

Name of Project
LANDSCAPE MAINTENANCE
PROPOSAL



Name of Company

May 27, 2010

Re: Landscape Management Services

Dear Rhonda,

Thank you for the opportunity to provide _____ with the following Landscape Management Proposal. Our proposal is specifically designed to address your unique landscape needs.

The following proposal is a result of our meeting to identify your needs and provide solutions to your landscape challenges.

In our proposal we have included:

1. Cover Letter
2. Letter of Introduction
3. About the Wateridge Owners Association
4. Solutions
5. About Benchmark
6. Reference list
7. Our Service Proposal
8. Re-Occurring Maintenance Breakdown
9. Monthly Maintenance Breakdown
10. Our Maintenance Specifications and Terms & Conditions.

We look forward to the opportunity to partner with you on the landscape management of your community. Please feel free to contact us should you have any further questions

Sincerely,

Business Developer
Horticulturist

_____ Landscape

About: Name of Project

Client Info

_____ is a master association that includes volleyball courts, tennis courts, parks, a helicopter pad, multiple commercial lots, DG walking paths, scenic views of the Sorrento Valley, and beautiful water features. The community is located in Climate Zone 24 which means your association is in Southern California's Coastal Marine Influence zone. Describe this zone here:

The Association is approximately 15 years in age and consists of approximately: ___ Acres

Turf 144,000 sq. ft. Made up of _____

Planters: 136,000 sq. ft. Describe the mix and dominant species both trees and shrubs

Brush Management Areas 200,000 sq. ft. Describe

What we heard from you:

Here is what we heard regarding your unique needs for this property:

1. Irrigation System and Water Management Capabilities

You would really like to engage with a landscape management company who is capable of managing your current irrigation system efficiently, and also has the sophistication to identify deficiencies that are causing water waste. You need for your landscape manager to be knowledgeable in identifying improvements that result in a lower irrigation requirement for your community.

2. Proactive Solutions with Great Communication and Follow Up

Your landscape management company needs to be a proactive communicator and one who takes the initiative and also follows through with what was agreed upon.

3. Horticultural Passion and Acumen

You desire a landscape management company that is passionate about horticulture and is able to provide horticultural recommendations for existing plants and sustainable designs for community enhancements.

Our Solutions

On every project we manage, we conduct our exclusive 7 Point Site Assessment. This assessment audits every aspect of your current landscape to record and identify your landscape condition. By conducting this inspection, we shorten the learning curve for new properties and are able to develop a management plan that is relevant to your specific needs. The 7 Points are **Safety, Trees, Planters, Turf, Irrigation, Slopes, Brow Ditches / Drains**. A written report of our finding will be delivered to you after completing this inspection.

Our Solutions to your Specific Needs

1. Irrigation Proficiency: per our understanding, you desire a landscape manager with a highly sophisticated knowledge of current water management techniques. Benchmark understands the trust placed upon us by our clients to manage the use of their resources. During our 7 Point Site Assessment we will learn your irrigation system. We will identify its deficiencies and discover how we can best manage the system to keep plants healthy while conserving your water. Additionally, our managers and crews are highly trained in water saving techniques such as weekly meter readings, ETO (Evapo Transpiration) based controller adjustments, and irrigation checks and adjustments. In addition to adjustments and minor repairs made by our maintenance crew, we will have an irrigation tech on site once a week, May through October, to assess the system and make adjustments/repairs. We will manage your landscape, and your water.

2. Communication and Follow Through: we understand the frustrations caused poor communication and lack of follow through with items. We dedicate a dual management partnership team to all of our accounts to resolve this frustration.

- The Account Manager is responsible for communicating all information to you and to our operations team. Additionally, they will take notes from your monthly walk to create a recording or any issues or requests made and make horticultural recommendations.
- The Production Manager is responsible for ensuring our team follows through with completion of all those items identified by the Property Manager and Account Manager. Additionally, the Production Manager is responsible for ensuring consistent quality is maintained.

