



REQUEST FOR PROPOSAL
LAWN MAINTENANCE
FOR THE 2013 SEASON

The attached bid specification is for the **Willowbrook Condominium Association** located in **Boothwyn, PA, Township of Upper Chichester**.

Your bid proposal shall be due on or before October 12, 2012 at 4:00 PM. Please submit your proposal to Willowbrook Condominium Association, 3360 Chichester Ave. A-4, Boothwyn, PA 19061 or fax to 610 485-9572 Attn. Colleen Soper

Should you have any questions concerning these specifications, you may contact Colleen Soper, Community Manager, at (610) 485-9030.

We believe this specification reflects the services and interests of **Willowbrook Condominium Association**. It enables us to compare contractors on fair and equitable bases. If there is any section in this specification that you feel needs improvement, we welcome your comments.

Except as otherwise stipulated herein, the contractor shall furnish all materials, tolls, equipment and labor necessary to complete the work described in this contract; further, it shall be the contractor's sole responsibility to make arrangements for all required material procurement, transportation, off-site storage and preparation.

1. GENERAL STANDARDS

- 1.1 The contractor shall be familiar with the project premises and how the existing conditions will affect his work during the service term of this Agreement.
- 1.2 Throughout the term of the Agreement, contractor shall maintain at their sole expense the following minimum insurance limits:
 - 1.2.1 A Workman's Compensation for Statutory Limits in compliance with the applicable State and Federal Laws and Employers Liability with a minimum limit of \$500,000.
 - 1.2.2 Comprehensive General Liability including Contractors Protective covering the indemnification/hold harmless clause as set forth I paragraph 1.4 below and Broad Form Property Damage with no less than the following minimum limits:

\$1,000,000 any one occurrence combined for bodily and Personal Injury and Property Damage.
 - 1.2.3 Automobile Liability including owned, non-owned and hired automobiles with no less than the following limits:

\$500,000 any one occurrence combined for Bodily and Personal Injury and Property Damage.
- 1.3 Insurance Certificates: Before starting work the Contractor shall furnish the Owner Certificates of Insurance signed by insurer acceptable to the Owner, indicating that the Owner will receive at least thirty (30) days prior written notice of cancellation or modification of the insurance that may affect the Owner's interest. The contractor assumes the responsibility for securing Certificate of Insurance for his Subcontractors.
- 1.4 The contractor agrees to indemnify and hold harmless the Association, its officers, agents and employees, the Community Manager, the Property Management Firm, their employees, heirs and assigns from loss, damage, liability or expense on account of damage to property and injuries, including death, to all persons, including the contractor's employees, arising or in any manner growing out of the performance of any work or supplying of any material under this contract, regardless of whether or not it is caused in any part by the act of or omission, whether negligent or not, of a party indemnified hereunder, and shall defend at its own expense any suits or other proceedings brought against the owner, its officers, agents and employees, or any of them, on account thereof and pay all expenses and satisfy all judgements which may be insured by or rendered against them or any of them I connection therewith.
- 1.5 Work vouchers for completed work will be given/faxed or mailed to the management office at the end of each day their workmen are on the property. The work voucher shall include the description of the work

performed, the hours, i.e. 12:00 PM – 5:00 PM including employee's names and supervisor. An inventory of any dead bushes or trees removed by type, location and number (If applicable).

- 1.6 Itemized bills that refer to line items in this contract shall be submitted, for payment, on the following days to guarantee prompt payment:

