

ELK RUN PHASE IV HOMEOWNERS ASSOCIATION

RFP for Grounds Maintenance Services 2023

Mailing Address: % Keiko Ito

3031 Elk Run Dr

Park City, Utah 84098

Email Address: elkrun4hoa@gmail.com

Telephone: 801.739.2235 (K)

970.379.2333 (Susanne)

Email: keiko.ito10@gmail.com

sbb1343@gmail.com

Elk Run Phase IV Homeowners Association

Section I: INTRODUCTION TO BIDDERS

This document is a Request for Proposal (RFP) for procurement of services described herein and in the Attachments. The Contractor (Bidder) is invited to review this RFP and provide a written response (Proposal).

1.1 REQUESTOR

Elk Run Phase IV Homeowners Association is a residential community located in Park City, Summit County, Utah, comprised of 11 buildings containing 40 residences. There are 13 common driveways. The subdivision is located on Elk Run Drive approximately 1/2 mile southeast of Interstate 80, Jeremy Ranch exit 141. The property to be maintained is included as **Exhibit A**.

1.2 GOVERNANCE

Elk Run Phase IV is governed by an elected Board of Trustees which is soliciting this RFP and will award contract for services at its sole discretion.

Section II: INSTRUCTIONS TO BIDDERS

This section provides instructions and guidelines for responding to the Request for Proposal (RFP) including submission of intent to respond, calendar of RFP due dates and submission of RFP questions.

2.1 RFP SCHEDULE

The closing date for all RFP responses is April 15, 2023

Any submission and/or modification of prior submissions arriving after **April 15, 2023, 4pm, MST may be deemed non compliant and may be rejected.**

Schedule of Events:

RFP submitted to bidders by **March 30, 2023.**

Questions due by **April 10, 2023**

Proposals due **April 20, 2023**

It is the bidder's responsibility to request clarification for any requirement in this RFP that is not understood.

All questions related to the RFP can be submitted preferably via email to : **keiko.ito10@gmail.com, sbb1343@gmail.com**, or by phone to K **801.739. 2235** or Susanne **970.379.2333**. All prospective contractors are encouraged to set up an appointment to tour the properties.

Proposals are to be submitted to **Keiko Ito** or **Susanne Barnes**. (see cover page)

2.2 ACCEPTANCE / REJECTION PROCESS

The Elk Run Phase IV Board of Directors reserves the right to make an award without further discussion of the Proposals submitted. Subsequent to receipt of the Proposals, and at the Board's option, discussions may be scheduled with individual contractors if it becomes necessary to clarify elements of their Proposal. All proposals shall be reviewed for price/performance, competitiveness and completeness. The Elk Run Phase IV Board of Directors will make a single award for landscaping services. The Elk Run Phase IV Board of Directors also reserves the right to reject any/all Proposals received.

2.3 TERMS AND CONDITIONS

Upon selection of the winning contractor, the Board of Trustees will negotiate and finalize a contract for service with the winning bidder. In addition to general terms and conditions,

inclusion of the Scope of Work, and attachment of this document as an inclusion to the contract, the following are agreed in advance:

2.3.1 *Payment:*

Payment for services rendered will be made upon submission of a proper invoice within 20 days of presentation. Any dispute over the quality of services rendered will be resolved between the Contractor and the HOA Board before payment is made.

2.3.2 *Inspection of Grounds:*

Interested contractors are requested to contact the HOA to arrange for an appointment to inspect the areas covered by these specifications.

2.3.3 *Cancellation:*

The Association reserves the right to cancel this agreement upon twenty one (21) days notice if performance by the Contractor is not satisfactory.

Section III: CONTRACTOR INFORMATION

3.1 Contractor contact information

Contractor Legal Name: _____

Legal Address: _____

City, State, Zipcode: _____

Physical Address: _____

City, State Zipcode: _____

Phone, Email: _____

Primary Contact: _____

Title: _____

Cell Phone number: _____

Secondary Contact: _____

Title: _____

Cell Phone number: _____

3.2 Contractor License Identify the states contractor holds license(s)

License # _____

3.3 Contractor Bonded / Insurance Identify bond _____ YES _____ NO

If NO, please comment _____

3.4 Contractor Capabilities

3.4.1 Staffing Please describe your staff, including headcount and experience.

3.4.2 Standard Equipment Please list the equipment that the contractor anticipates using to fulfill the terms of this contract (Types of vehicles, machinery, riders, push, trimmers, etc)

Section IV: SCOPE OF WORK

Services are to be performed on all surfaces defined by the attached Elk Run (Exhibit A) at Pinebrook Phase 4. (BOARD NEEDS TO CREATE NEW MAP)

4.1 *Spring Cleanup:* shall consist of:

4.1.1 Removal and disposal of all leaves and debris from plant beds around trees, lawn areas on all sides of buildings, under decks, on slopes, and around the outside of Community Garden fence.

4.1.2 Cleaning of Elk Run Drive to remove winter debris from street and gutters.

4.1.3 Cleaning of the area between the fence and road along W. Pinebrook Blvd. abutting Elk Run Phase 4 HOA to remove winter debris and cut vegetation to ground level. Debris and vegetation removal should cover the full length of the fence including the section that curves down into the wetlands to at ground level. The vegetation along the fence and road, and that leading to the wetlands should be cut to a distance of five feet from the fence.

4.1.4 The area around and in the drainage ditch is to be cleared of winter debris and vegetation including cattail debris.

