Exhibit A

Scope of Work

TURF / LAWNS

Mowing
- Lawns shall be mowed weekly during growing season and as required during winter months.
- The height of mowing shall be maintained consistently to prevent scalping or burning. The mowing height shall be appropriate for the turf species.
- Excess grass clippings shall be collected and disposed of. Adjacent sidewalks and streets shall be clean of clippings.
- Mowing patterns shall be alternated each week to prevent ruts and compaction.

Edging
- All lawn edges along sidewalks and curbs shall be edged before each mowing during the active growing season (March through October) and as required for appearance for the remainder of the year.
- Edging shall be performed with a blade type mechanical edger. The cut edge should appear clean and straight.
- A monofilament line trimmer shall be used to trim around obstacles within the lawn area. Care shall be taken to insure that the bark of trees and shrubs are not damaged or stripped by the line trimmer.
- Lawn sprinkler heads shall only be edged to allow proper distribution of water.

Fertilization
- March: apply “complete” fertilizer 16-6-8 at a rate of 6 pounds actual nitrogen per 1000 square feet.
- May: apply nitrogen only fertilizer at a rate of 6 pounds per 1000 square feet.
- July: apply nitrogen only fertilizer at a rate of 6 pounds per 1000 square feet.
- October: apply nitrogen only fertilizer at a rate of 6 pounds per 1000 square feet.

Re-seeding
- Re-seed all turf with Rye in the month of November.
- Drop mower 1 setting and over seed.

GROUND COVER

Trimming
- Established ground coverings bordering sidewalks and curbs shall be edged, trimmed and weeded as often as necessary to maintain appearance and prevent encroachment.
- Ground cover shall not be allowed to grow up walls, buildings or other obstacles except where directed by the Facilities Department.
- Ground covers shall not be allowed to touch or cover the crowns of shrubs and trees.
- Some ground covers may require cutting back to remove woody growth and promote vigor. This shall be performed at the direction of the Facilities Department.
Fertilization

- March: apply “complete” fertilizer 16-6-8 at a rate of 6 pounds actual nitrogen per 1000 square feet.
- May: apply nitrogen only fertilizer at a rate of 6 pounds per 1000 square feet.
- July: apply nitrogen only fertilizer at a rate of 6 pounds per 1000 square feet.
- October: apply nitrogen only fertilizer at a rate of 6 pounds per 1000 square feet.
- Apply a post or pre-emergent two (2) times annually.

SHRUBS AND VINES

General Care

- All shrubs and vines checked weekly for any breakage, damage, disease, fungus, insect infestation or special water or fertilization needs. The Facilities Department shall be notified immediately of any concerns and recommended remedies.

Pruning

- Shrubs and vines should be pruned to maintain growth within space limitations, to maintain or enhance the natural growth habit, or to eliminate diseased or damaged growth. Some species shall be trimmed appropriately to influence flowering and fruiting, or to improve vigor.
- Shrubs and vines must be trimmed as needed to permit unobstructed passage to residents or vehicles. Trimmed near vehicle entry or exits shall be carried out to prevent sight restrictions.
- Shrubs shall be pruned to conform with the design concept of the landscape. Individual shrubs shall not be clipped into balled or boxed forms, except where specifically instructed.
- Vines shall be pruned to control growth and direction, and shall not be allowed to grow over windows, doors or other structural features, unless directed by a representative of the Facilities Department. Vines shall not be allowed to grow over the crowns of shrubs or trees.

Fertilization

- Most shrubs and vines should be fertilized annually. Plants that have reached maturity may not require fertilization.
- All actively growing plants, not yet mature, shall be fertilized yearly during the months of February through March. Apply an appropriate slow release, long lasting complete fertilizer, controlled release fertilizer, or plant tablets at the manufacturer’s recommended application rate.
- All plants shall be observed for nutrient deficiencies and treated to correct deficiencies throughout the year. Nutrient deficiency shall be brought to the attention of the Facilities Department and properly identified prior to treatment.

TREES

General Care

- All trees shall be checked weekly for any breakage, damage, disease, fungus, insect infestation or special water or fertilization needs. The Facilities Department shall be notified immediately of any concerns and recommended remedies.
- Watering basins of 8” – 12” in diameter shall cleared and be properly maintained.
- All tree stakes, ties and guys shall be inspected monthly and adjusted as needed to prevent girdling and promote healthy straight growth. The Facilities Department shall be notified immediately for replacement of broken stakes or guys. Stakes should only be removed once the trunk has reached at least 4” in diameter.
Pruning
- All trees shall be allowed to grow to their natural genetic form and size, unless otherwise approved by the Facilities Department.
- All trees shall be pruned to promote structural strength and to accentuate the natural form and features of the tree.
- Pruning must be carried out to permit unobstructed passage to pedestrians and motor vehicles and to prevent sight restrictions on playgrounds and near intersections. This means that branches should be maintained at 7 ½ ft above sidewalks and 12 ft above vehicular areas.
- Stripping of lower branches (“raising up”) of young trees shall be permitted. Lower branches shall be retained in a “tipped back” or pinched condition with as much foliage as possible to promote trunk caliper. Lower branches should be cut off only after the tree is able to stand erect without stacking or other support.
- Thinning of certain species and individual specimens may be required to prevent wind damage. Suckers, water spouts, rubbing and heavily laden branches shall be removed to provide less wind resistance.
- Trees shall be trimmed annually, when the flower stalks have developed, but before flowering has occurred, typically the months of April or May 15.

Fertilization
- Most trees shall be fertilized annually, in the spring, with a complete fertilizer. Fertilization of mature trees shall be required only if the trees show a definite need for fertilization.
- Fertilizer shall be applied around the tree, approximately halfway between the trunk and the drip line, at the rate of one-half pound of nitrogen per inch of trunk diameter measured at four feet above the soil line.
- All trees shall be observed for signs of nutrient deficiencies and treated to correct deficiencies throughout the year.

