

REQUEST FOR QUOTES

The Northampton Office of Planning and Sustainability invites quotes for State Hospital Memorial Park Planting. The contract estimate is \$25,000. Bid documents are available online at <https://www.northamptonma.gov/bids.aspx>

until the bid deadline, July 29, 2021 at 12:00 PM. The City reserves the right to reject any or all bids.

INSTRUCTIONS FOR BIDDERS

1. Use the attached bid form. Send or deliver your bid in an envelope marked **“Memorial Park Planting”**
Sarah LaValley
Office of Planning and Sustainability
City of Northampton
210 Main Street
Northampton, MA 01060
413-587-1263
slavalley@northamptonma.gov
2. The Office of Planning and Sustainability will award the contract within five business days.
3. **Please refer to the bid specifications for minimum criteria for bidders.**

**BID FORM
FOR**

State Hospital Memorial Park Planting

For completion of work per the attached specifications, the amount of

\$ _____ is bid.

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Date _____

Name of Bidder

By _____
Name of Person Signing

Business Address

City and State

CITY OF NORTHAMPTON
MASSACHUSETTS

CONTRACT
FOR
STATE HOSPITAL MEMORIAL PARK PLANTING

THIS AGREEMENT, executed this _____ day of _____ 20____ by and between **(type in Vendor name and address, remember to check Northampton vendors for overdue taxes)** hereinafter called "Vendor" and the City of Northampton, a municipal corporation in the County of Hampshire, Commonwealth of Massachusetts, party of the second part hereinafter called "Owner".

WITNESSETH, that for the consideration hereinafter mentioned, the Owner and the Vendor shall agree to the terms and conditions contained in this contract, enumerated as follows: The Owner-Vendor Agreement, Bidding Documents, Contract Forms, Specifications contained in **Specifications for State Hospital Memorial Park Planting**, and all addenda issued prior to and all Modifications issued after execution of the Contract.

THE OWNER shall pay the Vendor for the performance of this contract in the sum of **(type in the dollar amount)** dollars in accordance with the terms of this contract.

This contract shall not be altered in any particular without the consent of all parties to this contract. All alterations to this contract must be in writing and authorized as such by the Mayor and a Majority vote of the Board, Agency, or Committee signing this contract.

The Vendor shall not delegate, assign or transfer any of its duties delineated in the scope of services without prior written consent from the CITY.

In the event the Vendor is a corporation a certificate that the person executing this contract is duly authorized to sign, must accompany this contract.

Notwithstanding anything in the Contract documents to the contrary, any and all payments which the City is required to make under this Contract shall be subject to appropriation or other availability of funds as certified by the City Auditor. Obligations for payments beyond the current fiscal year are subject to appropriation and this Contract shall be canceled in the event of non-appropriation.

Final payment on this contract shall release and discharge the Owner from any and all claims against the Owner on account of any work performed hereunder, or any alteration hereto.

The Vendor shall indemnify and hold harmless, the CITY and all of its officers, agents, and employees against all suits, claims or liabilities of every nature, arising out of, or in consequence of, the acts or omissions of the Vendor, its employees, agents, or sub-contractors in connection with their rendering of services or goods under this AGREEMENT and will, at the Vendor's own cost and expense, defend any and all such suits and actions

By signing this contract the Vendor agrees to subject any dispute to mediation, at the option of the City, prior to filing suit in any forum.

This contract shall be deemed to be a Massachusetts contract and its interpretation and construction shall be governed by the laws of Massachusetts and the Charter and Ordinances of the Owner.

The provisions of this contract are severable. If any provision of this contract shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect any other provisions of this contract.

The City of Northampton is not bound by this contract until approved by the Mayor of Northampton.

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have, to my best knowledge and belief, complied with the law of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. I further authorize the City of Northampton to deduct from the amounts due under this contract, any overdue taxes, real or personal, or any other fees due to the City of Northampton from the vendor which become due and payable by the vendor or its officers, directors or agents during the term of this contract or until the final amounts due under this contract are paid in full.

Check one: The vendor does not have a Northampton office.

