

**OFFICIAL**

**MT. LEBANON, PENNSYLVANIA**

**NOTICE TO CONTRACTORS AND SUPPLIERS**

Separate, sealed proposals will be received by the Commission of Mt. Lebanon, PA until 11:00 a.m., prevailing time on December 19, 2024, at the Commission Chambers of the Municipal Building, 710 Washington Road, Mt. Lebanon, Pennsylvania 15228, for the following:

- PARK MOWING – AREA 1 MAIN PARK, TENNIS CENTER, BIRD PARK, BEADLING AT CEDAR
- PARK MOWING – AREA 2 PARK AREAS
- PARK MOWING – AREA 3 TRAFFIC ISLANDS
- PARK MOWING – AREA 4 ATHLETIC FIELDS
- FLOWER BED PLANTING AND MAINTENANCE
- COMMERCIAL DISTRICT LANDSCAPE MAINTENANCE
- LIBRARY, PUBLIC SAFETY CENTER, SWIM CENTER, & CLEARVIEW COMMONS TURF & GROUNDS MAINTENANCE

Each bid must be accompanied by a certified, treasurer's or cashier's check made payable to the Treasurer of Mt. Lebanon, Pennsylvania in the amount of \$1,000.

Specifications, proposals and all necessary information may be obtained at the office of the Director of Public Works, 710 Washington Road, Mt. Lebanon, Pennsylvania 15228, or online at [www.mtlebanon.org/publicdocuments](http://www.mtlebanon.org/publicdocuments).

All proposals must be placed in a sealed envelope addressed to Rudy Sukal, Director, 710 Washington Road, Mt. Lebanon, Pennsylvania 15228 and marked:

- "Bid for Park Mowing – Area 1 Main Park, Tennis Center, Bird Park, Beadling at Cedar"
- "Bid for Park Mowing – Area 2 Park Areas"
- "Bid for Park Mowing – Area 3 Traffic Islands"
- "Bid for Park Mowing – Area 4 Athletic Fields"
- "Bid for Flower Bed Planting and Maintenance"
- "Bid for Commercial District Landscape Maintenance"
- "Bid for Library, Public Safety Center, Swim Center, & Clearview Commons Turf & Grounds Maintenance"

and delivered to the Customer Service Center 2nd floor, 710 Washington Road, Pittsburgh, Pennsylvania 15228. Bids must be delivered before the time specified, only to this location. Check in at the virtual kiosk at the main entrance.

The Commission of Mt. Lebanon, Pennsylvania reserves the right to waive any informalities or to reject any or all bids.

Keith McGill  
Mt. Lebanon Manager

**MT. LEBANON, PENNSYLVANIA  
DEPARTMENT OF PUBLIC WORKS**

**CONTRACTUAL SPECIFICATIONS  
COMMERCIAL DISTRICT LANDSCAPE MAINTENANCE**

GENERAL INSTRUCTIONS TO BIDDERS:

Sealed bids will be opened at the time and date specified in the Official Notice in the Mt. Lebanon Commission Chambers, 710 Washington Road, for **Commercial District Landscape Maintenance**.

1. OFFICIAL BID BLANKS MUST BE USED. All spaces must be completed, using typewriter or ink, and no other marks are to be made thereon. The bidder shall mark "No Bid" in any space where they do not propose to bid the work. All bids must be signed and must be accompanied by the Official Notice and a set of Official Contractual Specifications as set forth hereinafter.
2. A copy of the contract document (agreement) is attached to and shall be made a part of these specifications. Do not sign the contract copy attached.
3. Each bid must be accompanied by a certified, treasurer's or cashier's check in the amount of \$1,000, made payable to "Mt. Lebanon, Pennsylvania."
4. The Mt. Lebanon Commission reserves the right to reject any or all bids.
5. Proposals must be received no later than the time stipulated in the Official Bid Notice. Bids must be submitted in sealed envelopes, bearing on the outside the name of the bidder, bidder's address and the words "**Commercial District Landscape Maintenance**".
6. The successful bidder, upon failure or refusal to execute and deliver the contract within ten (10) days after having received notice of the acceptance of their bid, shall forfeit to Mt. Lebanon the security deposited with their bid. All bid deposits of unsuccessful bidders shall be returned to them upon either the tender by the successful bidder of the required contract, or the expiration of sixty (60) days after the time for the opening of bids, whichever shall be first to occur. Upon execution of the contract, the bid deposit of the bidder with whom the contract is executed shall be returned.
7. No bid received after the time specified in the Official Notice will be considered, except when a bid arrived by mail after the time fixed for opening, but before the reading of all other bids is completed, and it is shown to the satisfaction of Mt. Lebanon, Pennsylvania that the non-arrival on time was due solely to delay in the mail for which the bidder was not responsible.
8. It is the responsibility of the bidder to contact the Mt. Lebanon Director or Superintendent of Public Works to acquire a clear understanding of all conditions under which the work is to be

performed. Upon request, the Director of Public Works or authorized representative will accompany the bidder to the various planting areas.

9. Basis of Award: The bid must include costs for a one-year contract period. The Commission will award a contract for a one-year base bid.
10. Bids will be accepted for **Commercial District Landscape Maintenance** work to take place from the first week in April through the completion of the leaf removal portion of the agreement.
11. The Commission of Mt. Lebanon reserves the right to reject any or all bids and to waive any informalities in bids submitted.
12. Non-Collusion Affidavit: Each bid must be accompanied by a notarized Non-Collusion Affidavit on the form attached to the proposal. Any bid which does not include the affidavit will not be accepted.

## AGREEMENT

This Agreement is made and entered into by and between Mt. Lebanon, Pennsylvania, a municipal subdivision of the Commonwealth of Pennsylvania, hereinafter designated as the “Municipality,” and \_\_\_\_\_ hereinafter designated as the “Contractor.”

