
SAMPLE REQUEST FOR LANDSCAPING PROPOSAL

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.

SCOPE

Furnish all labor equipment and materials necessary to complete the maintenance of turf and plantings as specified herein.

TURF MAINTENANCE

General: Maintenance shall consist of weed control programs, fertilization, disease and insect pest control, mowing, irrigation, and any other procedure consistent with good horticultural practice necessary to ensure normal, vigorous and healthy growth of the turf areas.

WEED CONTROL-COMMON AREA PLANTING BEDS

Pre-emergence herbicides shall be applied in accordance with the manufacturer's recommendations to control weeds that are not controlled by the pre-emergence program. All applications shall be made in accordance with the manufacturer's recommendations.

Post-emergence herbicides shall be applied in accordance with the manufacturer's recommendations to control weeds that are not controlled by the post-emergence program. All applications shall be made in accordance with the manufacturer's recommendations.

FERTILIZATION

All established turf areas shall be fertilized three (3) times yearly

- a. First application in early spring to stimulate growth
- b. Second application in early summer to sustain growth
- c. Third application in late summer to establish a hearty root system for the dormant period

Disease and Insect Pest Control

All turf areas shall be inspected monthly for signs of development of any

pathogen that might adversely affect the growth and normal development of the turf areas. Immediately upon finding any such problems, the landscape maintenance contractor shall take steps to control the problem(s) as they exist.

All pesticides shall be used by or under the direct supervision of a licensed pesticide applicator.

MOWING

All common areas- visits - ____ times per year.

EDGING

The landscape contractor shall edge all common areas such as sidewalks, stepping stones, pavers and border areas, common area beds uniformly and evenly.

SHRUB, BEDDING AND TREE TRIMMING

Maintenance will consist of weed control, fertilization, pruning, disease and insect/pest control, irrigation, and any other procedure consistent with good horticultural practice necessary to ensure normal, vigorous, and healthy growth of shrub plantings, trees and weed-free bedding areas.

PRUNING

All plants and trees shall be neatly pruned and/or clipped to preserve the natural character and in a manner appropriate for each plant or tree. Broken branches, palm fronds and/or bruised limbs, palm fronds and/or branches shall be removed with a clean cut.

IRRIGATION

Where automated systems are in use, the landscape maintenance contractor shall be responsible for regulating the system to ensure that all turf and planter areas receive proper irrigation. All common area sprinklers are to be kept clear of growth.

Any damage to irrigation system resulting from or caused by the contractor or his personnel in the performance of his duties shall be repaired by the contractor at no additional expense. All other irrigation repairs to be authorized by Management after a written estimate have been provided. The contractor shall assume full responsibility for the performance of the irrigation system presently installed. The landscape contractor shall be responsible for making all adjustments to the existing irrigation system, including proper setting of timer clocks to accomplish the irrigation practices.

MULCHING

The landscape maintenance contractor will furnish mulch material consistent with the existing type to accomplish a complete re-mulching of all bedding areas.

ANNUALS

The landscape contractor will provide annuals for spring and fall.

Please provide the number of crew members.

Please provide names and telephone numbers of three properties of similar size and landscape that you service.

We request an English speaking supervisor to be on premises.

Please contact the office to set up an appointment to walk the property.

We thank you for your interest.

Sincerely,

Manager