

**EXHIBIT 1  
RFP 20-0022**

**Mowing and Landscaping Maintenance Services**

**1. Scope of Services**

Contractor(s) shall provide equipment, materials, and necessary labor to provide year round turnkey Mowing and Landscaping Maintenance Services for the SJRA service areas. **Contractors may submit bid for one or more Divisions; however, all locations and items must be priced for any one Division.** The SJRA services areas include Conroe, TX, The Woodlands, TX and Highlands, TX at the five locations listed below:

- 1) **G & A Division (General and Administration) – 1577 Dam Site Road, Conroe, Texas 77304**  
*Includes Administration Office Building, Parking Garage, parking lot, driveways and surrounding area; begins at gate on road atop the dam, includes the slope of dam, proceeds down the slope including 6' off hill and straight across to fence. This office is the main location for the SJRA and attention to detail is paramount, one (1) location.*

*Area also include mowing of 6' wide strip outside fence on east side of property onto private property.*

*Mow Frequency:*

*Growing Season (March 1 – September 30) Four (4) mows/month*

*Dormant Season (October 1 - February 28/29) Two (2) mows/month*

*Thirty-eight (38) total mows per year – 2<sup>nd</sup> & 4<sup>th</sup> week (Monday, Tuesday, Wednesday only)*

- 2) **Lake Conroe Division – 1561 Dam Site Road, Conroe, Texas 77304**  
*Includes Division Office Building and surrounding area, one (1) location.*

*Mow Frequency:*

*Growing Season (March 1 – September 30) Four (4) mows/month*

*Dormant Season (October 1 - February 28/29) Two (2) mows/month*

*Thirty-eight (38) total mows per year – 2<sup>nd</sup> & 4<sup>th</sup> week (Monday, Tuesday, Wednesday only)*

- 3) **GRP (Groundwater Reduction Plan) Division – 11998 Pine Valley Drive, Conroe, Texas 77304**  
*Includes one Operations Office Building and the Surface Water Treatment Plant to include the Dirt Mound, one (1) location; two (2) sections.*

*No Chemical Applications are required for GRP Division unless specifically requested by the SJRA Division Representative. If requested, the Contractor shall provide quote as an Extra Services Items.*

*No equipment is permitted on the hills. At base of hill up to 3 feet off grade shall be mowed where slope permits or maintained with a weed eater.*

*Contractor should be aware of SJRA vehicles moving about the plant and take care not to impede them as well as maintain a safe distance.*

*Mow Frequency:*

*GRP Operations Office Building, Section 1*

*Growing Season (March 1 – September 30) Two (2) mows/month*

*Dormant Season (October 1 – February 28/29) One (1) mow/month*

*Nineteen (19) mows per year*

*GRP Surface Water Treatment Plant, Section 2*

*One (1) mow/month year round*

*Twelve (12) mows per year*

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- 4) **Highlands Division** – 1108 E. Canal, Highlands, Texas 77562 (bidding as scheduled and as on call)

*Includes Acreage Mowing of approximately 27-mile system of canals:*

*South Canal  
Main Canal  
East Canal*

*Highlands Reservoir and Levee (1400-acre staging reservoir)*

*Lake Houston Pump Station  
East Canal Transfer Station  
South Canal Pump Station*

*Mow Frequency:*

*South, Main and East Canals  
Five (5) mows per year*

*Highlands Reservoir Levee, Lake Houston Pump Station, East Canal Transfer Station, South Canal Transfer Pump Station*

*Twenty-four (24) mows per location per year*

- 5) **Woodlands Division** – 2436 Sawdust Road, The Woodlands, Texas 77380

*Includes Administrative Office Buildings and Maintenance Buildings Complex (to include the general area surrounding the main entrance) Water and Waste Water Infrastructure sites, fifty-seven (57) locations.*

*Weed eating: Certain areas within WWTP 1 and 2 plant grounds are excluded from this specification.*

*Fenced sites – weed eat fence lines inside and outside and mow 3' strip outside of fence.*

