

## COURT II CONDOMINIUM ASSOCIATION

Dear Landscape Professional:

Enclosed please find the Landscape specifications for you. Please submit your proposal on our form by mail or fax.

Please submit your bid to our office by \_\_\_\_\_

**The Association shall always determine the following:**

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

### **SCOPE OF WORK:**

Contractor will bring all facilities up to the standards established by this scope of work within the first three months of the first year. Inspect landscaped/vegetated areas, then weed and remove moss; also, trim, and remove new or dead growth so walkways, sidewalks and barked areas are kept clean and look well-cared for. Services during growing season shall occur as needed, at the discretion of the Association, to ensure the following standards are met:

#### **Spring Cleanup: (April)**

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. From all bed areas, all weeds will be removed, existing plantings are to be cleared of debris and dead branches and outside edges are to be defined. All soil beds to be turned to have a fresh appearance.

#### **Mowing Operations:**

COURT II CONDOMINIUM ASSOCIATION, INC.  
CLUBHOUSE  
700 COURT II II  
EGG HARBOR TOWNSHIP, NJ 08234  
OFFICE: 609-3804316  
LONDONCOURT2@GMAIL.COM

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, rain gutters or other property.

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 lawns, driveways, foyers, patios sidewalks and streets and curbs... Mowers are to be set at a low setting 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.

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.

Monitor all turf areas for infestation of harmful insects. Apply pesticides only to specific areas where insect infestations have been identified by the Contractor and pose significant risks to the health and appearance of turf. Rake all bedded areas as often as required to ensure a fresh bark appearance. Re-barking of any location will be at the discretion of The Association and will be covered under a separate purchase order.

Sweep or blow clean all sidewalks and/or concrete areas affected by work. All debris shall be removed from the site.

Establish a Suggested watering schedule for the site.

### **Mulch: If Requested**

At the option of the Association, mulch shall be restored to a fresh, weed free condition to areas specified by the Association. (Price per yard, installed and estimate yardage)

### **Weed Control: N/A**

Monthly treatments post emergent to all shrub beds, curb lines, sidewalk cracks, etc. (4 applications) (Optional) No application of weed control is permitted around the perimeter of any tree located in lawn areas or building perimeters. Keep planter beds and tree wells free of weeds and debris on a weekly basis throughout the year. Control weeds with contact spray herbicide, hand-weeding and selective use of pre-emergent herbicides. Apply only at manufacturers approved rates to avoid soil toxicity. Verify that herbicide is appropriate for use with various plant materials. Contractor is responsible for any damages incurred because of herbicide application and must repair or replace any such damage at no cost to Association. Lawns, bedded areas, fence lines, asphalt and concrete pads shall be kept weed, grass and moss free by hand or use of herbicides approved by The Association. NOTE: Contractor shall be responsible for removing weeds, grass or moss in passenger loading and parking areas.

### **Fertilization Schedule- N/A**

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Fertilize landscape turf areas with a well-balanced, slow release fertilizer as required to provide vigorous deep rooting and a healthy green appearance year around. Determine fertilizer application rates and materials from soil test results. Submit a fertilizer schedule listing proposed materials, application rates and application times prior to performing work. Apply agricultural grade pellet form lime to all turf areas once annually as recommended by soil tests.

Suggested Time for applications;

- Pre-emergent Fert (March).
- Post-Emergent Broadleaf weed killer (April)
- Fall Fert, 25-3-10 slow release (September)

### **Shrub Trimming- If Requested**

Remove dead, damaged and diseased portions of plants

Prune trees and shrubs to maintain their natural shape

Trees and shrubs are not to be allowed to grow together unless designed to do so as a hedge

Trees (including conifers) will be kept pruned to allow at least 2 feet of unobstructed space between the ground and the lowest limb

Trees will be pruned to avoid conflict with vehicular or pedestrian traffic and will not be allowed to interfere with site lighting or security cameras

Shrubs around the headquarters admin building will be kept pruned to no higher than the building windowsills and not touching building walls.

Other hedges shall be kept trimmed to no more than 3 feet in height

Other shrubs will be kept pruned to no higher than 2-½ feet above the ground

Trees, shrubs and ground cover must be kept off fire hydrants, signs, fences, walls, sitting areas, walkways and driveways.

