

CHEROKEE CABLEVISION / BALSAMWEST FIBERNET, LLC

# SCOPE OF WORK

Site & Grounds Maintenance Services — Tower, Hut, and Fiber Cabinet Locations

| Item             | Detail                                                                                    |
|------------------|-------------------------------------------------------------------------------------------|
| Issued by        | Cherokee Cablevision / BalsamWest FiberNet, LLC                                           |
| Owner contact    | John Green, Outside Plant Manager — Cablevision<br>jagreen@balsamwest.net   828.508.6225  |
| Document purpose | Definition of recurring property maintenance services for competitive bid                 |
| Sites in scope   | 39 sites — 4 towers, 4 huts, 31 fiber cabinets; see Section 3                             |
| Service area     | Qualla Boundary and adjacent areas — Swain, Jackson, and Haywood Counties, North Carolina |
| Document date    | Aug 24 2026                                                                               |
| Bid due date     | <b>TBD</b>                                                                                |
| Contract term    | <b>1 year</b>                                                                             |

## 1. Purpose

The purpose of this Scope of Work ("SOW") is to define the recurring property maintenance services required to keep Cherokee Cablevision and BalsamWest FiberNet communications sites in a clean, safe, functional, and well-maintained condition.

These sites house active fiber-optic and radio communications infrastructure serving the Qualla Boundary and surrounding communities. Maintenance is therefore not cosmetic: overgrown vegetation, blocked access drives, failed drainage, and pest intrusion directly threaten service continuity, restrict emergency repair access, and create safety hazards for field technicians.

Bidders are expected to review this document, inspect the site locations listed in Exhibit A.

## 2. Site Classifications

Sites fall into three classes. Service requirements differ by class; bidders must account for all three.

| Class        | Description                                                                                                                                                                                                                                                                                                  |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tower Site   | Fenced or gated compound containing a communications tower, equipment shelter or cabinet, and supporting infrastructure. Typically remote, at elevation, and reached by unpaved access road. Compound areas are generally graveled with vegetated perimeters and access-road shoulders requiring management. |
| Hut Site     | Building or shelter housing fiber-optic transport and distribution equipment, typically with an adjacent parking or turnaround area, walkways, and a landscaped or grassed perimeter. Located in or near populated areas.                                                                                    |
| Cabinet Site | Ground-mounted outdoor fiber distribution cabinet, generally on a concrete or gravel pad within road right-of-way or a small easement, with associated pedestals, ground rods, and bollards. Small footprint, high site count, roadside exposure.                                                            |

### 3. Site Inventory

The sites in scope as of the date of this SOW are summarized below and listed individually, with address and/or GPS coordinates, in Exhibit A.

| Site class          | Documented | Projected | Notes                                                             |
|---------------------|------------|-----------|-------------------------------------------------------------------|
| Tower sites         | 4          | 4         | Complete                                                          |
| Hut sites           | 4          | 4         | Complete                                                          |
| Fiber cabinet sites | 31         | 36        | Up to 5 additional cabinets pending completion of the fiber build |
| <b>Total</b>        | <b>39</b>  | <b>44</b> |                                                                   |

#### 3.1 Basis of Bid and Site Count Adjustment

Bidders shall base their lump-sum annual price on the **39 documented sites** listed in Exhibit A. The bid form in Exhibit B additionally requires a stated per-site annual add/deduct rate for each site class. That rate — not renegotiation — will be used to adjust the contract price as the remaining cabinets are energized, or as sites are otherwise added or retired during the term.

*Bids that do not include per-site add/deduct rates may be considered non-responsive.*

### 4. Scope of Services

The Contractor shall furnish all labor, supervision, vehicles, equipment, fuel, tools, materials, licensing, and disposal necessary to perform the following at every site listed in Exhibit A, as applicable to that site class.

#### 4.1 Vegetation Management

- Mow all grassed and herbaceous areas within the site boundary, compound fence line, and maintained shoulder of the access drive. Maintain turf at a cut height of three (3) to four (4) inches; do not scalp.
- Trim and edge around all cabinets, pedestals, huts, shelters, generator pads, propane tanks, bollards, guy anchors, fence lines, gates, signage, walkways, and structures so that no vegetation contacts equipment or obstructs cabinet doors, vents, or hatches.
- Maintain a minimum three (3) foot clear, vegetation-free working radius around every cabinet, pedestal, and equipment enclosure, and a clear, unobstructed swing path for all doors and access panels.
- Cut back and remove brush, saplings, briars, kudzu, and other woody or vining growth encroaching on the site, fence line, or access drive.
- Maintain overhead and lateral clearance along access drives sufficient for a full-size bucket truck or service vehicle — minimum fourteen (14) feet vertical and twelve (12) feet horizontal — by trimming encroaching limbs and brush.
- Remove vegetation growing through gravel compounds, pads, walkways, and fence fabric.
- Vegetation control by chemical means is permitted only with prior written Owner approval, only by a North Carolina-licensed applicator, and only using products labeled for the site conditions. **Chemical vegetation control is prohibited within any area draining to surface water without written Owner approval.**

