

## Courts of Mallory HOA 2024 Landscaping Request for Proposals



## **PROPERTY DESCRIPTION:**

The community is a single family home consisting of 104 homes located in North East, Maryland. Streets within the community are Augusta Loop, Greenbriar Court, Mallory Way, and Merion Circle. Also, within the community there are four (4) Storm Water Management Ponds and (1) Water Quality Trap.

## **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 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:**

Post-emergent weeds shall be removed at the contractor's discretion on a per visit basis.

## **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.

## **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.**

## **CRACK AND CREVICE CONTROL:**

All common area sidewalks and gutter pans shall be treated (4) times per year.

## **FERTILIZATION:**

All established common turf areas shall be fertilized four (4) 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.

## **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.
- Cut back all overgrown brush, branches, and vines from wooded common areas along both sides of the entrance (1) time 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.

## **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.

**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.

**STORM WATER MANAGEMENT PONDS & WATER QUALITY TRAP:**

The Landscaping Contractor will provide all necessary work to maintain the SWM facilities in compliance with all Federal, State and Local regulations, and provide reports in accordance with Exhibit A, the “General Inspection Report” for each pond within the community. **Minimum of six (6) cuts per year.**

**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 OR TRIPLE SHREDDED DYED BLACK
- TURF TREATMENT:
  - ( \_\_ 4 \_\_ ) NUMBER OF APPLICATIONS PER SEASON
- SEASONAL FLOWER ROTATIONS:
  - ( \_\_ 2 \_\_ ) NUMBER OF FLOWER PLANTINGS ROTATIONS
- PROVIDE A SUPPLEMENTAL 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