

Scope of Work

- I. The contractor shall agree to be available to complete major road work projects on approximately 9.2 miles of primary and secondary private road (equating to approximately 80% and 20% respectively) each year, including but not necessarily limited to, the following tasks:
 - a. Spring maintenance of primary roads, including scraping, grading, addition of road base, and compaction as necessary; maintenance of additional secondary road as necessary or requested by the Association;
 - b. Fall maintenance scraping and grading of roads, pot hole maintenance with additional tasks as requested;
 - c. Winter plowing and sanding to primary and secondary roads;
 - d. Maintenance of drainage ditches;
 - e. Flailing when appropriate;
 - f. Purchase and delivery of road base as requested by the Association;
 - g. Material, labor and equipment to perform work as noted above shall be inclusive of proposal.
- II. Additional maintenance
 - a. From time to time the Association may request additional maintenance activities that are not part of the annual work projects. The contractor shall have the right of first refusal for any such work that is contracted out.
 - i. The scheduling of all work shall be established by the Association's Roads and Grounds Committee, and may be contingent upon weather conditions, or upon availability of funds. The Association and Grounds Committee will coordinate with the contractor on scheduling of work.
 - ii. The scope for each individual project shall be specified by the Association's Roads and Grounds Committee prior to commencement of work.
- III. General Nature of the Agreement
 - a. The agreement shall be in the form of a Letter Agreement, issued no later than May 31. The beginning date shall be June 15;
 - b. If the contractor refuses or is unavailable for projects not part of the maintenance described in Section I of this agreement, the Association shall reserve the right to hire others;
 - c. The length of the agreement shall be one year.
- IV. What to Submit
 - a. Schedule of time and charges for scope in Section I above;
 - b. Other charges, if any, anticipated to comply with the general scope of work;
 - c. Proof of insurance and bonding;
 - d. Locations and contact information for two clients for which the contractor has performed similar work within the past three years;
- V. Deadline and Submission
 - a. The deadline for submitting bids is April 15th;
 - b. Submission should be sent via email to alpenwaldvillageinc@gmail.com;
 - c. Acknowledgement of receipt will be sent by return email.