WITNESSETH that for and in consideration of the premises and the mutual agreement and undertakings of the parties hereto, the Contractor agrees to complete a program of flower planting and flower bed maintenance on certain planting areas designated by the Municipality, and the Municipality agrees to pay for the same, all subject to the following terms and conditions:

1. **Provision of Labor, Tools and Equipment.** The Contractor agrees to furnish and pay all necessary expenses for all labor, tools and equipment in connection with the program of flower planting and flower bed maintenance as designated by the Municipality.
2. **Observance of Laws and Ordinances.** The Contractor shall secure all permits and licenses imposed by law and ordinance, pay all charges and fees, and give all notices necessary and incidental to the due and lawful prosecution of the work provided in this Agreement. The Contractor will observe all ordinances regarding the obstruction of streets and driveways, maintaining signals and open passageways, and protecting the same where exposed.
3. **Payment of Other Parties.** The Contractor shall not obligate the Municipality to make any payments to another party, nor make any promises or representations to another party for, or on behalf of, the Municipality without prior written approval of the Municipal Manager or authorized representative. No work shall be done on any flower bed or planting area involved in such payments, promises or representations until such approval of the Municipal Manager or authorized representative has been obtained.
4. **Description of Work.** The Contractor agrees to maintain all planting areas in the manner specified in this Agreement. The specific areas to be maintained are attached to and made a part of this contract and the specifications. All landscape will follow the attached Maintenance Schedule.
5. **Provision of Mulch.** The Contractor agrees to furnish and pay necessary expenses for all mulch, and compost in connection with the programmed maintenance schedule as designated by the Municipality.
6. **Drip Irrigation System.** The Contractor agrees to complete a startup of the drip irrigation systems on the north and southbound sides in the spring, monitor throughout the year, and complete a winterization in late fall. Any leaks are to be reported to the Facilities and Parks Coordinator for repair by the Public Works Department. The contractor is able to sub this work out if desired but will not be compensated in addition to the agreement payment terms.
7. **Litter and Plant Debris.** The contractor is responsible for removal of all trimmings, weeds, and debris from the landscape beds. Small trash and recyclables can be deposited in the receptacles along Washington Road, but all plant and organic debris is to be hauled off site. The use of dumpsters in the Public Works Yard may be utilized for this purpose and is available to the contractor. Only waste from the 35 landscape beds is allowed to be dumped. The contractor is not able to utilize the dumpsters for debris from another job.

7. **Work Schedule.** The work performed by the Contractor as described in this Agreement will normally take place from the first week in March through the completion of the leaf removal portion of the agreement.
8. **Hours of Work.** The Contractor may perform the work on any day(s) of the week, with the exception of Sunday, between the hours of 7:00 a.m. and 7:00 p.m.
9. **Equipment.** The Contractor is responsible for providing, maintaining and transporting all necessary equipment and fuel for its use, in connection with the bed maintenance described in this Agreement. All other tools and supplies necessary for performing the work required by this Agreement will be provided by the Contractor.
10. **Specifications and Bid Proposal.** The specifications and bid proposal submitted by the Contractor shall be incorporated herein and are to be construed as part of this Agreement. If the Municipality requests and accepts bids or quotations for additional landscape maintenance work which the Contractor agrees to provide, such bids or quotations shall be incorporated herein and are to be construed as part of this Agreement.
11. **Personnel.** The Contractor's personnel shall at all times present a neat appearance, and all work shall be performed and all complaints handled with due regard to the Municipality's public relations. The Municipality and the Contractor will each be promptly notified by the other of any complaints received from the property owners. The Contractor shall utilize competent employees in performing the work specified in this Agreement. At the request of the Municipal Manager, the Contractor will replace any incompetent, unfaithful, abusive or disorderly person in their employ.
12. **Supervision, Consultation and Reporting.** It is agreed that the Municipal Manager or authorized representative and the Contractor must mutually understand work priorities, maintenance methods and management techniques. Upon request and/or necessity, an authorized municipal representative will accompany the Contractor to work areas to further clarify or describe maintenance methods and procedures. All work described in this Agreement shall be performed under the guidance of the Director or Superintendent of Public Works and subject to approval. The Contractor will consult with the Director or Superintendent of Public Works regarding the details, scheduling and performance of the bed maintenance work, and will provide, upon the Municipality's request, weekly or monthly reports of work performed.
13. **Obstruction of Streets and Rights of Way.** The Contractor will arrange to keep sidewalks open for traffic whenever possible and will block portions of streets only when deemed necessary to protect private property. Warning signs and barricades shall be furnished and erected by the Contractor when warranted. It is the Contractor's responsibility to remove all surplus material and debris from streets as work progresses in order that the public will have adequate use of the affected streets.
14. **Accident Prevention.** The Contractor shall exercise caution at all times for the protection of persons and property. Safety provisions of all applicable laws and ordinances shall be strictly observed. The Municipal Manager or his authorized representative may require the contractor to discontinue hazardous work practices upon written notice. It is required that the Contractor

keep the necessary guards and protective devices at locations where work is being performed to prevent injury to the public or damage to public or private property.

15. **Payment for Services.** In return for work performed by the Contractor, the Municipality agrees to pay the Contractor the sum of \$ \_\_\_\_\_ for the calendar year 2025, a sum of \$ \_\_\_\_\_ for the calendar year 2026, and a sum of \$ \_\_\_\_\_ for the calendar year 2027.
  - a. Fifteen percent (15%) of the total sum bid for the year in which the work is performed on the first day of May, June, July, August and September of each year, pursuant to invoices submitted by the Contractor.
  - b. The remaining twenty-five percent (25%) of the total sum bid for the year in which the work is performed, on October 15 of each year, pursuant to an invoice submitted by the Contractor following satisfactory completion of work.
  