*Mow Frequency (all locations):*

*Growing Season (April 1 – September 30) Four (4) mows/month*

*Dormant Season (October 1- March 31) Two (2) mows/month*

*Thirty-six (36) mows per location per year*

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<b>SUMMARY MATRIX SCOPE OF SERVICES BY DIVISION</b>						
Item No.	Scope of Services	Division				
		G & A	Lake Conroe	GRP	Highlands	Woodlands
10	Mow Turf Areas/Acreage Areas	X	X	X	X	X
	Mow Frequency (cuts per year)	38	38	31	see above	see above
11	Weed Eating	X	X	X	X	X
11	Weed Control (Chemical)	X	X	-	-	-
11	Weed Removal (By hand)	X –Beds, hardscapes	X –Beds, hardscapes	-	-	-
11	Edging (curbs, aprons)	X	X	-	-	-
12	Litter, Trash and Debris Removal	X	X	X	X	X
13	Chemical-Fertilizer	X - 2/yr. March/Oct	X - 2/yr. March/Oct	-	-	-
13	Chemical-Pesticides	Extra Services Item	Extra Services Item	Extra Services Item	Extra Services Item	Extra Services Item
13	Chemical-Ant Bait/Spot Treatment	X	X	-	-	-
14	Pruning/Trimming, Hedges, Shrubs, Trees	X	X	-	-	-
15	Mulch Application	Other Unit Priced Item	Other Unit Priced Item	Other Unit Priced Item	Other Unit Priced Item	Other Unit Priced Item
16	Minor Irrigation Repairs	Other Unit Priced Item	Other Unit Priced Item	Other Unit Priced Item	Other Unit Priced Item	Other Unit Priced Item

**X** – Perform on regularly scheduled visits.

**Other Unit Priced Item** – as requested by SJRA Division Representative, installed on a regularly scheduled visits (no extra mobilization charge incurred).

**Extra Services Item** – only as needed, SJRA Division Representative shall request a quote and provide authorization to proceed.

**1.1 Comprehensive Services:** This contract is a comprehensive services contract. Each Division shall have a SJRA Division Representative to interface with the Contractor. The Contractor shall perform all work necessary utilizing acceptable horticulture practices for the exterior ground landscaping maintenance services. Services may include the following:

- 1.1.1.1.1 Turf Mowing/Acreage Mowing
- 1.1.1.1.2 Edging (with an edger in specific areas)
- 1.1.1.1.3 Weed Control/Weed Removal - Mechanical (Weed Eating and/or by hand)
- 1.1.1.1.4 Weed Control/Weed Removal – Chemical Herbicide
- 1.1.1.1.5 Litter, Trash, and Debris Removal
- 1.1.1.1.6 Chemicals (Fertilizer, Herbicide, Fungicide, Pesticide)
- 1.1.1.1.7 Pruning/Trimming of Shrubs and Trees
- 1.1.1.1.8 Mulch Application
- 1.1.1.1.9 Minor Irrigation Repairs
- 1.1.1.1.10 Other Unit Priced Items (installed materials, plants, trees, bull rock, sod, Bermuda grass seed; hydro mulch services, watering services, minor irrigation services)
- 1.1.1.1.11 Extra Services Items (quoted as needed)

**1.2 Mobilization:** Mobilization and all other costs for performing scheduled maintenance that are included in the specifications and bid pricing. No separate mobilization costs for “other unit priced” items. No separate mobilization charge for “extra services items” without written approval from the SJRA Division Representative. Please note: the intent of the specifications is that the Contractor will perform “extra services items” at their regularly scheduled visit.

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- 1.2.1 Other Unit Priced Items:** Other Unit Priced Items are included on the proposal form. Other Unit Priced Items should be bid, "installed" in a location as directed the SJRA Division Representative. For plants, the Contractor shall submit a photo to the SJRA Division Representative for approval ahead of delivery, which shows size and color. The Contractor shall not deliver or install any materials without written approval from the SJRA Division Representative.
- 1.2.2 Extra Services Items:** Extra Services items, of the same general category of this RFP, may be required. Extra Services items shall be quoted separately according to the nature of items. The **written consent** and authorization of the SJRA Division Representative **must** be obtained prior to the performance or installation of such "extra services items" and prior to Contractor purchasing any chargeable materials.

