

Port Herman Beach Condominium Association 2023 Landscaping Request for Proposals



PROPERTY DESCRIPTION:

The property is a Condominium community consisting of 38 homes located on Port Herman Drive in Chesapeake City, MD. There is a communal tennis court, boat ramp, dock, water-treatment plant and boat storage. There is also a septic field adjacent to the boat storage area.

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.

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. **All bids must contain detailed itemization of services to match that of the RFP.** Upon approval of a contract, the Contractor shall sign and date "Exhibit B" agreeing to the terms of this Request for Proposal.

TURF MAINTENANCE:

All common areas, except for the septic field, will be mowed on a weekly basis between April 1st and October 31st to be consistent with good horticultural practice necessary to ensure normal, vigorous, and healthy growth. **Septic field is to be mowed as above every other week.** 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.

- Turf shall be cut at a height of 2-1/2" to 3-1/2" as conditions dictate using a rotary-type mower or reel type mower. Blades must always be balanced and sharp.
- Mowing patterns shall be employed to encourage upright growth and permit the recycling of clippings where possible.
- Clippings shall be removed from all paved or mulched surfaces after each mowing.
- Trimming around trees, shrubs, signs, and foundations shall be performed with each mowing.
- Mowing to be scheduled on weekdays whenever possible to avoid mowing on weekends or holidays.
- Weed whacking in the boatyard is included in this contract and should be addressed at a minimum of every other lawn cutting.

FERTILIZATION:

All established common turf areas shall be fertilized five (5) times yearly.

WEED CONTROL-COMMON AREA PLANTING BEDS:

- 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.
- The boatyard is included in the weed control area, spraying all weeds in the boatyard is included in this contract.

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 MECHANICALLY to a depth of 2-3", with each seasonal rotation when applicable.
- Prior to installation of mulch all weeds will be removed.

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.**

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.**

- Mulch shall be top grade, double shredded hard wood or pine bark and free of all debris.
- Mulch shall be applied to all previously mulched tree rings, shrub beds and hedge beds once each spring to a depth of two (2) inches.
- All mulched areas shall be edged one time in the spring, creating a definite edge between turf and bed/tree ring. There shall be no encroachment of turf into mulched areas and no spillover of mulch into turf areas.

CRACK AND CREVICE CONTROL:

All common area sidewalks and gutter pans shall be treated as necessary but no less than **(4)** times per year.

FERTILIZATION:

All established common turf areas shall be fertilized five (5) times yearly:

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.

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.

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' 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.
- Care shall be taken not to remove too much of the flowering surface branches while pruning and to maintain the natural form of the planting.

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 area 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 enough flowers to fill each common area bed.

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
 - DOUBLE SHREDDED HARD WOOD OR PINE BARK AND FREE OF ALL DEBRIS
- (5) TIMES FERTILIZATION
- (2X) SPRING AND FALL FLOWER ROTATION
- PROVIDE A SUPPLIMENTAL COST:
 - (1X) AERATION AND OVERSEED OF ALL COMMON AREA TURF IN FALL

Date

Director/Officer or Landscape Committee Chair

EXHIBIT "B"
AGREEMENT OF TERMS

I, _____, as representative for _____,
hereby agree to the terms of this Request for Proposal. As such, failure to adhere to these terms
can and will be deemed as a breach of contract. This agreement supersedes any other contract
between both parties.

Board of Directors or Authorized Agent

Landscape Contractor

Date

Date