



FOREST HILLS PROPERTY OWNERS ASSOCIATION MULCHING SPECIFICATIONS

2021

The following specification is prepared as a basis for receiving bids for the 2021 season. The BIDDING season will extend from March 31, 2021 to April 30, 2021.

After carefully reviewing the specification, the bidder should fill out the attached bid form and mail it inside a sealed envelope marked "Sealed Mulching Bid" to:

**Forest Hills Property Owners Association
C/O FHPOA Secretary
Sealed Mulching Bid
P.O. Box 360516
Strongsville, Ohio 44136**

All bids shall be received on or before Friday April 16, 2021 at the FHPOA post office box. The Bid will be awarded to the individual, organization, or firm judged capable of performing the work by the board of trustees of FHPOA. No bids will be accepted by individuals that are current members of the FHPOA board.

Each bid must be signed by an individual 21 years of age or older who will be responsible for entering into a contract with the FHPOA. Each bidder must specifically name the individual who will be directly responsible for completing the work during the year and who will be considered the contact with the FHPOA maintenance manager. This individual may be the same as the bidder or a different person. He or she shall be 18 Years old or older as of May 1, 2021.

The successful bidder shall provide all labor, tools, equipment and required materials to complete the work as outlined in the specification.

DETAILED SPECIFICATION

LOCATIONS:

There are four (4) locations within the Forest Hills allotment covered by this specification. Each location is shown on the attached sketch and identified by letter. The four (4) Brunswick, Ohio locations include:

- A. The median "island" strip of Skyview Drive at the intersection of Skyview Dr. and Pearl Rd. as well as the tree rings on grassy median strip.
- B. The median "island" strip of Skyview Drive at the intersection of Skyview Dr. and Boston Rd.
- C. The planting beds at Skyview pool (not pictured).
- D. Two planting beds at Westchester pool (not pictured) as well as around several trees in grassy area.

(see attached map for location of Forest Hills Common Areas J and K)

Each bidder is responsible for verifying the information shown on the attached sketches, of each area is to his or her satisfaction.

SCOPE OF WORK:

1) MULCHING

- A. All work is to be completed NO later than Friday May 21, 2021 unless otherwise approved by FHPOA Landscape/Maintenance Manager in advance.
- B. Edge all areas prior to mulching.
- C. Apply a minimum of 2 inches of fresh, double-shredded, hard-wood mulch to all landscaped beds, trees and median island strips. Color to be chosen by FHPOA Manager.
- D. Remove and dispose of all waste off site.
- E. General clean-up of areas where work was completed.

2) ADDITIONAL NOTES

Due to the close proximity of the Westchester Common Area "K" to Memorial Elementary School, mulching work will NOT be performed at that location during the following days and times:

- Monday through Friday prior to June 15, 2021, between the hours of 8:45 AM - 9:15 AM and 3:15 PM - 3:45 PM
- Monday through Friday after August 18, 2021, between the hours of 8:45 AM - 9:15 AM and 3:15 PM - 3:45 PM
- There are numerous walking students that travel through the area during those times.
- School traffic including buses as well as cars makes the parking lot highly congested.
- Please inform FHPOA Manager when the work will begin.

3) REQUIREMENTS OF THE SUCCESSFUL BIDDER

A. Property and liability insurance:

Minimum coverage - \$100,000 each individual

B. For injuries or accidents including those involving motor vehicles, \$300,000 per occurrence

For property damage: \$25,000 per occurrence

C. Workers compensation certificate must be current and valid during the duration of all work. Submit evidence of insurance to the FHPOA landscaping and maintenance manager prior to May 1, 2021.

8) PAYMENTS

The FHPOA agrees to pay the successful bidder as follows:

A. One (1) lump-sum payment to be disbursed after completion of work, within 10 days after satisfactory installation.

B. The FHPOA manager will review all work done during the month that precedes the due payment. If all work has been performed satisfactorily, all due money will be released for payment. The manager reserves the right to withhold all or a portion of any payment if the work is not completed or was performed in an unsatisfactory manner. New planting or landscaping material will be paid within 10 days after satisfactory installation.

Questions regarding this specification or the preparation of a bid shall be directed to:

Matt Tomecko, Landscaping and Maintenance Manager, FHPOA

(216) 854 - 0413

PLEASE NOTE: All bidders who have not worked for the FHPOA previously shall submit a list of not less than three references.

BID FORM

Mail completed form to:

**Forest Hills Property Owners Association
C/O FHPOA Secretary
Sealed Landscaping Bid
P.O. Box 360516
Strongsville, Ohio 44136**

Name of individual, organization or firm submitting bid:

NAME _____

ADDRESS _____

PHONE _____

CONTACT _____

*All pricing is to include all labor, tools and materials required to perform specified work.

