

January 10, 2013
Request for Proposal for
WINDRUSH BAY CONDOMINIUM ASSOCIATION, INC
700 Windrush Bay Drive, Tarpon Springs, FL 34689
www.windrushbay.org

SCOPE OF WORK
Specifications for Landscaping, Lawn Maintenance & Pest Control

Preamble: Windrush Bay is a 9.5-acre gulf-front condominium complex in need of substantial improvement to its landscaping. The Windrush Bay Condominium Association, Inc.'s goal is to improve the overall appearance of the site by planting Florida friendly horticulture, reducing overall water usage, and increasing ease in future site maintenance.

To the greatest extent possible, the Windrush Bay Condominium Association, Inc. (hereafter referred to as "OWNER") desires a flat-rate pricing structure and all work coordinated and paid under a Master Contract.

There is an active resident Beautification Committee focused on meeting the landscaping goal mention above. A landscape contractor who is willing to suggest resident projects accomplishable October - March is most desirable.

Toward that goal, the OWNERS shall receive all labor, equipment, services, supplies, mulch, and materials to perform by the contractor the following services:

1. Policing Grounds and General Cleanup of Debris
2. Mowing
3. Edging & Trimming
4. Spraying – turf
5. Spraying – shrubs
6. Weeding & Weed Control
7. Pruning
8. Mulch
9. Mangrove Trimming
10. Reports
11. Extra Services: Irrigation, Annuals & Perennials, Stump Grinding, Tall Palm Tree Trimming, Termite treatments on 2 buildings
12. Personnel and Qualifications
13. Indemnification & Insurance
14. Contract Term, Renewal and Cancellation
15. Fees and Terms
16. Additional Information

General Requirements for MASTER CONTRACT:

- There shall be an onsite, easily identifiable, supervisor/superintendent who is fluent in English at all times that crews are present.
- All plants, branches, and vegetation are to be kept from touching any building, air conditioner, or utility unit.
- Grass is to be kept at a height of 4”
- Pine needles are not to be blown into flowerbeds
- All grass clippings on streets (entrance road in particular), curbs, sidewalks, and parking lots are to be removed and hauled away.
- Clippings and debris are to be directed away from buildings and cars when using an air blower.
- All debris resulting from contractor activities (entrance road in particular) is to be removed from property.
- Pick up dropped citrus as needed.
- Identify services provided during weeks when mowing is not involved.

1. Policing Grounds and General Cleanup

- a. Police all areas under contract during each service call and remove/haul-away all trash and debris from the grounds, including debris created while performing service.
- b. Damage to landscaping or irrigation equipment from windstorm, lightning, hurricane, flooding, frost conditions, vandalism or theft will be reported to the President of the Condominium Association prior to commencing work to correct the identified damage.
- c. Describe paved area sweeping and cleaning that you provide, including vacuuming leaves, especially on the right side of entrance road.

2. Mowing

- a. Mow all specified areas with power lawn mowers of sufficient horsepower to leave a neat, clean appearance. Mowers shall use sharp mulching blades.
- b. Remove all grass clippings on streets, curbs, sidewalks and parking lots by sweeping or using a powered air blower. If removed by air blower, ensure clippings and debris are directed away from buildings and cars.
- c. Grass will be mowed weekly during the summer months (April through September) and cut every other week during the winter months (October through March) for approximately 42 mows per year.

3. Edging & Trimming

- a. Edge along all sidewalks, curbs, streets and flowerbeds during each service call for mowing.
- b. Remove all grass clippings on streets, curbs, sidewalks and parking lots by sweeping or using a powered air blower. If removed by powered air blower, ensure the clippings and debris are directed away from buildings and cars.

c. Trim around lights, signs, trees and fire hydrants as required to keep a neat, clean appearance.

d. Trim around sprinkler heads to maintain maximum clearance at all times for greatest coverage.

4. Spraying – Turf

a. Fertilizing: Fertilize all turf areas. Outline specifically what fertilization your company proposes, including rates, frequency, and type.

b. Herbicide. Treat all turf grass with pre and post-emergent herbicide. Outline specifically what herbicide techniques your organization proposes including rates, frequency, and type.

c. Insecticide. Outline specifically what techniques your company proposes including products chosen, frequency of use rates, as well as your understanding of the product's success and impacts.

d. Mole crickets have been a particular problem at Windrush Bay. How will this problem be addressed?

5. Spraying – Shrubs

a. Fertilizing: Outline specifically what fertilization your company proposes, including rates, frequency, and type.

b. Insecticide: Outline specifically what techniques your company proposes including products chosen, frequency of use rates, as well as your understanding of the product's success and impacts.

6. Weeding & Weed Control

a. Weed free planting beds and hedges- Outline specifically your organization's proposal including frequency, methods, techniques and herbicides that may be used to keep planting beds and hedges weed free.

7. Pruning

a. Prune and shape all shrubs, vines and plants throughout the year as necessary. This is to include:

- Trim any trees accessible from ground level, including in the backyards of villas
- Remove all dead, diseased or injured branches of trees, shrubs, hedges.
- Maintain all sidewalks and roadways in passable condition by eliminating overhanging branches or foliage that obstructs or hinders pedestrian and/ or motor traffic.
- Retain the natural plant form and prune as needed to eliminate branches in contact with any wall, air condition unit, utility area or building.
- Trim all hedges on a monthly basis to maintain a neat and clean appearance.
- Prune all flowering shrubs immediately after blooming with top pruning restricted to shaping terminal growth.

b. Describe the manner, frequency and your organization's skills in undertaking this action;

c. Specifically address trimming of palm trees. Our maintenance person trims our smaller palm trees. We have 59 tall palm trees that need a certified arborist to trim them. –See: Extra Services.

d. Note any and all exceptions or height limitations.

