



October 13, 2009

Woodland Greens Homeowners Association
General Landscape Maintenance Specifications

I. GENERAL CONDITIONS

This Landscape Maintenance Specification is to be a part of the contract for landscape maintenance services. Compliance with the requirements set forth in this specification are mandatory for the maintenance contractor. If any part of this specification is declared invalid for any reason that invalidation shall apply only to that specific part declared invalid it shall not nullify any of the requirements of any other part. In the event of question over applicability of any requirement, the requirement shall be assumed to apply, unless the owner provides a written clarification stating that it does not. All modifications to this specification must be in writing.

A. Definitions:

1. The term "owner" refers to the person, partnership, corporation, or agency that contracted for the performance of the landscape maintenance work.
2. The term "contractor" refers to the person, partnership, corporation, or agency that will perform the landscape maintenance work.
3. The term "excluded damage" as used in this document shall refer to damage caused by vandalism, pedestrians, vehicles, animals (except insects and rodents), or other unusual factors. It does not include damage caused by the contractor's actions, pest damage (such as insects), diseases, or plant loss due to lack of water when the contractor is contracted to provide watering services. Exceptions may be made if the owner's authorized representative determines that unusual circumstances contributed to a loss.

B. Insurance: The contractor shall provide the owner's authorized representative with current Certificates of Insurance showing that the following requirements are met:

1. Workman's compensation insurance to meet Government regulatory minimum requirements.
 2. General liability insurance with an aggregate limit of not less than \$1,000,000.
 3. Vehicle liability insurance with an aggregate limit of not less than \$1,000,000.
- Insurance policies meeting these requirements shall remain in effect for the duration of the work. No payments to the contractor will be authorized unless current Certificates of Insurance have been filed with the owner's authorized representative.

C. Contact Person: The contractor shall provide the owner a single primary authorized representative for the project. The contractor's authorized representative shall provide the owner with a phone number where a message can be left for the contractor 24 hours a day. Voice mail connected to the contractor's normal phone line is an acceptable method of meeting this requirement. The contractor shall check for messages left at this phone number every 24 hours or less.

D. Additional Work: All requests for work that will require additional payment must be in writing. Do not start work until the request for additional work has been approved in writing by the owner's authorized representative. Failure to obtain advance approval before starting the

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work may result in non-payment or delays in processing payment. Unless otherwise noted, requests for work that qualifies for an additional payment must be made within two weeks of the time when the need for the work becomes apparent. Failure to notify the owner of the need for the work within two weeks of the need for the work becoming apparent will result in the requirement that the work be completed at the contractor's expense. For example if the owner's authorized representative notes damage (including missing or dead plants) to landscape features and the contractor does not submit a request for extra work within two weeks of the damage occurring, then the damage shall be corrected completely at the contractor's expense. The purpose of this requirement is to encourage the contractor to check for problems weekly and promptly report them so they can be corrected.

- E. Existing Conditions, Examination of Site:
 - 1. By the act of submitting a bid on this work, the contractor shall be considered to have examined both the project site and these specifications, and to have thoroughly familiarized himself/herself with the scope of the required work.
- F. Loss Prevention: The owner may take any reasonable action necessary to control damage or protect the health, safety, and welfare of the public in the event of problems involving the landscape. Such action on the part of the owner shall not relieve the contractor of any responsibilities related to the problem.
- G. Safety:
 - 1. No part of this work shall be performed or installed in any location or manner which may endanger the health, safety, or welfare of the public now or in the future. Means, methods, techniques, sequencing, etc. are the sole responsibility of the contractor.
 - 2. The contractor agrees that he/she shall assume sole and complete responsibility for his/her work, including safety of all persons and property; and that the contractor shall defend, indemnify, and hold the owner and tenants harmless from any and all liability, real or alleged, in connection with the contractor's performance of work on this project, excepting for liability arising from the sole negligence of the owner or tenants.
- H. Laws, Codes, and Ordinances:
 - 1. Any requirement of this specification which conflicts with or is in violation of any government rule, ordinance, regulation, etc. shall be void. The contractor shall notify the owner immediately of any such requirement found in this specification.
 - 2. The contractor shall, throughout the course of this work, comply with all rules, ordinances, regulations, etc. set forth by agencies having jurisdiction, which apply to the work site, the contractor, and/or his/her employees.