16. **Insurance.** The Contractor agrees to furnish and maintain during the period of this Agreement, at its own cost, policies of insurance as follows:
  - a. Covering the legal liability of the Contractor, and/or its subcontractors who may be engaged in the work, to pay claims for personal injuries to the Contractor's employees and for death resulting therefrom under applicable Workmen's Compensation Law.
  - b. Covering the legal liability of the Contractor to pay claims or damages for personal injuries including wrongful death, in an amount not less than \$500,000.00 for any one person and subject to the same limit for each person, in an amount not less than \$1,000,000.00 on account of one accident, and to pay property damages arising from operations under this Agreement in an amount not less than \$200,000.00 for each accident and \$500,000.00 aggregate.
  - c. The Contractor shall provide the Municipality with a certificate issued by the insurance carrier or broker which evidences the coverage described above to the satisfaction of Mt. Lebanon.
  - d. The Contractor and all employees or agents of the Contractor assume all risk and danger incidental to the Contractor's obligations and operations provided in this Agreement. The Contractor agrees that neither the Municipality nor any of its officials, employees, agents or representatives shall be liable for injuries (including death) arising out of the Contractor's obligations and operations provided in this Agreement. The Contractor and all employees or agents of the Contractor do hereby forever release, remise and discharge the Municipality of and from any and all manner of actions, causes of action, claims and demands whatsoever and howsoever occurring for reason of injuries (including death) to person or property arising out of the Contractor's obligations and operations provided in this Agreement.
  
17. **Liquidated Damages.** If the Contractor fails to perform the work in the manner specified by this Agreement, the Municipality may, at its option, assess the Contractor for each day that the work is not performed. Before assessing liquidated damages, the Municipality will notify the Contractor of the problem and allow the Contractor twenty-four (24) hours to take

corrective action. The assessment will be not more than ten dollars (\$10) per area per day. If, after further written notice, the Contractor fails to take corrective action the Municipality may terminate this Agreement and enter into an agreement with another contractor or may perform the work itself. The cost of performing the work will be deducted from any amount due under the Payment of Services schedule.

18. **Term of Agreement.** This Agreement represents the entire Agreement between the Municipality and the Contractor and is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2025. This Agreement shall become effective March 1, 2025, and shall remain in effect up to and including midnight, December 31, 2025; with the Municipality, subject to the provisions hereinafter stated, having two (2) successive, irrevocable options to renew for the period January 1, 2026, to and including December 31, 2026, (hereinafter designated as “First Renewal Period”), and for the period January 1, 2027, to and including December 31, 2027, (hereinafter designated as “Second Renewal Period”).

The Municipality shall have the option of renewing this Agreement for the First Renewal Period on the basis of the bid price submitted by the Contractor for such First Renewal Period, and upon all of the other terms and conditions stated in this Agreement, by notifying the Contractor in writing on or before October 31, 2025. If the Municipality fails to provide such notification to the Contractor to renew this Agreement for the First Renewal Period, then this Agreement shall terminate on December 31, 2025.

If the Municipality exercises its option to renew for the First Renewal Period as set forth above, the Municipality shall have the option of renewing this Agreement for the Second Renewal Period, and upon all the other terms and conditions stated in this Agreement, by notifying the Contractor in writing on or before October 31, 2026. If the Municipality fails to provide such notification to the Contractor to renew this Agreement for the Second Renewal Period, then this Agreement shall terminate on December 31, 2026.

WITNESS (ATTEST IF CORPORATION):

CONTRACTOR:

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

ATTEST:

MT. LEBANON, PENNSYLVANIA

\_\_\_\_\_  
Director, Public Works

By: \_\_\_\_\_  
Municipal Manager



## INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. § § 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

Contract/Bid No. \_\_\_\_\_

State of \_\_\_\_\_ :

:S.S.

County of \_\_\_\_\_ :

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of my firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (5) \_\_\_\_\_, its affiliates, subsidiaries, officers,  
(Name of my firm)

employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ understands and acknowledges that the above  
(Name of my firm)

representations are material and important, and will be relied on by \_\_\_\_\_  
(Name of public entity)

in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from \_\_\_\_\_ of the true facts relating to the submission of bids for this contract.  
(Name of public entity)

\_\_\_\_\_  
(Name and Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public My Commission Expires

