



Village at Alum Creek Homeowners Association
2008 Lawn Care Proposal Specifications

September 15, 2007

To Whom It May Concern:

You have been selected to participate in the Request for Proposal process for lawn care of the common areas for the Village at Alum Creek Homeowners Association.

Please read the specifications carefully and follow the bid submission instructions.

All questions and scheduling of a property walk-through should be directed to Neil Wheeler at 614-314-9790.

All bids must be received by 5:00 PM on October 31, 2007 to be considered for selection.

Proof of liability insurance, Workman's Compensation certificate, and three (3) Homeowner Association references are required as part of the bid package.

Incomplete bids will be removed from consideration.

No price negotiation will be done. Your best price must be submitted.

A decision will be made by December 15, 2007. You will be notified of our decision, regardless if you were chosen or not.

Thank you for your consideration and interest.

Neil Wheeler
Village at Alum Creek Homeowners Association
VP of Administration

P.S.

We also need additional services that are outside of this selection process. The selection for these services will be done at a future date and are independent of the lawn care services. Please indicate if you are interested in (or can provide contact information for someone that would be interested):

- Removal and replacement of Ash trees in the common areas
- Maintenance and winterization of pond fountains
- Installation and maintenance of pond pumps

The following are the specifications for lawn care proposals for the Village at Alum Creek Homeowners Association (VAC) for the 2008 calendar year.

1. Weather Considerations

- It is mutually understood, that all of the services provided herein are weather driven and the dates included in these specification are provided as general guidelines for the landscape contractor.

2. Damages

- The contractor shall be responsible for any damage to window well covers, buildings, fences, landscaping, signs, posts, trees, shrubs or any other asset caused by the contractor's crews. Any damage must be reported immediately to the VAC representative and resolved no later than 30 days after the incident.

3. Reporting and Billing

- The contractor is to provide a monthly report via fax, mail or email during the mowing season indicating what services were provided during that month (broken down by week and day) and to provide updates as to upcoming services scheduled in the coming month. The contractor and VAC Trustees shall establish an agreed upon schedule for when and who will receive these reports. The timeliness and accuracy of this report is very important for our communication to the homeowners and the invoice reconciliation process. Invoices will not be paid if this report is not submitted.
- The contractor will submit monthly invoices, which will reflect the services completed in that month, that reflect a detailed account of each service provided and coordinating service dates. The services detailed on the invoice should match the monthly report described in Section 3. Invoices submitted without a detailed account of services provided will not be paid.

4. Turf Mowing

- The contractor will professionally cut all turf areas to maintain a consistent height of between 2.5 and 3.5 inches. The contractor will avoid leaving excess clippings from lying on the turf.
- The number of expected mowings will be 24 (twenty four) per season with additional (or less) mowings depending on weather.
- The contractor must trim during each mow around all ponds, fence lines, signs, rocks, light posts and trees.
- All grass clippings and mowing debris must be removed entirely from the hardscape surfaces (i.e. roads, driveways, sidewalks, etc) after every visit. Clippings are not to fall into ponds, mulch beds, and drainage systems. Do not blow the mulch from the beds in an attempt to remove the clippings.
- Trash and other debris that may be in the common areas must also be picked up prior to mowing

5. Early Spring Clean Up (Prior to April 15th)

- Remove all weeds, branches, leaves and debris collected from the winter from all plant beds, and from around all ponds, fence lines, signs, rocks, and drainage systems.
- Apply a pre emergent herbicide to inhibit weed growth in all mulch beds before any new mulch has been installed. Herbicide must not damage perennials or bulbs.