**2 Methods of Operation:**

- 2.1 Pre-performance Conference:** Prior to beginning operations, SJRA Representative will arrange a pre-performance meeting with the Contractor. The Contractor will outline a work plan for the proposed mowing and landscaping procedures while providing for the safe passage of pedestrians and vehicles. The meeting shall include specifications, site conditions and unusual conditions (approved workdays and timeframes, accessing secured premises/sites, etc.). If Contractor is awarded more than one SJRA Division, the Contractor shall coordinate services with the designated SJRA Division Representative for each SJRA Division.
- 2.2 Safety:** The Contractor shall have in place a written safety plan. The Contractor's safety program shall comply with any applicable Occupational Safety and Health Administration ("OHS") regulations and/or any applicable federal, state and local regulations.
- 2.3 Contractor Responsibility:** The Contractor is responsible for monitoring and ensuring daily operations comply with own safety plan, any applicable OSHA, federal, state and local regulations.
- 2.4 Traffic Control Devices, Signage and Standards:** if mowing services are conducted along roadways and or/driveways, the Contractor shall follow traffic control plan in compliance with Texas Manual of Uniform Traffic Control Devices ("TMUTCD").
- 2.5 Supervision of Work:**
- 2.5.1** The Contractor shall have an English-speaking on-site Lead Personnel at all times while the services are in progress with ability to communicate, follow and be able to receive, give, and understand written and verbal instructions.
- 2.5.2** The Contractor shall ensure the on-site Lead Personnel is thoroughly knowledgeable of the specifications, and shall inspect the performance of the ground crew in all areas to assure uniform and high quality workmanship at all times and in compliance with the specifications.
- 2.5.3** The Contractor shall ensure the Lead Personnel maintains continuous awareness of the quality and completeness for the work performed by personal inspections of the premises. The Contractor's Lead Personnel shall be required to inspect the grounds with the SJRA Division Representative upon request.
- 2.5.4** The Contractor shall document the dates and specific locations of services performed in a daily log containing the signature of the Lead Personnel in charge certifying performance of the services. The Contractor shall maintain a log at the Contractor's location of business and be prepared to submit this documentation for SJRA inspection upon request.

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- 3 Materials/Supplies/Equipment:** Contractor shall have all necessary materials, supplies and equipment to perform all tasks. The Contractor's equipment shall be properly maintained and in good operating condition, safe, functional and in clean condition. All mowing, edging, and weed-eating equipment utilized by the Contractor shall be the type of equipment that can properly mow and maintain the properties in their intended manner and per the specifications in this RFP. The Contractor shall be fully responsible for supplies, materials, tools and equipment to job site including unloading. The Contractor shall be fully responsible for receiving, unloading and storing all deliveries intended for the job. The SJRA will not be liable for loss or damage to supplies, materials, tools or equipment left on the job unsecured, by the Contractor before, during or after job is performed.
- 3.1 List of Equipment:** The Contractor shall include a list of equipment to be used in the execution of the services and provide with official proposal submittal.
- 3.2 Equipment Maintenance:** Equipment requiring fuel (mowers, weed eaters, blowers, trimmers, etc.) shall be repaired or re-fueled only on parking lots and/or sidewalks. Any spillage/leakage shall be completely contained and remediated immediately with absorbent material. The area must be restored to the same condition it was prior to the spill.
- 3.3 Mower Maintenance:** Mower blades shall provide a clean sharp cut of vegetation at all times. Height of mowing blades must be adjustable by the operator and suitable to the terrain to achieve a neat and uniform appearance and prompt, healthy growth of the existing grass
- 3.4 Signage:** The Contractor's vehicles should post a company sign/logo on both sides with a size of at least 12" by 18".
- 3.5 Supplies Required:** The Contractor will be required to purchase supplies to accomplish necessary tasks. All chemical products must be approved by the SJRA Division Representative and material safety data sheets provided before application. There are no pre-approved chemicals.
- 4 Attire:** All of the Contractor's Employees entering any SJRA property must be in proper working attire at all times during the execution of services. The employee shall be easily identifiable with the donning the company name and/or logo on the front and/or back of the upper article of clothing. When conducting mowing services along roadways or driveways, Personal Protective Equipment (PPE) including a Class 2 Safety vest meeting ANSI/ISEA Class 2 Standards, safety glasses, and appropriate footwear (Work Boots of Sturdy construction) are required.
- 5 Damages:** Damages resulting from services rendered under this contract will be repaired or replaced at the Contractor's expense. Failure to make repairs will be cause for delay of payment. Persistent damages are cause for termination of the contract.
- 5.1 Ruts:** Any ruts resulting from mowing or maintenance operations shall be immediately filled in or leveled off prior to the Contractor leaving the site.
- 5.2 Security Perimeter Notifications:** For security purposes, all sites have portions or the entirety of the property behind fencing. The Contractor shall immediately notify the SJRA Division Representative in the case of any damage to fencing or breach of perimeter.
- 5.3 Contractor Damage:** For damages resulting from the Contractor's negligence, the Contractor shall be obligated to arrange for immediate repair and restoration. Alternately, the Contractor shall be responsible for the entire cost of the repair/restoration if SJRA determines to independently contract for the repair/restoration.