## **MT. LEBANON, PENNSYLVANIA**

### **DEFINITION OF CONTRACTUAL LANDSCAPE AREAS**

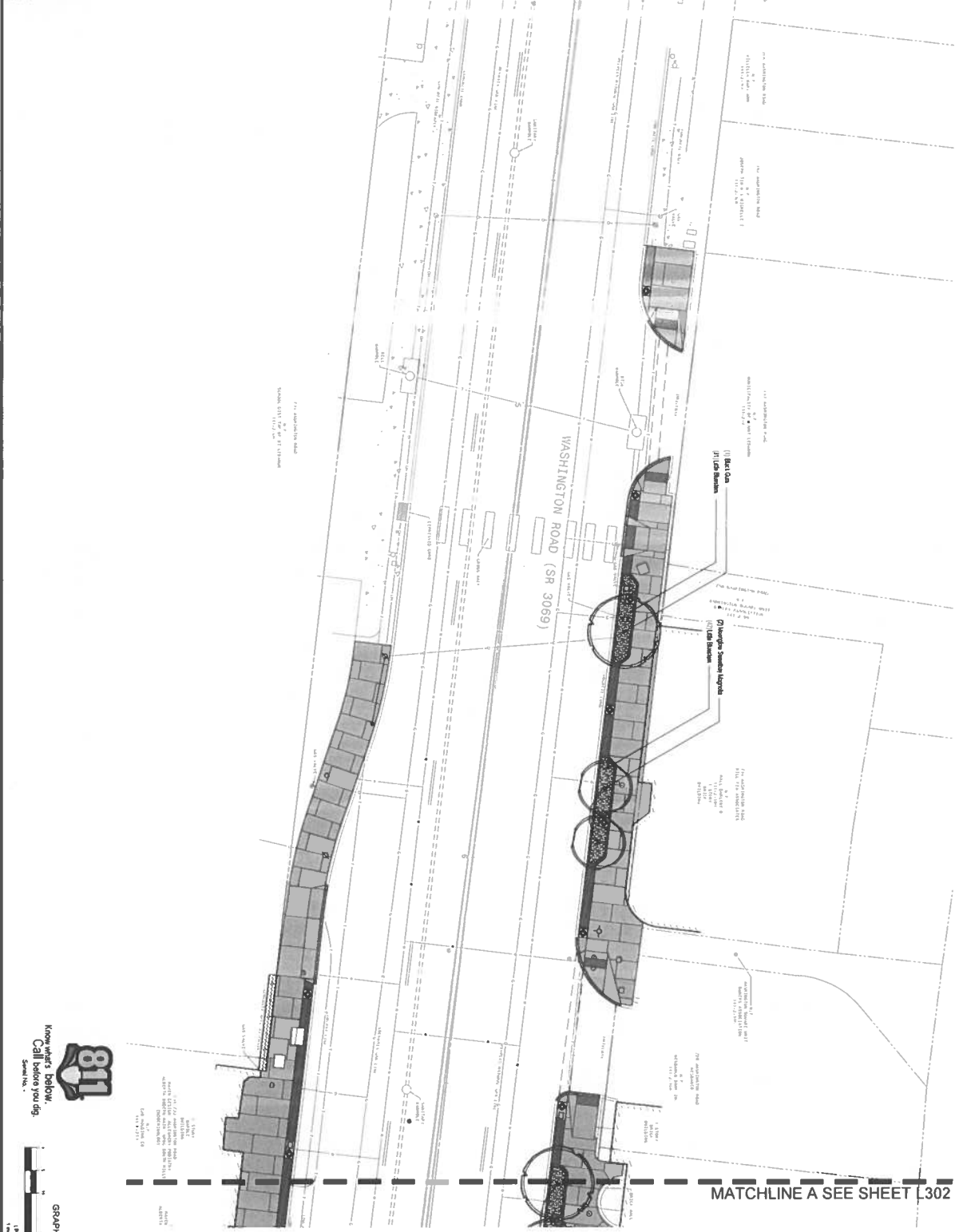
#### **COMMERCIAL DISTRICT LANDSCAPE MAINTENANCE**

The following are the areas covered by contractual landscape maintenance in Mt. Lebanon. A general description of these areas as well as the number of beds is provided. If a more precise definition of the boundaries of any area is required, they can be clarified by the Facilities & Parks Coordinator. The general schedule for required maintenance will begin on the first week of March, with bi-weekly weeding and trash removal from 35 planter beds through the end of November. A seasonal schedule of maintenance is listed in the maintenance schedule portion of the agreement, including startup and shutdown of all drip irrigation, pruning, mulching, cultivating, and spring and fall clean up tasks.

**Landscape Beds:** 35 landscape beds- north and south bound sides of Washington Road.

**Includes:** Startup and shutdown of drip irrigation systems (separate systems on each side)





**MT. LEBANON VIBRANT UPTOWN STREETSCAPE**  
 WASHINGTON ROAD  
 MT. LEBANON, PENNSYLVANIA 15228  
 PREPARED FOR  
**THE MUNICIPALITY OF MT. LEBANON**  
 710 WASHINGTON ROAD  
 PITTSBURGH, PA 15228

Date	By	Revision
01/21	JMC	01
02/21	JMC	02
03/21	JMC	03
04/21	JMC	04
05/21	JMC	05
07/21	JMC	07
08/21	JMC	08