#### 4.2 Debris, Leaf, and Trash Removal

- Remove leaves, pine straw, limbs, downed branches, cuttings, and other yard debris from all site areas, walkways, compounds, drainage structures, and access drives.
- Blow or sweep all clippings and debris off walkways, pads, drives, and gravel surfaces on completion of each visit. Blowing debris into drainage structures, ditches, culverts, or waterways is prohibited.

- All debris and trash shall be hauled off site and lawfully disposed of by the Contractor at the Contractor's expense. Stockpiling, burning, or on-site disposal is prohibited unless authorized in writing by the Owner.

#### 4.3 Pest and Nuisance Wildlife Control

- Stinging-insect nests at, on, in, or adjacent to any cabinet, pedestal, hut, shelter, fence line, or gate shall be exterminated and the nest physically removed. These sites routinely host aggressive hornet and yellow jacket colonies that present a serious hazard to field technicians working in confined spaces at cabinets and enclosures. Knockdown without nest removal is not acceptable; nests shall be eliminated at the source so they are not rebuilt.

#### 4.4 Inspection and Hazard Reporting

At every visit the Contractor shall walk the site and report, in the visit report required by Section 7:

- Damage to fencing, gates, locks, signage, bollards, or pads.
- Visible damage to cabinets, pedestals, conduit, riser guard, ground wire, or exposed cable.
- Evidence of unauthorized entry, vandalism, theft, or attempted theft.
- Standing water, fuel or fluid leaks, open enclosures, or any other unsafe condition.

Conditions posing an immediate risk to safety, security, or service continuity shall be reported to the Owner by telephone **the same day**, in addition to the written visit report.

### 5. Service Frequency and Schedule

| Period              | Dates                 | Frequency | Approx. visits per site   |
|---------------------|-----------------------|-----------|---------------------------|
| Growing season      | April 1 – October 31  | Biweekly  | 15                        |
| Winter season       | November 1 – March 31 | Monthly   | 5                         |
| <b>Annual total</b> |                       |           | <b>20 visits per site</b> |

- The Contractor shall submit a proposed annual service calendar within fifteen (30) days of award, identifying the planned week of each visit by site or site group.
- Visits shall be performed during daylight hours, Monday through Friday, unless otherwise approved by the Owner.
- Visits delayed by weather, road conditions, or site access shall be rescheduled and completed within ten (10) calendar days, and the delay noted in the visit report.
- The Owner may adjust frequency by site or season based on observed growth rates and site conditions; price adjustment, if any, shall be made using the per-visit rates.
- Winter access to tower sites may be limited by snow, ice, or road conditions. The Contractor shall not attempt access under unsafe conditions and shall notify the Owner when a scheduled visit cannot be safely made.

### 6. Protection of Communications Infrastructure

**This section is a material requirement of the contract.** The single most common cause of damage during grounds maintenance at fiber sites is contact between string trimmers, mowers, and edging equipment and buried or surface-mounted plant. A single severed drop or damaged ground can take customers out of service and generate repair costs far exceeding the value of this contract.

- The Contractor shall not strike, contact, or operate string trimmers, mowers, edgers, or blades against fiber pedestals, cabinets, cabinet skirts, conduit, riser guard, ground wires, ground rods, bonding straps, warning signage, bollards, guy wires, or grounding conductors.
- Cabinet, pedestal, hut, and shelter doors and enclosures shall not be opened by the Contractor at any time. The Contractor has no authorization to access equipment interiors.

- No digging, trenching, staking, augering, or ground penetration of any kind shall be performed without prior written Owner approval and required utility locates (NC 811).
- Equipment shall not be parked, staged, or driven over cabinet pads, pedestals, buried conduit routes, ground fields, or guy anchors.
- Snow, ice, mulch, gravel, soil, and clippings shall not be piled against cabinets, vents, or enclosure bases.
- Any contact with or damage to Owner plant — however minor, and whether or not service is affected — shall be reported to the Owner **immediately by telephone** and documented with photographs. Concealment or non-reporting of damage is grounds for immediate termination.
- The Contractor shall be responsible for the cost of repair and restoration of any Owner or third-party plant damaged by the Contractor or its personnel.

