



REQUEST FOR PROPOSALS

CITY PARK MAINTENANCE

Issue Date: 10/2/2026

Bid Due: 10/31/2026

Contract Period: 2027

LOCATION

Work to be done at Glens Falls City Park, Glens Falls, New York 12801, to include all paved and landscaped areas and/or as indicated on attached drawings and/or descriptions of photos.

This area is owned or supervised by the City of Glens Falls, with Mr. Dan Burke acting as agent for the Business Improvement District for Glens Falls City Park.

SCOPE OF WORK

This work shall include all labor, materials, equipment, supplies and services to maintain in a superior condition those turf, trees, shrubs, intershrub and unplanted areas described above. These areas shall be maintained with a crisp, clean appearance and as otherwise spelled out herein.

GENERAL INSTRUCTIONS

All work shall be performed in a professional manner, using quality equipment, methods and materials, all of which must be maintained and operated with nothing but the highest of standards.

GLENS FALLS CITY PARK: TURF

All turf areas shall receive no less than the following:

Mowing: During the growing season, April 15th to November 15th, all turf areas shall be mowed no less than once each seven (7) days. More frequent mowing shall be required if general turf growth exceeds one third ($\frac{1}{3}$) again the specified mowed height between cuts. Each mowing must be performed with freshly sharpened blades.

Mowing Height: Shall be no less than two and one quarter ($2\frac{1}{4}$ ") inches for all general turf areas covered by these specifications and standards. Mowing height may be adjusted as high as two and one half ($2\frac{1}{2}$ ") inches. Mower adjustment and height calibration is to be made on a flat paved surface.

Clippings: May not be left on the turf. At all times mowing will be performed with grass catchers. Any clippings that remain after twenty-four (24) hours must be raked and removed.

Edging: At sidewalks and other paved areas, all sidewalk and turf edges shall be edged at least once per week. This standard will also include all flush paved areas such as patios, curbing, etc.

Fertilizing: All turf areas shall receive not less than four (4) pounds of actual available nitrogen in a balanced fertilizer form for each one thousand square feet (1,000 sq. ft.) of turf each year. This shall be applied in no less than seven (7) applications. Nitrogen application rates shall never exceed three quarters ($\frac{3}{4}$) pound per one thousand square feet (1,000 sq. ft.). All fertilizers shall be applied uniformly utilizing a professional-type spreader. The products and dates for fertilization on attached page TE-1 shall be strictly adhered to.

Soil Test Reports: Will be performed twice per year. May 15th and October 15th shall be the dates for sampling, with reports to be submitted to the Superintendent of Public Works within three weeks of sampling. A composite sampling is required, with a minimum of fifteen (15) samples from various locations throughout the park blended as one sample.

All turf areas shall be "polished up" each mowing by cleaning up and removing all papers, trash, twigs and other undesirable materials from turf areas, sidewalks, bandstand, mulch

beds and planter areas.

Weed and Pest Control: Shall be achieved according to the methods and products provided on page TH-1.

Dethatching: All turf areas shall be dethatched in April prior to the growth of turf. All debris shall be raked and removed from the park. A tine tooth dethatcher shall be utilized. The tine teeth shall be set so as to touch the true soil. Metal-bladed dethatchers (verticutters) shall not be used.

Core Aeration: Will be performed three (3) times per season. A hollow tine five eighths (5/8") inch in diameter, capable of removing a plug two and one half (2-1/2") to three (3") inches deep, shall be utilized. The spacing of the core holes shall be three (3) inches on center. Cores shall remain on the surface for twenty-four (24) hours and then be drag matted into the turf. Drag matting shall be eliminated when performed in conjunction with top-dressing and over-seeding. See page TJ-1 for core aeration dates.

Over-Seeding: All turf shall be verti-seeded in two (2) directions annually. The rate of seed application shall be four to six (4 to 6) pounds of a fifty-fifty (50/50) blend of bluegrass and ryegrass. Spot over-seeding shall be required throughout the growing season due to events and/or special wear areas. This service shall be performed on a bi-weekly basis. The annual seeding date and seed variety requirements are listed on page TK-1.

Sand/Compost Dressing: A combination of fifty percent (50%) USGA root-zone sand and fifty percent (50%) bio-solids compost shall be spread on all turf areas to a depth of one eighth (1/8") of an inch. This process will be performed in conjunction with core aeration and over-seeding as per page TK-1. The sand/compost dressing shall precede core aeration and verti-seeding.

Fall Leaf Removal: Shall be performed weekly until all leaves are down and removed. This service shall precede each mowing during the fall months.

Deep Tine Aeration: Shall be performed annually between October 15th and November 15th. A three quarter (3/4") inch solid tine with six (6") inch spacing to a depth of six (6") inches shall be utilized.