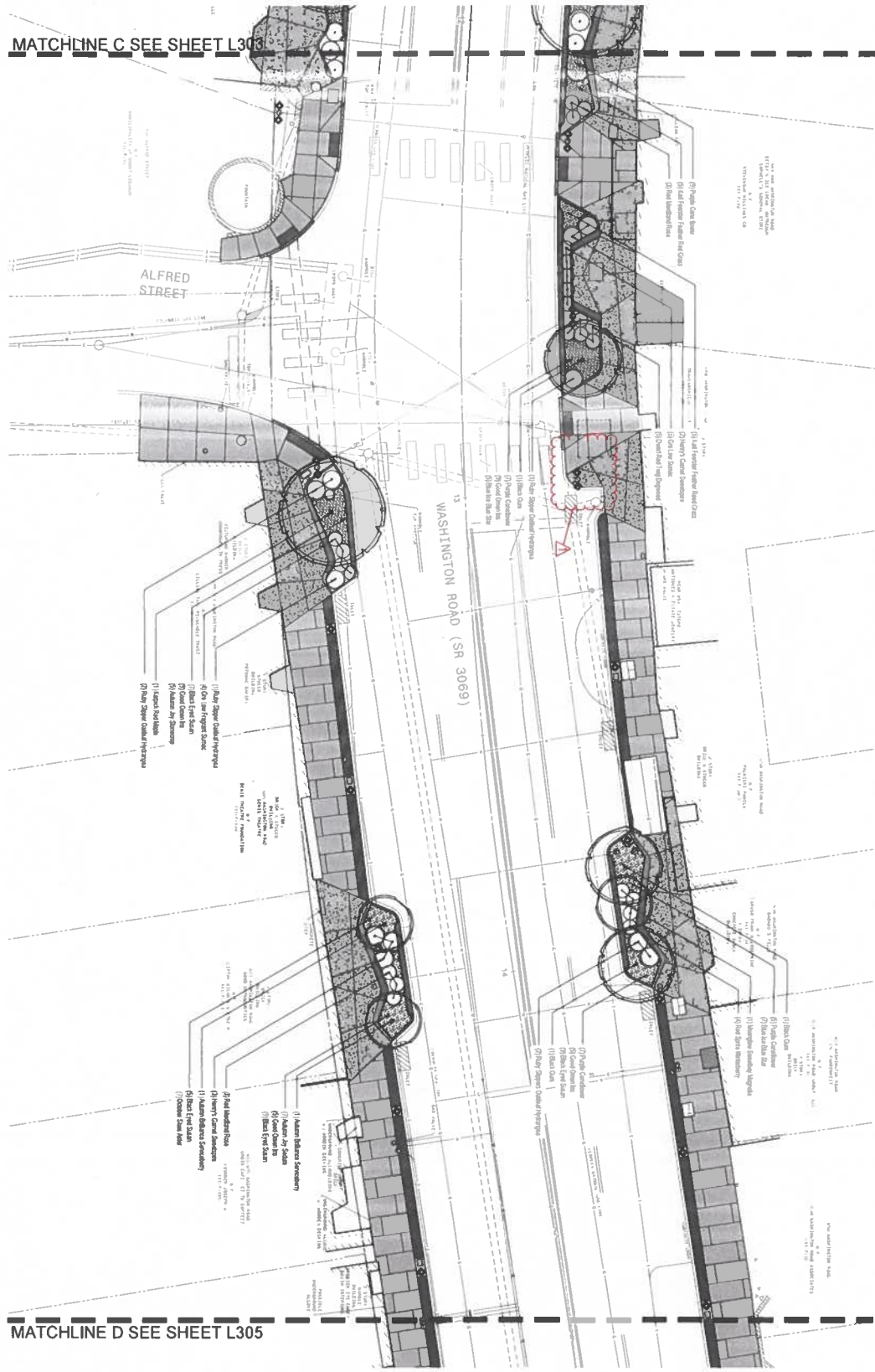
**GATEWAY**  
 The Gateway Engineers, Inc.  
 Full-Service Civil Engineering & Surveying  
 Pittsburgh, PA  
 gatewayengineers.com 655-634-6761

L301









MATCHLINE C SEE SHEET L303

MATCHLINE D SEE SHEET L305



**MT. LEBANON VIBRANT UPTOWN STREETScape**  
 WASHINGTON ROAD  
 MT. LEBANON, PENNSYLVANIA 15228  
 PREPARED FOR:  
**THE MUNICIPALITY OF MT. LEBANON**  
 710 WASHINGTON ROAD  
 PITTSBURGH, PA 15228

REVISION RECORD	
No.	Description
01	ISSUED FOR PERMITS
02	ADDENDUM 1 - REVISION PERSONS OF PLANTER CURB AND PLANTER
03	
04	
05	
06	
07	
08	