25th of each month for payment by the 15th

15th of each month for payment by the 25th

- 1.7 All work shall be performed to the highest standard of horticultural excellence and shall be in accordance with accepted standard practices. All work shall be performed with all applicable laws, codes, ordinances and regulations of all local, state and federal government agencies; and it will be the responsibility of the contractor to obtain at their cost all necessary certificates, permits and licenses required by such agencies and to provide the Association with copies of same. Proof of Township license is required.
- 1.8 All material and hardware to be supplied by the contractor, which is not specifically described herein, shall be of suitable construction, composition and quality to achieve their intended function within the landscape maintenance program. All personnel of contractor shall be properly trained and licensed (if necessary) and shall conduct their work in a professional manner at all times, while on the community property.
- 1.9 The **Willowbrook Condominium Association** reserves the right to accept or reject any item in this contract.
- 1.10 This contract may be terminated by the **Willowbrook Condominium Association** with fifteen- (15) days written notice to the contractor.
- 1.11 Where restricted-use herbicides are used, application shall be made by or under the direct supervision of personnel licensed by the local or state regulatory agencies and in accordance with regulations established by these agencies and the Environmental Protection Agency.
- 1.12 The contractor is to supply to the Community Manager a copy of the Material Safety Data Sheet for all chemicals, at least 10 days in advance of any application. The **Willowbrook Condominium Association** reserves the right to approve or disapprove of any chemical application prior to use.
- 1.12.1 The contractor is to notify the community in writing at least 10 days in advance of any chemical treatment, the area to be treated as well as any recommendations or needs for restricted-use of any part of the community, due to the chemical treatment.
- 1.12.2 The contractor will supply **red flags** for all areas of common ground that chemical treatment has been applied.
- 1.13 The contractor agrees to include with the bid proposal, a list of any work, which is intended to be performed by a subcontractor. All subcontractors shall require approval of the **Willowbrook Condominium Association**.
- 1.14 This contract shall be awarded when executed by an authorized representative of the **Willowbrook Condominium Association** on the enclosed bid forms. An original copy of this executed contract shall be forwarded to the successful bidder.

2. SCOPE OF WORK

2.1 Furnish all labor, equipment and material necessary to complete the maintenance of turf and plantings as specified herein. The work to be completed, but not limited to, shall include:

- A. **SCHEUDLED SERVICES:** mowing, trimming, edging. **(These services are meant to be automatic)**
- B. **OPTIONAL SERVICES:** mulching, spring and fall clean-ups, thatching, aerating, overseeding, sod, debris removal, bed maintenance, weed control, fertilization, lime application, disease and insect/pest control. (These services are not automatic services and are not to be performed unless requested in writing by an authorized agent for the community, which will be specified to the approved bidder. Copies of the written request for service is to accompany any bill for that service in order to have payment rendered).

3. MOWING

- 3.1 All lawn areas shall be mowed once per week or shall be adjusted, by prior consultation between the Contractor and the authorized agent for the Association, to make necessary schedule changes. The cutting height will be on average two and one-half (2-1/2) inches to three (3) inches.
- 3.2 Mowing will be performed without disturbing bed areas, shrubbery or structures. Push mowers will be required around each building perimeter where windows are located and where necessary. No weed whacker is ever to be use within six (6) inches of any tree, shrub or bed. Any tree, shrub or bed that is

damaged due to the use of a weed whacker will be the sole responsibility of the contractor to replace or repair any damage caused.

- 3.3 Area by trees, shrubs, building foundations, posts or other obstructions will be done by push mowers.
- 3.4 Grass clippings, leaves or other debris will be swept and removed from all walkways, curbs, streets, street gutters, walls, air conditioner/heater pump units, driveways, beds and fences and will be removed from the Association's property.
- 3.5 Litter, debris and loose stone on lawn areas will be removed **prior** to mowing.
- 3.6 Mowing around all planted beds, planted trees and tree wells and any living areas shall be such that all grass clippings are directed AWAY from these areas.
- 3.7 During July, August and September when mowing is not needed due to lack of growth from extreme temperatures or drought conditions, equal time will be spent attending to other landscaping issues. For example, weeding, trimming, bed maintenance, refreshing mulch etc. The Community Manager or other authorized agent for the Association will schedule these activities.

4. TRIMMING

- 4.1 All lawn areas adjacent, but not limited to buildings, walkways, curbs, lights, signs, trees, beds and fences shall be trimmed to approximately two (2) inches. Weed whackers or equal, shall **not be permitted** adjacent to ornamental shrubs, wooden posts, building siding or any other building façade.
- 4.2 All plantings around air conditioner/heater pump units shall be trimmed so as not to obstruct the operation of the air conditioner/heater pump unit.

5. EDGING

- 5.1 Edging walkways, sidewalks, and curbs to be done on a weekly basis. **But not** to create a trenched area or canal for water to undermine the integrity of the walkway, sidewalk or curb structures. Turf along all walkways will be cut with a mechanical or manual edger, producing a well-defined edge, bearing the above stipulation in mind.
- 5.2 All debris will be removed and discarded off-site.
- 5.3 All voluntary growth in cracks in sidewalks, roadways and curbs shall be cleared of all growing vegetation. The curb shall be sprayed with an all vegetation kill, but is not to discolor the curb, walkways or sidewalks.

