

**PROPOSAL FORM**  
**HERITAGE LAKE COMMUNITY DEVELOPMENT DISTRICT**  
**LANDSCAPE MAINTENANCE SERVICES**  
**REQUEST FOR PROPOSALS – Updated 6/24/20**

Having carefully examined the specifications and having thoroughly inspected said property, the undersigned proposes to furnish all labor, materials and proper equipment for the entire scope of work, in accordance with said specifications, for the sum of:

**PART 1**

**General Landscape Maintenance** \$ \_\_\_\_\_ Yr

-	Storm Cleanup \$_____/ man hr	\$_____/hr (for equipment)	
-	Freeze Protection (description of ability) _____		
_____			
_____			
	\$ _____/application		
-	<b>Cypress Mulch (All labor and materials)</b>		\$ _____ per cubic yard
-	<b>Palm Tree Trimming – Washingtonian Palms at \$ _____</b>		<b>Cabbage Palms at \$ _____</b>
-	<b>10' Buffer/Overhang</b>		\$ _____ per event
<i><b><u>These prices are informational only and NOT to be included in General Landscape Maintenance Cost</u></b></i>			

**PART 2**

**Fertilization (All labor and materials)** \$ \_\_\_\_\_ Yr

(Include any and all turf pesticide/herbicide/fungicide mixtures you intend to use throughout the year)

TURF				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION

ORNAMENTALS				
MONTH	FORMULA	APPLICATION RATE (LBS. N/1000 SF)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION

PALMS AND SHRUBS				
MONTH	FORMULA	APPLICATION RATE (LBS. /100 SF PALM CANOPY/SHRUB)	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION

Please list any additional fertilization for those plant materials requiring specialized applications.

SPECIALTY PLANT MATERIALS				
MONTH	FORMULA	PLANTS TO BE FERTILIZED	TOTAL POUNDS PRODUCT TO BE APPLIED	COST PER APPLICATION

**The totals in the “Cost per application” column should equal your Total Fertilization Cost for the year.**

**PART 3**

**Pest Control** (All labor and materials) \$ \_\_\_\_\_

**Yr** (if entire pesticide allowance is required) \*

\* This is an allowance for treatments of trees, ornamentals, groundcovers, etc. and should include only those pesticides/herbicides not already included in the turf fertilizer section. This dollar amount will not be equally divided amongst the monthly invoices. The portion of the allowance used on any particular event shall be billed the month after services are rendered. Contractor shall continue to be responsible for the eradication/control of all weeds, pests and diseases after the allowance listed above has been exhausted.

**PART 4**

**Undeveloped Lot Maintenance  
Yr**

**\$ \_\_\_\_\_**

**GRAND TOTAL (PARTS 1, 2 3, & 4 - This is what contract will be written for)**

**\$ \_\_\_\_\_ /YR**

**FIRST ANNUAL RENEWAL  
/Yr**

**\$ \_\_\_\_\_**

**SECOND ANNUAL RENEWAL  
/Yr**

**\$ \_\_\_\_\_**

Contractor/Firm Name \_\_\_\_\_

Firm Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Name and Title of Representative \_\_\_\_\_

(Please Print)

Representative's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

ADDENDA – Bidder acknowledges the receipt of Addendum No.'s

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Proposal Updates – Bidder acknowledges the receipt of RFP updates.

6/24/20 \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020

## **EXHIBIT "A"**

### **SCOPE OF SERVICES**

#### ***GRASS MAINTENANCE***

- \*\* Turf will be mowed approximately 42 times per year.
- \*\* Weekly cutting of grass during the growing season (May thru October).
- \*\* Bi-Weekly cutting of grass during the dormant season (Nov thru April).
- \*\* Metal Blade edging of all hard surfaces at every mowing. (Driveways, sidewalks, curbing etc.)
- \*\* Blowing off entrance areas, sidewalks, curbing & driveways so as not to leave any noticeable clipping debris. If grass clippings are heavy and noticeable after 24 hours, they will be removed.
- \*\* Normal lawn clippings & debris will be cleaned up at each visit. Storm damage and clean-up is extra. (Excessive litter and debris will require extra-itemized billing at the end of the month).
- \*\* Nylon Trimmer Line edging around trees and landscape beds at alternate visits
- \*\* Weekly Property inspection will be performed.
- \*\* All leaves, clippings, and trash will be blown or picked up on each visit.
- \*\* Storm drains and water runoff areas will be cleaned by means of nylon trimmer.

#### ***ORNAMENTALS & PALMS***

- \*\* Trees will be pruned to remove damaged, dead, and low hanging branches that contact structures and/or facilities.
- \*\* Oak tree branches will be kept to around 7-8 feet above ground.
- \*\* Palm trees under 15' will be pruned (by pole saw) to remove dead fronds and seedpods. Palms over 15 feet in height will be pruned at an additional expense
- \*\* Shrubs, hedges, and ornamental plants will be pruned (10) times per year to maintain both a beautiful and healthy appearance

#### ***10' WALL BUFFER/OVERHANG***

- \*\* **Vegetation surrounding the District's boundaries will be trimmed twice per year. Vegetation will be cut back to prevent vegetation from rubbing on the District's walls and/or fences.**

#### ***ANNUAL MULCH APPLICATION***

- \*\* **Cypress mulch will be installed in areas determined by the District.**

#### ***FERTILIZER***

- \*\* Fertilizer shall be applied to all turf areas (4) times per year providing about 4-6 pounds of nitrogen per 1000 sq. ft. per year. The formulation will be changed according to seasonal requirements.
- \*\* Palms and shrubs will be fertilized (4) times per year with a balanced fertilizer containing micronutrients.

#### ***PEST CONTROL***

- \*\* Insect Control will be provided for both the turf and ornamentals. Turf will be treated (4) times/year to control insects in turf. The treatments will be provided in order to keep the turf and ornamentals healthy and free of harmful insects and disease.

### ***WEED CONTROL***

\*\*Flowerbeds and ornamental plant beds will be treated with herbicides to keep them weed free. Larger unsightly weeds will be removed by hand

\*\*Weeds in turf will be treated (3) times per year in the cooler months. This weed control will kill most broadleaf weeds. Weeds such as Bermuda Grass and Crab Grass are difficult to control as they are highly invasive in a sub-tropical environment such as Southwest Florida.

### ***UNDEVELOPED LOT MAINTENANCE***

\*\*Mowing of the undeveloped lots along Royal Tern Circle once every three weeks. This work is to be priced separately and continued only while the lots are owned by the District. There are forty-eight (48) parcels presently that the District has foreclosed upon.

\*\* Vendor will be responsible for any damages caused at no charge to the District.