6. Mulching (Between April 15th and May 15th)
 - Mulch beds and tree circles must be edged carefully to provide a clean defined edge with a mulch level to be agreed upon between the contractor and the VAC Representative.
 - The contractor will remove all excess mulch and install a grade of mulch to achieve a professional overall appearance to the neighborhood. Thickness level of mulch should be no less than 2 inches and no more than 3 inches. The VAC representative will inspect the type of mulch before application. The contractor and the VAC representative will also inspect all mulch beds and tree circles before payment of said services is made.
 - Excess mulch should be kept away from any buildings or drainage areas.
7. Mulch Cultivation
 - All mulch beds must be fluffed two times per year. The first between July 1st and July 31st and the second between October 1st and October 31st.
8. Lawn Edging
 - In the common areas in the VAC, all sidewalks, driveways, streets and curbs are to be edged with a metal blade edger to maintain a sharp and distinctive appearance.
 - Lawn edging shall be done in conjunction with every other mow, beginning with the first mow, during the season. Occurrences must be documented by the contractor with any variances being pre-approved by the VAC representative.
 - The contractor must remove all clippings and debris from the edging operation the same day the work was performed.
9. Weeding
 - Weeding must be performed in conjunction with the weekly mowing operations
 - All mulch beds and tree circles must be kept weed free through a routine program of spraying new weeds and pulling dead weeds. This job must be performed weekly to biweekly in conjunction with each of the mowing operations.
 - The contractor is responsible for removing all weeds/grass etc, along and between all pavement, asphalt and concrete, including sidewalks and driveways.
 - Prominent weeds should be pulled and removed, followed by spraying the area with a herbicide.
10. Pruning (Shrub, Tree and Ground Cover) Deadlines: May 1st, July 31st, and September 30th
 - Pruning of trees and shrubs in all common areas shall be done in accordance with plant specific horticultural standards and in a professional manner to maintain an orderly appearance and habit of growth consistent with the architecture and element of design characteristic of each plant. Understanding that different types of plants material are pruned at varying times of the year. Therefore, not all plant material will be pruned during each of the pruning periods.
 - The contractor should prune up to 15 feet from ground level of all trees to allow for clearance from buildings, sidewalks, roads and pedestrian traffic.

- “Sucker” branches and dead wood are to be removed from all shrubs and trees during each of the pruning deadlines.
- All pruning debris must be picked up and removed from the property at the end of each workday.
- Any dead plants and trees must be removed based on prior agreement and approval of the VAC representative.
- The contractor must inform the VAC representative before each of the prunings are performed to allow adequate monitoring of the pruning operation. This can be communicated via the monthly report in the section describing the upcoming service schedule.

11. Fall Lawn Aeration (October 31st deadline)

- Aeration of common areas will be completed in the fall. The areas to be aerated will be approved by the VAC representative based on need and budget concerns prior to aeration.

12. Fertilization, Disease, Weed and Insect Control

- Fertilization flags are to be placed at all entrances and to be displayed prominently throughout the common areas. No less than one flag per acre should be placed proportionally through the common areas. Fertilization flags are to be removed during the following mowing.
- No two applications should be within thirty (30) days of each other.
- The contractor must provide at least a one-day notice to the VAC representative prior to chemical application, so as to avoid any conflicts with neighborhood events.

First Application—Spring (Deadline May 1st)

- Balanced, dry granular fertilizer to give an early spring green up with a uniform rate of growth. Pre-emergent herbicides to be applied to keep crabgrass, foxtail, and quack grass, etc. under control. Broadleaf weed control herbicide to be applied as weather dictates. Disease control applications to be applied upon approval from the VAC representative if and when needed.

Second Application—Summer (Deadline June 1st)

- A complete dry granular fertilizer with slow release nutrients to provide continued feeding for several months. Herbicides to be included to control broadleaf weeds and/or vining weeds common to turf areas. Treatment also includes insecticides to protect common areas against chinch bug, sod webworm, bluegrass billbug and other damaging insects on an as needed basis. Disease control applications to be applied upon approval from the VAC representative if and when needed.

Third Application—Late Summer (Deadline August 1st)

- Complete non-burning dry granular nutrients (ideal for hot summer months) to be applied. Herbicides added to control late germinating broadleaf weeds as needed. Insecticides to be applied in conjunction with fertilizer to protect the lawn against root feeding insects, including preventative grub control to be placed on all agreed to common areas.

Fourth Application-- Fall Deadline (October 15th)

- Heavy rate of balanced dry fertilizer to enhance turf density, root development and to prepare turf for winter hardiness. Herbicides applied as needed to control perennial, fall germinating weeds.