IN WITNESS WHEREOF the Owner caused these presents to be signed in quadruplicate and approved by David J. Narkiewicz its Mayor and the said Vendor has caused these presents to be signed in quadruplicate and its official seal to be hereto affixed by its officer or agent thereunto duly authorized (by the attached corporate resolution). This instrument shall take effect as a sealed instrument.

Vendor: _____
Vendor

Authorized Signatory it's

Title Date

Certificate by Corporation to Sign Contract

At a duly authorized meeting of the Board of Directors of the _____
(Name of Corporation)
held on _____.
(Date)

At which all the Directors were present or waived notice, it was voted that, the Authorized Signatory of this company, be and he hereby is authorized to execute contracts and bonds in the name and behalf of said company, and affix its Corporate Seal thereto, and such execution of any contract or obligation in this company's name on its behalf by such officer under seal of the company, shall be valid and binding upon this company,

A TRUE COPY,

ATTEST: _____
(Clerk)

Place of Business _____

Date of this Contract _____

CITY OF NORTHAMPTON:

BY: Northampton Office of Planning and Sustainability

_____ Date _____
Wayne Feiden, FAICP

_____ Date _____
Chief Proc. Officer, approved as to form and c. 30B compliance

_____ Date _____
City Auditor, approved as to appropriation.

_____ Date _____
Mayor David J. Narkiewicz

City of Northampton, Massachusetts

BID RECORD

Subject of Procurement _____

Department _____

Informal Quotes (under \$25,000) _____

Formal Bid ___ If yes, date advertisement appeared in the newspaper and any required state publication _____

Date of Bid Opening and Time _____

Recorded By _____

Bidder Name	Bidder Address	Bid Price	Comments
1.			
2.			
3.			
4.			
5.			

This list is a complete and accurate record of the bids or quotes received for the named supply or service.
Signed under penalties of perjury. (Sign if purchase is over \$24,999.)

Procurement Officer

Witness

TAX COMPLIANCE CERTIFICATION

Qualification and Taxes: The Contractor represents that it is qualified to perform the services required under this contract and possesses or shall obtain all requisite licenses and permits. Pursuant to MGL C.62C, S.49A, the Contractor has complied with all laws of the Commonwealth pertaining to taxes.

Employment Security Contributions and Compulsory Workers' Compensation Insurance: Pursuant to MGL C.151A, S.19 and MGL C.152, the Contractor certifies with all laws of the Commonwealth relating to payments to the Employment Security System and all Commonwealth laws relating to required worker's compensation insurance policies.

Additional Income Disclosure: The Contractor certifies that the following amounts represent all income due, or to become due, to the Contractor, for services rendered to the Commonwealth, any political subdivision or public authority, during the period of the contract.

Contractor:

By: _____
(Signature of Authorized Representative)

Title

Date

NON-DISCRIMINATION AND AFFIRMATIVE ACTION CERTIFICATION

The Contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment, including but not limited to, the Americans with Disabilities Act 42 USC 12101, 28 CFR Part 356, or as amended; 29 USC S.791 et. seq.; Executive Orders 227, 237, 246; MGL C 151B; and MGL C.272 S. 92A, S98 et. seq., or any amendments to these provisions. Pursuant to Executive Orders 227 and 246, the Contractor is required to take affirmative actions designed to eliminate the patterns and practices of discrimination including providing written notice of its commitment to non-discrimination to any labor association with which it has an employment agreement, and to certified minority and women-owned businesses and organizations or businesses owned by individuals with disabilities. The City of Northampton shall not be liable for any costs associated with the Contractor's defense of claims of discrimination.

Contractor:

By: _____
(Signature of Authorized Representative)

Title

Date

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean natural person, business, partnership, corporation, committee, union, club or other organization, entity, or group of individuals.

Signature

Date

Print Name & Title

Company Name

TECHNICAL SPECIFICATIONS FOR MEMORIAL PARK PLANTING

PART 1 - GENERAL

1.1 GENERAL REQUIREMENTS

- A. All of the Contract Documents, including General and Supplementary Conditions and Division General Requirements, apply to the work of this Section.
- B. Examine all other Sections of the Specifications for requirements that affect work of this Section, whether or not such work is specifically mentioned in this Section.
- C. Coordinate work with trades affecting, or affected by, work of this Section. Cooperate with such trades to assure the steady progress of all under the Contract.

