

Eastmoreland Garden Areas of Responsibility v.2 PPR/RM

Landscape Contractor or Garden Committee	Portland Parks and Recreation	ENA> ENA Garden Committee	
<p>Enter into annual contract with ENA for landscape maintenance services. Provide certificates of Landscaper’s Workers Compensation insurance for all employees.</p> <p>* Include hold harmless clauses for the City of Portland, its officers, agents, and employees.</p> <p>**Maintain continuous and uninterrupted public liability and property damage insurance in contracted amounts. Provide certificates of insurance to ENA Treasurer.</p>	<p>Set minimum standards for maintenance, as stipulated in contract with ENA dated 2004 and as may be amended. Confirm standards for contract compliance.</p>	<p>Facilitate bidding and coordinate with the ENA Board for approval of contracts. Provide City Auditor with Landscaper contract including certificates of Workers Compensation, Property Damage, and Personal Liability insurance. Copies to filed with the ENA Treasurer.</p>	
<p>Inspect irrigation system at least twice a month and to clear plugged heads and adjust for balanced coverage. establish Set and adjust timer settings to minimize over watering from May 1 to September 15.</p>	<p>Maintain and Repair Irrigation System, including repair/replacement of sprinkler heads and other components. Activate system at meter and test during April. Deactivate at meter and drain to winterize by October.</p>	<p>Observe irrigation heads for correct operation weekly. Report over or under watering to Landscape Contractor and any system failures to PPR South Parks Maintenance (PPR SPM). Review water utility charges billed to ENA with ENA Treasurer.</p>	
<p>Provide grass mowing of all irrigated lawn to minimum 1 ½” of all turf approximately every 10 days April-May and every 14 days June- October 31 for a total of 22 mowings as needed to maintain height less than 2 ½”.</p>	<p>ENA (or its contractor) is liable for damage to trees, plantings, curbs, and permanent fixtures caused by mowing.</p>	<p>Repair and replace any damage resulting from vandalism or graffiti. Remove graffiti within 48 hours.</p>	
<p>Turf Fertilization: Apply approved fertilizer to all turf areas at least two times a year (April, July, and November). Lime turf as needed</p>			

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<p>Trimming and Edging: Edge along sidewalks, curbsides, beds, concrete structures, sign posts, utility poles, guard posts, trees and shrubs 4 times each year as needed April 15 to October 31 .</p>	<p>Repair or replace any damage beyond ENA's control, including acts of God.</p>	<p>Police grounds for litter and debris, rodent and mole infestation, and unapproved signage every 7 days. Contact Pest Management for pest infestation permits.</p>	
<p>Weeding: Control weeds outside turf areas with approved pre- and post-emergent herbicide and weed once a month (March-October). Weed paths with approved herbicide.</p>	<p>Supply Horticultural Services broad leaf weed and weed grasses herbicide permits, as needed.</p>	<p>Obtain one-time approval for pre-emergent weed herbicide from Supervisor of Horticultural Services 503.823.1636.</p>	
<p>Gravel Paths: add quarter-ten and quarter-minus sharp gravel to paths to match border height height once a year (Spring). Rake gravel paths monthly or as needed.</p>			
<p>Sweep or blow all adjacent walks, curbs, and paths; cleanup and remove excess clippings and debris after each service.</p>			
<p>Pruning: Prune all shrubs to maintain health and appearance. Remove diseased limbs/branches. Replant dead or diseased shrubs and plantings. (Seasonally Appropriate).</p>	<p>Pruning: Provide tree pruning for low branches to enhance natural growth, maintain balance and provide pedestrian clearance. Replant dead or diseased trees. (Seasonally Appropriate).</p> <p>Annually, meet with ENA to discuss capital improvements and plantings and tree pruning that may be needed.</p>	<p>Coordinate with PPR SPM for high branch tree pruning by Urban Forestry. For emergency pruning contact Urban Forestry, 503.823.4489. Annually, meet with PPR SPM to discuss capital improvements and plantings, and tree pruning that may be needed.</p>	
<p>Tree Fertilizing: Fertilize all trees, shrubs, and plantings once a year (March).</p>			

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<p>Fallen leaf clearing. Maintain clear walkways. Remove leaves or apply mulched leaves to planter beds to provide soil protection and compost, to the extent that flower beds do not become unsightly. Clear 6 times at approximately 14 day intervals November 15-January 15.</p>	<p>Repair or replace benches as needed to maintain safe, clean seating.</p>		
<p>Control weeds outside turf areas with approved pre- and post-emergent herbicide and weed once a month (March-October).</p>	<p>Supply Horticultural Services broad leaf weed and weed grasses herbicide permits, as needed. Nichole Linehan</p>	<p>Surveille grounds monthly for broad leaf weeds and weed grasses; report issues to PPR Pest Management Coordinator for permits.</p>	
<p>Treatment of disease in lawn, trees, and shrubs must be by contractor.</p>	<p>Coordinate with PPR Pest Management Program</p>	<p>Rodent control: capture kill or poison.</p>	
<p>Apply bark dust to all planting beds once a year (Spring).</p>			
<p>Power wash all brick, stone, and cement surfaces, benches, and decorative structures as needed at non-destructive pressures (Summer).</p>		<p>For purposes of fundraising for maintenance, market, coordinate, and contract for installation of commemorative engraved paving.</p>	
<p>Provide a monthly report of services provided at the Eastmoreland Garden to the ENA Treasurer and Eastmoreland Garden Committee via email.</p>		<p>For work contracted with landscape maintenance company, oversee and coordinate with Landscape Contractor for compliance with contracted services.</p>	
		<p>Provide a monthly report to ENA Board of Directors and Treasurer. Review and approve invoices in conjunction with the ENA Treasurer.</p>	

Contacts:

ENA Garden Committee: Linda Hannan, Bill Hedges William Hedges william@wjhedges.com, and Lila Brightbill , liasons to the ENA Board; Treasurer <treasurer@eastmorelandpdx.org>

PPR South Parks Maintenance: Heather McKillip <Heather.McKillip@portlandoregon.gov>

Eastmoreland Garden Areas of Responsibility v.2 PPR/RM

Urban Forestry Permits: 503.823.4489

PPR Horticultural Services: 503.823.1636.

PPR Pest management Services:

Note: This document is intended to provide a guide to the Eastmoreland Garden Committee. The Committee may, on a voluntary basis, take on additional maintenance responsibilities. For the full list of requirements, refer to the 2004 Maintenance Agreement with the City of Portland.

- * Per the 2004 Maintenance Agreement with the City of Portland, ENA must require all contractors and subcontractors working at the Eastmoreland Garden to maintain continuous and uninterrupted Public Liability and Property Damage insurance in the amounts of \$200,000 personal injury to each person, \$500,000 for each occurrence, and \$500,000 for each occurrence involving property damage.
- ** Per the 2004 Maintenance Agreement with the City of Portland, ENA must establish a landscaping contract that specifically protects ENA and the City of Portland, its officers, agents and employees from any and all claims, demands, actions, and suits for damage to property or personal injury, including death, arising from work done under the agreement.