

SUNDANCE ASSOCIATION, INC. RFP INSTRUCTIONS

AND TURN IN SHEET

This RFP contains full specs for the properties, a highlighted map of the sites, and this turn in sheet.

If questions arise regarding this RFP, they should be directed via email to sundancehoainfo@gmail.com.

Please note you may include a letter of consideration with your turn in sheet which details why Sundance Association should hire you or your company. This is not required, however should you include a letter, it must be limited to the front of one 8.5" x 11" sheet of paper.

Your turn in sheet and letter of consideration (if included) are due *no later than* **Friday, April 17 by 5:00pm.**

Winning bidders will be announced at the April 2026 Board of Directors meeting and issued to all participating bidders via email by April 23, 2022.

Grounds Maintenance Bid Sheet

***This page must be returned by 4/17/2026 by 5:00pm**

Company Name (or N/A): _____ Phone: _____

Contact Name: _____ E-Mail: _____

Bidder/Company EIN: _____ License #: _____

I propose to complete all requirements of the specifications included in the Scope of Work for:

BID Amount, Per Year \$ _____

BID Amount, Per Month \$ _____

I do do not currently have general liability insurance with a minimum coverage amount of \$100,000. **(check one)**

I understand that if I do not current have general liability insurance, or have less than \$100,000 of liability coverage, I will be required to show proof of such coverage within 10 days of my being awarded the contract. **(check to indicate your understanding of this requirement)**

Signature: _____ **Date:** _____

OFFICE USE ONLY: Date Received _____ Package correct and complete? _____

SUNDANCE MOWING AND LANDSCAPE SCOPE OF WORK

For ALL areas EXCLUDING pastures:

- **Frequency:** Mowing shall be provided at least bi-weekly from October 1 to April 30th , and weekly from May 1st through September 30th. There shall be no fewer than 37 mows annually.
- **Mowing Height:** Lawns shall be mowed at a height of approximately 3-4 inches.
- **Edging/Trimming:** Contractor shall be responsible at EVERY lawn mowing for trimming grass around trees, sign posts, fencing, near buildings, and any other part of the lawn area where the mowers may not be able to reach during routine mowing, if needed. Edge/weedeat around walkways, wash racks, landscape beds and concreted surfaces. Areas to be trimmed shall be brought to the same level as the mowing level of the lawn. Herbicides may be substituted for manual trimming with prior permission from the Association.
- **Grass Clippings Removal**
 - If mowers do not bag cut grass, mowers shall be of a type which causes clippings to be distributed evenly over the cut area. If the type of mowers used causes the cut grass to windrow, the windrowed grass shall be removed and hauled away.
 - Contractor shall be responsible for removing grass clippings from sidewalks, wash racks, buildings, and marina pavilion either by use of mechanical blower or sweeping.
- **Tree/Shrub Trimmings and Debris**
 - Trimming trees and palms of low-hanging or dead branches is required to be performed on all common area properties at least once annually between September and November and as necessary for safe operation throughout the year.
 - Tree branches are to be lifted and maintained at a minimum height of 12 feet for trees at the Stables location along the driveway, the arena and adjacent to the large barn. Contractor will inform the management company or the Board of Directors of any dead or dying trees that are deemed a safety hazard so the Board make take appropriate action.
 - Shrubs/hedges along the Lightfoot Rd frontage of the Sundance Park should be pruned and shaped when needed, but no less than four (4) times annually.
 - Removal of all fallen branches, limbs and other tree/shrub debris is the responsibility of the Contractor. This excludes removal of "sticks" of a size that are capable of being mown over.
- **Signage Areas (2)**
 - Remove weeds from shrub/flower beds.
 - Edge/weedeat around beds and signage posts. Clear any signage obstructions, such as low hanging limbs.

For Pastures ONLY (0.5-1 acre each)

- **Frequency:** Bushhogging/Mowing shall be provided *as needed or at the request of the Barn Manager for each pasture*. Prior to mowing, Contractor agrees to consult with Barn Manager for mowing needs and scheduling. Mowing can occur on the same day Contractor is providing lawn maintenance to other areas.
- **Mowing height:** Pastures shall be bushhogged/mowed with weeds cut to the ground.
 - Maintenance of fence lines is not required; however Contractor agrees to mow as closely to fence lines as is safely possible without inflicting damage.
 - Pastures should all be cut on the same day when possible. *Payment amount for pasture mowing will be \$40 per pasture.*

- **Additional Services, As Needed**
 - Association may request services such as additional mulch or rock, raking of playground sand, removal of dead trees, etc. for an additional fee, and for which Contractor will be given first right of refusal. Should Contractor refuse said additional services, or should the Association find the additional fees of the Contractor are not acceptable, the Association reserves the right to hire any Contractor of its choice to complete additional services.
- **Equipment and Personnel**
 - Equipment shall be adequate for the completion of the work being bid. The cutting edges of all mowing equipment used in the performance of work shall be kept in sharp condition. Rough cutting will not be accepted.
 - Contractor shall furnish all staff, supervision, labor, materials, supplies, equipment necessary to accomplish the maintenance specifications of this bid. Contractor will ensure all equipment used is clean and free of any debris from other contracted work that may adversely affect the Associations grounds.
 - Fuel surcharges will only be considered if the price of gasoline consistently exceeds \$5.00 per gallon for the calendar month proceeding the payment period.
- **Work Hours and Cancellations**
 - Contractor shall not operate lawn mowers, blowers, "weed whackers" or other noise generating machinery outside of the hours of 8:00 a.m. and 8:00 p.m. Access to and work performed at the Stable location may be limited to certain hours after 1:00pm. Contractor shall be solely responsible for coordinating and scheduling their own work.
 - Day(s) of the Week: Work shall be scheduled to take place on a weekday (Monday, Tuesday, Wednesday, Thursday or Friday), excluding holidays, or as mutually agreed upon by the Contractor and the Association. Re-scheduled lawn mowing is required when services cannot be performed in accordance with the agreed upon schedule.
 - Contractor shall submit an invoice to the Association or management firm detailing dates and areas of service at the completion of the month during which services were rendered. Association reserves the right to reduce payment for any job not itemized.
 - All scheduled mowing and trimming shall be completed in one day, unless otherwise rescheduled due to inclement weather or with appropriate notification to the Association. Failure to do so may be grounds for termination of this Contract.
 - Weather permitting, rescheduled work shall be completed within three calendar days, including weekends.
 - Contractor may cancel all or part of a scheduled mowing due to inclement weather, defined as weather that makes the accomplishment of quality work unfeasible, unusually time-consuming, or potentially dangerous or harmful, such as severe thunderstorms, lightning or wind.
 - Any portion of a mowing that is canceled and not rescheduled shall be subject to a pro-rated reduction at the end of the month in which the service was to be performed.
 - In areas of poor drainage which adversely affect the work of the Contractor, it will be acceptable for the Contractor to notify the Association or management company of the work that could not be performed. Such work shall be performed at the next scheduled date at which conditions safely allow.



Any lawn areas within the red square, including the curve identified by the yellow line.