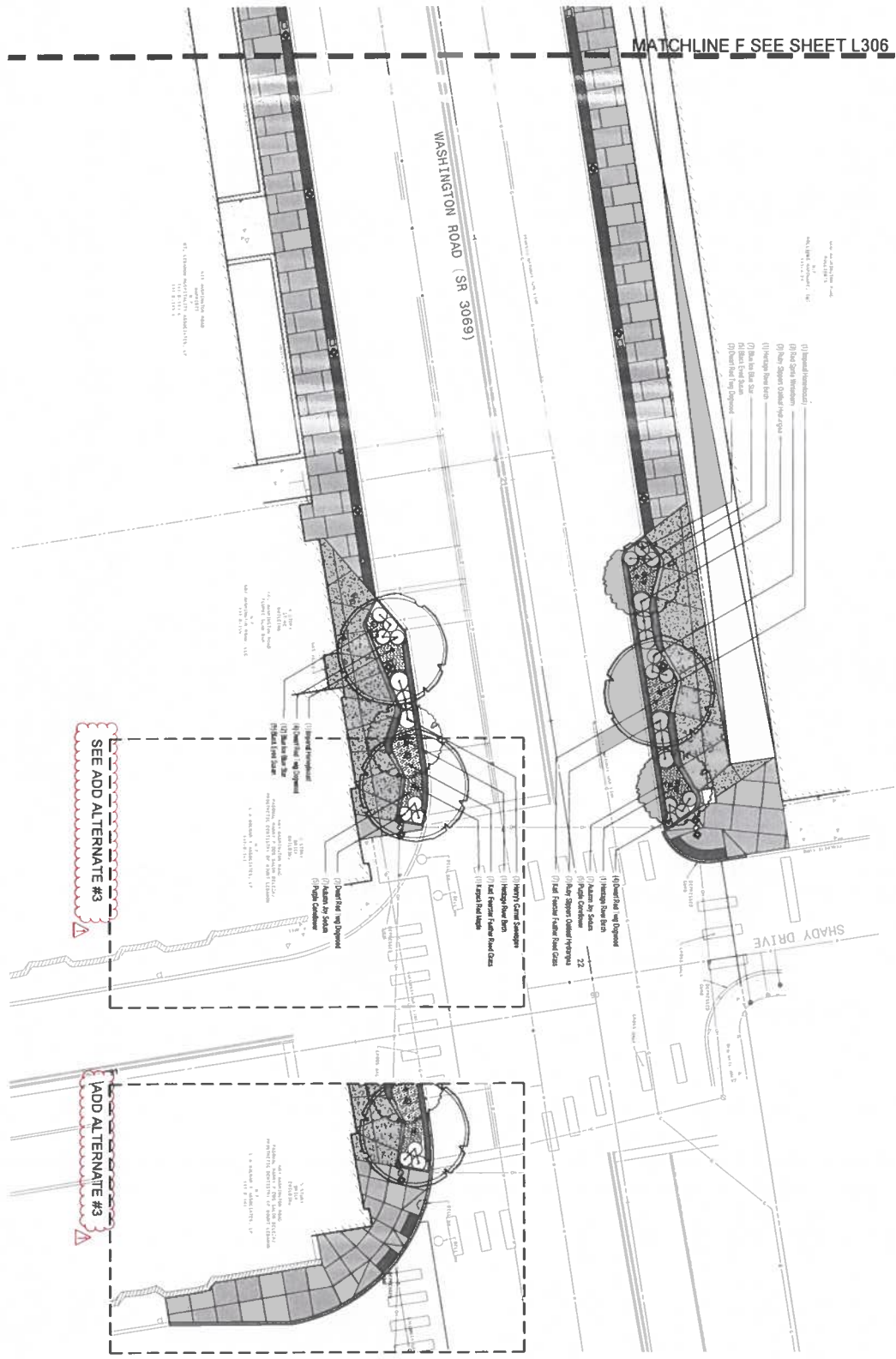


**GATEWAY**  
 The Gateway Engineers, Inc.  
 Full-Service Civil Engineering & Surveying  
 Pittsburgh, PA  
 gatewayengineers.com 855-634-8284









811  
 Know what's below.  
 Call before you dig.  
 1-800-485-5747

GRAPHIC SCALE  
 1" = 10' (VERT)  
 1" = 10' (HORIZ)

NORTH

**MT. LEBANON VIBRANT UPTOWN STREETScape**  
 WASHINGTON ROAD  
 MT. LEBANON, PENNSYLVANIA 15228  
 PREPARED FOR  
**THE MUNICIPALITY OF MT. LEBANON**  
 710 WASHINGTON ROAD  
 PITTSBURGH, PA 15228

Project Number: 202000000  
 Date Issued: 05/20/21  
 Drawn By: J.B.  
 Checked By: J.B.  
 L307

Date	Rev	Description
05-20-2021	01	ADDENDUM - REVISION NUMBER TO ADD ALTERNATE NUMBER
	02	
	03	
	04	
	05	
	06	
	07	
	08	

**REVISION RECORD**

**GATEWAY**  
 The Gateway Engineers, Inc.  
 Full-Service Civil Engineering & Surveying  
 Pittsburgh, PA  
 gatewayengineers.com 855-634-9284



Mt. Lebanon Vibrant Uptown Streetscape  
**Landscape Maintenance Guidelines**  
Landscape to be planted in Fall 2021  
Pittsburgh, PA

## **INTRODUCTION**

This is a primarily native garden with trees, shrubs, native and ornamental grasses, and perennials that were chosen for their suitability to the site and climate. With a few exceptions, they should be allowed to grow in their natural form. The goal is for there to be very little exposed earth after the plants have established themselves, eliminating the need for large quantities of mulch. The garden should be weeded regularly, cleaned up in early spring, trimmed, and pruned artfully when necessary. However, this is not a typical landscape installation that requires the shearing of shrubs into balls, the regular application of herbicide, or the fall clean up that cuts all plants to the ground. **It is vital that any landscape professional that is hired to care for the gardens read these guidelines in their entirety to understand the unique scope of maintenance that is required.**

Native plants, as well as the birds, bees, and people that visit them, are very vulnerable to the use of herbicides and insecticides. There should never be any general spraying of either chemical. Insect problems should first be handled with integrated pest management and weed problems should be tackled with manual removal. In cases where a landscape professional deems the isolated use of an herbicide or insecticide imperative, it must be applied on a day that is not windy or rainy so that the chemical does not travel from its intended source.

## **THE PLANTS**

### **TREES**

#### Generally

Nearly all of the trees proposed are native. They are meant to grow in their natural form and should require little maintenance once established. A yearly visit from a licensed arborist should be scheduled when the trees are dormant (January-February). A skilled arborist can keep the trees healthy, thin them to avoid breakage in storms and wind, and encourage their natural form to flourish. In addition, trees should be visually inspected at least monthly for signs of disease, broken limbs, fungus, mechanical damage, etc. (This can be done by a municipality staff member with an observant eye along with the landscape maintenance crew's visits). If branches are broken by pedestrians, vehicles, or weather, they should be removed immediately to avoid a further problem. If a tree shows signs of distress, please call an arborist to diagnose the problem. Most problems can be treated if handled quickly. If pruning or treatment is required, please consult a licensed tree service such as Bartlett Tree Experts. (It is crucial that the trees are pruned by professionals who will trim trees correctly to avoid disease and decline. If a diseased tree is cut with a saw and that saw is not disinfected, the disease can easily spread by the saw to any other trees that it is used on).

*Practices not allowed:*

1. No pruning paint is to be applied on pruned branches (add mud if light color of cut is not desired).
2. Topping is NEVER allowed.

### Specifically

*Amelanchier x grandiflora* 'Autumn Brilliance' (autumn brilliance serviceberry): Prune when necessary during dormancy (Jan-Feb).

*Betula nigra* 'Heritage' (heritage river birch): Prune when necessary during dormancy (Jan-Feb).

*Cornus kousa chinensis* (flowering dogwood): Prune when necessary during dormancy (Jan-Feb).

