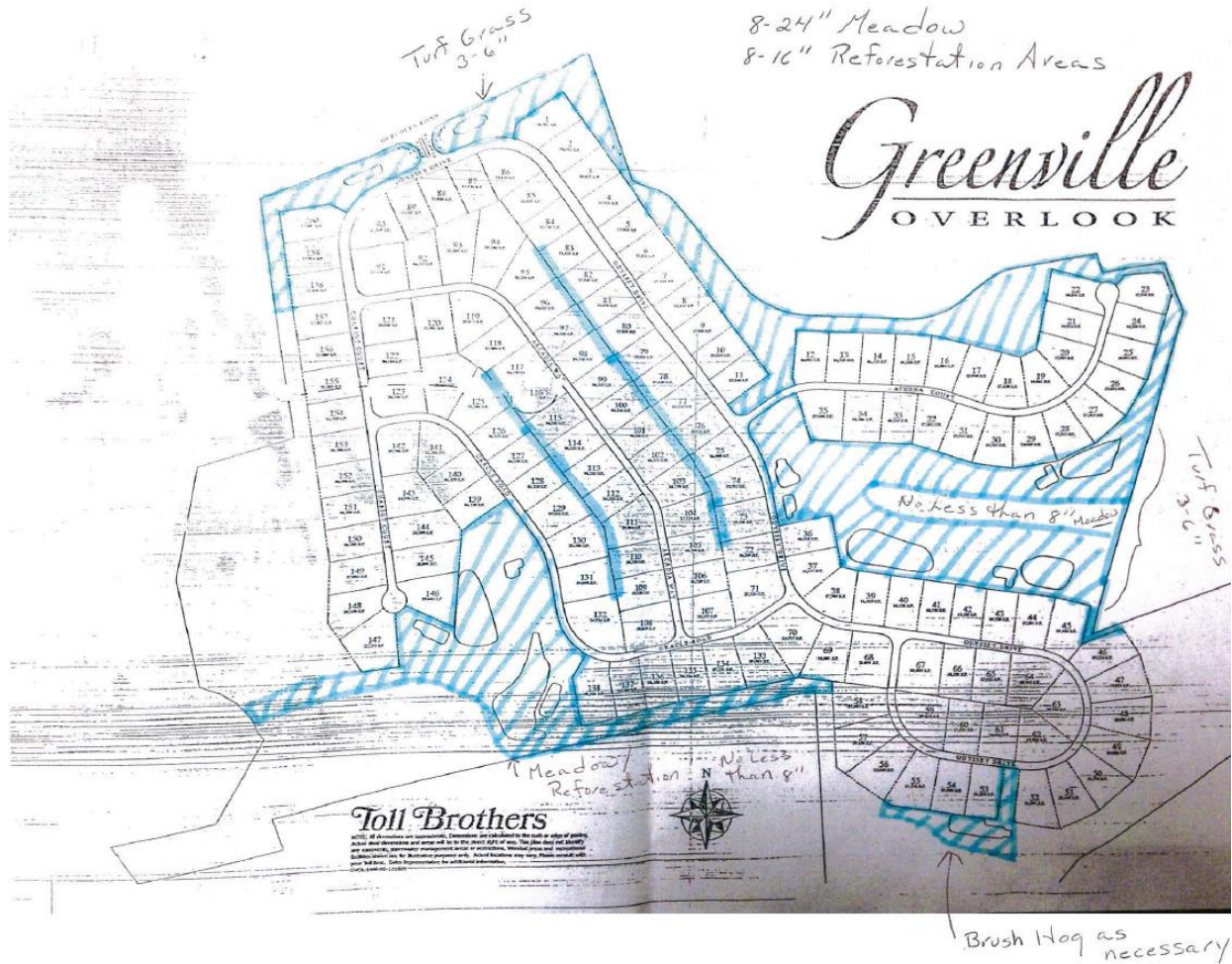


## Greenville Overlook Maintenance Corporation 2020 Landscaping Request for Proposals



**DUE August 15<sup>th</sup>, 2019**

## **PROPERTY DESCRIPTION:**

160 Single Family homes in Wilmington, De. Service streets include; Athena Ct, Arcadia Way, Chariot Ct, Odyssey Dr, Oracle Rd.

## **GENERAL STANDARDS:**

The contractor shall be familiar with the project premises and how the existing conditions will affect his or her work during the horticultural service phases of this agreement. In order to ensure the contractor is educated on all common areas, plats will be available upon request. Regardless of whether the plats were review, failure to maintain all the common areas may result in termination.

Throughout the term of the Agreement, the contractor shall maintain at his or her sole expense Comprehensive General Liability insurance with a minimum coverage of one million dollars, and automobile liability coverage covering his activities on the project premises. Contractor shall furnish a copy of his/her license with a certificate of insurance listing the association as the additional insured. The contractor shall also maintain at his or her sole expense the applicable statutory required limit of worker's compensation insurance coverage.

The Contractor will be required to submit to the Management Company (3) separate "General Inspection Reports" whereby the Association Common areas inclusive of Storm Water Management areas (if applicable) are inspected for overall appearance, current and future maintenance needs, and immediate deficiencies. Inspections must be submitted by April 15<sup>th</sup>, July 15<sup>th</sup>, and October 15<sup>th</sup>. A sample report has been provided for reference (Exhibit A).

