

# **Drexel Woods Homeowner's Association, Inc.**

**6400 Baltimore National Pike, Box 158  
Catonsville, MD 21228**

## **Request for Proposal Landscaping and Snow Removal Contract**

### **Organizational Overview**

Drexel Woods Homeowner's Association, Inc. (DWHOHA) is a non-profit homeowner's association governed exclusively by home owners. DWHOHA owns approximately thirty-five acres of common grounds.

### **Project Overview**

DWHOHA is committed to preserving the value and integrity of our neighbor's homes. We are soliciting bids to maintain the grounds of Drexel Woods, clear snow, and provide long-term guidance for the future maintenance of our property.

### **Project Scope**

The scope of this RFP is for the following services:

- Snow removal from common sidewalks
- Care and maintenance of the grass in common areas
- Care and maintenance of the gardens in common areas
- Care and maintenance of the trees in common areas
- Leaf Removal from the common grounds,
- Leaf Removal from the sidewalks and street along Drexel Woods Road

### **Contract Period**

The HOA would contract services for a three year period. However, if bidders cannot provide pricing for three years, the HOA may only sign a contract for a one year period. If an Offeror can only provide one of the services (landscape or snow removal), the HOA may sign a contract with two different Offerors. If the HOA signs a three year contract and the winning Offeror's performance is not acceptable in the first year, the HOA may cancel the contract before the next season/year and re-solicit.

Please provide pricing in accordance with the following time periods.

Year 2013

Landscape (March 2013 – November 2013)

Snow Removal (March 2013 – April 2013)

Snow Removal (November 2013 – April 2014)

Year 2014

Landscape (March 2014 – November 2014)

Snow Removal (November 2014 – April 2015)

Year 2015

Landscape (March 2015 – November 2015)

Snow Removal (November 2015 – April 2016)

### **Requirements of Bidders**

All bidders must be licensed to do business in the state of Maryland and fully insured.

### **Proposal Costs**

The cost associated with research, licenses, materials, and time to prepare the proposal responses to this RFP and the quote associated with that are the responsibility of the bidder.

### **Proposal Response Requirements**

Costs must be broken down in the following sections: lawn care maintenance and snow removal. Regular maintenance items include lawn care, gardening, leaf removal and tree trimming and should be provided in a fixed price or 'not to exceed' pricing. If miscellaneous costs (i.e., fuel) are required as a separate charge, bidders must identify those costs up front or factor those costs into the total fixed price.

Due to the variability of the weather, snow removal pricing may be given in any format but must include estimated pricing for our property using a defined set of assumptions. Variables that impact snow removal pricing should also be clearly defined.

Each response must include the following information:

- Written estimate in the format that your organization uses
- A draft of the proposed contract
- The completed Appendix A form from this document
- A brief background to your organization to include the following:
  - Length of time in business
  - Number of full-time employees
  - Other services provided

### **Proposal Format**

DWFOA is committed to reducing unnecessary waste. Therefore, all responses should be returned electronically. Pricing in Microsoft Excel is the preferred format. However, you can submit proposal in Microsoft Word or PDF. These responses should be submitted by email to the board using the following email address: HOA\_Mailbox@DrexelWoods.com. Responses are due February 28th, 2013 by 7:00 PM Eastern Standard Time (local time in Catonsville, MD).

### **Discounted pricing to homeowners and board members**

The selected bidder is not obligated to provide lawn care service to homeowners or members of the board. Any services rendered on private (homeowner) property is not covered under the scope of this contract. The selected bidder is not obligated to provide discounts to homeowners. To ensure fair selection of the successful bidder, no member of the board of directors may contract the bidder for private services at a rate discounted beyond what is offered to any other resident.

### **Questions and Tours**

Questions may be directed to the board by email at HOA\_Mailbox@DrexelWoods.com. Arrangements for a meeting at the tree will be arranged by email as well.