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- 6 Work Schedule:** The Contractor shall schedule all work so as not to interfere with the particular Division Operations. The Contractor must inform the SJRA Division Representative of any deviations to previously determined schedule or specifications.
- 6.1** All work shall be completed during hours of full daylight (dawn to dusk).
- 6.2** The Contractor shall coordinate mow schedule at beginning of contract award with the SJRA Division Representative.
- 6.3** For the Woodlands Division, some Mow areas may be relatively small and spread out, the Contractor shall endeavor to leave no partially completed areas at the end of each day.
- 7 Inclement Weather:** The Contractor will make every effort to reschedule mowing and landscaping services during periods of inclement weather. Scheduling shall be coordinated with the SJRA Division Representative. The Contractor will bill for actual work and will deduct the value of services not rendered due to inclement weather or other reasons. **When inclement weather, other acts of God, or conditions of the soil will not allow for regularly scheduled maintenance services, the Contractor shall reschedule services as soon as possible. Additionally, SJRA reserves the right to revise the mowing frequency for weather, fiscal or budgetary reasons in coordination with the Contractor.**
- 8 Routine Performance Evaluation:** The SJRA Division Representative shall notify the Contractor immediately of unsatisfactory work so that corrective action can occur. After notification, SJRA expects the Contractor to take corrective action within 24 hours.
- 9 Communications:** The Contractor shall designate one contact person for communications between SJRA Division Representatives and the Contractor. This person shall be available at all times **during all hours of operation via cellular phone** and shall be the person to correct customer complaints.
- 10 Project Scope Services:** The following section outlines the specific tasks required to be accomplished to meet the needs of the contract:
- 10.1 Mowing:**
- 10.1.1 General:** Cut shall be uniform in height, so as not to scalp the turf, and consistently applied to ensure a neat appearance, a healthy turf, consistent turf coverage, and to reduce the visibility and growth of existing weeds. SJRA reserves the right to specify turf height.
- 10.1.2 Turf grass Care:** Contractor shall follow established horticultural recommendations for turf grass. Height of grass shall be maintained between 3" – 5".
- 10.1.3 Facility Mowing:** Mowing will be conducted as noted in the bid schedule during the growing season or as needed to maintain a neat appearance. Mowing speed should not exceed manufacturers' recommendations.
- 10.1.4 Mow Frequency:** Mow Frequency are provided for each Division. SJRA reserves the right to change mow frequency as needed depending upon the season, type and density of turf, growth, weed growth, and site appearance including fallen leaves. Mowing frequency may adjusted if growth of turf and/or weed growth at any site creates a sloppy or unsightly appearance. Mow only when dry.
- 10.1.5 Mowing Height:** Remove no more than 1/3 of the leaf blades (1/3 Rule) to avoid stressing the lawn and reducing vigor.

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**10.1.6 Fixed Objects:** The Contractor shall mow as close as practicable to all fixed objects, exercising extreme care not to damage trees, shrubs, plants, signs, and other fixed objects which are in or bordering the area to be mowed. Costs resulting from damages caused by the Contractor to fixed items on SJRA property, or neighboring property shall be the responsibility of the Contractor.

**10.1.7 Areas Included:** Unless otherwise indicated, or directed by the SJRA Division Representative and confirmed in writing, the areas to be mowed shall be as indicated in the Photos provided. (Exhibit C).

**11 Edging and Weed Control/Weed Removal:**

**11.1.1 Edging:** All landscaped beds, sidewalks, walkways, culverts, curb lines, curb aprons, driveways, parking lots and other concrete or asphalt areas around which turf grass, rye grass, or weeds can grow will be edged on the same day of mowing according to the established frequency schedule. The dead plant material produced must be removed and properly discarded on the same visit it mowing services is performed.

