated pest management programs education.

As part of the regular landscape maintenance A-L-S will incorporate, mechanical tilling and hand pulling of weeds at **City of Ruston**. Mechanical tilling and hand pulling will be the first measure to control weeds in ornamental settings. Assuring beauty bark/mulch levels are at a minimum two inch level in all ornamental beds will help in our weed mitigation plan. Where the feasibility of mechanical or biological measures of weed control is not economically sound, A-L-S will apply 3 applications of both pre and post weed control products. When choosing products to control weeds the least toxic, effective solution available will be applied. Any handling, mixing and applying of weed control products, A-L-S will strictly adhere to all requirements per the manufacturer's label.

Prior to any weed control products being applied A-L-S will notify in writing said contact person for **City of Ruston** of intent to apply and locations of weed control applications.

In an effort to be more environmentally friendly, in 2013 A-L-S upgraded all two cycle conventional power equipment to the Stihl 4-Mix Technology. Upgrading all line trimmers, power pruning shears, backpack blowers and chain saws to the Stihl 4-Mix Technology offers lower emissions, better fuel economy and lower operating noise. All equipment and vehicles receive regular scheduled maintenance this keeps our equipment reliable and operating properly.

All landscape generated material, grass clippings, leaves and branches from daily maintenance operations are hauled off site by A-L-S and recycled by Land Recovery Incorporated. L.R.I. composts yard waste and composted material is used in the making of soil mixes and mulch.

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### **City of Ruston: Landscaping Service Management and Quality Assurance**

A-L-S office staff is available to assist you and to meet all of your landscape needs and concerns 8:00AM to 4:30PM Monday through Friday. Co-owner and or Field Supervisor will be the point of contact and available 24 hours a day 7 days a week for any after hour emergencies:  
Cell- Andy Karrer (253) 208-3804 Cell- John Corriveau (209) 564-7780

A-L-S will commit (1) Field Supervisor to schedule weekly landscape maintenance tasks. Weekly scheduled maintenance shall include all phases of landscape and irrigation within scope of work. Field Supervisor will monitor **City of Ruston** sites bi-monthly for quality assurance, scope of work and specifications of the landscape contract are being completed in a timely professional manner.

A-L-S utilizes work orders for scheduling service tasks not included within contract scope of work. Work orders are generated by office staff and disseminated from Field Supervisor to Crew Leads. Once service orders have been completed it is returned to Field Supervisor. Field Supervisor will verify the completion of work order and assess work for quality assurance. Office staff uses work orders to track employee hours, materials used and invoicing.

Crew leads are provided by Field Supervisor with weekly landscape maintenance schedules. Crew leads are required to fill out a daily job sheets. Job sheet shall contain names of all crew members present, names of client, services performed, arrival and departure times. Daily job sheet is required to be turn in at the end of each work day. Field Supervisor uses job sheets to track crews locations, time spent at locations, and services provided.

### **A-L-S Qualifications**

Andy Karrer is the founder and co-owner of American Landscape Services, LLC. He will be Project Manager / Field Supervisor. Andy has been in the landscape maintenance / contracting industry for 21 years. WSDA License #79810

Michelle Karrer is Office Manager for A-L-S. She has been with A-L-S since 2007. She has 14 years of customer service, managerial and landscape contracting experience.

Shannon Ridel will be proposed Crew Lead. Shannon has been with A-L-S for over seven years supervising both landscape construction and install crews. Shannon has 20 years' experience in landscape construction and landscape maintenance. WSDA License #31701

John Corriveau will be proposed Cross Connection Specialist. John has been with A-L-S for over 8 years and has six years' experience in irrigation supply and sales. John has supervised irrigation install and landscape construction crews for A-L-S the past four years. He has 15 years' experience in the landscape irrigation industry. Backflow Assembly Tester Certificate # B5674

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### **City of Ruston: Landscaping Service Experience**

#### **2014 to Present: Intercity Transit 6 Sites**

Sites serviced: Pattison, Centennial Station, Olympia Transit Center, and Lacey Transit Center  
Diagnosed irrigation components and completed repairs.

