

LANDSCAPE MAINTENANCE  
SPECIFICATIONS & BID INFORMATION

# Heritage Oak Park

Owner:

HERITAGE OAK PARK  
COMMUNITY DEVELOPMENT DISTRICT

District Manager:

Bob Koncar  
INFRAMARK

# BID PACKAGE

## EXTERIOR LANDSCAPE MAINTENANCE

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#### Bidder Information Questionnaire

# BID PACKAGE

## EXTERIOR LANDSCAPE MAINTENANCE

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# REQUEST FOR PROPOSAL

## EXTERIOR LANDSCAPE MAINTENANCE

### 1.1 Introduction

This Request for Proposal ("RFP") is issued by HERITAGE OAK PARK COMMUNITY DEVELOPMENT DISTRICT ("OWNER") to solicit competitive proposals for Exterior Landscape Maintenance in the Heritage Oak Park Community, in Port Charlotte, Florida (the "Proposals") from qualified persons, firms, or corporations ("Bidders"). Inframark ("District Manager") serves as District Manager of Owner, working on behalf of the Heritage Oak Park Community Development District Board of Supervisors. The RFP includes a Bidder Information Questionnaire, Scope of Services, Summary Bid Form, Weekly Maintenance Worksheet and a Site Plan outlining the property of the Heritage Oak Park CDD.

### 1.2 Service Agreement Term

Owner and the selected Landscape Maintenance Contractor ("Contractor") will execute a Service Agreement for a term of one (1) year. In addition, the Contractor ~~may~~ **should** submit their proposal with a two (2) year or two (3) year optional service agreement if this would represent a savings to Heritage Oak Park CDD. Upon expiration or termination of any existing contract for landscape maintenance services, Contractor shall perform the services on an interim basis until either Party has provided the other Party written notice of its election to renew or terminate the Service Agreement.

### 1.3 Bidder Instructions

Sealed Proposals are invited for all work as defined, suggested, ~~or implied~~ ("Work") in the Scope of Services, as well as any addenda issued to Bidders prior to the submission of Proposals. As referenced herein, any other entity as may be designated by Owner and/or District Manager.

If a Bidder to whom a Contract is awarded forfeits and fails to execute the Service Agreement within ten (10) days after first receiving written notification of the award, the Contract award may be annulled at the Owner's option. If the award is annulled, Owner may, at its sole discretion, award the Contract to the next lowest responsible and responsive Bidder for the Work, re-advertise the Work, perform the Work by day, or through in-house operations.

This RFP does not guarantee that a Service Agreement will be awarded. The Owner reserves the exclusive right to reject any or all Proposals, in whole or in part, that it deems to be in the best interest of the Owner, and to waive any formalities or technicalities in any Proposal received. The Owner reserves the right to request modification or supplementation of any or all Proposals.

Owner does not represent that it intends to accept the lowest price bid; award will be made to the lowest price Bidder that Owner deems to be responsible and responsive based on all information provided pursuant to this RFP. The Owner reserves the right to award by items, groups of items, or total bid. Proposals may be held by the Owner for a period not to exceed 90 days from the date of submittal for the purposes of reviewing the Proposals and investigating the qualifications of the Bidders, prior to executing the Service Agreement.

#### **1.4 Proposal Preparation**

This RFP includes a Bidder Information Questionnaire (see Section 1.21 below) and a set of Proposal Bid Forms which are for the Bidders and are to be filled out and executed completely. The Bidder Information Questionnaire and a set of Proposal Bid Forms are, collectively, referred to below as the "Proposal Bid Forms."

Failure to supply any requested information and submit fully completed Proposal Bid Forms may result in disqualification. The Owner reserves the right to request additional information if clarification is needed.

#### **1.5 Proposal Delivery**

One (1) electronic copy sent via e-mail and one (1) hard copy of the Proposal Bid Forms shall be delivered to the District Manager, at the address listed below, no later than **3:00 p.m.** on **TBD** (the "Proposal Delivery Date"), at which time all Proposals shall be publicly opened.