6. SPRING CLEAN UP

- 6.1 All lawn areas shall be raked and rakings shall be removed from the property.
- 6.2 All debris, including, but not limited to, branches, stones and paper shall be removed from the property.
- 6.3 All driveways and parking areas shall be swept clean. All debris shall be removed from the property.
- 6.4 PLANTING BEDS:
 - 6.4.1 Soil (mulch) in beds will be broken to a depth of one and one-half (1 ½) inches.
 - 6.4.2 All weeds will be removed; existing plantings will be cleared of debris, dead branches, stones, etc.
 - 6.4.3 All mulch will be loosened and reshaped.
 - 6.4.4 Mulch will not be left against building foundations, patio walls, heat pumps, air conditioners and fences.
 - 6.4.5 An application of pre-emergent herbicide is to be applied to all beds to control weeds.
 - 6.4.6 All foundation beds and tree wells will be mechanically edged.
- 6.5 The Community Manager or authorized agent for the Association is to schedule these activities with the contractor.

7. FALL CLEAN UP

- 7.1 All lawn areas, beds and parking areas will be cleaned of leaves, branches, litter, stones and other debris.
- 7.2 All debris is to be removed from the Association property.
- 7.3 All walkway and roadway gutters are to be swept clean.
- 7.4 The Community Manager or authorized agent for the Association is to schedule these activities with the contractor.

8. BED MAINTENANCE

- 8.1 All planting beds, including any around ornamental trees shall be maintained.

- 8.2 All weeds, not controlled by herbicide program shall be removed by hand. Any plant damage caused by chemicals, applied by contractor, will be the sole responsibility of the contractor.
- 8.3 Post-emergent herbicides shall be applied in accordance with manufacturer's recommendations and specific requirements to control weeds not controlled by pre-emergent programs. Any plant damage caused by chemicals, applied by contractor, will be the sole responsibility of the contractor.
- 8.4 All mulched areas to be loosened and reshaped.
- 8.5 The Community Manager or authorized agent for the Association is to schedule these activities with the contractor.

9. WEED CONTROL

- 9.1 Pre-emergent herbicide will be applied to all turf areas in accordance with manufacturer's recommendations to control weeds prior to germination. Chemical control shall be selected for the broadest spectrum control possible. The contractor may elect to use combination chemical applications. Should this maintenance approach be taken, it will be made in strict observation of the manufacturer's recommendations.
- 9.2 Post-emergent herbicides shall be applied in accordance with the manufacturer's recommendations to control weeds, which are not controlled by the pre-emergent program. All applications shall be made in accordance with the manufacturer's recommendations.
- 9.3 All herbicides shall be used by a licensed applicator and shall be used in accordance with the standards and regulations set forth by the Environmental Protection Agency and the appropriate state and local regulatory agencies.
- 9.4 The Community Manager will be informed ten (10) days in advance of any applications and the property will be posted, by the contractor in such places where notice will be read, i.e. mail boxes, etc.
- 9.5 The contractor is to supply to the Community Manager a copy of the Material Safety Data Sheet for all chemicals, at least ten (10) days in advance of application.
- 9.6 The Community Manager or authorized agent for the Association is to schedule these activities with the contractor.

10. FERTILIZATION

- 10.1 The contractor shall conduct soil tests at least, but not limited to, once per session.
 - 10.1.1 The contractor shall send all soil samples to a recognized research facility and which is subject to approval.
 - 10.1.2 The results of this test shall be submitted to the Community Manager in writing
- 10.2 All established lawn areas shall be fertilized three (3) times yearly in accordance with the following schedule:
 - 10.2.1 First application in early spring to stimulate growth
 - 10.2.2 Second application in the summer to sustain growth
 - 10.2.3 Third application in late fall to establish a hearty root system for the dormant period.
- 10.3 Lawn areas shall be top-dressed with fertilizer according to standard horticultural practices.
- 10.4 The Community Manager or authorized agent for the Association is to schedule these activities with the contractor.

11. DISEASE CONTROL

- 11.1 All lawn areas shall be inspected monthly for signs of development of any pathogen, which might adversely affect the growth, and normal development of the turf areas. Immediately upon finding such problem, the contractor shall take steps to control the problem(s) as they exist and notify the Community Manager.
- 11.2 No pesticides shall be applied needlessly.
- 11.3 All pesticides shall be used under the direct supervision of a licensed pesticide applicator and shall be used in accordance with the standards and regulations set forth by the Environmental Protection Agency and appropriate state and local regulatory agencies.
- 11.4 The Community Manager will be informed ten (10) days in advance of any pesticide applications and the property will be posted, by the contractor, in such places where they will be read, i.e. mailboxes, etc.
- 11.5 The contractor is to supply the Community Manager a copy of the Material Safety Data Sheet for all chemicals, at least ten (10) days in advance of any pesticide applications.

