

Mendenhall Square Homeowners Association
2023 Landscaping
Request for Proposals



PROPERTY DESCRIPTION:

Mendenhall Square Homeowners Association, located in Elkton, MD, is a Single-Family Home Association with 31 total units. The only service street in the community is Blackborne Drive. There is a total of (3) stormwater maintenance ponds.

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.

Upon request, the Contractor will be required to submit to the Management Company "General Inspection Reports" whereby the Association Common areas inclusive of Storm Water Management areas are inspected for overall appearance, current and future maintenance needs, and immediate deficiencies.

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 inclusive of outside the SWM areas shall mowed on a weekly basis (where and when practical) 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**, the turf must be maintained as described above regardless of duration of the maintenance season.

WEED CONTROL-COMMON AREA PLANTING BEDS:

All common area planting beds shall be treated (2) times per year as listed:

- Pre-emergent herbicides shall be applied in accordance with the manufacturer's recommendations to control weeds.
- Post-emergent weeds shall be removed at the contractor's discretion on a per visit basis.

CRACK AND CREVICE CONTROL:

All gutter pans shall be treated (4) times per year.

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:

- The landscape contractor shall edge all common areas such as sidewalks, stepping stones, pavers and border area on a bi-weekly basis.
- Common Area planting bed edges are to be re-established (2) twice per year, with each seasonal rotation when applicable.

SHRUB AND FLOWER BED MAINTENANCE:

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.**

PRUNING AND TREE TRIMMING:

- Shrubs shall be neatly pruned and/or clipped to preserve the natural character and in a manner appropriate for each plant (4) times per year.
- Common Area street trees shall be trimmed/elevated to a safe height of 6' (1) time per year. This includes the street trees (not Evergreens) along Blueball Rd beyond those homes.
- If broken branches and/or bruised limbs are noticed the Contractor shall inform the Management Company while on site for a directive.

MULCHING:

The landscape maintenance contractor will furnish mulch material as noted in Exhibit A. 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.**

SPRING AND FALL CLEAN-UP:

(1) time in the spring and (1) time in the fall, the community is to be inspected for excess fallen brush/foilage and debris along curbing that may need to be removed. After which, a subsequent service will be set to remove all brush, foliage and/or debris.

STORMWATER MANAGEMENT FACILITIES:

The picture of the property above depicts the locations of the (3) ponds which will be referred to as 'South Pond,' 'Center Pond,' and 'North Pond.' In addition to the current scope of work for bi-annual cutting of grass and woody vegetation inside the pond fences, the guidelines for incremental bi-annual maintenance by the HOA's contractor for common area maintenance both inside the (3) ponds are as follows:

- Any grassy or woody vegetation removed should be cut (not pulled) to maintain the integrity of the pond's soil
- All vegetation on the embankment side of each pond should be cleared 15 feet out from the bottom of each side of the slope (pond and forest/surrounding area)
- All vegetation around the (2) concrete box structures (South Pond and Center Pond) should be cleared 15 feet around perimeter of concrete box structure
- Cattails to be cut back when they begin to fill in the center of a pond
- Areas of rip rack should be kept clear of vegetation

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 A" must be included in the proposal.
- If seasonal flower rotation is requested, Contractor shall bid on sufficient flowers to fill each common area bed.

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 B” agreeing to the terms of this Request for Proposal.
- 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,

Joe Cline
Aspen Property Management
410.620.2598 x4004
jcline@aspenpropertymgmt.com

EXHIBIT "A"

- MULCH COLOR/TYPE:
 - NATURAL DOUBLE SHREDDED
- TURF TREATMENT:
 - (3) NUMBER OF APPLICATIONS PER SEASON
- SEASONAL FLOWER ROTATIONS:
 - (2) NUMBER OF FLOWER PLANTINGS ROTATIONS PER YEAR

Date

Director/Officer or Landscape Committee Chair

EXHIBIT "B"
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