Please submit bids to:

**INFRAMARK**  
**19520 Heritage Oak Blvd.**  
**Port Charlotte, FL 33948**  
**Attention: Michelle Egan, Project Manager**  
**E-Mail: Michelle.Egan@STServices.com**

All completed Proposal Bid Forms and addenda shall be submitted in a sealed opaque envelope which states on the outside: "SEALED PROPOSAL FOR THE EXTERIOR LANDSCAPE MAINTENANCE OF HERITAGE OAK PARK." Proposals communicated by Bidders orally will be rejected. No Proposals will be accepted after the above stated time. Submission extensions will not be allowed unless expressly stated in writing by the District Manager.

#### **1.6 Opening Proposals**

All proposals received prior to the Proposal Delivery Date will be securely kept until the time and date stated above for opening the proposals at which time all proposals will be publicly opened at the above referenced offices of the District Manager.

## **1.7 Interpretation and Addenda**

No oral interpretations will be made to any Bidder as to the meaning of the Service Description and Specifications. Interpretations, if made, will be written in the form of an addendum and sent to all Bidders on the bid list.

## **1.8 Examination of the Site**

Each Bidder is required to make a mandatory visit to the areas where Work is to be performed and thoroughly familiarized itself with all conditions before submitting their proposal bid forms.

No additional compensation nor relief from any obligation will be granted because of lack of knowledge of the site or conditions under which the Work will be performed, i.e., general working conditions, labor requirements, weather conditions, accessibility, condition of the premises, condition of the irrigation system, any obstructions, drainage conditions and the actual grades.

## **1.9 Insurability and Bondability**

Each Bidder shall supply with its proposal, evidence of insurability and/or bondability commensurate.

## **1.10 Proposal Duration**

The Proposal must be in effect for a minimum of 90 calendar days starting with the day following the Proposal Delivery Date. During this time, all provisions of the Proposal must be in effect, including prices.

## **1.11 Pricing Instructions**

Bidders shall submit their price information on the "Summary Bid Form" with all blank spaces completed. Bidders shall also sign the Summary Bid Form and complete the bidder name and address information. Each line item price shall be clearly stated and cover all charges including incidental expenses, applicable taxes, insurance, overhead and profit.

## **1.12 Substitutions**

Bidders will not be allowed to make any substitution(s) in materials, quantities or frequencies during the bid process. Bidders shall complete the Summary Bid Form using the quantities identified.

## **1.13 Price Guarantee**

Contractor agrees that its pricing to the Owner shall not increase throughout the term of this Service Agreement.

## **1.14 Signature and Legibility**

The name, address and signature of the Bidder and the price information shall be clearly and legibly written on the Summary Bid Forms. Bidder's Proposal shall be signed by a person legally

authorized to bind the Bidder to a contract.

### **1.15 Inspection of Contractor's Facilities**

Owner may, upon selecting a Contractor for this Work, within 10 days send his representative(s) to visit the Contractor's facilities before executing a Service Agreement.

### **1.16 Material Quantities – (where applicable)**

It is the Contractor's responsibility to confirm all material quantities if requested by the owner at any time during the duration of the contract.

### **1.17 Maintenance Personnel Uniforms**

All laborers and foremen of the Contractor shall perform all Work on the premises in a uniform to be designed by the Contractor. The Contractor shall have a reasonable time within which to obtain uniforms for new employees. The shirt and pants shall be matching and consistent. At the start of each day, the uniform shall be reasonably clean and neat. No shirtless attire, no torn or tattered attire or slang graphic T-shirts are permitted.

### **1.18 Maintenance Personnel Behavior**

No smoking in or around the building(s) will be permitted. Rudeness or discourteous acts by Contractor employees towards tenants, guest, management, etc. will not be tolerated. No Contractor solicitation of any kind is permitted on property. Contractor may be asked to park in designated areas.

### **1.19 Safety**

Contractor shall maintain an adequate safety program to ensure the safety of employees and any other individuals working under this agreement. Contractor shall comply with all OSHA standards. Contractor shall take precautions at all times to protect any persons and property affected by Contractor's Work under this agreement, utilizing safety equipment such as bright vests, traffic cones, etc.

### **1.20 Bidder Information Questionnaire**

All Bidders are required to fully complete and submit the following Bidder Information Questionnaire (made a part of this Section) not later than the Proposal Delivery Date. Failure to timely submit the Bidder Information Questionnaire will result in disqualification. It is suggested that Bidders submit their completed Bidder Information Questionnaire at least seven (7) days in advance of the Proposal Delivery Date to allow for advance review by the District Manager and staff in case additional information is required.

