



FOREST HILLS PROPERTY OWNERS ASSOCIATION
LANDSCAPING AND MAINTENANCE SPECIFICATIONS

2021

The following specification is prepared as a basis for receiving bids for the 2021 season. The season will extend from May 1, 2021 to November 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 Landscaping Bid" to:

**Forest Hills Property Owners Association
C/O FHPOA Secretary
Sealed Landscaping 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

LOCATION:

There are five (5) locations within the Forest Hills allotment covered by this specification. Each location is shown on the attached sketch and identified by letter. The five (5) Brunswick, Ohio locations include:

- A. The median "island" strip of Skyview Drive at the intersection of Skyview Dr. and Pearl Rd., as well as grassy tree lined median strip.
 - B. The median "island" strip of Skyview Drive at the intersection of Skyview Dr. and Boston Rd.
 - C. The developed (common "J") area of FHPOA property surrounding the Skyview swimming pool.
 - D. The developed (common "K") area at FHPOA property surrounding the Westchester swimming pool, and the walkway from the pool area to Westchester Drive.
 - E. The planting beds at Skyview pool (not pictured).
 - F. Two planting beds at Westchester pool (not pictured).
- (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) MOWING AND FERTILIZING

- A. All lawn areas shall be mowed according to the schedule below for the current year.
 - (a) All bids shall be based on 18 complete cuttings as indicated.
 - (b) Provide a unit price for additional complete cuttings should they become necessary. The bidder shall mow all areas within 72 hours or less after notification by the FHPOA maintenance manager, weather permitting.
- B. Mowing shall be done carefully to avoid skipped or scalped areas or ruts in the soil.
 - (a) All borders with planting beds, fences, buildings, curbs, walk or other boundaries shall be trimmed with hand clippers or a powered grass whip immediately following each lawn mowing.
 - (b) All grass boundaries with curbs and walk shall be power edged once each month.
- C. Fertilizer shall be applied to the grassy areas 4 times per growing season.

2) ANNUAL LAWN CUTTING SCHEDULE

May	4	August	2 OR 3	Nov	1
June	4	September	2		
July	2 OR 3	October	2		

- A. Raking of grass clippings will be necessary only if the resulting cut leaves a large, unsightly accumulation of clippings. These clippings shall be raked, gathered and disposed of off of the association property at no additional charge to the association. No clippings shall be allowed to enter the pools or their surrounding walk areas. All loose clippings shall be swept or blown from the concrete walks.
- B. During the months of April, May, October and November, as scheduled by the FHPOA manager, the bidder shall rake, gather, and remove from association property, all accumulations of fallen leaves, dead grass, dead back perennials and other ground litter from all lawn areas, borders, fence lines, flower and planting beds and mulched median areas.

3) TREES, PLANTING BEDS AND ISLAND AREAS

All trees, shrubs and flowers shall be properly bedded, fertilized, and maintained throughout the growing season. **Mulched areas shall be weeded each visit to keep them free of weeds.** Stoned areas shall be treated with liquid weed killer as needed throughout the growing season and are to be kept clear of weeds by hand weeding throughout the growing season as required. Select a material that will not harm the trees planted in these areas. Perimeter of the Islands shall be swept or blown to keep curb free of small stones, mulch, debris, etc. each visit.

4) PRUNING

The bidder shall survey the existing trees and shrubs in all five areas to be maintained. All trees or shrubs requiring annual pruning shall be pruned once during the growing season. The pruning shall take place at the proper time during the growing season for each plant pruned. All trees and shrubs shall be fertilized with a proper tree and shrub fertilizer once in late May and once in mid-September. Review the types of fertilizer and application rates with the FHPOA Landscaping and Maintenance Manager before using.

5) PLANTING AND LANDSCAPING

A limited amount of tree, shrub or flower planting is expected during the season for new areas or as replacement for damaged areas. The successful bidder will be asked by the FHPOA Landscaping and Maintenance Manager to provide suggestions and an estimate to cover the cost of such plantings, as they are required. The estimate will include the cost of materials, necessary labor and equipment to pick up, deliver, install and maintain the new materials. Such projects will fall outside the scope of this bid and will be approved and paid for separately.

6) ADDITIONAL NOTES

Due to the close proximity of the Westchester Common Area "K" to an elementary school, landscaping 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.

7) 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. Seven (7) equal payments starting in May thru November.