II. SCOPE OF WORK

- A. The contractor shall provide regular, weekly maintenance services as outlined in these Landscape Maintenance Specifications and provide the owner with a minimum of two written or email reports per month. These reports are to include a summary of work completed and a projected summary of work that can be expected before the next report. Reports shall be submitted to both the designated owner's representative as well as to the board at wgha@juno.com.
- B. The contractor shall examine the project site, on a weekly basis, looking for problems or potential problems with the landscape.
- C. The contractor shall provide at his/her own risk all labor, materials, tools, equipment, insurance, transportation, hauling, dumping, and all other items needed to provide the services outlined in this Specification.
- D. Any facilities or property damaged or destroyed as a result of the landscape maintenance contractor's operations at the site shall be repaired or replaced at the landscape maintenance contractor's expense.
- E. The contractor shall take all reasonable precautions required to protect plants from abnormal temperatures.

III. CARE OF PLANTED AREAS

A. Trees:

1. Trees shall be maintained in a healthy, vigorous growing condition, free from disease and large concentrations of pests. Owner acknowledges that there are some issues with trees being pruned away from power lines. It is the responsibility of the contractor to provide recommendations on how these trees can be handled with the submitted bid along with a schedule of pruning activities for the project site.
2. Prune trees only to remove dead, diseased, broken, dangerous, or crossing branches, and as required below.
3. Prune trees only in appropriate months as determined by an ISA Certified Arborist. All work shall be completed by or under the direct supervision of an ISA Certified Arborist. Prune in accordance with ISA Standards and Specifications.
4. Discard all tree trimmings off-site using a legal method.
5. The cutting blades on pruning shears, clippers, blades, saws, etc. shall be sterilized after pruning each tree to minimize the possibility of spreading disease. When pruning trees known or suspected to be diseased, cutting blades shall be sterilized after each cut. Sterilize blades by dipping them in a solution of 1 part bleach and 9 parts water or heavily spray them with a disinfectant spray, such as Lysol. After dipping or spraying, wait 20 seconds before using again.
6. A vertical clearance of 114 inches is required above all roadways. A vertical clearance of 80 inches is required above all seating areas. Trim trees to remove all limbs within these areas.

B. Shrubs:

1. Shrubs shall be kept in a healthy, vigorous condition, free from disease and large concentrations of pests.
2. Shrubs shall be pruned only as needed to remove branches that are dead, broken, extending beyond the face of curbs. Except as noted previously, allow the shrubs to grow un-pruned to their natural sizes and natural form.
3. Shrubs uniformly planted in masses, where it is clear the extent was to create a hedge, shall be pruned so as to encourage a hedge. Shrubs in hedges shall be encouraged through pruning to form a dense, continuous, hedge, branching fully to the ground. All other shrubs shall be pruned only as required for safety, visibility, and plant health, and allowed to develop into the natural shapes expected of the plant variety. Hedges shall be hand pruned and not sheared, but be maintained in a natural appearance.
4. In no case shall any plant materials be sheared. All pruning is to be completed by hand to maintain a natural appearance. Shearing of shrubs shall result in the termination of the contractor from the project.
5. Allow shrubs three (3) months to rejuvenate following a hard frost prior to pruning or removal.
6. The cutting blades on pruning shears, clippers, blades, saws, etc. shall be sterilized between every three shrubs to minimize the possibility of spreading disease. When pruning shrubs known or suspected to be diseased, the cutting blades shall be sterilized after each cut. Sterilize blades by dipping them in a solution of 1 part bleach and 9 parts water or heavily spray them with a disinfectant spray, such as Lysol. After dipping or spraying, wait 20 seconds before using again.

C. Groundcover:

1. Groundcover shall be maintained in a healthy, vigorous growing condition.
2. Keep groundcover trimmed back from sidewalks, curbs, and paved areas on a weekly basis. Do not create vertical edges when pruning groundcover. Cut the edges at an angle for a more natural appearance and healthier plants.
3. If regular foot traffic through a planter is preventing the groundcover from reaching full coverage of the soil, contact the owner's authorized representative to discuss options for redirecting the foot traffic. Consider installing pavers, stepping stones, a concrete walk, a gravel path, and/or barriers to redirect pedestrians. Provide costs for these options to the owner's authorized representative.