### **Detailed Property Information and Requirements**

The lawn-care and maintenance portion of the project includes the following services:

1. Mow all common primary grassy areas as defined in Appendix B once weekly during peak season and as needed during off-peak.
2. Mow all common secondary grassy areas as defined in Appendix B twice annually.
3. Trim trees and shrubs located along the edges of primary grassy areas as defined in Appendix B and along sidewalks as needed. Exception is trees and shrubs located on homeowner property.
4. Mulch annually and weed regularly the shrubs located along Drexel Woods Drive at the culvert as defined in Appendix B.
5. Mulch and plant flowers annually and weed regularly the flowerbeds at the neighborhood sign as defined in Appendix B.
6. Treat grass in primary grassy areas with an environmentally friendly fertilizer, weed control, and pest control that is safe for people, pets, and wild animals as needed.
7. Provide guidance to the board for additional services required in short and long term.
8. Rake and remove leaves from primary grassy areas four times per fall and once in the spring. Alternatively, collect, mulch, and spread the leaves each time.

Snow removal will be conducted upon approval from a member of the board of directors. The board will rely on the contracted organization to provide guidance on when snow should be removed. Factors influencing this decision should include the weather following a snow fall e.g. more snow or warmer weather to remove snow naturally. The following tasks are part of snow removal.

1. Remove snow from the sidewalk along Drexel Woods Drive.
2. Remove snow from the sidewalks in front of homes along Drexel Woods Drive and the five courts.
3. Remove snow from the sidewalks between the groups of houses and behind the houses in the five courts.

Snow should be relocated to adjacent common ground and not onto homeowner property.

## Appendix A: Bidder Information

Please complete this form and return with your response.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Monthly Cost for maintenance contract: \_\_\_\_\_

Will your organization comply with all of the required items? \_\_\_\_\_

Does your organization provide tree removal services? \_\_\_\_\_

Does your organization provide re-planting services? \_\_\_\_\_

Please indicate your guaranteed response time for snow removal during a major (greater than 8" accumulation) snow event: \_\_\_\_\_

Please indicate your guaranteed response time for snow removal during a minor (less than 8" accumulation) snow event: \_\_\_\_\_

Describe your payment terms: \_\_\_\_\_

Are you bonded? \_\_\_\_\_

Are you insured? \_\_\_\_\_

The selected vendor will be responsible for any injuries or property damage that result from services provided. Do you agree to these terms? \_\_\_\_\_

## Appendix B: Area Identification



**Figure 1: Approximation of Drexel Woods Homeowners Association Boundaries**

Figure 1 provides the bidders with a general overview of the neighborhood and its five courts. It is important to note that while the majority of the homes are townhomes, there are four single family homes that are part of our community.



**Figure 2: Drawbridge Court**

Figure 2 shows Drawbridge court and the four single family homes on Drexel Woods Drive. The primary grassy areas are marked with blue boxes. The areas between the sidewalk and the parking area in front of the homes is also primary grassy area but is not marked as such. The neighborhood sign is marked with a yellow box.



**Figure 3: Oak Shadows Court**

Oak Shadows Court, shown in Figure 3, has the primary grassy areas as shown outlined in blue. The grass between the sidewalks and the parking area is also part of the primary grassy area. In many of the areas to the rear of the houses, the rear sidewalk backs directly to trees and mowing is not required.



**Figure 4: Golden Hill Court**

Figure 4 shows Golden Hill Court and has the primary grassy areas as shown outlined in blue. The grass between the sidewalks and the parking area is also part of the primary grassy area. In many of the areas to the rear of the houses, the rear sidewalk backs directly to trees and mowing is not required.



**Figure 5: Kimball Ridge Court and Shady Hill Court**

Kimball Ridge Court and Shady Hill Court are shown in Figure 3. The primary grassy areas as shown outlined in blue. The grass between the sidewalks and the parking area is also part of the primary grassy area. In many of the areas to the rear of the houses, the rear sidewalk backs directly to trees and mowing is not required. Outlined in red is a grassy hill that corresponds to secondary grassy area. This hill should be mowed down twice per year until a long-term solution can be developed to reduce the maintenance cost of this area.





**Figure 6: Drexel Woods Drive and the Culvert area**

Figure 6 shows more primary grassy area outlined in blue. Outlined in yellow is the shrubs that line the slope down into the culvert that need to be mulched and weeded.