GLENS FALLS CITY PARK: TREES AND SHRUBS

All in-lawn trees shall be provided with a "mulch bed." This will consist of removing a ring of sod and soil 18"-24" out and around all sides of the tree. This shall be removed to a depth of between two (2") and three (3") inches. This basin should be filled level with the surrounding sod. This permits rapid, level mowing around trees without damaging the trees with mower wheels and other mower parts. Large mature trees shall be provided

with a mulch ring no less than three (3') feet from the base of the tree. All beds shall be edged monthly and redressed with mulch bi-monthly to a depth of one-half (1/2") inch.

All park trees and shrubs shall be kept pruned back to clear all roads, driveways and walks, toward achieving optimum efficiency and safety for all foot and vehicle traffic.

Pruning shall be done to keep plants clear of all doorways and important windows. Any limbs and branches touching or brushing buildings or other structures shall be removed. Pruning will be performed at the optimum times of the season that best represent the needs of the individual plants. Accepted horticultural pruning standards will be utilized at all times. All debris from pruning operations will be removed from the park at the end of each workday.

Any sign of disease, pests, unusual hazards, etc., shall be called to the attention of the Superintendent of Public Works.

Fertilization: All evergreens and deciduous trees shall receive one (1) fertilizing per year. Evergreen fertilization will consist of a specially formulated acidic blend of nitrogen, phosphoric acid and potash. Applications may be made between April 15th and May 1st. Deciduous trees shall receive fertilization in late fall (by November 15th). A similar blend of fertilizer shall be used. This will be performed on deciduous trees up to four (4") inch caliper only. Fertilizer amounts will be determined by the recommended rates provided by the manufacturer of the product.

All other procedures, such as high pruning and pest and disease control, shall be negotiated separately as the need may arise. A certified arborist shall inspect all trees annually. A report of this inspection, along with the arborist's recommendations, shall be provided to the Superintendent of Public Works for the City of Glens Falls. The inspection shall be performed during the month of September, with a report provided within thirty (30) days.

GLENS FALLS CITY PARK: OPEN AND UNPLANTED SOIL AREAS

All open and unplanted soil areas as included shall receive not less than the following.

All areas shall be maintained with an attractive, neat appearance. The Superintendent of Public Works is to be notified immediately of any disease, pest or other unusual condition.

Weed control in these areas may not be achieved through the use of pre-emergence chemicals. Real Bark Mulch Company (French Roast Blend) shall be the only mulch utilized at Glens Falls City Park. Weed control will be maintained to ensure that no individual weed remains more than one week. Any and all weeds shall be removed weekly.

Any plants growing by or within these areas shall be protected and provided with optimum growing conditions. All areas maintained next to lawn areas shall be kept neatly edged and all grass invasion eliminated. This service shall be performed monthly, beginning in April with the spring cleanup and ending with the final leaf removal service.

GLENS FALLS CITY PARK: SEASONAL PLANTING BEDS

Three-season color will be achieved by supplying annuals, mums, cabbage, kale, and tulips and daffodils for spring.

The planting schedule shall be as follows:

- **Annuals:** May 15th to Memorial Day
- **Mums/Cabbage and Kale:** After Labor Day to September 15th
- **Tulips and Daffodils:** November 1st to November 15th

Arrangements and varieties required are found on attached page A-F-1. The proposed planting scheme is to be strictly adhered to.

All flower planting beds shall be weeded every seven (7) days. At this time, plants are to be inspected and pruned for dead blossoms and overall structure.

In the event an insecticide or fungicide is required during the growing season, the Superintendent of Public Works must be notified forty-eight (48) hours prior to application. All necessary NYS DEC regulations must be followed. Pesticide applications can only be made between the hours of 5:00 am and 7:00 am. Posting flags must be removed after twenty-four (24) hours.

Irrigation and Fertilization: All planting beds shall receive thorough watering to a depth of six (6") inches, three (3) times during any seven (7) day period. This service will begin with the pre-Memorial Day annual flower planting and continue until September 30th. In the event weather dictates more frequent watering, the contractor shall respond accordingly.

Extreme care must be taken not to overwater plants, as well as not to dehydrate stock, causing loss of blossom and deterioration of color. Any loss of plant material not due to vandalism shall be the sole responsibility of the contractor to replace immediately.

The water utilized for irrigation shall be mixed with Plantex 20-20-20 soluble fertilizer at two hundred parts per million (200 ppm). This ratio shall be reduced to one hundred parts per million (100 ppm) as of August 1st. This constant feed system shall be strictly adhered to.

GLENS FALLS CITY PARK: IRRIGATION SYSTEM MANAGEMENT

The system shall be opened no later than May 1st. At this time, all irrigation heads will be checked for proper rotation and water dispersion. The system shall be closed during the month of November, prior to freezing temperatures. At this time, the main water source will be turned off and each zone blown out three (3) times. A compressor will be utilized for compressed air, following industry standards for pounds per square inch (PSI) during this process.

