

Southfield Townhome Homeowners Association 2023 Landscaping Request for Proposals



PROPERTY DESCRIPTION:

The community is a townhome community consisting of 237 homes located in Perry Hall, MD. Streets within the community are Southfield Drive, Berryfield Drive, Ashmill Court, Turnmill Court, Redfield Court, and Margery Court. There are storm water management ponds taken care of by Baltimore County within the community.

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, excluding the 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:

Turf grass will be mowed every (7) days and grass will be mowed no lower than 2 ½ inches and no longer than 5 inches. Trimming around buildings and within no less than 1 foot of the fence lines will be done at each mowing visit and should be included in the contract price. All clippings and/or leaves will be blown off walkways and sidewalks in order to maintain a neat and clean appearance. Contractor will not blow grass clippings in the street or in the storm drains. Trash will be collected from the landscape before each mow visit in order to leave a neat and clean appearance. Turf will not be mowed in the rain; any ruts caused by the contractor will be repaired by the contractor at the contractor's expense. Turf will be maintained as described above regardless of the duration of the maintenance season. Lawn services will not start before 7am and will end prior to 8pm.

TURF FERTILIZATION AND AERATION/OVERSEED:

All established common turf areas shall be fertilized five (5) times yearly. (1x) in the fall, all turf is to be aerated and overseeded.

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 seasonal rotation when applicable.

WEED CONTROL-COMMON AREA PLANTING BEDS:

Post-emergent weeds shall be removed on a per visit basis.

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.
- Prior to installation of mulch, beds will be mechanically edged to a depth of 2"-3" and all weeds will be removed.
- **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.**

- **Only the flower beds and common area street trees will be mulched.**

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.

PRUNING AND TREE TRIMMING:

- Included in this proposal:
 - 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 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.
 - Any branches under a 4 inch diameter are approved for contractor removal and should be removed and disposed of immediately.
 - Any tree, shrub, or weed poking through a storm water management pond fence that encroaches common area sidewalk needs to be trimmed or sprayed back to fence line or to a height of 8 feet to allow easy access through sidewalk.
 - Any trees in the open space other than street trees shall be trimmed to allow mower access.

SPRING AND FALL CLEAN-UP:

(1) Time in the spring and (2) time in the fall, the community is to be inspected for excess fallen brush/foliage and debris along curbing and have any and all brush, foliage and/or debris removed. Additionally, the turf areas and walkway areas will have a full fall leaf removal with 2 visits. One in November and one in December.

TRASH:

The Landscaping Contractor will be responsible for all trash/debris removal within the serviced areas on a per visit basis.

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"

- INCLUDED IN THE CONTRACT
 - MULCH COLOR/TYPE:
 - DOUBLE OR TRIPLE SHREDDED DYED BLACK
 - TURF TREATMENT:
 - (5) NUMBER OF APPLICATIONS PER SEASON
 - SEASONAL FLOWER ROTATIONS:
 - (2) NUMBER OF FLOWER PLANTINGS ROTATIONS PER YEAR AT ALL FLOWER BEDS
 - NO STEELERS COLORS
- CONTRACTOR TO SUPPLY THE COST FOR THE FOLLOWING BUT IT'S NOT INCLUDED IN THE CONTRACT UNLESS APPROVED
 - (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