D. Fertilizer:

1. Granular fertilizer shall be 16-16-16 formulation or similar, applied at maximum label rate for plant type on a 90 day interval. Apply at a time when a greater than average chance of rain is present in order to move the fertilizer into the soil and wash the fertilizer off of plant surfaces.
2. Itemized receipts for fertilizer and other required soil amendments purchase (or for services of a fertilizer application company) must be submitted to the owner's authorized representative as proof of application. The contractor shall submit the receipts together with the next regular billing. Failure to submit receipts may result in payment delays or partial payment. Receipts must show the name and phone number of the seller and the date of sale. Receipts must also be itemized, showing the total quantity and description of each item. Prices and unrelated purchases may be blacked out.

E. Weed control:

1. Weeds in planted areas, sidewalks, curbs, gutters, or pavement shall be removed or killed weekly as the weeds emerge. Weeds shall be removed (not just killed) if they are larger than 2 inches in height or diameter. Dispose of weeds off-site. Pre and post-emergent herbicides may be used at the contractor's option. No additional payments will be made for herbicide applications. The cost of all weed control work shall be included in the contract price for landscape maintenance. Regular maintenance of the mulch or decorative rock layer will help minimize weeds in shrub and groundcover areas.

F. Mulch:

1. Mulch is to be maintained no thinner than 2" thick and no thicker than 3" in any location. If mulch buildup occurs, mulch may need to be removed to allow for new installation. Prior to submitting bid, the contractor shall verify existing mulch levels.
2. Mulch to be shredded hardwood or dyed mulch, such as Dark Supreme Mulch as available from Tom's Mulch, www.tomsmulch.com or equal. Samples to be approved by Owner. Mulch is to retain dark color throughout the season. Contractor is responsible for turning or applying additional mulch at contractor's cost, if mulch color fades to unacceptable level.
3. Contractor to apply a liquid or granular pre-emergent herbicide such as Treflan, per manufacturer specified rate. Applications should be repeated as specified by the manufacturer or as needed based on current weather and rainfall conditions dictate.
4. Mulch layer shall be cared for as needed to create and maintain an even and uniform appearance over the visible soil surface of each bed area.
5. The contractor shall add additional mulch regularly to maintain a layer no less than 2 inches deep at all times in the planting areas. Decomposition of organic mulch is considered normal wear and tear and replacement of decomposed mulch shall be made by the contractor as part of this contract. Mulch is not required in areas where plant foliage completely covers the soil surface, such that the soil is not visible through the foliage.
6. Any mulch found outside bed areas shall be returned to the bed areas on a weekly basis.

G. General Bed Maintenance

1. Spring/Fall Cleanup
2. Spring/ Fall clean-up of all bed areas to occur for Spring between March 15th and April 15th and for Fall between November 1st and November 30th and to include the following:
 - A. Removal of sticks, litter, debris from bed areas and tree rings.
 - B. Removal of perennial tops as well as dead/damaged top growth of shrubs/trees.
 - C. Perennials and grasses that show winter interest are not to be cut back until spring clean up. This includes all ornamental grasses and sedum.
 - D. Coordinate schedule with Owner.
 - E. Perform in the Spring any minor pruning, shaping of shrubs/trees not performed in fall.
 - F. Remove tops of ornamental grasses 6" above grade in the Spring.
 - G. Re-establish a cut bed edge where turf and mulch meet. (remove edged material).
 - H. Apply a general purpose tree and plant food as outlined above in the fertilization section, followed by a layer of aged, processed, hardwood bark mulch as outlined in the mulching section.
 - I. Prior to new mulch being applied, old mulch to be loosened (cultivated or turned) to allow for water penetration to root zone.

H. Monthly Bed Maintenance

1. The following to be performed on a monthly Basis:
 - A. Spot spray any weeds not taken care of during the weekly visits with the appropriate weed killer for the species of weed present.
 - B. Check plants for insect, disease. Advise owner on any required treatment along with a quote to perform same.
 - C. Prune shrubs/trees using the selective cutting method according to ANLA standards. Blooming shrubs should be pruned after blooms have faded; non-bloomers should be pruned early spring and late fall to maintain shape. Pruning to be completed by hand. Shearing of shrubs is not desired or acceptable.
 - D. Perennials to be deadheaded as bloom spikes fade. All perennials that provide winter interest to be left standing through the winter. Plants included are sedums, rudbeckias and all grasses.
 - E. Collect and remove leaves from bed areas at the September, October, November, and December visits.

