

## Harford Town Homeowners Association 2024 Landscaping Request for Proposals



**PROPERTY DESCRIPTION:**

Harford Town, located in Abingdon, Maryland, is both a Single-Family Home and Town Home Association with 355 total units. The streets associated with this community are: Harford Town Drive, Walnut Hill Court, Bush Court, Splashing Brook Drive, Trail Wood Court, Copper Beach Drive, Wolf Trail Drive, Swift Run Drive and Spring Creek Court. There are 2 playgrounds, 2 storm water maintenance ponds and a walking trail in between Harford Town Dr. and Copper Beach Dr.

**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. **\*\*\*Included in turf maintenance schedule shall be all parking area turf islands.\*\*\***

**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 common area sidewalks, gutter pans and tennis courts shall be treated (4) times per year. This includes the townhomes sidewalks and parking pads.

### **TURF TREATMENT:**

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

### **WALKING TRAIL:**

Walking trail is located behind Copper Beach Dr and is to be cut 3x annually (Spring and Fall).

- Cut back and spray weed control on the walking trail (3) times per year.
- Maintain the walking bridges and keep clear of debris.

### **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.
- 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 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.**

**This contract must include 1x mulching of the (2) common area playgrounds.**

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

Contract shall include (1) time in the spring and (1) time in the fall, removal of excess fallen brush/foliage, leaves, and debris in all common areas and along curbing that may need to be removed. Areas include pool (prior to Memorial Day and after Labor Day) and tennis courts.

## **STORMWATER MANAGEMENT FACILITIES:**

The Landscaping Contractor will provide all necessary work to maintain the SWM facility in compliance with all Federal, State and Local regulations, and provide reports in accordance with Exhibit A, the “General Inspection Report” for each facility within the community. **Minimum of six (6) cuts per year.** Community contains 2 ponds located on both sides of Harford Town Dr.

## **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).

## **This contract must include:**

- **Mar 1<sup>st</sup> thru Nov 30<sup>th</sup> (Weekly Maintenance)**
  - **(7) Dog waste stations**
    - **Removal and disposal of waste bag, replacement of waste bag**
    - **Contractor responsible for supplying proper pet waste bags**
  - **(2) Playground Waste Cans**
    - **Removal and disposal of waste liner, replacement of waste liner**
    - **Contractor responsible for supplying proper waste liners**
- **Dec 1<sup>st</sup> thru Feb 28<sup>th</sup> (Every Other Week Maintenance)**
  - **(7) Dog waste stations**
    - **Removal and disposal of waste bag, replacement of waste bag**
    - **Contractor responsible for supplying proper pet waste bags**
  - **(2) Playground Waste Cans**
    - **Removal and disposal of waste liner, replacement of waste liner**
    - **Contractor responsible for supplying proper waste liners**

## **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 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:
  - DYED BLACK, DOUBLE SHREDDED (MINIMUM) -PLANTING AREAS
- TURF TREATMENT:
  - (   5   ) NUMBER OF APPLICATIONS PER SEASON
- SEASONAL FLOWER ROTATIONS:
  - (   2   ) NUMBER OF FLOWER PLANTINGS ROTATIONS PER YEAR
- MULCHING OF PLAYGROUNDS
  - (   2   ) NUMBER OF PLAYGROUNDS
  - MUST USE CERTIFIED PLAYGROUND MULCH
- CUTTING OF WALKING TRAIL:
  - (   2X   ) CUT TRAIL 2X ANNUALLY (SPRING AND FALL)

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Date

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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