# HERITAGE OAK PARK

## LANDSCAPE MAINTENANCE CONTRACTOR Section 1.21 BIDDER INFORMATION QUESTIONNAIRE

*ALL INFORMATION MUST BE COMPLETED AND RETURNED TO THE DISTRICT MANAGEMENT OFFICE NO LATER THAN **APRIL 8<sup>TH</sup>, 2019** OR THE PROPOSAL AND QUESTIONNAIRE WILL BE REJECTED.*

1. Business Name (“Applicant”): \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Web Site: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

2. Is the Applicant a Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

3. If Applicant is a Corporation, is it incorporated in the State of Florida:  
Yes ( ) (Complete Section 3.1) No ( ) (Complete Section 3.2)

3.1 If yes, provide the following:

Is Applicant in good standing with the Florida Department of State, Division of Corporations? Yes ( ) No ( )

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date incorporated: \_\_\_\_\_  
Charter number: \_\_\_\_\_

3.2 If no, provide the following:

In which state is the Applicant incorporated? \_\_\_\_\_

Is Applicant in good standing with that state? Yes ( ) No ( )

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date incorporated: \_\_\_\_\_  
Charter number: \_\_\_\_\_

Is Applicant registered with the State of Florida? Yes ( ) No ( )



**4. If Applicant is a partnership (including a limited partnership or limited liability partnership) or limited liability company, is it organized in the State of Florida?**

Yes ( ) (Complete Section 4.1)      No ( ) (Complete Section 4.2)

**4.1**      **If yes, is Applicant registered with the Florida Department of State, Division of Corporations? Yes ( )      No ( )**

**If no, please explain:** \_\_\_\_\_  
\_\_\_\_\_

**Is Applicant in good standing with the State of Florida?**  
**Yes ( )      No ( )**

**If no, please explain:** \_\_\_\_\_  
\_\_\_\_\_

**Date Applicant was organized:** \_\_\_\_\_

**4.2**      **If no, in which state is the Applicant organized?** \_\_\_\_\_

**Is Applicant in good standing with that State? Yes ( )      No ( )**

**If no, please explain:** \_\_\_\_\_  
\_\_\_\_\_

**Date Applicant was organized:** \_\_\_\_\_

**Is Applicant registered as a foreign partnership or limited liability company to do business in the State of Florida? Yes ( )      No ( )**

**If no, please explain:** \_\_\_\_\_  
\_\_\_\_\_

**5. If Applicant is a sole proprietorship, who is the owner?** \_\_\_\_\_  
\_\_\_\_\_

**6. How long in business?** \_\_\_\_\_

**7. If the Applicant has merged with another business or changed its name during the past five (5) years, state the name of the firm(s) or business(es) involved in the merger and all other names, including fictitious trade names, under which the Applicant has conducted business:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**If yes, please describe each incident (attach additional sheets if necessary):** \_\_\_\_\_

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**16. Attach current financial statement, prepared within the last 180 days, showing current financial resources, liabilities, capital equipment and historical financial performance for the past 365 days.**

**17. List any judgments, suits, claims and/or liens pending against Applicant:**

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**18. List and describe, including the amount of damages paid, any lawsuits or claims for damages against the Applicant during the past five (5) years related to the performance or delivery of landscape maintenance services on any account which resulted in a judgment against the Applicant or a written settlement agreement and/or payment of money in excess of \$10,000.00 to the property owner receiving such services, and state whether such sums were paid by the Applicant or an insurance carrier on its behalf:**

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**19. State whether the Applicant has initiated any formal bid protests during the past five (5) years related to contracts that were not initially awarded to Applicant. If so, identify the owner who awarded the disputed bid or contract, the basis for the bid protest and, if known, the reason why the Applicant was not awarded the contract:**

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**20. Financial references:**

**Bank:** \_\_\_\_\_

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**Vendors:** \_\_\_\_\_

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**21. Headquarters' location:** \_\_\_\_\_

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**22. States in which you operate:** \_\_\_\_\_

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**23. Does Applicant have a policy on drug screening? Yes ( ) No ( )**  
**If yes, describe policy:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**24. Does Applicant have pre-employment drug screening? Yes ( ) No ( )**  
**If yes, describe drug screening policy:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**25. Describe training program for employees:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**26. Furnish company literature that describes Applicant’s business and scope of operations.**