WEED CONTROL

General Care
- All areas shall be kept free of weeds. Chemical and/or mechanical means may be used as appropriate.
- All areas with natural ground shall be inspected for weeds on a weekly basis. Weeding shall remove any undesirable or misplace plant.
- Bermuda grass or any other noxious weed shall not be allowed to establish.
- Before applying herbicides, the type of weed shall be identified and the control selected accordingly, using the most effective control for the species, the location and the season.
- Weeds shall not be allowed to grow in paved areas such as driveways, walks, curbs, gutters, etc. Weeds may be removes manually or sprayed with a herbicide. Dead weeds shall be removed from the paved areas.
- Weeds shall be controlled in turf areas. Mowing is not an acceptable method for weed control.

Pre-Emergent Control
- All areas with natural ground may be treated with pre-emergent herbicide up to two (2) times yearly if necessary: in spring between February and March and in fall between October and November. The pre-emergent must receive 0.511 of rain or be watered within 10 days of application.
- Facilities shall be provided with the labeling (MSDS) for each herbicide proposed before the product is applied.
• Areas designated as a class garden shall be identified by Facilities and shall not be treated with pre-emergent herbicide.

**DISEASE AND PEST CONTROL**

• All chemical controls must be applied under the supervision of a licensed and qualified pest control applicator, following the procedures set forth in the labeling of the product, as required by law.
• Healthy plants and lawns should be able to withstand minor disease and insect damage without controls. Routine application of pesticides shall not be practiced.
• Where unusually high infestations occur, an accurate identification of the disease or insect shall be made and the control selected with care, prior to application.
• Facilities shall be provided with the labeling (MSDS) for each pesticide used before a product is applied.
• Gophers shall be trapped or controlled with approved bait.

**IRRIGATION**

• The Contractor shall receive all irrigation in a sound working order at the beginning of the contract. Any malfunctions shall be reported to the Facilities Department immediately at the onset of the contract. Approved repairs will be at the cost of OCHS.
• Irrigation and sprinkling will be performed by contractor, as well as all maintenance of the irrigation systems.
• Watering shall be scheduled for evening and night-time hours unless specifically stated otherwise by the Facilities Department.
• Perform sprinkler check/inspection after each mowing. Inspect for broken or clogged heads, malfunctioning or leaking calves, or any other conditions that may prevent the system from operating properly. Adjust and clean heads as necessary to ensure proper coverage of landscaping material.
• Turf, ground cover and weeds shall not be permitted to grow over sprinkler heads.
• Report and flag all water leaks and/or system malfunctions to the Facilities Department immediately.
• Repairs to irrigation system components or sprinkler equipment damaged by Contractor due to Contractor neglect or mowers or equipment operated by the contractor shall be the responsibility of the contractor, at no cost to OCHS. If repair work is not accomplished in a timely manner, Facilities shall have work completed and deduct loss from monthly payment.
• Repairs to irrigation system components or sprinkler equipment due to normal wear and tear, vandalism, accidental breakage by someone other than the contractor or “Acts of God” shall be the responsibility of OCHS. The contractor shall notify the Facilities Department immediately of necessary repairs. All such repairs require prior approval from OCHS.
• The contractor is required to employ the necessary qualified irrigation technician(s) to maintain and repair all irrigation systems on the properties. The contractor shall maintain a reasonable inventory of commonly required repair parts on the service vehicle in order to facilitate prompt irrigation system repairs.
• Irrigation repairs shall be made with the same brand, make, and model of component where the use of a different part will adversely affect the system efficiency (i.e. sprinkler heads and emitters.)
• The irrigation shall be operated at an appropriate seasonal schedule, using the least amount of water necessary to maintain growth, health, and vigor of all landscape plant material.
• Irrigation controllers shall be re-programmed in order to match plant material water needs and at a minimum of seasonally.
• The contractor shall maintain a log of current sprinkler station times. A copy of the log shall be given to the Facilities Department upon request. The log shall include, but is not limited to:
  o Controller location
  o Scheduled Days to Run
  o Start times
  o Station Locations
  o Each Station Run Times
  o End Time
  o Contractor’s Employee Initial and Date
• When a sufficient amount of rainfall has occurred, the contractor will turn off the irrigation system until it is necessary to water again. A properly adjusted automatic rain shut off device may be used for this purpose.

DEBRIS REMOVAL

• Litter and trash including leaves, rubbish, paper, bottles, cans, rocks, gravel, and other debris shall be removed from all areas on a weekly basis.
• Hardscape (i.e. sidewalks, patios, driveways) shall be swept or blown free of debris weekly.
• All refuse resulting from maintenance operation of properties shall be disposed of at locations designated by the Center Directors.

SURFACES

• All soil shall be re-graded, as necessary, on a weekly basis.
• Paved sidewalks, medians, bike-paths and patio areas shall be swept or blown off with a power blower on a weekly basis.

REPLANTING AND EXTRA WORK

• Plant material which dies through the fault or neglect of the contractor or due to preventable circumstances, shall be replaced with a specimen of the same species and of equal or similar size as the plant lost, at no cost to the owner. This must be coordinated with the Facilities Department.
• Additional work may be requested by the Facilities Department from time to time. Such requests shall be the responsibility of OCHS. All such work will require prior approval from OCHS.
• Times of Service: Work may not be completed while children are present outdoors (drop-off and pick-up, and recess). Center schedules enclosed. See Exhibit E - Service Delivery Locations.
• Weekly Service billed monthly to Facilities Department 2501 S. Pullman Street Santa Ana, CA 92705