**11.1.2 Weed Removal (Mechanical-Weed Eating):** All buildings, posts, fence lines, structures, and other protruding obstacles around which turf grass, rye grass, or weeds can grow will be trimmed with a weed eater on the same day of mowing according to the established frequency schedule.

**11.1.3 Weed Removal (Chemical):** In some cases and when prior approval by SJRA Division Representative.

**11.1.4** Turf grass, rye grass, or weeds, which cannot be removed with a weed eater, with extreme care, may be removed by chemical.

**11.1.5** Weed Removal (by hand): Generally, in bed areas. Or, inside plant area, where it is not feasible to utilize a weed eater. Plant beds shall be kept free of weeds.

**12 Litter, Trash, and Debris Removal:** Litter, trash, and debris removal must be completed prior to mowing in all cases. Debris accumulated from the mowing and blowing of the facilities and driveways and parking areas (including G & A Parking Garage) shall be picked up and disposed of on the same day of mowing. Collected litter, trash, and debris must be disposed of off-site at the expense of the Contractor and discarded in acceptable legal manner.

**12.1.1 Litter Removal:** Litter is defined as any undesired article of waste material located at the site, including but not limited to: paper, glass, lumber, etc. All litter must be removed prior to each mowing service and disposed of properly after services are completed.

**12.1.2 Debris Removal:** Debris is defined as organic material such as leaves, grass clippings, pine needles, sticks, fallen limbs, dead wood-plants, etc. All debris must be removed and properly discarded from the SRJA property.

**12.1.3 Caution around Facilities:** The Contractor shall exercise caution so when blowing so litter of debris do not become a nuisance to pedestrians, vehicles, or cause a hazard on sidewalks or walkways. The Contractor shall take care that litter or debris are not blown in the general direction of Air Conditioning Units.

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**12.1.4** Litter and Debris Removal in Plant Beds: All plants beds shall be maintained 100% free of litter and large items of debris (items large than grass clippings and mulch).

**13 Chemical Applications:** (Fertilizer, herbicides, fungicides, pesticides, etc.) Extreme care must be taken regarding chemical applications. The Contractor must submit and receive written approval from the SJRA Division Representative before applying any chemicals on SJRA property. Chemical applications in some areas may be restricted for water quality assurance.

**13.1.1** Maintain concrete and hardscape areas to keep free of weeds and grasses; all joints and cracks in curbs, curb aprons, and sidewalks must be kept free of weeds.

**13.1.2** Extreme care must be exercised using any chemical product in proximity to turf, annuals, perennials, shrubs, ground covers, trees, and other non-weed plants.

**13.1.3** Designated "**No Chemical Use**" sites include drainage ditches (concrete or earthen) or within 25 feet of drainage ditches or catch basins.

**13.1.4** Any applications of chemicals performed must be performed by a person licensed by the Texas Department of Agriculture according to section 76.108 of the Texas Agriculture Code.

**13.1.5** The Contractor shall maintain a logbook detailing application dates, products used, and sites where applied.

**13.1.6** Applications:

13.2.6.1 Herbicides, if approved, to remove weeds in hardscape areas.

13.2.6.2 Application of Fertilizer to turf areas (included with the regularly scheduled maintenance services).

13.2.6.3 Spot Treatment Application of Ant Pesticide: Apply pesticide to all mounds (all sizes) as needed (included with the regularly scheduled maintenance services).

13.2.6.4 All other chemical applications are priced as an "Extra Services Item" on an as needed basis. The Contractor shall notify the SJRA Division Representative when a chemical treatment is needed, i.e. pest infestation. The Contractor shall provide a quote and after receipt of written approval and determined schedule, shall proceed with the application.

**14 Pruning/Trimming:** To promote growth, maintain shape and keep from impeding walkways, parking lots and driveways. All shrubs must be pruned to meet the intent of the landscape design. All shrubs, trees, and bushes, must be trimmed to allow 2 feet of side clearance and to a height clearance of 7.5 feet from the sidewalk or street. Shrubs must be pruned when needed and as often as every visit. Ground covers must be edged to keep plant growth off curbs, sidewalks, buildings, and turf areas. Damaged and dead shrub branches, ground cover, and perennials must be removed as needed. Special care must be taken to ensure that shrubs are pruned such that they do not pose a hindrance to pedestrian or vehicular traffic.