**27. List all in-house departments such as irrigation, tech services, and seasonal color and their department heads:**

<u>Department</u>	<u>Department Head</u>
_____	_____
_____	_____
_____	_____
_____	_____

**28. List five (5) current clients including contact person(s) and telephone numbers:**

<u>Company</u>	<u>Contact Person</u>	<u>Telephone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**29. List all Community Development Districts serviced by Applicant during the past five (5) years and whether each such District is a current client:**

<u>Company</u>	<u>Contact Person</u>	<u>Telephone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**30. List three (3) jobs lost within the previous 12 months and the reason(s) why:**

Company: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Reason job lost: \_\_\_\_\_  
 \_\_\_\_\_

Company: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Reason job lost: \_\_\_\_\_  
 \_\_\_\_\_

Company: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Reason job lost: \_\_\_\_\_  
 \_\_\_\_\_

**31. List five (5) of your largest maintenance accounts, their contract value and length of service:**

<u>Account Name</u>	<u>Value</u>	<u>Length of Service</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**32. List irrigation technicians trained to manage an irrigation operating system and include number of years of experience in operating this system:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
 Name of Applicant (Business Name) By: \_\_\_\_\_  
Signature

(Print or type name and title of person signing)

Apply Corporate Seal, if filing as a corporation

**2.1****SCOPE OF SERVICES****SERVICE DESCRIPTION AND SPECIFICATIONS****Part 1 - Landscape Maintenance Program/Lawn Care Specifications****Mowing**

1. All turf areas shall be mowed weekly during the summer growing season (April through October) and on an as-needed basis but not less than two times per month during the months of November through March. *Alert office to any areas that are too wet or too dry.*
2. Mower blades will be kept sharp at all times to prevent the tearing of the grass blades. *(please notify the office when blade sharpening occurs)*

**Turf Edging**

1. All turf areas shall be edged with a mechanical edger weekly during the summer growing season (April through October) and on an as-needed basis but not less than two times per month during the months of November through March.

**Turf Trimming**

1. Turf areas inaccessible to mowing machinery will be controlled by manual or chemical means, as environmental conditions permit.
2. Areas of clear ground will be maintained around turf irrigation heads to permit un-obstructed water distribution.
3. Areas around **ALL** irrigation valve boxes should be edged so that valve box tops are visible and able to be maintained.

**Debris Removal**

1. All leaves, shrub and tree clippings shall be picked up by vacuum or by hand-raking and removed from the property.
2. All non-turf areas littered in the mowing process will be swept by hand or power vacuum as conditions permit.
3. Incidental trash should be picked up by the Contractor within all designated work areas. Items include **ALL** palm frawns that have fallen, paper, bags, cans, bottles, etc. Debris along the outside of the community wall shall be removed on a regular schedule.

**Turf Fertilization**

1. All turf areas shall be fertilized four (4) times per year with specially formulated fertilizer with trace elements that is 100% slow release. Fertilization subject to change per the Charlotte County ordinances currently in draft stage. Office should be notified 2 days prior to treatment to ensure that correct irrigation is applied.

**Turf Weed Control/Pest Control**

1. All turf shall be treated three (3) times per year for broadleaf weed control, and four (4) times per year for insect control, including treatment for fire ants, armyworms, grubs, cutworms, and chinch bugs. The program shall provide preventative control where required as well as curative chemical control. Continued spot treatment of any problem areas on an as-needed basis throughout the year. Prompt removal and eradication of the listed invasive plants as specified by Charlotte County Environmental Services include: Brazilian peeper, Australian Pine and Ear leaf Acacia. Office should be notified (2) days prior.

**Part 2 - Plant Beds, Shrubs, Woody Ornamentals, Groundcovers, Palms and Tree less than fifteen (15) feet in overall height****Pruning**

1. Selective pruning shall be performed as needed to balance infiltrating light, to remove dead wood, fronds, or seedpods, and to promote planned growth patterns.
2. With the exception of hedges, all pruning and thinning will have the distinct objective of retaining the plant's natural shape.
3. Plants, hedges, bushes and trees obstructing pedestrian or automobile traffic, and damaged plants, will be pruned on a regular basis.
4. The Contractor assumes no liability for consequential or inconsequential damages arising from plant obstructions.
5. Work will be scheduled to give the least possible interference to property, occupants and visitors.
6. Contractor is not responsible for trees and palms over 15' in overall height and a tree trimming company must service these. However if the Contractor is properly insured they may submit an additional bid for the maintenance of all trees and palms over 15' in overall height. Trees and Palms over 15' would be done at an extra cost on a regular maintenance schedule. **Please provide an addendum to add a tree trimming contract for palms over 15' feet.**
7. Plant material located between lake walkway and lake should be pruned quarterly or (4) four times per a year and Contractor shall be responsible for debris removal to ensure no floating debris in lake water or left on bank shore.