I. Bed Insect Spray Applications

1. Contractor to apply dormant oil early March per manufacturer's specifications.
2. Insecticide applications are to be performed on an as needed basis, upon owner notification and approval of same. Contractor to provide a per application price as a part of the bid package.

J. Lawns/ Turf Areas:

1. Remove visible lawn clippings and dispose of them off-site in a legal manner. The contractor is encouraged to use mulching mowers which cut clippings into small pieces that sift down into the lawn.
2. Weeds shall be controlled in lawn areas as noted below under the weed-control section.
3. Bids should be based on an eight-month season including 28 mows, (April 1st-November 30th) with approximately the following cutting schedule:
 - A. April 1st – June 15th: every 7-10 days
 - B. June 15th - September 15th: every 7-14 days
 - C. September 15th – November 30th: every 7-21
 - D. Mowing will be performed on an as needed basis to maintain turf at a not to exceed height of 4". Contractor to bill for 28 mows for the season. If additional mows are required, they will be at the contractor's expense and if less are required there will be no credit required.
4. Mowing visits to the site shall include:
 - A. Removal of trash, sticks, debris prior to cutting from all turf, adjacent roadways and bed areas.
 - B. Inspection of all plantings for signs of water stress, insect and disease issues and report them to the client.
 - C. Spot spraying of weeds in planting beds. Any weeds larger than 2 inches wide shall be physically removed.
 - D. Replacement of any mulch that has washed out of bed areas.
 - E. Leaves in turf areas to be collected and removed from site and disposed of in a legal manner at visits occurring after September 15th.
 - F. All turf bordering stonewalls, asphalt or concrete to be cut by a lawn edger or string trimmer.
 - G. All roadways, seating areas, and other hardscape areas to be blown free of clippings and debris after cutting

- H. Turf Weed Control
 - A. Weed control to be achieved by the following three-application program:
 - A. Application of a granular pre-emergent in early spring approximately March based on manufacturer's specifications and current weather conditions.
 - B. Application of a liquid post-emergent in early spring. This application can include turf growth suppressant to reduce excessive top growth.
 - C. Application of a liquid post-emergent in the fall to control any summer weed development that may have occurred.
 - D. Any applications over the above recommendations will be billed on a per application basis (spot weed control, fungus control...) with prior owner approval.
- I. Lawn Fertilization
 - A. The following fertilizer applications are to be applied in spring, late summer, and fall:
 - A. Non-irrigated turfgrass to receive 2-3 lbs nitrogen per 1000 sf annually.
 - B. Analyses listed below are applied at average rates of 1 lb/1000 sf and all are to be premium grade turf formulations : 30-03-10, 50% scu / 30-10-10, 25% scu / 17-17-17, 25% scu.
- J. Lawn and Turf Disease Applications
 - A. Due to the unpredictable nature of turf problems, any required disease applications for the turf areas will be purchased by the owner on an as needed basis. The contractor shall notify the owner of any encountered turf issues along with a proposal for corrective action prior to completing work.
- K. Core Aeration
 - A. All turf areas to receive core aeration should be performed to ANLA standards twice per season. First to occur between February 1st and March 31st, second between October 1st and December 31st. Services to be provided at least 60 days apart.
- L. Lawn Care Specifics:
 - A. Cutting height to be set and maintained at 3".
 - B. Set cutting height so that only 1/3 of top is cut per cutting.
 - C. Mowing patterns should be changed several times per season.
 - D. Contractor to use freshly sharpened blades for all mowing activities.

IV. CARE OF ANNUAL PLANTING AREAS

Annual Color is an integral part of the image scheme of the project. These areas are to provide a high level of visual color and interest throughout the growing season. The contractor shall be responsible for the overall appearance of the annual color areas and will be responsible for its final appearance. If a failure occurs in an annual area, the contractor will be responsible for the replacement of the annual color at no additional cost to the client. The contractor shall be fully responsible for the maintenance of the annual color areas, including watering which is outlined below. There are two primary plantings that will occur in these areas:

A. Summer Color

1. Once the spring bulbs have completed flowering, they are to be excavated and replanted on site per the direction of the owner. The planting area is to be prepared for annual plantings using approximately 2 inches of mushroom compost and a watering gel such as Hydrogel or equal applied at the manufacturer's specified rate. The contractor is to apply a slow release fertilizer such as Osmocote 14-14-14 or equal to the annual planting area per manufacturer's specifications. The bed area is to be roto-tilled to incorporate the compost and watering gel prior to planting. Once planting is complete, the bed is to be mulched with the same hardwood mulch as specified above to match the rest of the planting bed.