2007-2011: Intercity Transit

Provide initial landscape clean-up. Pruning of overgrown vegetation, weed control applications and irrigation maintenance.

Pattison, Centennial Station, Olympia Transit Center, Lacey Transit Center and Martin Way Park & Ride  
Services included commercial landscape and grounds maintenance.

#### **2006 - To Present: Tacoma Pierce County Health Department**

3629 South D Street & 220 South 37<sup>th</sup> St Tacoma, WA Contact: Gina Shackleford 253-798-6141

A-L-S provides landscape maintenance/snow plowing and deicing services. Services include but not limited to mowing, irrigation maintenance and repair, tree- shrub care, turf fertilization, herbicide applications, parking lot litter removal and hauling away all job related debris.

#### **2012 - To Present: World Class Distribution Regional Warehouse**

3707 Hogum Bay Rd. Olympia WA Contact: Jose Escobar 360-791-6550

A-L-S provides landscape maintenance/snow plowing and deicing services. Services include but are not limited to mowing, irrigation maintenance and repair, tree- shrub care, turf fertilization, herbicide applications, parking lot litter removal and hauling away all job related debris.

#### **2013- To Present: Lakewood Water District 17 sites**

11900 Lakewood Drive SW Contact Dave Hall 253-588-4423

A-L-S provides landscape maintenance/Grounds Maintenance Services include but are not limited to mowing, irrigation maintenance and repair, tree- shrub care, turf fertilization, herbicide applications, beauty bark, parking lot litter removal and hauling away all job related debris.

#### **2002 - To Present: Brookdale at Steel Lake (3additional sites maintained.)**

31200 South 23<sup>rd</sup> Avenue Federal Way WA Contact: Mike Simms 253-941-5859

A-L-S provides landscape maintenance/snow plowing and deicing services. Services include but are not limited to mowing, irrigation maintenance and repair, tree- shrub care, turf fertilization, herbicide applications, mulch and beauty bark, parking lot litter removal and hauling away all job related debris.

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## **Best Landscape Practices**

### **Fertilizers**

Testing of soil to determine what nutrients are missing. Use non low to non - phosphorus fertilizers.  
Currently using slow release nitrogen 20-0-8  
Clean up any spilled fertilizer  
Water after each application  
No fertilizer applications within 100 feet of surface waters or wet lands.

### **Herbicides/Pesticides**

Properly identify cause of problem.  
Consider controlling pest using non chemical methods.  
Use least toxic and most readily biodegradable pesticide.  
Read and follow all label directions.  
Buy only amount needed.  
Dispose of unused pesticides properly.

### **Mowing**

Mow regular scheduled intervals. Cool season grass weekly during peak growing season.  
Cut at proper height 1" ½ -2". Never cut more than 1/3 of total blade height.  
Mulch when practical  
Develop grass clipping recycling plan.

### **Storm Water Ponds**

Dry cell regularly mowed.  
Inlets and exit pipes are clear.  
Remove invasive plant material  
Wet-cell- keep vegetation at maximum 25%.

### **Vehicles and equipment**

Adhere too and complete manufactures regular scheduled maintenance equipment and vehicles.  
Replace defective non proper functioning equipment.

### **Irrigation**

Check system regularly for proper operation.

### **Nature Scape**

Design using native plants that are drought and disease tolerant. Place trees shrubs in proper location with respect to the sun.

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### **License Numbers**

- Contractors Registration # ALSAMAL936K9
- Employer Tax ID # 77-0677542
- Bond # 46-WB045810 / WESCO Insurance Company
- UBI # 602 703 045; Account ID # 867, 871-01
- ES Reference # 363755 00 8
- Washington State Department of Agriculture- WSDA #79810
- U.S. D.O.T. #2458541

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