1.2 SCOPE OF WORK

- A. Provide landscape work as shown and specified:

1. Trees
2. Shrubs
3. Herbaceous perennial plantings
4. Soil preparation
5. Initial maintenance of landscape materials

1.3 REFERENCES

- A. Comply with applicable requirements of the following standards. Where these standards conflict with other specified requirements, the most restrictive requirements shall govern.
 1. American National Standards Institute (ANSI).
 2. American Standard for Nursery Stock (ASNS).
 3. United States Department of Agriculture (USDA).

1.4 QUALITY ASSURANCE

- A. Subcontract landscape work to a single firm specializing in landscape work.
- B. Source Quality Control:
 - 1 General: Ship landscape materials with certificates of inspection required by governing authorities. Comply with regulations applicable to landscape materials.
 - 2 Do not make substitutions. If specified landscape material is not obtainable, submit proof of non-availability to Landscape Architect, together with proposal for use of equivalent material.
 - 3 Analysis and Standards: Package standard products with manufacturer's certified analysis. For other materials, provide analysis by recognized laboratory made in accordance with methods established by the Association of Official Agriculture Chemists, wherever applicable.
 - 4 Trees, Shrubs and Plants: Provide trees, shrubs, and plants of quantity, size, genus, species, and variety shown and scheduled for landscape work and complying with recommendations and requirements of ANSI Z60.1 "American Standard for Nursery Stock". Provide healthy, vigorous stock, grown in recognized nursery in accordance with good horticultural practice and free of disease, insects, eggs, larvae, and defects such as knots, sun-scald, injuries, abrasions, or disfigurement.

- 5 Label at least one tree and one shrub of each variety with a securely attached waterproof tag bearing legible designation of botanical and common name. Where formal arrangements or consecutive order of trees or shrubs are shown, select stock for uniform height and spread, and label with number to assure symmetry in planting.
- 6 Inspection: The Landscape Architect may inspect trees and shrubs either at place of growth or at site before planting, for compliance with requirements for genus, species, variety, size, and quality. Landscape Architect retains right to further inspect trees and shrubs for size and condition of balls and root systems, insects, injuries and latent defects, and to reject unsatisfactory or defective material at any time during progress of work. Remove rejected trees or shrubs immediately from project site and replace with healthy plants, which the Landscape Architect reserves the right to inspect for approval or rejection.

1.5 SUBMITTALS

- A. General: Submit the following in accordance with Conditions of Contract, including General Conditions and Bid Document Sections.
- B. Plant and Material Certifications:
 1. Certificates of inspection as required by governmental authorities.
 2. Manufacturer's or vendor's certified analysis for soil amendments and fertilizer materials.
 3. Label data substantiating that plants, trees, shrubs and planting materials comply with specified requirements.
 4. Seed vendor's certified statement for each grass seed mixture required and hydro-seed mixture required, stating botanical and common name, percentages by weight, and percentages of purity, germination, and weed seed for each grass seed species.
- C. Planting Schedule: Proposed planting schedule, indicating dates for each type of landscape work during normal seasons for such work in area of site. Correlate with specified maintenance periods to provide maintenance from date of substantial completion. Once accepted, revise dates only as approved in writing, after documentation of reasons for delays.
- D. Maintenance Instructions: Contractor to prepare typewritten instructions recommending procedures to be established by Owner for maintenance of landscape work or one full year. Instructions to be submitted to Landscape Architect, who will forward them on to the Owner. Submit prior to expiration of required maintenance period(s).

1.6 DELIVERY, STORAGE AND HANDLING

- A. Packaged Materials: Deliver packaged materials in containers showing weight, analysis, and name of manufacturer. Protect materials from deterioration during delivery, and while stored at site.
- B. Trees and Shrubs: Provide freshly dug trees and shrubs. Do not prune prior to delivery unless otherwise approved by Landscape Architect. Do not bend or bind-tie trees or shrubs in such manner as to damage bark, break branches, or destroy natural shape. Provide protective covering during delivery. Do not drop any stock during delivery.
 1. Deliver trees and shrubs after preparations for planting has been completed and plant immediately after plants and their locations have been approved by the Landscape Architect. If planting is delayed more than 6 hours after delivery, set trees and shrubs in shade, protect from weather and mechanical damage, and keep roots moist by covering with mulch, burlap or other acceptable means of retaining moisture.
 2. Do not remove container-grown stock from containers until planting time.

