



## COUNTRY PLACE CONDOMINIUM ASSOCIATION

April 24, 2013

Dear Landscape Professional:

Enclosed please find the Landscape specifications for you.

**Please submit your bid to our office by September 30.**

### **SCOPE OF WORK:**

Operators will cut lawns at a slow speed and small hand mowers will be used in tight spots, along beds and other places where a large riding mower would cause damage to flower beds or property.

Sweep or blow clean all sidewalks, foyers, beds, curbs and/or concrete-asphalt areas affected by work. All debris shall be removed from the site.

Blow and remove all leaves and debris in bedded/landscaped areas, foyers passenger loading areas, curbs and parking lots during each cut.

### **Spring Cleanup:**

Rake and remove all leaves and debris from all fronts and rears and perimeters of buildings, all beds, lawns, streets, curbs, foyers, patios, etc... No leaves may be blown to other areas.

**Lawn Cutting:** Mow, trim around trees, fences and beds, edge and clean all sidewalks, streets, curbing, entry foyers, patios, & perimeter of buildings, tennis courts and pool area. Grass clippings & debris are to be removed weekly from driveways, foyers, patio sidewalks and streets and curbs... Mowers are to be set at a low setting in order to give the complex the look of a fresh cut. Any debris or cut up trash created by the mowing operation will be removed from the property. Areas by trees, shrubs, and other such areas that will not accommodate large mowers, will be cut with push mowers to not destroy plantings. Trimming of all areas adjacent to building signs, fences, lights, streets and shrubbery will be done by hand or weed eaters with each mowing. Edging is to be performed along all curbs, walkways and roadways and is to be cut with a mechanical edger producing a well-defined edge at each cut.

COUNTRY PLACE CONDOMINIUM ASSOCIATION, INC.  
OFFICE OF THE ADMINISTRATOR  
6640 BLACK HORSE PIKE  
EGG HARBOR TOWNSHIP, NJ 08234  
OFFICE: 609-641-7870 FAX: 609-383-3913  
EMAIL [OFFICE@COUNTRYPLACECONDOS.ORG](mailto:OFFICE@COUNTRYPLACECONDOS.ORG)

Lawns to be mowed every 7 days during the growing season. Grass shall not be cut closer than 1" nor shall it be longer than 1-1/2 inches in height after each cutting. The mower blades shall be kept sharp to prevent shredded grass tips that turn brown. When too wet to mow, the grass must not be mowed.

Edging around lawn perimeters, sidewalks, and bedded areas shall be done with each mowing.

**Fall Cleanup: (Late November Early December)**

Rake all leaves from all fronts and rears and Perimeters of buildings, all beds, lawns, streets, curbs, foyers, patios, etc. Leaves must be placed along curb line of Country Lane to be picked up by the township at a time and date authorized by the Township. Landscaper will be notified of when to place leaves in said area. No leaves may be blown to other areas and left. From all bed areas, all leaves will be removed; existing plantings are to be cleared. Fall cleanup will be performed at the latest possible date as to allow the majority of all leaves to fall. The association only pays for one clean up, however the contractor may clean up as many times as needed during the clean up. Should the contractor fail to place leaves in the designated area in time for the township pick up, then contractor shall be responsible for removing all leaves and debris from the community at no cost to the Association.

**CONTRACTOR RESPONSIBILITIES**

All work will be performed in a professional like manner. Contractor will be responsible for any damages or losses suffered because of his operations on the property. This responsibility shall include, but not limited to, window glass, doors, hoses, motor vehicles, blacktop, trees and other plant stock. Further;

The Contractor will provide his own labor, tools, equipment, fertilizers, pesticides, transportation, etc. The Contractor will dispose of all trimmings and dead growth. Environmentally approved vegetation killers are permissible in all areas to the extent that they do not adversely affect the plants and trees which have been planted, but must be approved by Pierce Transit prior to application.

**IDENTIFICATION**

Contractor personnel will carry contractor identification at all times while on Pierce Transit property. Contractor personnel will show identification when asked by Pierce Transit employees, law enforcement officers or security personnel.

**LICENSE**

The successful contractor shall be licensed to do business in the State of New Jersey and shall furnish the license number to the Association.

**PROFESSIONAL AND GENERAL LIABILITY INSURANCE**

Contractor shall file with the Association evidence of professional liability and general liability insurance certifying coverage contained therein or, in the alternative, provide documentation of a self-insured program. Such insurance shall provide protection against professional and personal injury liability. The Certificate of Insurance shall identify the insurer and the Contractor, the type and amount of insurance, the location and operations to which the insurance applies, and the effective and expiration dates of the policies of insurance. Further, the contractor shall advise the Association of any changes of insurance company, coverage, limits of liability and notices of cancellation of insurance. Limits of liability shall be not less than one million dollars (\$1,000,000) per occurrence of personal injury suffered or alleged to have been suffered by reason of or in the course of operations under this contract, whether occurring by reason of acts of omissions of the contractor, or any subcontractor, or both. Such insurance shall be maintained throughout

the term of this contract and may not be canceled without providing at least thirty (30) days advance notice of such cancellation to the Association.

**INDEMNIFICATION**

The Contractor agrees to hold harmless and indemnify the Association against all claims, suits, damages, costs, or legal expense because of bodily injury or property damage resulting from the negligence of the Contractor. All policies of insurance carried by the Contractor shall be written as primary policies, not contributing with and not in excess of insurance coverage, which the Association may carry.

**PRICING**

Pricing shall be provided for all areas per month and shall be provided for each contract year (including optional years). Prices shall not be changed during the course of the contract.

**PAYMENT**

The successful contractor shall submit invoices monthly. The Association will remit payment within 35 days of receipt of a correct invoice. Incorrect invoices shall be subject to correction and/or rejection by the Association.

**CANCELLATION**

The Association reserves the right to cancel the contract by giving a 30-day written notice, if the service received should become unsatisfactory.

The following clause is inserted into this proposal.

“Should the actual services performed during the season be less/more than the estimated number of occurrences, then the monthly price will reflect the actual number performed. Country Place Condominium Association has the right to decrease the number of occurrences during the season upon notification to vendor.”

Payment of services will be on a per occurrence monthly basis.

Certificate of Insurance and workman has comp, is required. The Association to be named as insured on policy and a copy forwarded to the Association Office. Attach to this submission.

References Required.

All optional work will be at the discretion of the association only.

Please fax or mail your bid proposal to our office listed below.

# PROPOSAL

Description	Comments	Amount
Spring Clean up	Coincides with Township	
Mowing (per week)	All Inclusive	
Fall Clean up-Nov & Dec	Coincides with Township	
Tree Removal (per tree)	When Needed	
Tree Trimming (per tree)	When Needed	

For each week in each bid area when weeds, grass or moss are not removed from passenger loading or parking areas.	\$50
For each occurrence in each bid area when sidewalks or concrete areas are not cleaned after work.	\$50
For each week in each bid area when planter beds and tree wells are not cleared of weeds and debris.	\$100
For each week in each bid area when leaves or debris are not removed from landscape area or parking lot when leaves are falling.	\$100
For each week in each bid area when grass is not mowed or edged during the growing season.	\$100
For each occurrence when spent flowers not deadheaded as specified at Pierce Transit Headquarters.	\$50

BY: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fed Id # \_\_\_\_\_

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