



**ANNUAL CONTRACT:**

**JANUARY 1, 2021 TO DECEMBER 31, 2021**

**ALL PROPOSALS DUE BY DECEMBER 15, 2020 (no response will indicate a choice to not bid)**

**SUBMIT ALL PROPOSALS TO:**

Avalon HOA  
PO Box 2473  
Irmo, SC 29063

**AVALON REQUIREMENTS FOR LANDSCAPING SERVICES:**

1. **Lawn Maintenance:**  
All common lawn areas shall be mowed and trimmed without creating ruts or streaks in grass areas. All irrigation nozzles and lighting fixtures must be free from all damages.  
  
Areas shall be mowed once a week from April 1<sup>st</sup> – October 31<sup>st</sup> and twice a month during the months of November 1<sup>st</sup> – March 31<sup>st</sup>.
2. **Annual Flowers:**  
Annual flowers will be planted twice a year in the existing flower beds, Spring and Fall, to create a full spectrum of color and fullness to blend well with the Avalon wall. A minimum of 15 flats will be provided and planted for both the Spring and Fall Season. (number of flats based on typical flat size containing between 12 and 50 plants depending on plant/flower size). One or more Board Members must approve flower types before planted. Beds will be cleaned, amended, and mulched at the time of each planting.
3. **Trimming:**  
Plants/flowers must be trimmed as needed to maintain its esthetic appearance.
4. **Edging:**  
Edging shall be done on all curb and bedding areas during each scheduled visit.
5. **Blowing and Debris Removal:**  
Lawn debris shall be blown from curbs, pavement and other surfaces after cutting. All litter shall be removed during each visit.
6. **Weed Control:**  
Weeds shall be removed from all shrubbery, plants and turf areas with appropriate chemicals or manual means.
7. **Insect/Disease Control:**  
All shrubbery, ornamental trees and turf shall be monitored regularly for insect and disease problems and treated when needed. Two applications a year must be provided, one in the Spring and the other mid-summer. If problems arise between applications those areas must also be treated promptly.
8. **Pruning:**  
All shrubbery and trees shall be pruned or hedged to maintain the uniform shape of the plant.

9. Fertilization:  
All flowerbeds, shrubbery and turf areas must be fertilized with the appropriate fertilizer for its type and needs to maintain a strong and healthy appearance.
- Flowerbeds shall be fertilized during the time of planting and on a need to need basis, Shrubby will be fertilized twice a year, and turf areas shall be fertilized three times a year. If newly planted annuals die, they need to be replaced immediately at the cost of the landscaper due to insufficient care.
10. Mulch:  
Clean long leaf pine straw will be supplied and laid in bedding areas quarterly for both common areas.
11. Irrigation System:  
System shall be monitored for proper operation (water must reach all plants) during each regularly scheduled visit and adjusted to correct problems from weather conditions or seasonal changes. Replacement heads from sprinklers must be replaced as needed. System malfunction requiring additional parts or labor outside of the normal adjustments must be brought to the attention of a Board Member promptly for approval of such needed repair expense.
12. Landscape Lighting:  
Each entrance wall has two lanterns which must be checked and maintained to ensure they are in working condition during each scheduled visit. Repair and maintenance issues needs to be brought to a Board Members attention for further action.
13. Turf Replacement:  
Repairs to turf areas shall be repaired during regularly scheduled visits when needed. Turf shall be replaced and installed when needed due to disease. Replacements needed from vandalism or tire tracks will be handled by the Board for further action.
14. Additional Fees:  
The purchase and installation of additional shrubbery, plant material, irrigation parts, or electrical parts outside of the regularly scheduled duties listed above, must be approved by the Board and billed on a separate invoice in advance of work being performed.

**FAILURE TO PROVIDE THESE SERVICES WILL ALLOW THE BOARD TO CANCEL THIS CONTRACT BASED ON MAJORITY VOTE BY THE BOARD. ALL EXPENSES UP TO THAT POINT OF CANCELLATION WILL BE PAID IN FULL TO THE LANDSCAPING COMPANY.**

**Name of Landscaping Company:**

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**Annual Contract Amount for Services Outlined in Bid:**

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