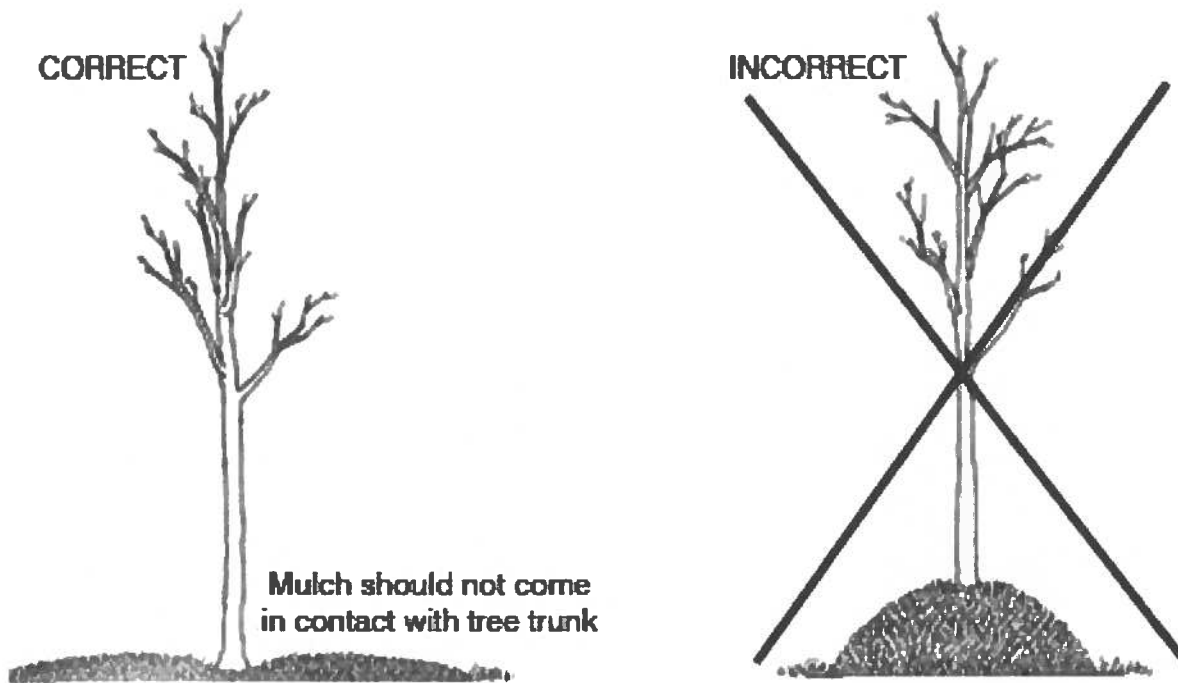
*Gleditsia triacanthos f. inermis* 'Imperial' (imperial honeylocust): Prune when necessary during dormancy (Jan-Feb).

*Magnolia virginiana* 'Moonglow' (moonglow sweetbay magnolia): Prune when necessary during dormancy (Jan-Feb).

*Nyssa sylvatica* (black gum): Prune when necessary during dormancy (Jan-Feb).

### Mulch

A fresh layer of mulch should be applied around the trees in the spring. The mulch should never exceed a depth of 3". The mulch should never touch the bark of the tree. The tree can be killed if smothered with mulch. Please see the graphic below.



## SHRUBS

### Generally

The shrubs in this landscape have been picked for their beautiful, natural form. There is to be no shearing into spheres or "meatballing" of any shrubs.

All pruning equipment must be sterilized before and after use so as not to spread disease.

### Specifically

*Cornus sericea* 'Kelsyei' (dwarf red twig dogwood): This shrub should be allowed to grow in its natural form. When pruning is necessary to remove an errantly growing portion, trim in early spring before new growth begins, using hand pruners. **DO NOT SHEAR.**

*Hydrangea quercifolia* 'Ruby Slippers' (ruby slippers oakleaf hydrangea): This is a large shrub that should be allowed to grow in its natural form. When pruning is necessary to remove an errantly growing portion, trim in early spring before new growth begins, using hand pruners. **DO NOT SHEAR.**

*Ilex glabra* 'Shamrock' (shamrock inkberry): This shrub should be allowed to grow in its natural form. When pruning is necessary to remove an errantly growing portion, trim in early spring before new growth begins, using hand pruners. **DO NOT SHEAR.**

*Ilex verticillata* 'Red Sprite' (red sprite winterberry): This shrub should be allowed to grow in its natural form. When pruning is necessary to remove an errantly growing portion, trim in early spring before new growth begins, using hand pruners. **DO NOT SHEAR.**

*Itea virginica* 'Henry's Garnet' (henry's garnet sweetspire): This shrub should be allowed to grow in its natural form. When pruning is necessary to remove an errantly growing portion, trim in early spring before new growth begins, using hand pruners. **DO NOT SHEAR**

*Pinus mugo* (mugho pine): This shrub should be allowed to grow in its natural form. When pruning is necessary to remove an errantly growing portion, trim in early spring before new growth begins, using hand pruners. **DO NOT SHEAR**

*Rhus aromatica* 'Gro-low' (gro-low fragrant sumac): This shrub should be allowed to grow in its natural form. When pruning is necessary to remove an errantly growing portion, trim in early spring before new growth begins, using hand pruners. **DO NOT SHEAR**

*Rosa* 'Red Meidiland' (red meidiland rose): This shrub should be allowed to grow in its natural form. When pruning is necessary to remove an errantly growing portion, trim in early spring before new growth begins, using hand pruners. **DO NOT SHEAR**

## **GRASSES**

### Generally

The landscape is designed with large drifts of ornamental grasses that are all to remain throughout the winter and cut back in late February/early March. The landscape is expected to change over time with some plants thriving and others receding. There should not be a dominant grass in this landscape but, with the exception of grasses listed, they should be allowed to move over time, as nature desires.

### Specifically

*Calamagrostis* 'Karl Foerster' (karl forester reed grass): Cut clumps 6" from the ground in late Feb/early Mar. Divide only in the early spring when necessary (every 3 years on average).

