



**BEVERLY OAKS**  
Homeowners Association

2927 Winterberry Drive  
Carrollton, TX 75007  
972-492-5125 Tel.  
972-492-2044 Fax  
board@beverly-oaks.org

August 19, 2009

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**RE: Landscape Maintenance - September 1, 2009 through December 31, 2010**

Gentlemen:

The Beverly Oaks Homeowners Association, Inc. respectfully requests your bid for providing landscape services to our community during the next year. Beverly Oaks is located at 101-123 Brentwood Ct.; 1500-1623 Brentwood Dr.; 100-122 Wilshire Ct.; 1900-2021 Wilshire Dr. Irving, TX 75061.

Enclosed please find a copy of our standard specifications for service. This is to be used for bidding purposes and will be attached to, and become a permanent part of your contract if you are the successful bidder.

Each bidder is requested to visit our community of 96 units, to better understand the scope of the required services. If you have any questions, please contact Joe Sandifer at 972-492-5125.

Please submit your bid to:  
Mr. Joe Sandifer  
2927 Winterberry Drive  
Carrollton, TX 75007

**To be received no later than 5:00 p.m., August 25, 2009.**

We need background information on your company including the number of years in business, number of employees, structure of the company (e.g. are employees used or subcontractors), and references.

You will be notified of the bid results within one week of the deadline.

Sincerely,

Joe Sandifer  
General Manager



## **PROPERTY DESCRIPTION**

Beverly Oaks is a 96 unit town home community located in Irving, Texas.

The serviceable property includes the common areas at the entry, in the cul-de-sacs, and near the exit as well as the front yards of 101-123 Brentwood Ct.; 1500-1623 Brentwood Dr.; 100-122 Wilshire Ct.; 1900-2023 Wilshire Dr. Irving, TX 75061.

This bid is not for any landscaping located behind fenced in "back yard" areas.



## **SPECIFICATIONS**

### **SUMMER TURF MAINTENANCE SERVICE CALL**

- A. Mowing - Mowing of the community entry, all of the front and side yards of the town homes, and the turf areas by the storage garage and community exit. Push mowers should be used on all irregular surfaces. Riding mowers are acceptable as long as there are no visible mower tracks, scalping marks, or irrigation system damage.
- B. Blade Edging - Blade edging (not string trim) all walkways, driveways and curbs including the far end of the exit alley (near Highway 183).
- C. String Trimming - Trimming along all bed area borders, lamp posts, signs, and around all lawn plant materials.
- D. Sweeping/Blowing - Sweeping/Blowing removal of dirt and clippings from streets, driveways and walkways. This specifically includes cleaning of the exit alley. Clippings and leaves are not to be blown into the flower beds.
- E. Leaf /Trash Pickup - Pick up of all visible grass clipping “clumps”, leaves, and trash on the turf and in the flower beds. This specifically includes leaf pickup near the 2023 storm drain.
- F. Trash Removal - Emptying of the trash cans, moving all service debris from the premises.

### **WINTER TURF MAINTENANCE SERVICE CALL**

- A. Mowing - Mowing of the community entry, all of the front and side yards of the town homes, and the turf areas by the storage garage and community exit. Push mowers should be used on all irregular surfaces. Riding mowers are acceptable as long as there are no visible mower tracks, scalping marks, or irrigation system damage.
- B. Blade Edging - None
- C. String Trimming - Trimming along all bed area borders, lamp posts, signs, and around all lawn plant materials.
- D. Sweeping/Blowing - Sweeping/Blowing removal of dirt and clippings from streets, driveways and walkways. This specifically includes cleaning of the exit alley. Clippings and leaves are not to be blown into the flower beds.
- E. Leaf /Trash Pickup - Pick up of all visible grass clipping clumps, leaves, and trash on the turf and in the flower beds. This specifically includes leaf pickup near the 2023 storm drain.
- F. Trash Removal - Emptying of the trash cans, moving all service debris from the premises.



## **HEDGE / BED SERVICE CALL**

- A. Hedge Trimming – Squaring of the top and sides hedges *with the exception of the Tabletop Junipers (Wilshire cul-de-sac), the Indian Hawthorne and the Ligustrum / Privet (2009-2011 Wilshire , 1520-1522 Brentwood)*. See special services below.
- B. Bed Cleaning – Pulling all grass, weeds, or other unplanned growth from the beds. Removal of dead leaves. Removal of spent flower blooms.
- C. Dead wood removal - Removal of all diseased or dead wood from plant material
- D. Clean up – Pickup and removal off all clippings, and leaves.

## **SPECIAL SERVICE CALLS**

- A. February Hedge Cutback – This is lowering of the hedge lines at the beginning of the year and pruning of the non-squared shrubs – specifically the *Tabletop Junipers (Wilshire cul-de-sac), the Indian Hawthorne and the Ligustrum / Privet (2009-2011 Wilshire , 1520-1522 Brentwood)*
- B. Seasonal Color – Seasonal color includes:
  - Spring – No later than April 1
  - Entry Flower Beds – 10 flts / Coleus (wizard mix)
  - South Cul-de-sac – 6 flts Vincas & 2 flts Sweet Potato Vine
  - North Cul-de-sac – 10 flts Vincas & 2 flts Sweet Potato Vine
  
  - Fall– No later than September 15
  - Entry Flower Beds – 5 flts Dianthis (red) & 5 flts Dusty Miller
  - South Cul-de-sac – 3 flts Dianthis (red) & 3 flts Dusty Miller
  - North Cul-de-sac – 5 flts Dianthis (red) & 5 flts Dusty Miller
- C. Over seeding – Overseeding of the entire turf area in mid September with Lesco Double Eagle Rye grass. No other seed may be substituted.
- D. Sprinkler System Check - Run through of all stations to identify all broken and non functional heads. Service to be on a time an materials basis (detailed system check).
- E. Sprinkler Setting - Set and coordinate all sprinkler timers, verify zones operating (simple system check).
- F. Light Sprinkler Repairs - Repair missing or broken heads – please provide labor and material costs for per tip replacement, head replacement, rotor head replacement, and a valve replacement.

