

Memo

April 4, 2012

To: Tree Service Firms

From: George Skrbini and Ron D'Oria, Associa

RE: Tree Pruning Services The Villages of Renaissance Master Association, Inc.

The Board of Directors for The Villages of Renaissance has invited your company to bid on the annual tree pruning services for their community. Enclosed bid specifications for your review. Please review the specifications thoroughly. In addition to your services and pricing structure, please include the following:

- ◆ A copy of your certificate of insurance.
- ◆ Your contractor's license.
- ◆ List of references.
- ◆ Your tax identification number.
- ◆ A history of your company.
- ◆ A list of the services you offer.

If you are to provide services through Association Services of Florida (ASF), you would need to name ASF as additionally insured on the insurance.

The Villages of Renaissance consists of 612 homes located in Miramar. The landscape portion of the development consists of the area around the pool / rec center, the front and rear entrances, the perimeter boundaries and community end caps / medians. There is also common area adjoining Renaissance Blvd which runs through the center of the community. Tree pruning in The Manors (the attached homes) is excluded.

If you need to tour the community, please contact me to set an appointment.

Please submit your bid and the requested information no later than April 27, 12:00 p.m. Bids not received by the deadline will not be considered. Should you have any questions, or need additional information, please feel free to contact Ron at **954 922 3514 ext 3022 or George at ext 3009. Should a site visit be needed, please schedule with Ron.**

Thank you for your time and consideration. I look forward to hearing from you soon.

Enclosures