## 7. Access, Security, and Safety

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- Tower and hut sites are secured. Gate keys, lock combinations, or access codes will be issued to the Contractor at award and shall not be duplicated, shared, or transferred. Loss shall be reported immediately.
- Tower sites contain active radio-frequency transmitting equipment. The Contractor shall observe all posted RF notices and warning signage, shall remain within ground-level compound areas, and shall not climb, ascend, or work on any tower, antenna, mount, or elevated structure under this contract.
- No work shall be performed inside any hut, shelter, cabinet, or equipment enclosure.
- The Contractor shall provide and require appropriate personal protective equipment, including eye and hearing protection, and high-visibility apparel for all work within or adjacent to roadway right-of-way.
- Cabinet sites located within road right-of-way shall be worked in compliance with applicable NCDOT and tribal traffic-control requirements. The Contractor is responsible for its own traffic control devices where required.
- Contractor vehicles and personnel shall be identifiable. The Owner may require personnel identification and background screening.
- The Contractor shall be responsible for any third-party site access protocols, escort requirements, or check-in procedures applicable to sites not owned by the Owner.

## 8. Reporting and Documentation

- The Contractor shall submit a written visit report for every site visit, delivered to the Owner within five (5) business days of the visit.

Each report shall include, at minimum:

- Site identifier, date, arrival and departure times, and personnel on site.
- Work performed.
- Dated photographs of overall site condition before and after service.
- Pest control performed
- Any site not serviced, and why.
- Reports may be submitted in the Owner's preferred electronic format. The Owner may specify a reporting template or platform at award.
- The Contractor shall maintain records of pesticide application as required by North Carolina law and furnish copies on request.
- Invoicing shall be monthly in arrears, itemized by site and visit, and shall reference the corresponding visit reports.

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## 9. Contractor Qualifications and Insurance

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- The Contractor shall be properly licensed to perform the work in North Carolina and shall hold a current North Carolina Pesticide Applicator license for any chemical vegetation or pest control performed.
- The Contractor shall furnish all equipment necessary to service remote, sloped, and unpaved sites, including vehicles capable of reaching mountaintop tower locations by unimproved access road.
- The Contractor shall provide references for comparable multi-site or utility grounds maintenance work.
- The Contractor shall maintain insurance in at least the following amounts and furnish certificates naming the Owner as additional insured prior to commencing work:
- The Contractor is an independent contractor and is responsible for its personnel, subcontractors, taxes, and compliance with all applicable federal, state, tribal, and local law.
- Subcontracting of any portion of the work requires prior written Owner approval.

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## 11. Performance and Acceptance

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- The Owner may inspect any site at any time. Work not meeting the requirements of this SOW shall be corrected at the Contractor's expense within five (5) business days of notice.
- Repeated failure to perform scheduled visits, submit visit reports, re-secure sites, or report damage is grounds for termination.

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## 12. Bid Submission Requirements

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To be considered responsive, a bid shall include:

- The annual lump-sum price, per-site add/deduct rates, and time-and-materials rates.
- A statement of the Contractor's understanding of the scope and any clarifications, exceptions, or assumptions taken.
- Evidence of licensing, including pesticide applicator licensing.
- Certificates of insurance or a letter of insurability at the required limits.
- References for comparable work.
- A description of crew size, equipment, and proposed routing or site grouping.

*Bidders are strongly encouraged to inspect the sites in Exhibit A before bidding. Site conditions vary substantially between roadside cabinets and remote mountaintop tower compounds, and the Owner will not entertain post-award price adjustment based on conditions that a site inspection would have revealed.*

## Exhibit A — Site Locations

Coordinates are decimal degrees (WGS 84), latitude then longitude, and may be entered directly into any mapping application. Where a street address is a road intersection or a reference to a nearby structure, the coordinates are authoritative.

### A.1 Tower Sites

| Site           | Address           | Locality          | Coordinates           |
|----------------|-------------------|-------------------|-----------------------|
| Mount Noble    | 5090 Mt Noble Rd  | Cherokee, NC      | —                     |
| Long Branch    | 76 Long View Ln   | Cherokee, NC      | —                     |
| Birdtown Tower | 683 Jim Bowman Dr | Cherokee, NC      | —                     |
| Soco Tower     | Old Saltmine Rd   | Maggie Valley, NC | 35.499823, -83.161022 |

**Note:** Coordinates for Mount Noble, Long Branch, and Birdtown Tower should be added prior to issuing for bid, as a street address at a mountaintop site is frequently insufficient to locate the access gate.