All labor to maintain and repair the irrigation system shall be inclusive of this agreement. Parts utilized in repairs will be billed to the City of Glens Falls Department of Public Works. Approval to replace parts will be required from the Superintendent of Public Works.

All programming shall be the responsibility of the contractor. The efficient use of water at the appropriate times of year to achieve optimum growth and color of turf will be your objective.

All zones shall be calibrated to determine the amount of water they produce in a five (5) minute time frame. This information will be utilized to calculate the proper amount of water to apply based upon evapotranspiration rates on a weekly basis.

Irrigation programs shall be adjusted at the time of over-seeding to correspond with the needs of germinating seed. Special attention will be given to events held in the park so as to shut down or reprogram the system as required for the event.

Programming will be such as to run in the early morning hours (4:00 am to 7:00 am) whenever possible. During wet weather, the system will be shut down until irrigation is required.

May, July and September will require a zone check and cleaning of filters and heads as needed to ensure uniform distribution of water. Prior to core aeration and over-seeding procedures, the irrigation heads will require marking to prevent damage during operations.

TJ-1: CORE AERATION — GLENS FALLS CITY PARK

Core aeration will be performed on the following dates:

- A. June 10th to June 20th (Note: with over-seeding operations)
- B. September 10th to September 20th
- C. November 10th to November 20th

TE-1: FERTILIZATION — GLENS FALLS CITY PARK

May 1st to May 10th

Fertilizer 25-5-10, 30% SCU, 2% Fe

Apply @ 2 lbs. per 1,000 sq. ft. (0.5 lb. N)

June 1st to June 10th

Fertilizer 24-0-10, 50% SCU, 4% Fe

Apply @ 3.13 lbs. per 1,000 sq. ft. (0.75 lb. N)

July 1st to July 10th

Fertilizer 24-0-10, 50% SCU, 4% Fe

Apply @ 2.09 lbs. per 1,000 sq. ft. (0.5 lb. N)

August 1st to August 10th

Fertilizer 24-0-10, 50% SCU, 4% Fe

Apply @ 2.09 lbs. per 1,000 sq. ft. (0.5 lb. N)

September 1st to September 10th

Fertilizer 18-23-12, 50% SCU

Apply @ 4.17 lbs. per 1,000 sq. ft. (0.75 lb. N)

October 1st to October 10th

Fertilizer 24-0-10, 50% SCU, 4% Fe

Apply @ 2.09 lbs. per 1,000 sq. ft. (0.5 lb. N)

November 1st to November 10th

Fertilizer 25-5-10, 30% SCU, 2% Fe

Apply @ 2 lbs. per 1,000 sq. ft. (0.5 lb. N)

Total N: 4 lbs.

TH-1: WEED AND PEST CONTROL — GLENS FALLS CITY PARK

Insecticide (White Grub Protection)

Product: 0-0-7 w/ 0.2 Merit

Apply @ 4 lbs. per 1,000 sq. ft.

Date: June 15th to June 30th

Crabgrass (Spot Treat as Needed, Monthly)

Product: Acclaim Extra

Apply @ 0.64 oz. per 1,000 sq. ft.

Broadleaf Weeds (Spot Treat as Needed, Monthly)

Product: Trimec Classic

Apply @ 1.5 oz. per 1,000 sq. ft.

Note: The Superintendent of Public Works must be notified forty-eight (48) hours prior to all applications. All NYS DEC pesticide regulations must be followed. Applications can only be made on Saturdays or Sundays between the hours of 5:00 am and 7:00 am. Notification flags must be removed twenty-four (24) hours after the application.

TK-1: OVER-SEEDING — GLENS FALLS CITY PARK

Annual Over-Seeding Date: June 10th to June 20th

Seed Varieties:

50% Kentucky Bluegrass

50% Perennial Ryegrass

Acceptable Kentucky Bluegrass Varieties:

- Zinfandel
- Bordeaux
- Shiraz
- Sonoma

Acceptable Perennial Ryegrass Varieties:

- Charismatic II
- Secretariat II
- Affirmed
- Churchill

A-F-1: SEASONAL FLOWERS — GLENS FALLS CITY PARK

RIDGE ST. CENTER BED (AREA #3)

Summer:

- Coleus Kingswood Torch: 12 / 4.5" pots
- Petunia Easy Wave Blue: 16 / 4.5" pots
- Petunia Easy Wave White: 18 / 4.5" pots

Fall:

- Garden Mum Red: 9 / 9" pots
- Garden Mum Bronze: 8 / 9" pots
- Garden Mum Orange: 9 / 9" pots

Spring:

- Red, White and Blue Tulips: 150 bulbs

CORNER BEDS (AREAS #4 & #5, TWO BEDS)

Summer:

