



H&H Management, LLC
8103 E. US Highway 36, Suite 272
Avon, IN 46123
www.managemyhoa.com

Landscape RFP - BID SPECIFICATIONS

Please bid the following services for _____ Located in _____, _____ Upon acceptance of bid prior to commencement of work, Contractor will be required to provide a Certificate of Insurance. All work must be performed in a professional and workmanlike manner. Daily clean-up is required. In addition, the Management Company must be given forty-eight (48) hours' notice to any services being performed outside contracted work. Please indicate any discounts you may offer for multiple year signed contract or early payment.

- LAWN MOWING PER CUT PRICE – STANDARD SERVICE (Including all taxes)

Turf mowing-26 cuts @ \$_____ Total Turf Mowing \$_____

Cutting will be on a once a week schedule on the same day each week. Prior to cutting, the contractor is responsible for picking up trash, limbs and other debris lying on the ground. The community reserves the right to cancel a cut any given week with twenty-four (24) hour notice to the contractor. If drought conditions require spot cutting only, the price for that cutting will be reduced. All grass areas must be cut each week in a professional manner by walk behind and/ or riding mowers, with blade settings at 3 ½ inches, and weed eaters. Cutting direction shall be established to avoid throwing grass clippings into mulch beds, ponds, lakes or any other water feature. Edges must be defined by weed eaters. Any clippings left in heavy concentrations must be cut again to spread out clippings and/or raked up. The Association must be notified for approval of any charges related to removing excess clippings prior to performing work. All clippings must be removed from all non-grass surfaces, including but not limited to driveways, sidewalks, patios, decks, and mulch beds.

- Shrub Pruning: \$_____ Shrub pruning shall be performed or sheared two times during the growing season as needed. Perennials and ground cover will also be pruned based on species requirements as part of this line item. All clippings will be removed from property at the time of service by contractor.
- Ornamental Tree Pruning: \$_____ Designated deciduous ornamental trees will be spot-pruned one time during the growing season. Sucker growth will be cut back as needed during the growing season. All clippings will be removed from property at the time of service by contractor.
- Hard Surface Edging: \$_____ All designated sidewalks and curbs adjacent to common areas will be blade edged four times during the growing season.
- Mulching: \$_____ Mulching includes one-time spring application of Black AA Dyed Hardwood mulch to all designated landscaped beds and tree wells. A pre-emergent herbicide will be applied prior to mulching.

Labor: \$ _____
 Materials: \$ _____
 Tax: \$ _____

- **Mulch Bed Maintenance:** \$ _____
 Includes weed control in all landscaped beds and tree wells by use of herbicides, hand pulling or spading. All landscaped beds and tree wells shall be inspected bi-weekly and weeded as needed

Labor:\$ _____ Materials:\$ _____

- **Bed Edging:** \$ _____
 All free standing beds and tree wells will be blade edged prior to mulching.

• **LAWN TREATMENTS**

Please provide analysis of chemicals per 1000 square feet. Applications must be applied by a licensed applicator. The Management Company must have forty-eight (48) hour notice before making any applications and the property must be "tagged" with treatment flags throughout the community. All treatments include a satisfaction guarantee or the contactor will re-treat problem areas at no cost to the community. Contractors are responsible for all damages resulting from their treatments including, but not limited to, dead plants, fish and birds, and damage to pets or persons.

EARLY SPRING _____	\$ _____
LATE SPRING _____	\$ _____
SUMMER _____	\$ _____
EARLY FALL _____	\$ _____
LATE FALL _____	\$ _____
Total	\$ _____

• **ORNAMENTAL PEST CONTROL**

Two Applications of insect and mite control will be applied to all designated ornamental trees and shrubs. Fungicides may be used in the spring for control of apple scab and rust

Labor \$ _____

Materials \$ _____

• **ORNAMENTAL FERTILIZATION**

All designated ornamental trees and shrubs will have a root-zone fertilization in the late fall

Labor \$ _____

Materials \$ _____

• **SPRING CLEAN UP**

Remove and dispose of any materials they may be in or around the landscape so as to create a clean Palette including but not limited to Debris, trash or other items that may have been left behind during the winter months.

\$ _____

- FALL CLEAN UP

Remove and dispose of any materials they may be in or around the landscape so as to create a clean Palette including but not limited to Debris, trash or other items that may have been left behind during prior months.

\$ _____

Discount Terms

Special Services Offered

Contractors Name and Title (Please Print)

Date

Contractor Signature

Date

Please submit this completed form via our website
www.managemyhoa.com on our **Services > Contractor Services > H&H Lawncare RFP** page.

Thank you. We look forward to hearing from you!