

EXHIBIT E-1

SCOPE OF SERVICES PROPERTY MANAGEMENT NJEDA TECH CENTRE EXPANSION North Brunswick, NJ

See attached property description

Landscape/Ground Maintenance Services

The successful Firm will provide landscape and ground maintenance services for the NJEDA Tech Centre Expansion as defined in the Scope of Services outlined in this RFQ/P. Should the successful Firm identify any additional services which have not been included in this Scope of Services it must include those services in its Proposal and list them as additional services. The successful Firm will be responsible for providing annual landscape and ground maintenance as defined in this RFQ/P. It should be noted in the Proposal whether or not the successful Firm will provide these services with in-house staff or will subcontract for these services. Where services are proposed to be provided through in-house staff by the successful bidder, NJEDA may require the successful Firm to obtain quotes for such services from subcontractors in order to assure that the amounts being charged for services to be provided by in-house staff are fair and reasonable.

- a. Mowing of Grass (Bi-Weekly) - During the months of April through October the grass shall be cut bi-weekly. Mowers will be kept sharp and in good condition at all times during mowing. The grass blades will be cut sharply and cleanly. Turf will be cut evenly so that no ridges remain in the finished cut. The direction of mowing will be alternated so as to minimize ruts and matting. Appropriate mowing equipment and patterns will be employed to permit recycling of clippings where possible. Mowing height in the summer will be set at 3" so as to encourage a deeper root system. Mowing height for the last cutting will be lowered to 2-1/2". This is to prepare the turf areas for winter and to discourage turf diseases which occur when tall grass is matted down by snow.
- b. Policing Grounds - The successful Firm will inspect the property and remove papers and other debris prior to each mowing. The successful Firm will not use any on site location or trash container for the depositing of landscape debris accumulated due to work performed. During the winter season, the successful Firm will inspect the property and remove papers and other debris on a monthly basis.

- c. Quality Control - Bi-weekly services will be performed on the same day(s) each week or as close to that day as possible. The successful Firm will monitor the performance of the landscape Scope of Services, by either the successful Firm's own forces or its subcontractor to ensure that quality services are being provided. The NJEDA reserves the right to direct the successful Firm to extend the time period between grass cuttings as necessary during extended periods without significant rainfall.
- d. The successful Firm will be responsible for estimating, planning, scheduling, budgeting and accounting for all costs and manpower associated with contract activities, including the successful Firm's procurement functions as directed by the NJEDA.

NJEDA TECH CENTRE EXPANSION
NORTH BRUNSWICK, NEW JERSEY

Project Description

The New Jersey Economic Development Authority (“NJEDA”) owns approximately 25 acres of vacant land in North Brunswick, New Jersey (as delineated on the attached map).