1.7 JOB CONDITIONS

- A. Utilities: Determine location of underground utilities and perform work in a manner that will avoid possible

damage. Hand excavate, as required. Maintain grade stakes set by others until removal is mutually agreed upon by parties concerned.

- B. Excavation: When conditions detrimental to plant growth are encountered, such as rubble fill, adverse drainage conditions, marked or unmarked grave sites or obstructions, notify Landscape Architect before planting.

1.8 SEQUENCING AND SCHEDULING

- A. Planting Time: Proceed with, and complete landscape work as rapidly as portions of site become available, working within seasonal limitations for each kind of landscape work required.
 - 1. Plant or install materials during normal planting seasons for each type of plant material required. Do not plant with wet or frozen conditions.
 - 2. Correlate planting with specified maintenance periods to provide maintenance from date of substantial completion.

1.9 SPECIAL PROJECT WARRANTY

A. Warranty lawn for one year after the date of final acceptance.

- 1. Contractor is responsible for all watering through the end of October 2021.

B. Warranty trees, shrubs and ground cover materials for one year after date of final acceptance.

- 1. Contractor is responsible for all watering through the end of October 2021.
- 2. Warranty trees, shrubs and ground cover, for a period of one year after date of final acceptance, against defects including death and unsatisfactory growth, except for defects resulting from neglect by Owner, abuse or damage by others, or unusual phenomena or incidents which are beyond Landscape Installer's control.
- 3. Remove and replace trees, shrubs, or other plants found to be dead or in unhealthy condition during warranty period. Make replacements during growth season. Replace trees and shrubs that are in doubtful condition at end of warranty period; unless, in opinion of Landscape Architect, it is advisable to extend warranty period for a full growing season.
- 4. Another warranty inspection will be conducted at end of extended warranty period, to determine acceptance or rejection. Only one replacement (per tree, shrub or plant) will be required at end of warranty period, except for losses or replacements due to failure to comply with specified requirements.

PART 2 - PRODUCTS

2.1 TOPSOIL

- A. If needed, topsoil may be stockpiled for re-use in landscape work, if determined, through soil testing, to be suitable. Contractor shall test soil composition through the University of Massachusetts Soil and Plant Tissue Testing Laboratory, 203 Paige Laboratory, 161 Holdsworth Way, University of Massachusetts, Amherst, MA, 01003, 413-545-2311, www.soiltest.umass.edu, soiltest@umass.edu. If quantity of stockpiled topsoil is insufficient or includes grass seed, provide additional topsoil as required to complete landscape work.
- B. Provide new topsoil that is screened to $\frac{3}{4}$ " in size, fertile, friable, natural loam, surface soil, reasonably free of subsoil, clay lumps, brush, weeds and other litter, and free of roots, stumps, stones larger than $\frac{3}{4}$ " inches in any dimension, and other extraneous or toxic matter harmful to plant growth.
 - 1. Obtain topsoil from local sources, only from naturally, well-drained sites where topsoil occurs in a depth of not less than 6 inches. Do not obtain from bogs or marshes.