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 for the previous month was 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

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). a. Mowing 18 cuts per growing season. \$ _____
- b. Unit price, single mowing (if needed). \$ _____
- c. Fertilizing (4) times per growing season. \$ _____

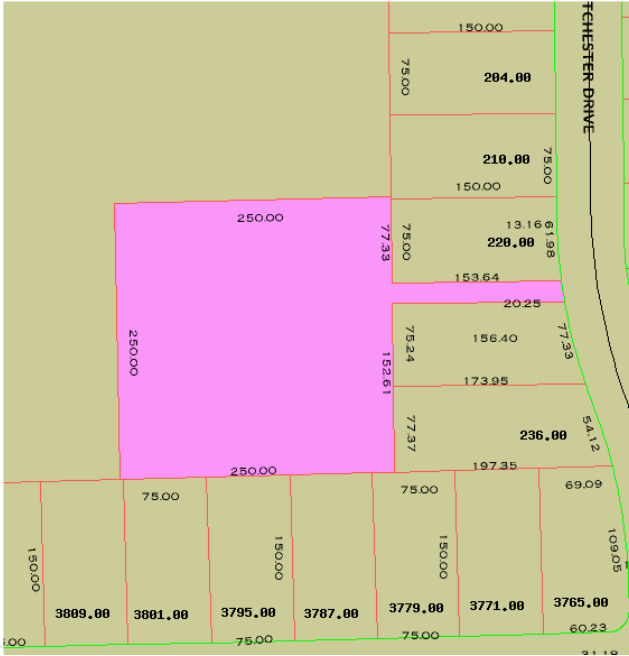
- 2). a. Single application weed killer-mulched areas. \$ _____
- b. Weeding of mulched areas detailed in A, B, C, D & E
 from page 1 at least once per month. \$ _____
- c. 3 trimming of shrubs located in areas A, B, C, D & E
 (June, July and August) \$ _____

Signature of Bidder _____

Date _____

Phone number _____

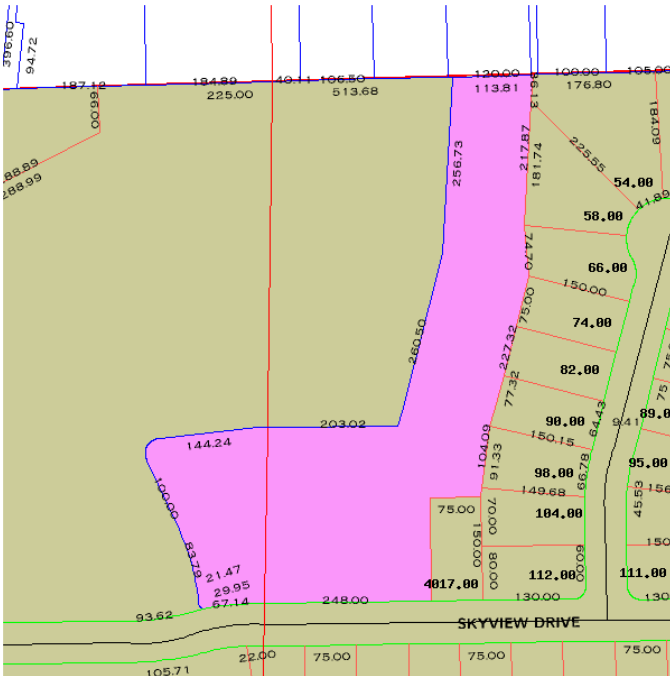
Forest Hills Common Areas (J and K)



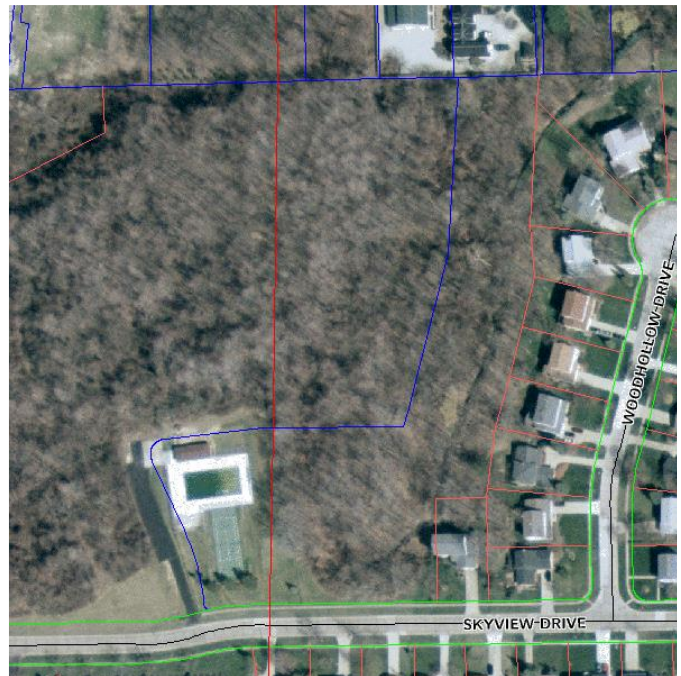
Westchester Pool Area (K)



Aerial View (K)



Skyview Pool Area (J)



Aerial View (J)