8. All plant beds around the guard house shall be kept up on a regular monthly schedule during the months April through September and every other month October through March.
9. Plants, bushes and trees below 15' located around the small fish pond shall be pruned on a regular monthly schedule during the months April through September and every other month October through March.
10. Plants, bushes and trees below 15' located within all Greenbelt areas shall be done on a monthly schedule during the months April through September and every other month October through March.

### **Edging and Trimming**

1. Ground covers will be confined to plant bed areas by manual or chemical means, as environmental conditions permit.

### **Fertilization**

1. To be applied to shrubbery, palms, planting, and hedges four (4) times per year with the proper fertilizers as recommended by the Charlotte County Extension Service. Fertilization subject to change per the Charlotte County ordinances currently in draft stage.

### **Weed Control**

1. Open ground between plants will be kept free of weeds by chemical or manual means, as environmental, horticultural and weather conditions permit.

### **Mulch**

1. Mulching of all planted / landscaped areas will be done as needed.

### **Annual Rotation of Flowers**

1. Annual rotation of flowers (2) in the rear entrance flower beds shall be changed quarterly or (4) four times per a year.

### **Part 3 – Weekly Maintenance Worksheet**

1. The Contractor's Project Manager will be responsible to conduct weekly inspections of the grounds and will submit a weekly maintenance worksheet (Section 2.3) to the District Manager or on-site management personnel.



**Part 4 - Natural Disaster Response and Recovery****1. Natural Disaster Response and Recovery Operations defined:**

- a. A Natural Disaster is defined as any weather related incident (storm, tornado, or hurricane) which results in tree felling and/or debris from plants and trees being dislodged and deposited on the roads, walkways, parking areas, and any other Heritage Oak Park CDD owned parcels.
- b. Natural Disaster Response is defined as:
  1. The initial on site assessment of Heritage Oak Park CDD damages and debris clutter after the incident has been determined by the assigned Landscape Company Manager or his/her designee and the arrival of Landscape Personnel. Heritage Oak Park CDD On-site Manager will be able to authorize the start of the process and where to being clean up if necessary.
- c. Natural Disaster Recovery is defined as:
  1. The removal of all debris, including all loose debris, fallen trees, and branches that were damaged in the incident and need to be trimmed or removed from all Heritage Oak Park CDD property.

**2. Requirements**

- a. The Landscaping Company will agree to prioritize the Natural Disaster Recovery/Response for Heritage Oak Park CDD. No additional Contract or Addendum will be required for this prioritization.
- b. The assigned Landscape site Manager or his/her designee is expected to be in contact with Heritage Oak Park and completing his/her assessment within 4 hours of the incident ending.
- c. The Recovery team to effect the debris removal is expected to be on site within 8 hours of the end of the incident to address road blockages and debris that compromises buildings and essential areas, and by 6:00 pm of the day following the incident ending to address all other debris.

2.2

**SUMMARY BID FORMS**

Heritage Oak Park is broken down into four neighborhoods which can be identified in the Site Plan located in Section 2.4. Bids are being accepted for the entire Heritage Oak Park Community Development District. When bidding for the entire Heritage Oak Park CDD please fill out each section that falls under the **HERITAGE OAK PARK CDD**.