2.2 SOIL AMENDMENTS

- A. Lime: Natural dolomitic limestone containing not less than 85 percent of total carbonates with a minimum of 30 percent magnesium carbonates, ground so that not less than 90 percent passes a 10-mesh sieve and not less than 50 percent passes a 100-mesh sieve.
- B. Compost: "Earthlife" as available through Earthlife Sales Co, Division of Delchen Sales, Inc., 354 North Main Street, Doylestown, PA 18901 or approved equal, completely composted and free from deleterious materials such as glass, paper, plastics, metals, etc.
- C. Peat Humus: Finely divided peat, so completely decomposed and free of fibers that its biological identity is lost. Provide in granular form, free of hard lumps and with pH range suitable for intended use.
- D. Bonemeal: Commercial, raw, finely ground; 4 percent nitrogen and 20 percent phosphoric acid.
- E. Superphosphate: Soluble mixture of treated minerals; 20 percent available phosphoric acid.
- F. Sand: Clean, washed sand, free of toxic materials.
- G. Manure: Well-rotted, unleached stable or cattle manure containing not more than 25 percent by volume of straw, sawdust, or other bedding materials and containing no chemicals or ingredients harmful to plants.
- H. Mulch: Organic mulch free from deleterious materials and suitable for top dressing of trees, shrubs, or plants and consisting of the following:
 - 1. Shredded cedar mulch (natural in color).
- J. Commercial Fertilizer: Complete fertilizer of neutral character, with some elements derived from organic sources containing following percentages of available plant nutrients:
 - 1. For flowering trees and shrubs, provide fertilizer with not less than 5 percent total nitrogen, 10 percent available phosphoric acid and 5 percent soluble potash.
 - 2. For non-flowering trees and shrubs, provide fertilizer with not less than 10 percent total nitrogen, 6 percent available phosphoric acid and 4 percent soluble potash.
 - 3. For bedding plants (ground covers), provide Osmocote time release fertilizer 14-14-14. Fertilizer shall be furnished in standard containers, with name, weight and guaranteed analysis of contents clearly marked thereon.

2.3 PLANT MATERIALS

- A. Quality: Provide trees, shrubs, and other plants of size, genus, species, and variety shown and scheduled for landscape work and complying with recommendations and requirements of ANSI Z60.1 "American Standard for Nursery Stock".
- B. Deciduous Trees: Provide trees of height and caliper scheduled or shown and with branching configuration recommended by ANSI Z60.1 for type and species required. Provide single stem trees except where special forms are shown or listed.
 - 1. Provide balled and burlapped (B&B) deciduous trees.
 - 2. Container grown deciduous trees will be acceptable in lieu of balled and burlapped deciduous trees subject to specified limitations of ANSI Z60.1 for container stock.
- C. Deciduous Shrubs: Provide shrubs of the height shown or listed and with not less than minimum number of canes required by ANSI Z60.1 for type and height of shrub required.
 - 1. Provide balled and burlapped (B & B) deciduous shrubs.
 - 2. Container grown deciduous shrubs will be acceptable in lieu of balled and burlapped deciduous shrubs subject to specified limitations for container grown stock.

- D. Coniferous and Broadleafed Evergreens: Provide evergreens of sizes shown or listed. Dimensions indicate minimum spread for spreading and semi-spreading type evergreens and height for other types, such as globe, dwarf, cone, pyramidal, broad upright, and columnar. Provide normal quality evergreens with well-balanced form complying with requirements for other size relationships to the primary dimension shown.
1. Provide balled and burlapped (B&B) evergreens.
 2. Container grown evergreens will be acceptable, subject to specified limitations for container grown stock.
- E. Ground Cover Plants: Provide plants established and well rooted in removable containers or integral peat pots and with not less than minimum number and length of runners required by ANSI Z60.1 for the pot size shown or listed.
- F. Miscellaneous Landscape Materials:
1. Gravel: Water-worn, hard, durable gravel, washed free of loam, sand, clay, and other foreign substances, and of following size range and color:
 - a. Size Range: 3/8 inch maximum, 1/8 inch minimum (pea gravel).
 - b. Color: Readily-available natural gravel color range.
 2. Anti-Erosion Mulch: Provide clean, seed-free salt hay or threshed straw of wheat, rye, oats, or barley for all newly seeded lawn areas.
 3. Anti-Desiccant: Emulsion type, film-forming agent designed to permit transpiration, but retard excessive loss of moisture from plants. Deliver in manufacturer's fully identified containers and mix in accordance with manufacturer's instructions.
 4. Filtration/Separation Fabric: Water permeable filtration fabric of fiberglass or polypropylene fabric.
 5. Wrapping: Tree-wrap tape not less than 4 inches wide, designed to prevent borer damage and winter freezing.