13. Tree and Landscape Plant Fertilization
 - The contractor should advise if any special tree and or landscape fertilization is needed separate from the bid sheet.
14. Fall Leaf clean up-- Deadline October 31st
 - Leaves that have accumulated in the fall in the common areas, especially near the ponds and entryways must be collected and removed from the hardscape surfaces, turf areas and mulch beds.
15. Brush hog area—three or four mowings based on weather and growth (1 in the Spring, 1 or 2 in the Summer, and 1 in the Fall)
 - The natural area south of the southern entrance is to be brush hogged up to four times per year based on approval of the VAC representative. Care is to be taken to keep the creek clear of any debris to allow water to flow freely. Trimming of grass and weeds growing in the creek beds should be trimmed during each mowing.
16. Spring and Fall Flower Planting
 - The mulch beds located at the North and South entrances are to have flowering annuals planted twice (Late Spring and early Fall) during the mowing season.
 - The contractor will make plant specific choices to maintain an orderly appearance and habit of growth for the mulch bed consistent with the architecture and element of design characteristic of each plant. It is the intent that the mulch beds at both entrances will have sprinklers working by the Spring planting.
 - The VAC representative will approve the type and number of flowering plants before planting. The contractor and the VAC representative will also inspect all mulch beds before payment of said services is made.
17. Contractor and Employee Conduct
 - All employees of the contractor must wear appropriate clothing, including shirts, at all times while on the VAC property. Their dress and vehicles should clearly display the company name for identification and security purposes.
 - All supervisors and crew leaders must be able to communicate professionally and in English with homeowners while working in the common areas. The homeowners are the people that are paying for this service, and should be treated in the same professional manner the VAC representative is treated.
 - All contractor and contractor employee vehicles and trailers must park in areas not to block traffic or mailboxes in any way. Parking around the entrance to the school is discouraged due to congestion and bus traffic during school hours.
 - The use of foul language, alcohol or illegal drugs is strictly prohibited while in the neighborhood.
 - Professional conduct by all crew members and supervisors is required while on site. Cell phone or emergency phone numbers are required to contact the contractor in the event of a concern or issue. The VAC representative must be kept informed of any homeowner complaints.

- When working around ponds and other areas, crew members should take special care to avoid getting clippings in the ponds and to be aware of small animals and the geese that tend to gather around the water.
- Access to the common areas should only be gained via existing VAC easements. Shortcuts through homeowner's property are strictly prohibited. Usage of homeowner water or electricity is strictly prohibited.
- It is expected that all employees of the contractor working on the VAC property be legally employed and have the appropriate Federal, State, and Local work authorization.

18. Miscellaneous

- The Village at Alum Creek has approximately 19 acres of common areas and ponds to be maintained. Some areas require much more attention based on traffic. More information can be found at our web site: <http://www.villageatalumcreek.org/resources>. A map noting the common areas of the VAC has been provided in this bid package. Please use this during the walk-through.
- The Village at Alum Creek reserves the right to add or delete services based on: Needs of the Homeowners, Budgetary constraints, Environmental issues, Weather, or Emergencies. In the event that services are added or deleted, the VAC representative and the contractor will prepare and agree to an amendment to this specification in writing.
- Any variation from the above specifications must be pre-approved by the VAC Board of Directors.
- The contact and billing information for the Village at Alum Creek Homeowners Association is:

Village at Alum Creek Homeowners Association
P.O. Box 272
Lewis Center, OH 43035

Email Contact information:
trustees@villageatalumcreek.org

19. Bid Submission

- A walk-through of the common areas will be done with all contractors to allow for an accurate pricing structure. Please contact Neil Wheeler at 614-314-9790 to arrange for a subdivision walk-through.
- All questions should be directed to Neil Wheeler at 614-314-9790.
- At the time of bid submission and at the time the contract is agreed to, the contractor shall supply proof of liability insurance, Workman's Compensation certificate, three (3) references from Homeowners Associations and any other appropriate documents.
- The Bid Detail Breakdown on the last page of this document must be completed in its entirety or the bid will not be considered. If you have any questions, please ask.



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- All bids must be delivered or mailed to Neil Wheeler at the following address by 5:00 PM on October 31, 2007:

Village at Alum Creek Homeowners Association
Attention Neil Wheeler
6718 Morningside Drive
Lewis Center, OH 43035

Wheel01@aol.com

Bid Detailed Breakdown

Company Name	
Company Address	
Company Website	
Company Contact	
Contact phone and email address	
Turf Mowings 24 mows (cost per mow)	\$
Early Spring Clean-Up	\$
Mulching and Mulch Cultivation	\$
Lawn Edging	\$
Weeding of Mulch Beds	\$
Early Summer Pruning	\$
Mid Summer Pruning	\$
Late Summer/Fall Pruning	\$
Fall Lawn Aeration	\$
Spring Fertilization	\$
Summer Fertilization	\$
Late Summer Fertilization	\$
Fall Fertilization	\$
Fall Leaf Pickup	\$
Tree and Plant Fertilization	\$
Bush Hogging 4 mows (cost per mow)	\$
Spring Flower Planting	\$
Fall Flower Planting	\$
Sub Total	\$
Estimated Tax	\$
Total Lawn Proposal:	\$

Additional items:

Three (3) HOA references provided?

Proof of insurance provided?

Proof of Workers Compensation provided?