## SCHEDULE

<b>SERVICES</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>Ttl</b>
<b>Winter Turf [Thursday/Friday]</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>						<b>2</b>	<b>2</b>	<b>2</b>	<b>15</b>
<b>Summer Turf [Thursday/Friday]</b>					<b>4</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>2</b>				<b>19</b>
<b>Hedge Shape</b>		<b>1</b>											<b>1</b>
<b>Hedge Service</b>					<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>				<b>5</b>
<b>Seasonal Color</b>			<b>1</b>						<b>1</b>				<b>2</b>
<b>Overseeding</b>									<b>1</b>				<b>1</b>
<b>Irrigation Check (basic)</b>		<b>1</b>				<b>1</b>			<b>2</b>			<b>1</b>	<b>5</b>

The above schedule is our target schedule. Any services that cannot be performed on the scheduled date because of weather may be performed on the following day or the preceding day and if not possible, then skipped unless specifically scheduled with the Association project manager.

Invoices must show the actual date of service, and the services performed.



**BID**

Summer Turf Service \$ \_\_\_\_\_ x 19 = \$ \_\_\_\_\_

Winter Turf Service \$ \_\_\_\_\_ x 15 = \$ \_\_\_\_\_

Hedge/Bed Service \$ \_\_\_\_\_ x 5 = \$ \_\_\_\_\_

February Hedge Cutback \$ \_\_\_\_\_ x 1 = \$ \_\_\_\_\_

Seasonal Color \$ \_\_\_\_\_ x 2 = \$ \_\_\_\_\_

Over seeding Lesco Double Eagle Rye \$ \_\_\_\_\_ x 1 = \$ \_\_\_\_\_

Sprinkler Setting \$ \_\_\_\_\_ x 5 = \$ \_\_\_\_\_

Sprinkler System Check \$ \_\_\_\_\_ APN

Sprinkler tip replacement \$ \_\_\_\_\_ APN

~ head replacement \$ \_\_\_\_\_ APN

~ rotor head replacement \$ \_\_\_\_\_ APN

~ valve replacement \$ \_\_\_\_\_ APN

TOTAL \$ \_\_\_\_\_



## **TERMS OF AGREEMENT**

### **TERM**

The agreement shall begin on the 1<sup>st</sup> day of September 2009 and shall continue in effect thereafter until December 31, 2010. This agreement may, however, be terminated by either party with thirty (30) days written notice. Beverly Oaks Homeowners Association, Inc. will be responsible for all expenses accrued to date of cancellation.

### **INVOICING**

**Payment shall be made on a per service basis** for the previous month due on or before five (5) days following the end of the month in which the work was done. Invoices are to itemize the service performed (e.g. summer turf maintenance), the dates of the service, and the price service. Invoices will be paid net30.

### **INSURANCE**

The Contractor must carry Worker's Compensation insurance, \$500,000 general liability insurance on himself and all employees. Proof of such coverage shall be provided with the bid.

### **MATERIALS, PLANTS AND SUPPLIES**

The Contractor will supply all equipment, labor and materials to perform the landscape maintenance services.

The Contractor shall get prior approval before purchasing any materials or supplies for the Association.

All trees, shrubs and other plants needed on Association property shall be approved and paid by the Association.

### **SALES TAX**

All bid prices include the Texas Sales Tax.

### **ADDITIONAL WORK REQUIRED**

Any work needed to put or keep the property in first class condition that is not included in the normal monthly price should be listed separately and a separate price given for it.

### **TRAINED EMPLOYEES**

Trained personnel directed and supervised by the Company's Crew Chief will perform all services required by the Agreement. Contractor agrees that each of his employees will be properly qualified and will use reasonable care in the performance of assigned duties. Contractor agrees to answer any service calls within 48 hours of a complaint. The Association Manager will be notified promptly of the corrective action taken by the Contractor.



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Homeowners Association

### **CONTRACTORS RESPONSIBILITY**

The Contractor will use due care in the conduct of the landscape maintenance of the Association. The Contractor will be responsible for any damage to the Association's or any Homeowner's property which is caused by himself or his employees. The Contractor agrees to report damage to Association property within 24 hours to the Association Manager. The Contractor agrees to promptly repay any individual homeowner for any expense incurred in repairing damage done by the Contractor or his employees.

### **SERVICE REPORTS**

The Contractor will submit a written report each month on the work performed the previous month to the Association Manager. Recommendations for any necessary or desirable landscape maintenance work that, in their opinion, should be performed, shall be contained in the report along with an estimate of its costs, both in labor and materials. No action shall be taken by the Contractor on such recommendations until the Association approves it.

### **ASSOCIATION PROPERTY**

For the purpose of these specifications, Association Property consists of all lawn, trees, shrubs, exteriors of homes, driveways, sidewalks, sprinkler systems, all substances living and all structures or materials on the property which are contracted for maintenance (back yards are excluded)

### **ASSOCIATION'S RIGHT TO DEMAND PROOF OF PURCHASE**

The Association has the right to demand proof of payment on resale items on any contested invoice as a condition of payment.