Refer to Shrub/Tree Maintenance Schedule provided at the end of this document in Table One.



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- 15 Mulch to Plant Beds:** Application of mulch to plant beds. Areas to be determined at time of need deliver and apply an approved double-ground hardwood mulch to a depth of two (2) inches to plant beds or other areas specified by the SJRA Division Representative. Unit of measure will be installed cubic yard.
- 16 Irrigation** Minor irrigation repairs are included as Other Unit Priced Items and for replacing broken or non-functional components as part of regular maintenance checks by both the SJRA Division Representative and the Contractor.
- 16.1.1** Other Unit Price Items is provided on the proposal pricing form for irrigation system parts and labor to enable the Contractor to make minor repairs as needed.
- 16.1.2** For most minor irrigation repairs, the Contractor shall plan to install replacements without an additional scheduled visit unless the problem could not be easily resolved by shutting off water to the affected zone.
- 16.1.3** Irrigation system repairs that have been requested the SJRA Division Representative ahead of scheduled visit shall be completed at the scheduled visit without additional costs for mileage or time charged.
- 16.1.4.** If Irrigation Repairs are needed that are not listed “Unit Price Items,” such as controllers, valves over 1 inch, etc., shall be considered “ Extra Services Items” and will be procured from the Contractor in writing with a Request for Quote for time and materials to complete the repair(s). No work procured with a Request for Quote shall be conducted without prior written approval from the SJRA Division Representative.
- 16.1.5.** The Contractor shall note all repairs/replacements on a work order form so that the SJRA Division Representative can pair with the Contractor’s monthly invoice.
- 17 Invoicing** – Please provide a Sample Invoice with submittal. See Table Two below. Refer to Miscellaneous On-Site Services Agreement Sample Contract, Article 4 for invoicing requirements.

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<b>TABLE ONE: SHRUB/TREE MAINTENANCE</b>				
Category	Activity	Height	Maximum Height	Notes
Perennials and Ornamental Grasses (Non Evergreen, Lantana, Mountain Laurel, etc)	In winter trim back to	4"	6"	
Hedges and Shrubs (Evergreens, Ligustrum, Indian Hawthorn, Boxwood, etc.)	Maintain between	3'	4'	Maintain plant symmetry to the extent practical. Maintain a space (minimum range) between 6 inches and 1 foot between shrub and any building fence of other construction.
Taller Shrubs (Evergreens, Wax Myrtle, Vitex, etc.)				Maintain plant symmetry to the extent practical. Do not cut the single leader out of any tree/shrub (i.e. Leyland cypress) when the tree/shrub is not part of a hedge. Maintain a space (minimum range) between 6 inches and 1 foot between shrub/tree and building and when close to building, fence of other construction.
Trees	Do not trim unless hazard and when close to buildings.			Maintain a space between 6 inches and 1 foot between shrub/tree and building. Seek approval prior to removing any branches over 1" in diameter.
Crape Myrtles	In February/March trim back to (approximately) 7'			Remove dead canes. Remove suckers on main trunks as may be necessary for appearance.
Mountain Laurel				Keep in neat condition and allow growing to full blossoming potential to the extent that it does not impede walkways or driveways.
Succulents	Remove sections that encroach on walkways, driveways, or present a hazard.			

Note: Each division has different shrubs, hedges and trees, all categories may or may not be present at each location.

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<b>TABLE TWO: INVOICE Sample Template</b>	
<b>To:</b> SJRA -Woodlands Division and Account No. Accounts Payable Billing Address City, State, Zip	Invoice No.: _____  Invoice Date: _____  Services Period: _____

<b>Scheduled Maintenance Services</b>				
No.	Location	Frequency	Rate	Extended
1	2436 Sawdust Road			
2	5402 Research Forest Drive			
3	555 Trade Center Parkway			
4	etc. and so on...			

Subtotal \$ \_\_\_\_\_

<b>Other Unit Price Item</b>				
No.	Item /Unit	Quantity	Rate	Extended
1	Mulch per Cubic Yard	9	1.00	9.00
2				
3				

Subtotal \$ \_\_\_\_\_

<b>Extra Services Item</b>		
No.	Service	Price
1		1.00
2		
3		

Subtotal \$ \_\_\_\_\_

Total \$ \_\_\_\_\_