8. Mulch

a. Install cypress mulch to a depth of 2 inches twice per year at approximately equal intervals. This is to include all common use areas, villas, condos, and berms.

b. Describe exactly where, type, quantity, and frequency that it will be applied;.

c. If requested, the CONTRACTOR will install additional mulch at a cost of \$__ per cubic yard

9. Mangroves

a. Outline how, when, and your organization's qualifications for trimming our site's mangroves. By Florida regulations, they are to be trimmed by Dec. 1 of each year.

10. Reports

a. Identify types and frequency of reports to be received.

b. The OWNER seeks reports of:

- Any urgent or emergency conditions that require immediate attention

- A written summary of work performed on a monthly basis to the President of the Association

-Identification of conditions or problems and suggestions for corrective actions.

-Horticultural inspections on a quarterly basis.

11. Extra Services:

Services not addressed in the MASTER CONTRACT are considered beyond the scope of this AGREEMENT. Such additional services will be addressed by separate quote and require written OWNER approval prior to commencement of services. Potential other services that may be needed:

a. Irrigation maintenance: Describe services and pricing terms.

b. Annuals & Perennials: Where, when, maintenance, cost, and what type of annuals and perennials would you recommend be planted?

c. Stump grinding: Describe services and pricing terms.

d. Tree removal. Describe services and pricing terms.

e. Tall palm tree trimming -- 59 trees: Describe services and pricing terms.

d. Termites are a problem around two of the condominium buildings (B & C) and are being treated in a separate contract. Outline specifically what techniques your company proposes including products chosen, frequency of use rates, as well as your understanding of the product's success and impacts.

12. Personnel & Qualifications

- a. Outline services that will be provided by your company or that will be subbed out to other vendors: Who do you propose to sub services to and their qualifications
- b. List organization licenses
- c. Crew appearance requirements
- d. Supervisor's appearance requirement
- e. Identify certified arborist for trimming palm trees

13. Indemnification and Proof of Insurance Certification

a. The CONTRACTOR shall be responsible for all damage to persons or property resulting from fault or negligence in performing the tasks outlined in this contract, including damages or injuries stemming from vehicles owned by the Contractor.

b. The CONTRACTOR shall maintain required certificates of insurance with the Owners listed as a Certificate Holder and as an additional insured such that the OWNER is notified of any changes in coverage.

c. Upon Owner acceptance of this contract, the CONTRACTOR shall provide the following evidence of insurance coverage:

- Workers Compensation Insurance covering the work outlined in this contract specific to this site address.
- General Liability Insurance on an accident and occurrence basis with a company currently licensed for business in the State of Florida.
- CONTRACTOR shall carry automobile liability insurance, including coverage for all owned, hired, and non-owned automobiles.
- Carry primary Commercial General Liability insurance covering all operations by or on behalf of the OWNER, and actions or omissions by the CONTRACTOR, providing insurance for bodily injury and property (including CONTRACTOR'S vehicles) damage.
- Insurance coverage shall be primary and non-contributory.
- Regardless of the allowance of exclusions, coverage limitation or deductibles, the CONTRACTOR shall be responsible for any deductible amount or any loss arising out of coverage denials by its insurance carriers. The certificates of insurance shall provide that there will be no cancellation or reduction of coverage without thirty-day's (30) prior notice to OWNER.
- The CONTRACTOR, on its own behalf and on behalf of its insurers and other providers of coverage, waives any and all right of recovery and right to subrogation in connection with matters to which insurance applies.
- Failure to continuously satisfy insurance requirements as herein provided is a material breach of contract. In the event the CONTRACTOR fails to maintain any insurance coverage required, the OWNER may, but is not required to, maintain such coverage and charge the expense to the CONTRACTOR or terminate this Master Contract.
- CONTRACTOR shall not provide any liability coverage under a "wasting" policy or other form of policy that reduces the amount of coverage, in whole or in part, by amounts expended on defense of claims.

14. Contract Term, Renewal and Cancellation:

OWNERS suggest a 30-day mutual cancellation without cause for Year 1 and cancellation with cause for the second year.

15. Fees and Terms

Fees: The Contractor shall invoice monthly in the amount of \$_____ for all services outlined in contract.

16. Additional information & Suggestions for Improvements:

CONTRACTOR: Please submit your responses to the following questions.

a. Please describe what visual improvements the Owners can expect at the site if you are selected and a time frame for accomplishment:

b. Phasing: Windrush Bay is a large site needing substantial improvement to its landscaping. How will you phase the improvements? Which locations would you address first and why? How soon and what results should Owners expect to see?

c. Limited Resident Labor. Are you receptive to limited resident labor? Some residents (12) like to undertake special projects to enhance site appearance. Would you advise residents on best practices for these special projects? Do you have suggestions for resident provided services?

d. Your suggested revisions to a contract that would improve overall quality or price?

Contact: Mary Currey, Secretary, Board of Directors

Cell: 916/671-6487 and mary.currey@gmail.com

Mail proposal to: Mary Currey, 8 Windrush Bay Drive, Tarpon Springs, FL 34689

Please submit billing invoices to:

**Ameri-Tech Community Management
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pcracchiolo@ameritechmail.com**