PART 3 - EXECUTION

3.1 PREPARATION - GENERAL

- A. Lay out individual tree and shrub locations and areas for multiple plantings. Stake locations and outline areas and secure Landscape Architect's acceptance before start of planting work. Make minor adjustments as may be required. (See Subparagraph 3.5.A for on-site review and inspection of plants and their locations.)

3.2 PREPARATION OF PLANTING SOIL

- A. Before mixing, clean topsoil of roots, plants, sods, stones, clay lumps, and other extraneous materials harmful or toxic to plant growth.
- B. Mix specified soil amendments and fertilizers with topsoil at rates specified. Delay mixing of fertilizer if planting will not follow placing of planting soil within a few days.
1. Planting soil mixture shall consist of one part peat humus or compost and two parts topsoil.
 2. For pit and trench type backfill, mix planting soil prior to backfilling, and stockpile at site.
 3. For planting beds, mix planting soil either prior to planting or apply on surface of topsoil and mix thoroughly before planting.
 - a. Mix lime with dry soil prior to mixing of fertilizer for lawn seeding areas as required to produce a pH value of 6-6.5.
 - b. Distribute lime evenly throughout lawn seeding area at a rate of 40 lbs. Per 1,000 square feet.
 - c. Prevent lime from contacting roots of acid-loving plants.

- d. Apply phosphoric acid fertilizer (other than that constituting a portion of complete fertilizers) directly to subgrade before applying planting soil and tilling.

3.3 PREPARATION OF PLANTING BEDS

A. Prepare plant bed soil.

1. Before mixing, clean topsoil of roots, plants, sods, stones, clay lumps, and other extraneous materials harmful or toxic to plant growth.
2. Mix specified soil amendments and fertilizers with topsoil at rates specified. Delay mixing of fertilizer if planting will not follow placing of planting soil within a few days.
 - a. Planting soil mixture shall consist of one part peat humus or compost and two parts topsoil.
 - b. For pit and trench type backfill, mix planting soil prior to backfilling, and stockpile at site.
 - c. Mix planting soil either prior to planting or apply on surface of topsoil and mix thoroughly before planting.
 - d. Apply phosphoric acid fertilizer (other than that constituting a portion of complete fertilizers) directly to subgrade before applying planting soil and tilling.

B. Loosen subgrade of planting bed areas to a minimum depth of 8 inches using a culti-mulcher or similar equipment. Remove stones measuring over 1-1/2 inches in any dimension. Remove sticks, stones, rubbish, and other extraneous matter.

C. Spread planting soil mixture to minimum depth required to meet lines, grades, and elevations shown, after light rolling and natural settlement. Place approximately 2 of total amount of planting soil required. Work into top of loosened subgrade to create a transition layer, then place remainder of the planting soil.

D. Apply Osmocote time-release fertilizer (14-14-14) by broadcasting over entire plant beds at a rate of three (3) pounds per 100 square feet.

E. Mulch entire plant bed areas after planting trees and shrubs and prior to planting herbaceous materials with a 3 inch layer of shredded pine bark mulch.

3.4 PLANTING TREES AND SHRUBS

A. Place all trees and shrubs in their locations for review by the Landscape Architect prior to excavation. Contractor must notify Landscape Architect a minimum of three (3) full working-days in advance to schedule on-site review. Contractor **must** ensure that **all** plants are set out in their locations and ready for review upon Landscape Architects arrival. If all plants are not on-site, laid out and ready for review, the Landscape Architect may bill the Contractor for the time and expenses of the unnecessary site visit. The Contractor is responsible for this added expense, not the Client. Contractor is responsible to reschedule the on-site review with the Landscape Architect.

B. Excavation

1. Excavate pits and beds with vertical sides and with bottom of excavation slightly raised at center to provide proper drainage. Loosen hard subsoil in bottom of excavation.
 - a. Allow for 9-inch setting layer of planting soil mixture.
 - b. For balled and burlapped (B&B) trees and shrubs, make excavations at least twice again as wide as the ball diameter and equal to the ball depth, plus allowance for setting of ball on a layer of compacted backfill, 6 inches as shown in the planting detail.
 - c. For container grown stock, excavate as specified for balled and burlapped stock, adjusted to size of container width and depth.
2. Dispose of subsoil removed from planting excavations. Do not mix with planting soil or use as backfill.
3. Fill excavations for trees and shrubs with water and allow water to percolate out prior to planting.