12. MULCHING

- 12.1 An application of a sufficient amount of double shredded bark mulch is to be made on all beds to provide approximately two (2) inches of total mulch.
- 12.2 Mulching material is to have the prior approval of the **Willowbrook Condominium Association**. The mulch should be termite free and not contain any chemical or material, which might cause the turf to turn colors or become diseased.
- 12.3 Mulch is not to be left against the building foundations, air conditioners or hear pump units, or fences.
- 12.4 Mulch is to be applied around trees in such a way as to not suffocate the trees.

13. THATCHING

- 13.1 All lawn areas shall be thatched in accordance with good horticultural practices.
- 13.2 All thatch shall be raked and removed from the Association property.

14. AERATING

- 14.1 All lawn areas shall be aerated in accordance with good horticultural practices.
- 14.2 All aeration plugs shall be raked and removed from the Association property.

15. OVERSEEDING

- 15.1 All lawn areas shall be overseeded in accordance with good horticultural practices.
- 15.2 All seeds shall be of the highest quality and shall be of such type so as to perform the purpose for which it is intended following the manufacturer's recommendations.

16. GUTTER AND DOWNSPOUT CLEANING

- 16.1 All debris from gutters shall be removed so as to provide an uninterrupted flow of water.
- 16.2 If necessary, downspouts shall be removed, dismantled, cleaned of debris, reassembled and reinstalled to their proper position.

17. DEBRIS REMOVAL

- 17.1 Contractor shall quote on removal of debris, beyond the scope of this specification, on an as needed basis.
- 17.2 Contractor is to bid on a price per cubic foot basis.

18. LIME APPLICATION

- 18.1 The contractor shall quote to apply lime to all lawn areas. The contractor shall conduct a soil test to determine the amount of lime required. Lime will be applied within good horticultural practices.
- 18.2 All lime shall be of the highest quality and shall be of such type so as to perform the purpose for which it is intended.
- 18.3 The contractors shall quote on a per application basis.

19. GRUBB CONTROL

- 19.1 All lawn areas shall be controlled for Grubs in accordance with good horticultural practices.
- 19.2 The contractor will use Oftanol 5G or equivalent.
- 19.3 The contractor shall quote on a per application basis.

Willowbrook Condominium Association

Lawn Maintenance 2013

Contractor's Bid Sheet

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PLEASE PRICE AS BROKEN DOWN BY SCOPE OF WORK SECTIONS:

Section	Cost/Operation	Time/Year	Total Cost
3. Mowing	_____	24	\$_____
4. Trimming	_____	24	\$_____
5. Edging	_____	24	\$_____
Clean-Ups:			
6. Spring	_____	1	\$_____
7. Fall	_____	2-3	\$_____
8. Bed Maintenance	_____	6	\$_____
9. Weed Control:			
Pre-emergent	_____	1	\$_____
Post-emergent	_____	1	\$_____
10. Fertilization	_____	3	\$_____
Soil test (sent to recognized research facility)		1	\$_____
11. Pest Control/Grub Control	_____		\$_____
(Per application basis)			
12. Mulching	_____		\$_____
13. Thatching	_____		\$_____
14. Aerating	_____		\$_____

- 15. Overseeding _____ \$ _____
- 16. Gutter Cleaning _____ \$ _____
- 17. Debris Removal Cubic Feet _____ \$ _____
- 18. Lime Application _____ \$ _____

(Pending outcome of the soil test)

Proposal Submitted by: _____

Please list any work that is subcontracted and the name of the subcontractor on back of bid form.

Signed: _____ Title: _____ Date: _____

ACCEPTED BY:

Signed: _____ Title: _____ Date: _____

Willowbrook Condominium Association's acceptance of this proposal is subject to all terms, conditions and activities as stated in specification number LAWN11 and this acceptance shall constitute and executed contract. These specifications shall govern as the contract and NO verbal conditions shall be accepted.

By signing this proposal, Willowbrook Condominium Association in no way, shape or form is agreeing to have any optional services performed, unless specifically stated in writing by the Community Manager or other authorized agent for the Association. Any work performed on the approval of anyone other than that specified at the commencement of this contract, will be the sole responsibility of the contractor and not that of the Associations.