Fertilize all plants once during growing season (preferably April). Care is to be taken not to burn the plants.

The Association encourages environmentally sensitive maintenance practices. Provide the Association a minimum of 48 hours' notice prior to "blanket" applications of herbicides, fungicides or insecticides. All chemicals must be EPA approved and applied as per the manufacturer's recommendations. Provide a Material Safety Data Sheet (MSDS) to The Association for any chemicals used.

Apply insecticide or fungicide to trees, shrubs and ground covers only when significant plant damage would result from not addressing the infestation. Base pest and disease control program on site historical data.

Control of major disease and insect infestations for trees, shrubs and ground covers is not a part of the Contract. Regularly monitor all plant material and immediately notify owner of any need for such control.

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Contractor is responsible for any damage to plant material incurred because of failure to immediately notify The Association of correctable disease and/or insect problems and must replace any such damaged plant material at no additional cost to The Association.

Prune trees, vines, and shrubbery in the fall, after the typical growing season.

### **Fall Cleanup: Initial Clean up November/December- If Requested**

Pick up and remove all leaves and debris in bedded/landscaped areas, passenger loading areas and parking lots starting in Autumn (when leaves on surrounding trees start to fall) and perform this service once a week until leaves cease falling. 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 Association. 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 weeds will be removed, existing plantings are to be cleared of debris and dead branches and outside edges are to be defined. All soil beds to be turned to have a fresh appearance. Fall cleanup will be performed at the latest possible date as to allow most of all leaves to fall. The Township usually picks up in November & December.

### **THATCH & SEED. If Requested**

Aerate all compacted areas of formal turf areas once annually in the spring. Aerate with a vertically operating core aerator utilizing shaft mounted 1/2" hollow tines. Cores shall be made 4" on center to a 3" depth. Vacuum plugs.

Remove any thatch over 1/2 inch in depth from turf areas once annually in the fall. Control broadleaf weeds in all landscape turf areas by spot applications of contact herbicide.

### **CONTRACTOR RESPONSIBILITIES**

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 The Association prior to application.

### **IDENTIFICATION**

Contractor personnel will carry contractor identification always while on The Association property. Contractor personnel will show identification when asked by The Association employees, law enforcement officers or security personnel.

### **LICENSE**

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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 will add the Association as an Additional Insured for general liability for both ongoing operations and completed operations on a primary and non-contributory basis with respect to any claims, loss or liability arising out of Contractor's operations.
- Contractor will Indemnify and Hold Harmless the Association regarding the work the Contractor is performing.
- Contractor will provide a physical copy of the endorsement providing the Additional Insured status for the Association.

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 during 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 notice of such cancellation to THE ASSOCIATION. 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, blackout, trees and other plant stock.

## **INDEMNIFICATION**

The Contractor agrees to hold harmless and indemnify THE ASSOCIATION against any and all claims, suits, damages, costs, or legal expense as a result 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. Association shall be named as additional insured on the insurance cert.

## **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 unless The Association changes requirements or adds or deletes service areas or as a result of legislative changes that affect the contractor's costs. In that event, the contractor shall submit cost data to The Association for review and negotiation.

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## **PAYMENT**

The successful contractor shall submit invoices monthly. The Association will remit payment within 30 days of receipt of a correct invoice. Incorrect invoices shall be subject to correction and/or rejection by the Association.

"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. Court II Condominium Association has the right to decrease the number of occurrences during the season upon notification to vendor."

## **CANCELLATION**

The Association reserves the right to cancel the services by giving a 7-day written notice, if the service received should become unsatisfactory.

## **Other Terms**

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

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.

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

Please fill in amount on all that apply(s)

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## PROPOSAL

| Description              | Comments                | Amount |
|--------------------------|-------------------------|--------|
|                          |                         |        |
| Spring Clean up          | Coincides with Township |        |
| Mowing (per week)        | All Inclusive           |        |
| Fall Clean up-Nov to Dec | Coincides with Township |        |
| Mulch Per Yard           | When Needed             |        |
| Shrub Trim               | When Needed             |        |
| Sprinkler Blow Out       |                         |        |

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

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

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

COURT II CONDOMINIUM ASSOCIATION, INC.  
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