

**Scope of Work**

- I. The contractor shall agree to be available to complete landscape maintenance services specifically outlined in this section. Contractor shall furnish all equipment, labor, tools, supervision and transportation for execution of this agreement.
- II. We anticipate bi-weekly mowing of the common area at our main entrance and colonnade. We estimated this to be approximately 10-15 times per annum.
- III. Lawn edging shall be performed with every mowing. This will include the colonnade, ditch areas, around the flag poles and entrance signage.
- IV. The colonnade should be kept free of weed growth between the rocks.
  - a. Pre-emergent herbicide should be applied in the colonnade;
  - b. Contractor shall apply post-emergent herbicide as necessary to eradicate weeds;
  - c. Weed control methods or chemicals shall conform to state and local regulations for application and use. The contractor shall be responsible for remaining compliant in this regard.
- V. Proposal to include and specifically define the following:
  - a. Spring clean up to include
    - i. Cut back of any ornamental grasses that have not yet been cut back;
    - ii. Removal of any leaves that may be left from Fall;
    - iii. Rake of grass area for removal of winter sand;
    - iv. Repair of any ruts to grassy area from Winter plowing
  - b. Fall clean up to include
    - i. Cut back of ornamental grasses;
    - ii. Trim back of any dead branches if within reach;
    - iii. Removal of fallen leaves
- VI. 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.
- VII. General Nature of the Agreement
  - a. The agreement shall be in the form of a Letter Agreement
  - 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.
- VIII. What to Submit
  - a. Schedule of time and charges for scope 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;
- IX. Deadline and Submission
  - a. The deadline for submitting bids is April 30th;
  - b. Submission should be sent via email to [alpenwaldvillageinc@gmail.com](mailto:alpenwaldvillageinc@gmail.com);
  - c. Acknowledgement of receipt will be sent by return email.