Exterior Landscape Maintenance  
**HERITAGE OAK PARK CDD**  
 Fort Myers, FL

**I.**

<b>Lodge Complex – To include 5 surrounding buildings &amp; Lake</b>	<b>Included in Bid</b>
Lodge	<input type="checkbox"/>
Sports Bar	<input type="checkbox"/>
Parking lot	<input type="checkbox"/>
Library/ Craft Room	<input type="checkbox"/>
Exercise Room	<input type="checkbox"/>
Maintenance Garage	<input type="checkbox"/>
Pool Area	<input type="checkbox"/>
Fish Pond Area	<input type="checkbox"/>
Tennis courts	<input type="checkbox"/>
Horseshoe Pits	<input type="checkbox"/>
Turf behind condos lakeside (CDD property only)	<input type="checkbox"/>
Plant material along interior lake walkway (from 5ft to sidewalk)	<input type="checkbox"/>

**II.**

<b>Front Entrance of Community</b>	<b>Included in Bid</b>
Front entrance of the community along the fence line	<input type="checkbox"/>
Guard shack	<input type="checkbox"/>
CDD property along Heritage Oak Blvd	<input type="checkbox"/>

**III.**

<b>Green Belts, Road Islands, &amp; Crestview Waterway</b>	<b>Included in Bid</b>
Green belt located between Red Oak Lane and Green Oak Trail (2)	<input type="checkbox"/>
Green belt between Live Oak Circle	<input type="checkbox"/>
Green Belt between Live Oak Cir and White Oak Trail	<input type="checkbox"/>
All islands located within <b>ALL</b> roadways of Heritage Oak Park	<input type="checkbox"/>
Property that runs along the Crestview Waterway	<input type="checkbox"/>

**IV.**

**Landscape beds in the Green Belt are of particular concern and we seek a plan to clean and promote the full growth of ferns and other native plants. Please identify how you would address this and meet the Communities expectations:**

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**Initial cost for improvement to these areas \$ \_\_\_\_\_**

**Annual Maintenance if not included if not included in base bid \$ \_\_\_\_\_**

**V.**

<b>Rear Gate</b>	<b>Included in Bid</b>
Rear gate flower beds and island	<input type="checkbox"/>
Southeast interior corner of the property	<input type="checkbox"/>
Trees along the outside of the community wall	<input type="checkbox"/>

**Total annual landscape maintenance bid for all services above, to include but not limited to areas I, II, III, IV, & V. \$ \_\_\_\_\_**

**Natural Disaster Response and Recovery charges:**

**Cost of removal of loose debris per 5 yards: \$ \_\_\_\_\_**

**Cost of manpower per man per hour: \$ \_\_\_\_\_**

**Cost of equipment per hour:**

**Tree removal equipment per day: \$ \_\_\_\_\_**

**Road cleaning equipment per day: \$ \_\_\_\_\_**

**Any exceptions or objection please feel free to state here, if none please state so:**

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Contractor Name \_\_\_\_\_

Contractor Address \_\_\_\_\_

Contractor Signature \_\_\_\_\_

Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date \_\_\_\_\_

**WEEKLY MAINTENANCE WORKSHEET**

1) Date of maintenance visit: \_\_\_\_\_

2) Supervisor: \_\_\_\_\_

3) **Number of crew members on-site & job:**  
\_\_\_\_\_  
\_\_\_\_\_

4) Listing of problems and locations:

a) Insect and plants: \_\_\_\_\_  
\_\_\_\_\_

b) Disease and plants: \_\_\_\_\_  
\_\_\_\_\_

c) Nutrient problems and plants \_\_\_\_\_  
\_\_\_\_\_

d) Dry plants: \_\_\_\_\_  
\_\_\_\_\_

e) Wet plants: \_\_\_\_\_  
\_\_\_\_\_

~~f) Amount of mulch applied: \_\_\_\_\_~~

g) Amount of mulch needed or applied over designated amount: \_\_\_\_\_

h) Dead plants removed: \_\_\_\_\_  
\_\_\_\_\_

i) Tree service work needed: \_\_\_\_\_  
\_\_\_\_\_

j) Irrigation damage and repairs: \_\_\_\_\_  
\_\_\_\_\_

5) Extra work performed:

a) Number of men: \_\_\_\_\_

b) Their title(s): \_\_\_\_\_

c) Hours per man: \_\_\_\_\_

d) Description of work performed: \_\_\_\_\_  
\_\_\_\_\_

General Notes:

Please list any items the Owner and/or District Manager and/or Consultant needs to know of any extra work that is to be performed outside of the grounds maintenance contract scope. Also, give an estimate of time to perform the work: \_\_\_\_\_  
\_\_\_\_\_

**2.4**

**SITE PLAN**

**HERITAGE OAK PARK CDD**

Please see the attached map. All CDD areas are located in green. For further detail on each location please refer to pages that follow.