In an effort to maintain the highest possible standards to enhance community life, we are looking for Contractors that will view our communities as their own.

## **SCOPE:**

Furnish all labor, equipment and materials necessary to complete the maintenance of turf and plantings, as specified herein.

## **TURF MAINTENANCE:**

All common areas mowed when grass reaches height of 4"-5" and manicured to a height of 3.5", to be consistent with good horticultural practice necessary to ensure normal, vigorous, and healthy growth. Turf inspections shall be performed by the contractor. **Per cut proposals will not be accepted for this request**, the turf must be maintained as described above regardless of duration of the maintenance season.

## **SPRING CLEAN-UP AND MULCHING:**

The landscape maintenance contractor will:

- Collect and remove all leaves, trash and winter debris
- Furnish and apply pre-emergent and mulch material as noted in Exhibit B. If mulch removal is required for the health of the trees, shrubs or plants, **such removal will be included in the contract as part of the overall scope of service.**

## **WEED CONTROL-COMMON AREA PLANTING BEDS:**

All common area planting beds shall be weeded on a monthly basis throughout the duration of the growing season:

- Pre and Post - emergent herbicides may be applied in accordance with the manufacturer's recommendations to control weeds or weeds may be hand pulled.

Maintenance will consist of weed control, fertilization, pruning, disease and insect/pest control, and any other procedure consistent with good horticultural practices necessary to ensure normal, vigorous, and healthy growth of shrub plantings, trees and weed-free bedding areas. **Contractor will provide a supplemental per hour cost associated with watering and proper hydration of the seasonal flowers as necessary.**

## **CRACK AND CREVICE CONTROL:**

All common area sidewalks and gutter pans shall be treated (6) times per year.

## **TURF TREATMENT (if applicable):**

All established common turf areas shall be treated with fertilizer and herbicide four (5) times yearly, as listed in "Exhibit B". Contractor shall determine the application schedule of products as to ensure a healthy and safe treatment of the turf.

## **DISEASE AND INSECT PEST CONTROL:**

All turf areas shall be inspected by the Contractor for signs of development of any pathogens and insects that might adversely affect the growth and normal development of the common areas, to include but not limited to turf and trees. Immediately upon finding any such problems, the landscape maintenance contractor shall contact the Management Company with a recommendation for corrective action. The recommendation will include a proposed cost of correction/remediation. All pesticides shall be used by or under the direct supervision of a licensed pesticide applicator.

## **EDGING:**

- Common Area planting bed edges are to be re-established (2) twice per year, with each seasonal rotation when applicable.
- Common Area trees are to be edged (1) per year, in the spring prior to mulch installation.

## **PRUNING AND TREE TRIMMING:**

- Bushes and Shrubs shall be neatly pruned and/or clipped to preserve the natural character and in a manner appropriate for each plant a minimum of (2) times per year but also as needed throughout the year.
- Common Area street trees shall be trimmed/elevated to a safe height of 6' to 8' (1) time per year.
- If broken branches and/or bruised limbs are noticed the Contractor shall inform the Management Company while on site for a directive.

## **FALL CLEAN-UP:**

Remove all leaves and debris from entrance landscape beds and turf (2x) in fall.

**ENTRANCE SPRINKLER/IRRIGATION SYSTEM :**

Contractor shall:

- Dewinterize in Spring: Open, energize and test the entrance irrigation system in April, after the local frost date.
  - Set the irrigation timing correctly within manufacturer guidelines or standard practice.
- Winterize in Fall: De-energize and drain the irrigation system prior to November 1<sup>st</sup>, annually.

**STORM WATER MANAGEMENT PONDS:**

The Landscaping Contractor will provide all necessary work to maintain the SWM facilities in compliance with all Federal, State and Local regulations, and provide reports in accordance with New Castle County DPW SWM Section.

- Facilities: (6) Stormwater Basins and (10) Bio-retention facilities.
  - Bi-Weekly:
    - Remove any all trash
    - Maintain the turf to a height of 3-5” throughout the duration of the mowing season
    - Inspect all inlets, outfall orifices, and fallout basins for erosion
    - Clear all pipe and structure blockages to maintain adequate flow
    - Remove all weeds, invasive species and vines from all facilities.
    - All rip rap areas to be maintained and free/clear of all vegetation.
    - Remove and dispose of minor sediment from inlets, outfalls, and adjacent curbing.
  - Monthly:
    - Inspect all bio-retention plantings and report finds to the Property Manager within 72 hours of the inspections.
  - Annually:
    - Properly prune all plantings (1x) in Spring and (1x) in Fall
    - Complete and submit NCCo Storm Water Management Logs to HOA by Dec 31.
    - Perform all above services within (2) days of a major storm or heavy rainfall.
    - All labor to perform the aforementioned services is included in the annual cost.
- Contractor to provide hourly rates for addition labor if needed, the use of heavy equipment, and cost per yard for any bio-media or mulch required to repair a facility.