- Salvia Rhea Blue: 1 flat (flats of 48)
- Red Riding Hood Grass: 10 / 6.5" pots
- Impatiens Red: 1 flat (flats of 48)
- Wax Begonia White: 1 flat (flats of 48)

Fall:

- Garden Mum Orange: 26 / 9" pots

Spring:

- Tulip Mix: 150 bulbs

BANDSTAND BED (AREA #2, SEMI-CIRCLE)

Summer:

- Salvia Black and Blue: 24 / 4.5" pots
- Coleus Dipt-in-Wine: 32 / 4.5" pots
- Petunia Mambo White: 5 flats (flats of 48)

Fall:

- Peacock Kale Red: 13 / 9" pots
- Garden Mum Yellow: 11 / 9" pots
- Garden Mum Orange: 15 / 9" pots

Spring:

- Pink, Purple and White Tulip Mix: 250 bulbs

TRIANGLE BED

Summer:

- Impatiens Mix: 2.5 flats (flats of 48)

Fall:

- Garden Mum Orange: 5 / 9" pots
- Garden Mum Yellow: 6 / 9" pots

Spring:

- Yellow Daffodils: 150 bulbs

MAPLE ST. PLANTERS (AREA #1)

Middle Planters

Summer:

- Begonia Green Leaf Mix: 3 flats (flats of 48)

Fall:

- Garden Mum Orange: 15 / 9" pots

- Garden Mum Bronze: 14 / 9" pots

Spring:

- Yellow and Purple Tulip Mix: 150 bulbs

Right and Left Planters

Summer:

- Vinca Red and White Mixed: 40 flats (flats of 48)

Fall:

- Garden Mum Yellow: 20 / 9" pots
- Garden Mum Bronze: 28 / 9" pots
- Peacock Kale Red: 8 / 9" pots

Spring:

- Red and Yellow Bi-Color Tulips: 460 bulbs

CITY PARK SIGN, BAY ST. (AREA #6)

Summer:

- Coleus Purple: 14 / 4.5" pots
- Vinca Pink: 2.75 flats (flats of 48)

Fall:

- Peacock Kale Red: 5 / 9" pots
- Garden Mum Bronze: 6 / 9" pots
- Garden Mum Yellow: 6 / 9" pots

Spring:

- Daffodil Mix: 100 bulbs

SEMI-CIRCLE BED BEHIND CAREX GRASS

Summer:

- Begonia Bronze Leaf Mix: 4 flats (flats of 48)

Spring:

- Red Tulips: 200 bulbs

MONUMENT BED (AREA #7)

Summer:

- Cleome Rosalita: 40 / 4.5" pots
- Sunpatiens Magenta: 76 / 4.5" pots
- Lobularia: 50 / 4.5" pots

Fall:

- Peacock Kale Red: 26 / 9" pots
- Garden Mum Yellow: 30 / 9" pots
- Garden Mum Orange: 30 / 9" pots

Spring:

- Pink, Purple and White Tulips: 500 bulbs

TREE OFF BAY ST.

Summer:

- Coleus Big Red Judy: 18 / 4.5" pots
- Wax Begonia Green Leaf Mix: 4 flats (flats of 48)

Fall:

- Peacock Kale White: 8 / 9" pots
- Garden Mum Red: 10 / 9" pots
- Garden Mum Pink: 10 / 9" pots

Spring:

- Tulip Mix: 200 bulbs

LIBRARY PLANTINGS

SUMMER:

GLEN ST. RECTANGULAR 28" PLANTERS: THREE (3)

- Thunbergia 9/8" Pots

GLEN ST. ENTRANCE DOOR 24" ROUND PLANTERS: TWO (2)

- Perilla 2/4.5" Pots
- Ipomoea Lt. Green 2/3.5" Pots
- Angelonia Pink: 4/4.5" Pots
- Euphorbia Diamond Frost: 4/4.5" Pots

SIDE DOOR ENTRANCE 24" ROUND PLANTER@ SIDEWALK: ONE (1)

- Perilla 1 /4.5" Pot
- Ipomoea Lt. Green: 1 /4.5" Pot
- Angelonia Pink: 2 /4.5" Pots
- Euphorbia Diamond Frost: 2 /4.5" Pots

PLANTERS ALONG BRICK WALL: THREE (3)

- Mandevillas Pink w/Trellises 3/10" Pots

FALL:

Mums and Kale for all nine (9) planters listed above.

Assorted Mums and Kale: 27/9" Pot

Bids should be delivered to:

Glens Falls Business Improvement District

therrick@sprucehospitalitygroup.com

no later than **midnight on October 31, 2026.**

Questions regarding the bid shall be submitted in writing to:

Tyler Herrick

therrick@sprucehospitalitygroup.com

no later than October 20, 2026

Responses or clarifications affecting the bid specifications shall be issued by the BID through a written addendum.