### A.2 Hut Sites

| ID  | Zone                  | Address                            | Coordinates           |
|-----|-----------------------|------------------------------------|-----------------------|
| 1-1 | Birdtown              | 1212 Birdtown Rd                   | 35.468684, -83.352293 |
| 2-1 | Big Cove / Yellowhill | 1416 Acquoni Rd                    | 35.495209, -83.307572 |
| 3-1 | Wolfetown             | 2339 Old Mission Rd / Wolfetown Rd | 35.466637, -83.275793 |
| 4-1 | Whittier              | Whittier, Nc                       | 35.436898, -83.360629 |

### A.3 Fiber Cabinet Sites

31 cabinets documented. The fiber build is projected to total 36 cabinets; see Section 3.1 for how the remaining 5 will be priced.

#### Birdtown — 8 cabinets

| ID  | Address / Location                   | Coordinates           |
|-----|--------------------------------------|-----------------------|
| 1-2 | 200 Fisher Branch Rd                 | 35.468380, -83.364544 |
| 1-3 | 8 Carol Beck / Goose Creek Rd        | 35.465531, -83.368607 |
| 1-4 | 536 Wagon Wheel Gap Rd               | 35.468681, -83.381424 |
| 1-5 | 39 Julie Ann Taylor Rd / Jess Nation | 35.457254, -83.357535 |
| 1-6 | 1751 Adams Creek Rd                  | 35.477466, -83.354560 |
| 1-7 | 1122 Adams Creek Rd                  | 35.484418, -83.353343 |
| 1-8 | 1357 Old Number 4 Rd / Cooper Rd     | 35.471372, -83.342377 |
| 1-9 | Birdtown Rd / Owle Branch Rd         | 35.475185, -83.334198 |

**Big Cove / Yellowhill — 10 cabinets**

| ID   | Address / Location                 | Coordinates           |
|------|------------------------------------|-----------------------|
| 2-2  | 16 Grassy Branch Rd / Big Cove Rd  | 35.502840, -83.296272 |
| 2-3  | 478 Sherrill Cove Rd               | 35.528288, -83.277779 |
| 2-4  | 9 Tom Bradley Rd                   | 35.549616, -83.266452 |
| 2-5  | 1373 Tow String Rd                 | 35.551458, -83.284045 |
| 2-6  | Big Cove Rd / Bunches Creek Rd     | 35.558723, -83.248518 |
| 2-7  | Big Cove Rd / Henry Calhoun        | 35.571443, -83.257940 |
| 2-8  | 13 Mollie Blankenship / Acquoni Rd | 35.492128, -83.312010 |
| 2-9  | 690 Yellowhill Rd                  | 35.484310, -83.305543 |
| 2-10 | Old River Rd / Screamer Rd         | 35.468828, -83.318288 |
| 2-11 | Old River Rd Past House 406        | 35.472533, -83.315112 |

**Wolfetown — 10 cabinets**

| ID   | Address / Location                   | Coordinates           |
|------|--------------------------------------|-----------------------|
| 3-2  | 11 Stamper Rd / Painttown Rd         | 35.468982, -83.293945 |
| 3-3  | 75 Painttown Rd                      | 35.470900, -83.308277 |
| 3-4  | 11 Tom George Rd / Old Mission Rd    | 35.455877, -83.281310 |
| 3-5  | 22 Don Maney Rd / Wrights Creek Rd   | 35.475746, -83.282327 |
| 3-6  | Big Witch Rd By House 991            | 35.490056, -83.244879 |
| 3-7  | Wrights Creek Rd / Bradley Branch Rd | 35.499419, -83.254667 |
| 3-8  | Wolfetown Rd / Moody Reid Rd         | 35.466823, -83.270016 |
| 3-9  | Wolfetown Rd / Long Branch Rd        | 35.468201, -83.260016 |
| 3-10 | Washington Creek Rd / Wolfetown Rd   | 35.465095, -83.239960 |
| 3-11 | Old Soco Rd / By House 871           | 35.477608, -83.206354 |

**Whittier — 3 cabinets**

| ID  | Address / Location                | Coordinates           |
|-----|-----------------------------------|-----------------------|
| 4-2 | 51 River Ridge Estates            | 35.442052, -83.364803 |
| 4-3 | 5580 Ela Rd                       | 35.448441, -83.377461 |
| 4-4 | 4161 Ela Rd / Governors Island Rd | 35.452253, -83.399160 |