**TRASH:**

The Landscaping Contractor will be responsible for all trash/debris removal within the serviced areas on a per visit basis. This includes but is not limited to the Storm Water Management Facilities, common areas, community trash receptacles and pet waste stations (where applicable).

**RENEWAL OPTION:**

Contract must include an option to renew for an additional (2) two years at the conclusion of the term. Extension addendum payment terms must be specified.

**CONTRACTOR RESPONSE:**

The Landscaping Contractor and Property Manager must respond within (72) hours of contact by either party.

**TERMINATION CLAUSE:**

Either party may terminate services for any reason, with (30) days written notice provided via First-Class Postage.

**ADDITIONAL SERVICES:**

- All additional services requested in “Exhibit B” must be included in the proposal.

**ADDITIONAL INFORMATION NEEDED:**

- Please provide the contact information for the Site Supervisor.
- Please provide reference names and telephone numbers of three properties of a similar size and landscape that you currently service.
- Please contact the office to set up an appointment to walk the property.

**CONSIDERATION OF CONTRACT:**

For any proposal to be considered, the following items must be submitted with the proposal:

- The Contractor must sign and date “Exhibit C” agreeing to the terms of this Request for Proposal.
- All bids must be received in our office no later than August 15<sup>th</sup>, 2019 to be considered.
- Supplemental Services cost sheet outlining the expense of standard services not covered in this request.

We thank you for your interest. If you have any questions or wish to schedule a time to inspect the community, please contact me.

Sincerely,

Andrew Williams

Aspen Property Management

410.620.2598 x4005

[awilliams@aspenpropertymgmt.com](mailto:awilliams@aspenpropertymgmt.com)

**EXHIBIT "A"**

**GENERAL INSPECTION REPORT**

**APRIL 15<sup>TH</sup>, JULY 15<sup>TH</sup>, OCTOBER 15<sup>TH</sup> (Circle One)**

**TURF MAINTENANCE (INCLUSIVE OF EDGING):**

Overall Appearance: \_\_\_\_\_

\_\_\_\_\_

Maintenance Needs: \_\_\_\_\_

\_\_\_\_\_

Immediate Deficiencies: \_\_\_\_\_

\_\_\_\_\_

**WEED CONTROL (BEDS AND CRACKS/CREVICES):**

Overall Appearance: \_\_\_\_\_

\_\_\_\_\_

Maintenance Needs: \_\_\_\_\_

\_\_\_\_\_

Immediate Deficiencies: \_\_\_\_\_

\_\_\_\_\_

**PESTS/DISEASES:**

Overall Appearance: \_\_\_\_\_

\_\_\_\_\_

Maintenance Needs: \_\_\_\_\_

\_\_\_\_\_

Immediate Deficiencies: \_\_\_\_\_

\_\_\_\_\_

(PAGE 1 OF 2)

**EXHIBIT "A" CONT.**  
**GENERAL INSPECTION REPORT**  
**APRIL 15<sup>TH</sup>, JULY 15<sup>TH</sup>, OCTOBER 15<sup>TH</sup> (Circle One)**

**PRUNING AND TREE MAINTENANCE:**

Overall Appearance: \_\_\_\_\_

\_\_\_\_\_

Maintenance Needs: \_\_\_\_\_

\_\_\_\_\_

Immediate Deficiencies: \_\_\_\_\_

\_\_\_\_\_

(PAGE 2 OF 2)

**SUBMISSION OF THESE REPORTS IS MANDATORY**

**EXHIBIT "B"**

**ADDITIONAL SERVICES**

- MULCH COLOR/TYPE:
  - TRIPLE SHREDDED DYED BLACK
- TURF TREATMENT:
  - (\_\_\_5\_\_\_) NUMBER OF APPLICATIONS PER SEASON
    - MARCH 15-APRIL 15
      - 16-0-8 WITH .38 BARRICADE
    - APRIL 15-MAY 15
      - 20-0-7 WITH TRIMEC
    - MAY 15- JUNE 15
      - 18-0-5 WITH DIMENSION
    - JUNE 15-JULY 15
      - 16-0-8 WITH BIFENTHERIN
    - SEPTMEBER 15-OCTOBER 15
      - 32-0-6 FERTILIZER
- SEASONAL FLOWER ROTATIONS:
  - (\_\_\_2\_\_\_) NUMBER OF FLOWER PLANTINGS ROTATIONS PER YEAR AT ALL FLOWER BEDS
    - SPRING
      - 15 FLATS OF BEGONIAS
    - FALL
      - 6 IN POTS OF MUMS, APPROTIONATE TO FILL THE FLOWER BEDS

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/Officer or Landscape Committee Chair



**EXHIBIT "C"**  
**AGREEMENT OF SERVICES**

I, \_\_\_\_\_ (Landscape Contractor Representative), as representative for  
\_\_\_\_\_ (Landscape Company), hereby agree to the terms of this Request for Proposal.  
As such, failure to adhere to the aforementioned terms can and will be deemed as a breach of contract. This  
agreement supersedes any other contracts between both parties.

\_\_\_\_\_  
Board of Directors or Authorized Agent

\_\_\_\_\_  
Landscape Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date