4.1.5 These services will be scheduled to be performed when conditions allow (there is no more snow to inhibit work) and or as weather permits.

4.2 *Bed Maintenance:* shall consist of:

4.2.1 Weeding, removal and disposal of grass and debris and invasive growth (suckers) from all planting beds (including rock areas) as needed. All beds are to have their edges shaped vertically with the appropriate trenching tools preferably to 4 inches where possible.

4.2.2 All spent flowers should be deadheaded during the season.

4.2.3 No chemicals are to be used on Elk Run 4 premises unless directed by the Board of Directors. Any plants determined to be damaged by use of chemicals will be replaced by the supplier at the supplier's expense.

4.2.4. Some homeowners prefer to maintain their own flower beds. Those beds will be delineated with red stakes. These beds are not to be included in regular maintenance.

4.2.5 Weeding is to be performed on a weekly basis. All other bed maintenance is to be performed on an as needed basis.

4.3 *Lawn Cutting and Trimming: shall consist of:*

4.3.1 Trash (limbs and vegetative debris left on curbside by homeowners or crew) will be picked up and removed before any lawn services are performed.

4.3.2 Mowing, edging, weed whacking will be done on a weekly basis.

4.3.3 All lawn areas shall be mowed on a weekly basis.

4.3.4 Grass clippings in beds and tree wells are to be removed after mowing.

4.3.5 Edging shall include along all tree rings, beds, sidewalks, curbs and driveways on a weekly basis.

4.3.6 Trimming is to be performed around all trees, rocks, beds and buildings on a weekly basis.

4.3.7 No trimmings, grass or other debris, should be visible or left on any concrete driveways, walks, street, or drains after each cutting.

4.3.8 No balding of the turf is allowed at any time.

4.3.9 Trimming and the use of a long-term herbicide between the fence and road along W. Pinebrook Blvd. and resident side shall be done at the beginning of the season, mid-season, and in early fall. This should cover the full length of the fence including the section that curves down into the wetlands (excluding homeowner maintained beds along the fence). The vegetation along the fence leading to the wetlands should be cut to a distance of 5 feet from the fence.

4.3.10 Trimming on the berm or embankment from the turf line down to the lower-level wetlands area from unit #3057 (bldg.18) to unit #3033 (bldg.16) Elk Run Drive every second week. This is fire mitigation.

4.3.10.1 The berm area abutting Horse Thief Canyon and Community Garden are to be performed as needed beginning in June. This cutting is to extend from the drainage ditch to unit #3033 (bldg.16).

4.3.10.2 Maintenance of the drainage ditch area is to be performed monthly. This includes weeding, cutting, trimming and maintenance of cattails.

4.4 *Shrub and Tree Trimming: shall consist of:*

4.4.1 Trim and shape all shrubs on a monthly basis except during excessive hot dry periods.

4.4.2 All Conifer skirts should be trimmed away from the ground 18 inches or above.

4.4.3 Dead limbs on all trees should be cut and removed to a height of 10 feet on a regular basis.

4.4.4 These services shall be performed monthly during contract period.

4.5 *Weekly removal and replacement of waste at the HOA Pet Waste station*

4.6 *Fall Cleanup (Separate Contract)*

4.6.1 Fall cleanup shall consist of two separate visits at the end of the contract period depending on leaf drop. This includes trimming of perennials and shrubs and leaf clean up.

4.7 *Irrigation/Sprinkler System*

4.7.1 During spring startup, the contractor will recalibrate each zone. The contractor shall inspect and test all components and zones in the irrigation system and shall reset zone times according to seasonal needs.

4.7.1 Monthly inspection of the grounds must be done by the contractor in order to ensure adequate coverage or excessive drainage. Weekly maintenance crew need to be aware of inadequate or excessive sprinkler coverage and report those issues to the contractor. Contractor will address those issues.

4.7.2 Adjustments and repairs of heads, valves, leaks, and timer adjustments shall be made by the contractor, with the client paying for parts. Repairs or system service beyond the above scope will be charged to the HOA at an hourly rate plus parts. The Contractor will notify the HOA Representative of the nature of the problem before repairs are made.

4.7.3 By the end of October or after agreement with HOA Representative, the contractor will winterize the sprinkler system.

4.8. *CONTRACTOR ALTERNATIVES and/or VALUE ADDED*

Contractor is encouraged to propose an alternative approach to any requirement specified in this RFP when contractor believes that significant saving or value may result for Elk Run Phase IV Homeowners Association.

Section V: TERM DURATION & PRICING DETAILS

5.1 Term

The agreement term will be binding for all services noted below and proposed by contractor.

5.2 Price

Please provide an annual firm price to Elk Run Phase IV Homeowner Association for work commencing on May 15 to September 30 of each calendar year which covers all equipment, tools, materials and labor based on 3 options. Annual firm price shall be paid in five (5) equal monthly payments from May thru September of the designated contract year.

5.2.1 Option 1: one-year agreement from May 15, 2023 - September 30, 2023

Annual Firm Price \$ _____

5.2.2 Option 2: two-year agreement from May 15, 2023 - September 30, 2025

Annual Firm Price \$ _____

Total Two (2) year Price \$ _____

5.2.3 Option 3: three-year agreement from May 15, 2023 - September 30, 2026

Annual Firm Price \$ _____

Total Three (3) yr. Price \$ _____

Section VI: REFERENCES

All proposals must include a list of references, including contact name and phone number of existing contracts of similar scope.