2. Summer Annuals to be installed in the following area:
 - A. Four (4) signage areas- Approximately 45 SF each
 - B. Containers at the seating areas- (4) Pots. The design of the containers shall provide a full and season long color display. Species and varieties are to be coordinated with the owner's representative. If the containers fail to provide adequate color, the contractor will provide supplemental or replacement plants at the sole expense of the contractor.
 - C. Quantities and varieties are to be coordinated and approved by Owner. Generally, all areas are to have one seasonal planting. Annuals to be planted on 6 inch centers.

B. Spring Bulbs to be installed in the following areas:

1. Four (4) signage areas- Approximately 45 SF each
2. Spring Bulbs are to be installed in the fall after the annual color has completed its useful life in each of the four (4) signage areas. Coordinate bulb selection with the owner for color and species. Approximately 600 bulbs will be required for the planting. Contractor to remove the spent summer annuals and dispose of off site in a legal manner. The planting area is to be excavated to allow for the close placement of the bulbs. The excavated material is to have bone meal or similar bulb fertilizer mixed into the excavated material prior to backfill. The excavated material is to be used for backfill of the bulbs. Once the planting and backfill operation is completed, the area is to be re-mulched to the mulching specifications above.

V. WATERING

The current landscape area contains no irrigation or water supply. The contractor shall supply and apply water required to maintain the annual color areas and for the long term general plant health of the project site. The goal of watering is to keep plants as healthy as possible and to deliver water at the most critical times to ensure that the health of the plants is maintained. Because there are many ways to deliver water to a project site, including water trucks, agreements with local municipalities to tap hydrants to name two, the client is asking for the contractor to submit a description of how watering would be accomplished as a part of this contract. The contractor is responsible for providing watering services on an as needed basis on a not to exceed budget basis. Abnormal temperatures and rainfall amounts will be considered during the season to make adjustments to the budget. The contractor is to submit a written description of the scope of how and what watering would be accomplished as well as how many visits could be completed for this budget. Coordination of watering efforts shall be coordinated with the client. This portion of the bid will not necessarily affect the contractor selection. The owner is looking for honest assessments of watering for the project. The owner may select to utilize the proposed watering schedule either in part or in its entirety.

VI. CONTRACT

The owner intends to enter into a three (3) year contract with the selected contractor. The bid prices shall remain in effect for the duration of the three year contract. Contractor may at their option provide a first year number with an annual inflation factor for years two and three.

BID FORM

By the act of submitting a bid on this work, the contractor shall be considered to have examined both the project site and these specifications, and to have thoroughly familiarized himself/herself with the scope of the required work. Contractor is required to confirm the supplied quantities listed below.

Contractor to provide the following unit prices as outlined below. Partial bids will be disqualified. All submitted prices to include all applicable taxes.

Bids are due in the offices of Envision-Works, Inc no later than 4:00 PM on October 29th. Fax or email bids are acceptable; however, it is the responsibility of the bidder to ensure that the bid has been received by Envision-Works.

<u>Work Task</u>	<u>Unit Price (If applicable)</u>	<u>Total Annual Price</u>
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Tree Care

Shrubs, Perennials and Ground Cover Care

Spring/ Fall Clean Up & Monthly Bed Maintenance

Weed Control (Beds)

Fertilizer Applications (Beds)

Seasonal Weed Control (Beds)

Mulching (33,100 SF and 6,100 LF of bed edge)

Mowing (56,000 SF Islands and 10,200 SF Non-Island)

Fertilization (Turf)

Weed Control (Turf)

Turf Core Aeration

Annual Planting- Summer Color

Annual Planting- Bulbs

Annual Maintenance Total

Per Application budget prices:

Insect Application (As needed)- Bed- per application

Insect Application (As Needed)- Turf- per application

Turf Disease Applications (As Needed)- per application

Watering

Attach on a separate sheet any requests for alternates to the specifications or detail for any of the above unit prices to better describe the submitted price.

References:

Contractor to submit with the bid a minimum of three references and project addresses as references. References should be projects of similar scale and scope.

Contact name _____ **Email/Phone** _____ **Site Address**

1.

2.

3.