- C. Set balled and burlapped (B&B) stock on layer of compacted planting soil mixture, plumb and in center of pit or trench with top of ball 6 inches above finished landscape grades. Remove burlap from sides of balls; retain on bottoms. When set, place additional backfill around base and sides of ball, and work each layer to settle backfill and eliminate voids and air pockets. When excavation is approximately 2/3 full, water thoroughly before placing remainder of backfill. Repeat watering until no more is absorbed. Water again after placing final layer of backfill.
- D. Set container grown stock, as specified, for balled burlapped stock, except cut cans on 2 sides with an approved can cutter; remove bottoms of wooden boxes after partial backfilling so as not to damage root balls.
- E. Dish top of backfill to allow for mulching.
- F. Apply mulch to pits and planted areas. Provide no less than 3 inch thickness uniformly throughout plant bed areas.
- G. Apply anti-desiccant, using power spray, to provide an adequate film over trunks, branches, stems, twigs and foliage.
 - 1. If deciduous trees or shrubs are moved when in full leaf, spray with anti-desiccant at nursery before moving and spray again 2 weeks after planting.
- H. Prune, thin out, and shape trees and shrubs in accordance with standard horticultural practice. Prune trees to retain required height and spread. Unless otherwise directed by Landscape Architect, do not cut tree leaders, and remove only injured or dead branches from flowering trees, if any. Prune shrubs to retain natural character.
- I. Remove and replace excessively pruned or mis-formed stock resulting from improper pruning.
- J. Wrap tree trunks of 2 inches caliper and larger. Start at ground and cover trunk to height of first branches and securely attach. Inspect tree trunks for injury, improper pruning and insect infestation and take corrective measures before wrapping.

3.5 PLANTING GROUND COVER

- A. Stake outlines for species areas and space plants as indicated or scheduled for review by the Landscape Architect prior to planting. Coordinate on-site review at the same time as for trees and shrubs. (See Subparagraph 3.05.A for contractor's responsibilities pertaining to on-site review.)
- B. Push aside mulch at planting locations and dig holes large enough to allow for spreading of roots and backfill with planting soil. Work soil around roots to eliminate air pockets and leave a slight saucer indentation around plants to hold water. Water thoroughly after planting, taking care not to cover crowns of plants with wet soils.
- C. Replace mulch around each plant not less than 3 inches thick.

3.6 MAINTENANCE

- A. Begin maintenance immediately after planting.
- B. Trees, shrubs and other plants.
 - 1. Maintain trees, shrubs, and other plants until final acceptance, but in no case less than 30 days after substantial completion of planting.
 - 2. Maintain trees, shrubs, and other plants by pruning, cultivating, and weeding as required for healthy growth. Restore planting saucers. Tighten and repair stake and guy supports and reset trees and shrubs to proper grades or vertical position as required. Restore or replace damaged wrappings. Spray as required to keep trees and shrubs free of insects and disease.

3.7 CLEANUP AND PROTECTION

- A. During landscape work, keep pavements clean and work area in an orderly condition.

- B. Protect landscape work and materials from damage due to landscape operations, operations by other contractors and trades, and trespassers. Maintain protection during installation and maintenance periods. Treat, repair, or replace damaged landscape work as directed.

3.8 INSPECTION AND ACCEPTANCE

- A. When landscape work is completed, including maintenance, Landscape Architect will, upon request, make an inspection to determine acceptability.
 - 1. Landscape work may be inspected for acceptance in portions as agreeable to Landscape Architect, provided each portion of work offered for inspection is complete, including maintenance.
- B. When inspected landscape work does not comply with requirements, replace rejected work and continue specified maintenance until re-inspected by Landscape Architect/Owner's Representative and found to be acceptable. Remove rejected plants and materials promptly from project site.

PROPOSAL SUBMISSION REQUIREMENTS

Quotes are to be delivered to:

Sarah LaValley
Office of Planning and Sustainability
City of Northampton
210 Main Street
Northampton, MA 01060
413-587-1263
slavalley@northamptonma.gov

by 12:00 PM on July 29, 2021.