- 1). Cost of Mulch \$ _____
- 2). Delivery of Mulch \$ _____
- 3). Total Labor \$ _____

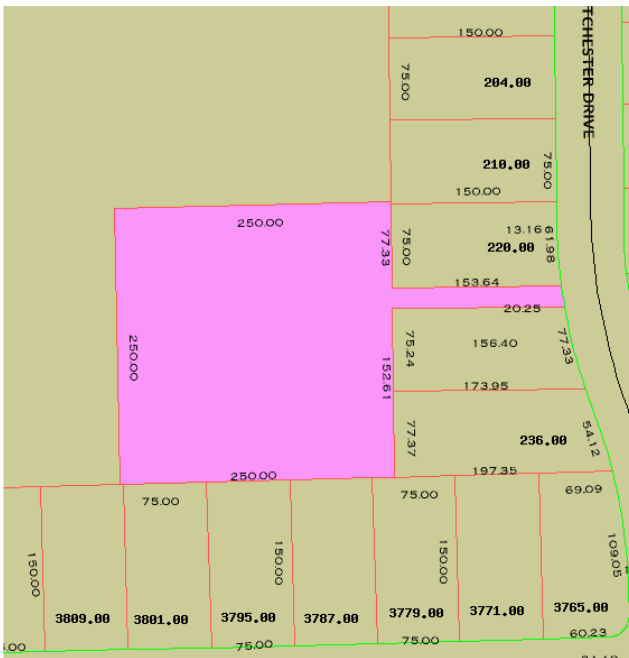
TOTAL BID AMOUNT: \$ _____

Signature of Bidder

DATE: _____

Phone number _____

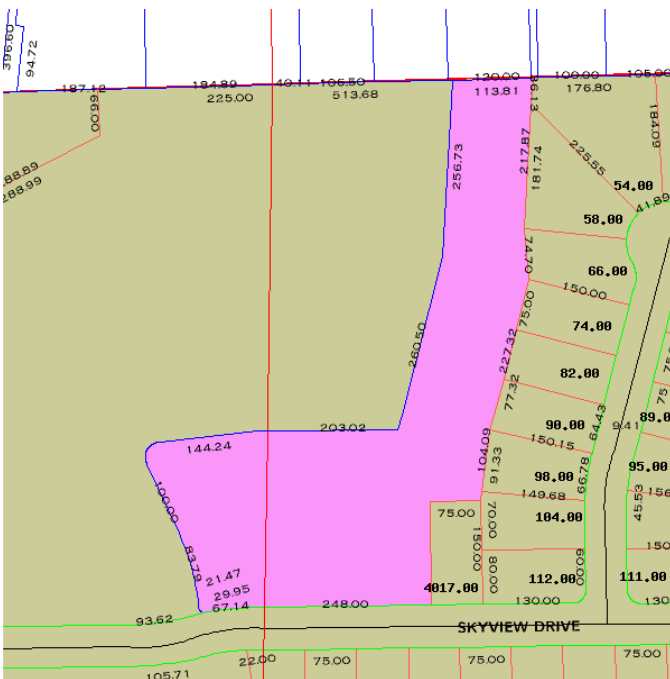
Forest Hills Common Areas (J and K)



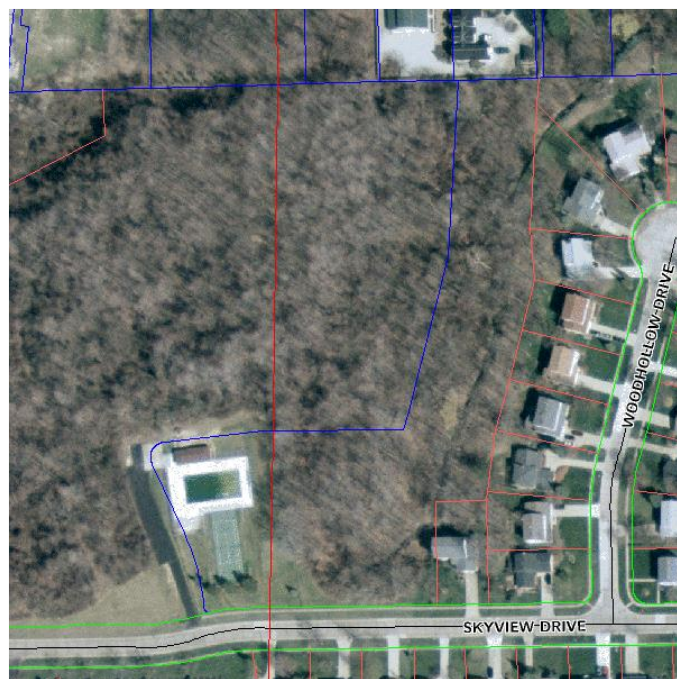
Westchester Pool Area (K)



Aerial View (K)



Skyview Pool Area (J)



Aerial View (J)