

Landscaping Maintenance

Scope Of Work For Fairway View Estates HOA.

Algonquin IL, 60102

All Bids Must be Turned in by March 15th and shall not deviate our scope of work. Contractor shall have and maintain **Insurance:** and complete and adequate workman's compensation, automobile, and general liability insurance in the amount of not less than 1,000,000.00. The contractor shall supply the contracting officer with a certificate or insurance for such coverage prior to commencement date. (Company must be in good standing with the state of IL)

Scope of Service Spring clean-up shall be completed no later than April 20th , weather conditions permitting.

- Power sweep, vacuum, or blow turf areas within property lines.
- Hand rake, blow, and remove leaves and debris from all landscape beds.
- Hand rake around buildings and obstacles as required.
- Remove all debris and leaves from the property not using any surround land for disposal sites without written approval from Menards.

Mulch Installation: (EXTRA CHARGE)

- Contractor shall install topdressing of mulch to all landscape beds and previously mulched areas.

Mowing: Mowing of all turf areas shall be completed once per week. If weather does not allow for mowing on the regularly scheduled date, mowing shall be completed as soon as weather permits. The mowing shall include all turf areas associated with the property.

- Spot mow as required during periods of drought and/or dormancy.

- Cutting height shall be approximately 3 inches.
- Contractor shall clean up grass clippings from all sidewalks, walkways, driveways, steps, and patios immediately after each mowing.
- Using the proper application of equipment in difficult areas preventing scalping.
- Grounds shall be policed for debris during scheduled mowing, with the exception of excessive storm debris.

Trimming:

Trimming/weed whipping around buildings, plantings, landscape beds, light poles, signs, and other obstructions shall be completed every week with scheduled mowing. The contractor shall be held responsible for any excessive damage to trees and shrubs resulting from trimming service.

Landscape Bed Maintenance:

- Contractor responsible for the weeding of landscape beds both manually and chemically. Contractor shall keep all landscape beds free of weeds with weekly scheduled service.

Turf Fertilization & Weed Control:

- Four applications of fertilizer shall be applied at the appropriate times throughout the season.
- One application of pre-emergent herbicide for crabgrass control shall be applied before soil temperatures reach germination temperature.
- Three applications of post-emergent broadleaf control shall be applied at appropriate times throughout the season.

Spring Clean-up:

TREE & Shrub Maintenance:

- All ornamental shrubs shall be trimmed and pruned once per month at the appropriate time for each individual plant species.
- Shrubs shall be trimmed in a uniform manner for each individual plant species. □
 - Shrubs shall be trimmed to prevent encroachment on the sidewalks, drives, entrances, windows, etc.
 - □ Tree trunks maintained to eliminate all sucker growth. □
 - □ Trees shall be inspected for insects or fungus. Spraying for insects or fungus shall be available at □ an additional charge. □
 - □ Any dead, broken, or low hanging branches that interfere with any walkways or drives shall be □ removed as necessary.
- Sidewalk/Drive Maintenance: □
 - □ Edging of concrete walks, curb lines, concrete slabs, mow strips and/or landscape beds within the property lines shall be mechanically edged as needed to maintain a neat clean appearance. □
 - □ Walks, curbs, steps, and patios shall be swept after edging as needed. □
 - □ Contractor shall keep all pavement cracks, sidewalk cracks, curbs, etc. free of weeds with weekly □ scheduled service.
- Fall Clean-up: □ Fall clean-up shall be completed in the second half of October. □
 - □ Power sweep/vacuum/blow turf areas to remove leaves, rubbish, and miscellaneous debris. □
 - □ Clean leaves and debris from parking lots, sidewalks, patios, and drive lanes. □
 - □ Hand rake or blow landscape beds to remove leaves, rubbish, and miscellaneous debris. □
 - □ All debris collected shall be disposed of offsite unless different written instruction is provided by □ Fairway View HOA.

Attachment A

Company Name _____

Bidder's Status: _____ Corporation

_____ Partnership Individual Proprietor (State) (State)

Bidder's Name:

Doing Business As (if different):

Signature of Bidder or Authorized Agent:

Bidder's Status: Corporation LLC Partnership Individual Proprietor
(State)

(Corporate seal, if corporation)

Printed Name:

Title/Position:

Business Address:

Business phone:

Attachment B

Reference Check Please Fill Out along with bid..

Reference Phone Number Type of Work Performed.

PROJECT ONE _____

_____	_____
_____	_____
_____	_____

PROJECT TWO _____

_____	_____
_____	_____
_____	_____

PROJECT THREE _____

_____	_____
_____	_____
_____	_____

Attachment C

Contract Proposal & Bid Sheet.

Fairway View Estates HOA
Townsend Management
2179 Sycamore Rd., Suite 107
Dekalb, IL 60115

DATE _____ 20__

Contractor:

_____ Proposes to furnish all labor, Materials and equipment to the provision of Turf and Landscape Services in accordance with specifications prepared for same by the Fairway View Estates HOA, Algonquin, IL

_____ also certifies that a complete examination of the proposed sites has been made by me or my repetitive and that all existing site conditions are reflected in the following prices.

Summary Of BID:

April 15th- November 3rd.

- 1) Mowing services as described (total cost for season) \$ _____
- 2) Mulch Total Cost Applied (option) Double dyed brown \$ _____
- 3) Pond Mowing (option) Per Hour \$ _____
- 4) Labor Per hour \$ _____

Total Bid Price for Extension to Turf and landscape services contract for second and third seasons.

2nd Year (Option) \$ _____

3rd Year (Option) \$ _____

Optional Services Price schedule :

- 1) Price for 3" Caliper Autumn Blaze red maple installed \$ _____**
- 2) Price per 500 Gallons of water applied to trees \$ _____**
- 3) Price per acre of over seeding with like seed \$ _____**
- 4) Price Per flat of flowers installed \$ _____**