*Panicum virgatum* 'Haense Herms' (red switch grass): Cut clumps 6" from the ground in late Feb/early Mar. Divide only in the early spring when necessary.

*Schizachyrium scoparium* (little bluestem): Very tough plant. Cut clumps 3-4" from the crown in late Feb/early Mar. Divide clumps every 2-3 years in the early spring.



## PERENNIALS

### Generally

The large masses of perennials should remain throughout the winter and be cut back in late February/early March. With time, some plants will thrive in their location while others may recede. This is expected and desired, unless one or a few plants seem to be crowding out the others. The patterns of perennials will change over time as they adjust to their environment.

The maintenance, in general, will be an early spring cleanup (late Feb/early Mar), additional water during periods of dry weather where noted, and division every few years or as specified below. The divided plants can be used to fill in areas of the same plant where needed. If this is not needed, ask the municipality what they would like to do with the extra divided plants.

*Amsonia tabernaemontana* 'Blue Ice' (blue ice blue star): Plant should be cut back to the ground in late Feb/early Mar. Does not need to be divided.

*Echinacea purpurea* (purple coneflower): Do not remove faded blooms. The seed heads provide food for birds throughout the winter. Plant should be cut back to the ground in late Feb/early Mar. Divide every 4 years or so in the early spring.

*Hemerocallis* 'Happy Returns' (happy returns daylily): This plant is an extended rebloomer. Remove spent flower stems after blooming to allow new flowers to grow and bloom. Plant should be cut back to the ground in late Feb/early Mar. Divide in early spring when necessary.

*Iris ensata* 'Good Omen' (good omen iris): May need additional watering during dry periods. Remove spent flower stems after blooming. Plant should be cut back to the ground in late Feb/early Mar.

*Perovskia atriplicifolia* 'Little Spire' (little spire russian sage): Do not remove faded blooms. Plant should be cut back to 4-6" above the ground in late Feb/early Mar. Divide every 3-4 years in the early spring.

*Rudbeckia hirta* (black-eyed susan): Do not remove faded blooms. Plant should be cut back to the ground in late Feb/early Mar. Does not need to be divided.

*Sedum* 'Autumn Joy' (autumn joy stonecrop): This is a low maintenance plant. For added winter interest, leave the flowers of upright sedum alone after they bloom. They will form attractive seed heads. Plant should be cut back to the ground in late Feb/early Mar. Divide in early spring when necessary.

*Symphotrichum ob.* 'October Skies' (october skies aster): This plant is a late season bloomer. Remove spent flower stems after blooming. Plant should be cut back to the ground in late Feb/early Mar. Divide in early spring when necessary.

## **GENERAL ISSUES**

### **Insects:**

Insects will always be present in a landscape. The key is to understand which ones are a threat and which ones are merely pollinating or preying on other insects. The presence of insects in a garden is generally good! It means your plants are contributing to the ecosystem by providing food and habitat to wildlife. Little nibbles here and there on leaves are appropriate and desired for a native garden. However, if a large number of insects is noticed or if those insects appear to be destructive to the plant, please contact an arborist for trees and your current landscape maintenance company for shrubs, grasses, and perennials to diagnose the problem.

### **Weeds:**

Weeds and invasive species should be removed immediately so these populations do not spread. They need to be removed completely including all underground roots. Herbicide is not to be used, especially in spray form. Weeds should be removed by hand. When bare soil is exposed due to weeding, it should be immediately covered with mulch or replacement plants.

### **Mulch:**

Mulch is to be used at a minimum and should be reduced over time as the garden matures. Trees and shrubs should be mulched in the spring. Only bare spots in the perennial and grass plantings should be mulched. As these plants fill in, mulch will not be needed.

1. Use shredded hardwood.
2. Mulch should never exceed 3" deep.
3. Ensure it does not touch the trunk of the tree (see TREES section above).

### **Compost:**

Spread a thin layer (1-2") of compost or well-rotted leaf mold over planting beds in the spring after trimming back the ornamental grasses and perennials.

### **Replacement Plants:**

If plants need to be replaced, they must match the exact species and cultivar of the existing plant. No new plants can be added without approval from Landscape Architect.

### **Snow and Ice:**

Salt can be detrimental to plants. Use caution when distributing salt when required.

### **Fall Cleanup:**

Rake and/or leaf blow fallen leaves and plant debris out of the planters. Mulch and spread evenly over planting beds.

**YEARLY WORK PLAN** (quick summary for reference)

January – mid-February: annual visit by arborist to prune trees

Late February – early March: cut back ornamental grasses and perennials to the referenced heights from ground

March-April: divide ornamental grasses and perennials when necessary, compost landscape beds

May-September: run the irrigation system to provide water as required, weed when necessary

November-December: fall clean up of leaves and plant debris (ornamental grasses and perennials with seedheads to remain until spring)

**MT. LEBANON, PENNSYLVANIA  
DEPARTMENT OF PUBLIC WORKS  
PROPOSAL  
COMMERCIAL DISTRICT LANDSCAPE MAINTENANCE**

Mt. Lebanon Commission  
710 Washington Road  
Pittsburgh, Pennsylvania 15228

Commissioners:

I (we) hereby propose to complete the commercial district landscape maintenance in Mt. Lebanon, Pennsylvania, in compliance with your Official Notice, Specifications and Instructions.

**Commercial District Landscape Maintenance**

**Total Cost**

\$ \_\_\_\_\_ 2025    \$ \_\_\_\_\_ 2026    \$ \_\_\_\_\_ 2027

This bid is accompanied by a Certified or a Treasurer's check made payable to the Treasurer of Mt. Lebanon, Pennsylvania. It is understood that the Commission of Mt. Lebanon reserves the right to reject any or all bids.

Respectfully submitted,

Signature of Contractor \_\_\_\_\_

Print Name of Contractor \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_