

HERB RIVER BLUFF LANDSCAPE SERVICES

SCOPE OF WORK

CONTRACTOR RESPONSIBILITIES: The chosen Contractor shall provide the management, supervision, and manpower necessary to provide the Lawn Care and Maintenance Services as detailed in this proposal. All work shall be performed in a professional and workmanlike manner. The HOA Board Landscape Committee Director shall be the Contract Administrator and the point of contact regarding services to be performed.

MAINTENANCE PRODUCTS: Products and equipment used by the Contractor should meet, or exceed, state and or Chatham County inspection guidelines for public safety. The variety of grass in Herb River Bluff is Centipede, so the appropriate products to support this should be used. The Board requests that all grass treatment products be pet and human friendly or if not that the Contractor notifies the HOA Board Landscape Committee Director, which product(s) do not comply.

SCOPE OF WORK SCHEDULE AND DESCRIPTION: The Contractor shall be prepared to perform the following services, according to the work schedule outlined in the specifications below. The Contractor should price the standard expectations of these services in their monthly fee. Additional services will be performed as add-on at an additional fee. **Note: Temperatures and current climate may require services to be performed earlier or later than noted in the schedule below.**

- **Pre-Emergent:** Pre-emergent shall be applied 2 times per year, in early-Spring and early-Fall. Additional applications, if requested, shall be addressed in the à la carte fee schedule.
- **Post-Emergent:** Post-emergent shall be applied 2 times per year, in the spring/summer as soon as actively growing weeds are observed and in the fall. Additional applications, if requested, shall be addressed in the à la carte fee schedule.
- **Fertilization Schedule:** Fertilization shall be performed four times per year: Early Spring, Late Spring, Mid-Summer, and Early Fall. Additional applications, if requested, shall be addressed in the à la carte fee schedule.
- **Shrub and Tree Fertilization (Granular Slow Release):** shall be performed twice per year: Early Spring (March/April), and Early Fall (September/October).
- **Insect Control:** Insect control shall be performed 4 times per year, beginning in early-Spring and bi-monthly until early-Fall. Additional applications, if requested, shall be addressed in the à la carte fee schedule.
- **Selective Trimming:** To improve the aesthetics of the community, selective trimming shall be done based on the type of plant twice a year, once in early-spring and in early-fall. To assist the Contractor, Attachment B represents the most common plants that are currently installed in Herb River Bluff.
- **Selective Pruning:** Selective pruning to remove specific branches from a plant to retain its shape and health shall be done on an as needed basis.
- **Turf Mowing and Maintenance:** Turf mowing, including edging, string trimming, and blowing of grass trimmings shall be done weekly during the growing season, which begins April 1st and ends September 30th of each year. During the dormant season, October 1st through March 31st, turf maintenance is to be done bi-weekly.
 - Turf mowing activities are shall be done for the entire community. For fenced backyards, the HOA Landscape Committee has requested the homeowners open the gates to their backyard to provide Contractor access. If the homeowner has not opened the gate to the backyard, the Contractor should not enter that backyard. Once the contractor has completed a homeowners fenced in backyard, the Contractor is to close the gate.

- All turf areas not accessible by mowers will be trimmed using string trimmers.
 - The turf shall be mowed to the appropriate height recommended for centipede grass during the growing and dormant season.
 - Mowing care will be taken to avoid scalping of high spots and to avoid divots due to sharp turning, stopping, and starting.
 - During times of extreme wetness, the Contractor shall adjust the scheduled landscape day, to avoid damage to the lawns.
 - During the weekly or bi-weekly mowing activities, all storm water drain grates shall be kept free of debris and vegetation.
 - Cleaning up of storm debris from average storms shall be included in the standard maintenance agreement. Clean up of excess debris due to tropical storms, hurricanes, and other more severe storms will be provided at an additional cost.
- **Irrigation Checks:** Irrigation checks shall be done 2 times per year, once in the early spring, before the growing season occurs and once in late fall. Repair costs for replacement of any damaged pop up or rotary sprinklers are additional and listed in the al a cart fee schedule. Any item not listed in the al a cart fee schedule shall be agreed upon between the Contractor and the Herb River Bluff HOA Landscape Committee Director prior to being replaced.
 - **Shallow Well Maintenance:** The Herb River Bluff community has two shallow well systems that provide for the irrigation system. The cost for any repair for the well system shall be agreed upon between the Contractor and the Herb River Bluff HOA Landscape Committee Director prior to agreed repairs and work.
 - **Buffer Zone:** Once annually, during the dormant season, the buffer zone which begins behind the addressed home at 105A Hope Lane and extends to the north side of the addressed home at 125A Hope Lane shall have a general cleanup.
 - **Pine Straw:** Pine straw shall be installed once per year, with timing determined by the HOA. Cost of the pine straw installation is separate and will be based on the Contractor's per bale price in the al a carte section and number of bales installed. Pine straw installation shall be done for the front, sides and backs (if accessible)s of homes, all the common areas, and five feet into the defined buffer zone. The Herb River Bluff HOA, at its sole discretion, may or may not use the Contractor of this RFP for its pine straw services.
 - **Front Entrance Flowers:** Front entrance flowers will be requested under separate cover to be installed. The Herb River Bluff HOA, at its sole discretion, may or may not use the Contractor for its entrance flower services.
 - **Response to HOA Reported Issues:** The Herb River Bluff Landscape Committee utilizes a simple monitoring tool to document and identify homeowners' issues that need the attention of the HOA's Landscape Contractor. The issues are categorized as: Emergency, Critical, and Maintenance. Based on the issue reported, the item may already be covered under the standard terms and pricing of the agreement, or the issue may be an add on. At the time of the reporting, it will be mutually agreed under which condition the issue falls. Response time for HOA reported homeowner issues is very important, therefore the HOA Landscape Committee expectation is that for Emergency categorized issues, the Contractor will respond in 5 business days or sooner; Critical issues will be responded to within 15 business days; and Maintenance issues will be responded to within 30 business days. In the Part II Mandatory Information section of this RFP, the Contractor will have the opportunity to provide feedback to the HOA Landscape Committee on acceptance of these timeframes or provide alternative timeframes for evaluation.