

## Patriots Glen Homeowners Association 2023 Landscaping RFP



**PROPERTY DESCRIPTION:**

Patriot's Glen HOA is a 378 single family home community in Elkton, Maryland.

**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 reviewed, 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.

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.

**SERVICE AREAS:**

- A. Front Entrance
- B. Paca Pl Sign Bed
- C. Circle 1, 2, and 3
- D. Pool Area, Playground and Tennis court.

**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.

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

## A: FRONT ENTRANCE AREA:

- **TURF MAINTENANCE:**
  - Front entrance common areas to be 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 SERVICE AREAS planting beds shall be treated **(1) per month**.
  - 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 common area sidewalks by entrance and gutter pans shall be treated **(4)** times per year.
- **TURF TREATMENT:**
  - All established common turf areas shall be treated with fertilizer and herbicide three **(5)** times yearly. Contractor shall determine the application schedule of products as to ensure a healthy and safe treatment of the turf.
  - All established common turf areas shall be and Aerated and Overseeded (1x) in fall.
- **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 mulch application where applicable.
- **SHRUB AND FLOWER BED MAINTENANCE:**
  - Front Entrance beds shall have (3) flower rotations; 1x each spring (April), summer (June), fall (October).
    - Bid shall include sufficient flowers per rotation to **FILL** the planting beds.
  - 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, as needed.
  - Ornamental Grasses are to be cut back **(1x)** per year in Late Winter or Early Spring.
  - Common Area Street trees shall be shaped, trimmed, and 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.
- **MULCHING:**
  - The landscape maintenance contractor will furnish mulch material 2x annually, Spring and Fall as noted in Exhibit B. If mulch removal is required for the health of the trees, shrubs or plants, **the cost of such removal will be included in the contract as a supplemental cost.**
- **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 any and all brush, foliage and/or debris.
- **TRASH:**
  - The Landscaping Contractor will be responsible for all trash/debris removal within the serviced areas on a per visit basis.
- **SIGN, PILLAR AND FENCE CLEANING:**
  - 1x Annually in Spring, Sign, stone pillars, and fence rails are to be hand cleaned or pressure washed at low PSI to prevent blow out.

**B: PACA PLACE SIGN:**

- **TURF MAINTENANCE:**
  - Paca Pl sign common areas to be 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 SERVICE AREAS planting beds shall be treated **(1) per month**.
  - 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 common area sidewalks and gutter pans shall be treated **(4)** times per year.
- **TURF TREATMENT:**
  - All established common turf areas shall be treated with fertilizer and herbicide three **(5)** times yearly. Contractor shall determine the application schedule of products as to ensure a healthy and safe treatment of the turf.
  - All established common turf areas shall be and Aerated and Overseeded (1x) in fall.
- **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, steppingstones, 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 mulch application where 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, as needed.
- **MULCHING:**
  - The landscape maintenance contractor will furnish mulch material 2x annually, Spring and Fall as noted in Exhibit B. If mulch removal is required for the health of the trees, shrubs or plants, **the cost of such removal will be included in the contract as a supplemental cost.**
- **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 any and all brush, foliage and/or debris.
- **TRASH:**
  - The Landscaping Contractor will be responsible for all trash/debris removal within the serviced areas on a per visit basis.
- **SIGN CLEANING:**
  - 1x Annually in Spring, Sign is to be hand cleaned or pressure washed at low PSI to prevent blow out.

**C: CIRCLES 1, 2, AND 3:**

- **WEED CONTROL-COMMON AREA PLANTING BEDS:**
  - All SERVICE AREAS planting beds shall be treated **(1) per month.**
  - 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 common area sidewalks and 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:**
  - Common Area planting bed edges are to be re-established (2) twice per year, prior to 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, as needed.
  - Ornamental Grasses are to be cut back **(1x)** per year in Late Winter or Early Spring.
  - Circle bed trees shall be shaped, trimmed, and 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.
- **MULCHING:**
  - The landscape maintenance contractor will furnish mulch material 2x annually, Spring and Fall as noted in Exhibit B. If mulch removal is required for the health of the trees, shrubs or plants, **the cost of such removal will be included in the contract as a supplemental cost.**
- **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 any and all brush, foliage and/or debris.
  - During the Spring AND Fall clean-ups, the stones around Circles 1 & 3 will be reset to ensure they are 4' from the gutter pan and curbing around the circles.
- **TRASH:**
  - The Landscaping Contractor will be responsible for all trash/debris removal within the serviced areas on a per visit basis.

## D: POOL AREA, PLAYGROUND AND TENNIS COURT:

- **HOURS OF SERVICE**
  - Hours of service for these areas are 6 am to 10 am.
- **TURF MAINTENANCE:**
  - Pool area, Playground and Tennis Court common areas to be 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 SERVICE AREAS planting beds shall be treated **(1) per month**.
    - 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, CREVICE AND WEED CONTROL:**
  - All common area sidewalks and gutter pans, the pool deck area, tennis court, and fence line, shall be treated **(1)** time per month in the growing season.
  - **Playground weeds shall be hand-pulled, no chemical is to be used on the playground facility.**
- **TURF TREATMENT:**
  - All established common turf areas shall be treated with fertilizer and herbicide three **(5)** times yearly. Contractor shall determine the application schedule of products as to ensure a healthy and safe treatment of the turf.
  - All established common turf areas shall be and Aerated and Overseeded (1x) in fall.
- **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 mulch application where 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, as needed.
  - Ornamental Grasses are to be cut back **(1x)** per year in Late Winter or Early Spring.
  - Common Area Street trees shall be shaped, trimmed, and 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.
- **MULCHING:**
  - The landscape maintenance contractor will furnish mulch material 2x annually, Spring and Fall as noted in Exhibit B. If mulch removal is required for the health of the trees, shrubs or plants, **the cost of such removal will be included in the contract as a supplemental cost.**
  - **1x, Spring, application of mulch in the playground area. Contractor shall use certified playground mulch.**
- **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/foliage and debris along curbing that may need to be removed. After which, a subsequent service will be set to remove any and all brush, foliage and/or debris.
- **TRASH:**
  - The Landscaping Contractor will be responsible for all trash/debris removal within the serviced areas on a per visit basis.

**EXHIBIT "B"**  
**SERVICES**

**INCLUDED IN THE CONTRACT:**

- MULCH COLOR/TYPE:
  - TRIPLE SHREDED DYED BLACK
  - 2X APPLICATION, ONCE IN SPRING PRIOR TO SPRING FLOWER PLANTINGS AND ONCE IN FALL PRIOR TO FALL PLANTINGS
- TURF TREATMENT:
  - (   5   ) NUMBER OF APPLICATIONS PER SEASON
  - (   1   ) AERATION AND OVERSEED PER FALL
- SEASONAL FLOWER ROTATIONS:
  - (   3   ) NUMBER OF FLOWER PLANTINGS ROTATIONS PER YEAR;
    - 1X EACH SPRING (APRIL), SUMMER (JUNE), FALL (OCTOBER).
  - BID SHALL INCLUDE SUFFICIENT FLOWERS PER ROTATION TO FILL THE PLANTING BEDS.

**SUPPLEMENTAL EXPENSES**

- BED MULCH REMOVAL
- WATERING PER HOUR

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Date

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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