3. Horticultural Design and Consultation: Per our understanding, you value sustainable landscape enhancements that yield a positive return on investment. Our managers are trained in both Horticultural Practices and Designs. This allows us to offer you enhancements and processes that improve your plant health, and extend the life of your landscape while requiring less water. A plant that lives longer, plus a plant that needs less water, equals actual dollar savings for you.

About Our Company

_____ is an award-winning landscape contractor specializing in maintenance and installation. Founded in _____, _____ is committed to providing our clients with the highest level of workmanship, strict attention to detail and unsurpassed customer satisfaction. We combine consistent and reliable service, sound horticultural practices and expertise, with a proactive approach to business, management, and uncovering solutions.

_____ embraces and encourages a culture of that is dedicated to ***Setting the Standard*** in the landscape industry. Currently we employ over twenty five individuals who have achieved national certifications as Certified Landscape Technicians. The second “Expert” Level Certified Water Manager in the state of California is a Benchmark employee. Currently we have (3) individuals have achieved their Qualified Applicators Certificates from the Department of Pesticide Regulation. Additional, Benchmark proudly employs over a dozen individuals with collegiate degrees in landscape related fields.

We believe the key to a successful project and long term relationship is good communication. Our goal is to create an environment based on trust, understanding and cooperation. We feel strongly that our efforts and commitment will provide you a better value as we continually strive to exceed your expectations.

With fresh, creative ideas and solutions, along with concern to long term liabilities, budgets, and schedules, Benchmark Landscape is a great choice to partner with in managing your landscape needs.

Currently, we operate out of three branches located throughout the San Diego County: Our Headquarters is in Poway, with branches in Spring Valley, and San Marcos.

Reference List

- 1.
- 2.
- 3.
- 4
- 5

Landscape Management Proposal

Submittal Date: 6/2/2010

Our Mission Statement is “To increase the value, beauty, and functionality of our clients Property.” Our goal is to be the best landscape management company in San Diego, not the largest or the most profitable. Just the best. We would like to show you firsthand what we mean by that.

Thank you for considering _____ **Landscape** to be your landscape maintenance provider. We are honored to be chosen to present our proposal to you. We believe that a relationship between Benchmark and you would result in a **win-win** scenario and we look forward to the opportunity to work with you.

Our Service Proposal

- We will have a **crew** on site three (3) days a week. Includes regular site assessments by Account Manager and Production Manager.
- All fertilizer and most herbicide costs are **included** in our monthly fee.
- Incidental minor extras may be performed during regularly scheduled maintenance visits with additional charges for materials / mark up only (no labor).
- Our proposal is based on the predication that the irrigation is functional and automatic, that there are no dead plants on the site at start of contract, and that the site is reasonably weed free.
- This price is in accordance with the attached General Terms and Conditions and Specifications.

<u>Area</u>	<u>Price</u>
Green Belt Maintenance	\$0.000
Green Belt Irrigation Tech	\$000.00
Total Green Belt	\$0000.00
Park Maintenance	\$0000.00
Park Irrigation Tech	\$000.00
Total Park	\$0000.00
Total Monthly Price	\$0000.00

Acceptance by Owner or Representative

Date

BID SPECIFICATIONS

RECURRING MAINTENANCE

The following are those items that will require additional time and material outside of the normal scope of work.

- Seasonal color (To be determined) \$ N/A
-
- Supplemental color monthly 1 flat \$ N/A
- Monthly landscape improvements (Misc. plants, etc.) \$800.00 /month recommended
- Monthly irrigation repairs estimate \$600.00/month recommended
- Premium Mulch \$ N/A
(To be determined once improvements are installed)
- Turf Aeration 2x per year \$Included/No Charge
- Brush Management \$7,990.00 Annually
(SDG&E Access Road down to basin, slope adjacent to heliport,
Between lots 3 and 4)
- Grade SDG&E Access Road \$1,750.00 Annually for 10 yards applied
(Replenish soil/DG as necessary)
- Grade Walking Path around park \$945.00 Annually for 5 yards applied
(Replenish DG as necessary)

**BID SPECIFICATIONS
MONTHLY MAINTENANCE CONTRACT**

The following are those items that are to be included in the basic monthly contract price:

1. Mow Hours for the turf	HRS/Week	46
2. Maintenance Hours for planters*	HRS/Week	30
3. Irrigation monitoring	HRS/Week	10
4. Emptying Trash Receptacles	HRS/Week	2
5. Rake sand in volleyball courts	HRS/Week	4
6. Walking Path & SDG&E Access Rd.	HRS/Week	6

Total Maintenance House	<u>HRS/Week</u>	<u>Hours</u>
Monthly Maintenance Price – Park	<u>\$0000000.00/Month</u>	
Monthly Maintenance Price – Grn Blt	<u>\$00000000.00/Month</u>	

**Planter maintenance should include time for low tree trimming and maintenance of both retaining walls.*

General Terms and Conditions

1. This proposal is valid for 90 days.
2. Repair of damages caused by “Acts of God”, such as frost, high winds, and excessive rains are not the responsibility of _____ Landscape Services, Inc. We will repair such damage at an extra charge when directed to do so by the property owner or representative.
3. Rain days and holidays may cause a delay or change in our normally scheduled visit.
4. On-site parking for our maintenance truck and/or trailer is essential to the performance of this proposal. If none is available, special consideration for parking fees or other arrangements may be required.
5. We reserve the right to cease work operations for non- payment issues.
6. We agree to indemnify the contractor and or the owner by assuming responsibility for any and all claims for property damage and or personal injury, to the extent caused by the negligent acts or omissions of this subcontractor, its officers, agents or employees, in the performance of the work which is the subject of this contract. As to such claims for personal injury and or property damage, subcontractor shall pay an amount equal to the cost of repairing all such injury and or property damage attributable to the negligence of the subcontractor. In the event that suit on such claims is brought, subcontractor shall be given written notice of same and shall be give the right to defend the claims at its own cost and expense to the extent of its responsibility. Each party shall bear their respective costs and fees of litigation arising out of or relating to this agreement and the determination of the respective fault of the parties hereto. This is type 3 indemnity language.
7. _____ Landscape Services, Inc. is not obligated to provide a separate duty to defend.
8. There is no intent for _____ Landscape Services, Inc. to be responsible for the negligence of another subcontractor or design professional.

Maintenance Specifications

SCOPE OF WORK

Contractor shall provide all supervision, labor, materials, tools and equipment to perform landscape maintenance work according to the proposal.

GENERAL

- 1) All maintenance practices shall follow accepted Horticultural methods.
- 2) Weeds shall be controlled chemically. Projects shall be reasonably weed-free at all times.
- 3) Generated green debris will be removed off-site same day.
- 4) All greens disposal charges to be paid for by contractor.
- 5) Dead or damaged plant material beyond the contractor's control will be replaced at the owner's expense.
- 6) Contractor's representative shall make monthly general site inspections.
- 7) Contractor shall be responsible to maintain a high level of safety on the property at all times.
- 8) Labor for *minor* incidental repairs shall be provided by the contractor at no additional charge. However, *major* repairs may need to be charged as an extra at the current rate agreed upon.
- 9) All utilities shall be provided by Owner. Necessary specialized connections shall be provided by Contractor.

TURFGRASS

- 1) Turf grasses shall be mowed weekly, weather permitting. Bi-weekly mowing may occur during cold winter months. Cutting height shall be determined by turf type and season. Edges shall be precisely trimmed adjacent to walks, curbs, paving, headers, shrubs areas, etc., as required.
- 2) Fertilizer shall be applied to maintain a healthy and lush appearance at all times. Fertilizer shall be used at the rate of one (1) pound of actual nitrogen per 1,000 square feet. Fertilizer type shall be consistent with the seasonal requirements.
- 3) Turf grass shall receive adequate irrigation at all times unless rainfall amounts are sufficient.
- 4) All turf areas to receive aeration annually.

GROUNDCOVERS

- 1) All ground covers shall be regularly pruned or trimmed away from shrubs, trees, walks and header board, maintaining a well-groomed appearance at all times.
- 2) Groundcovers shall be fertilized four (4) times a year at the rate of one (1) pound actual nitrogen per 1,000 square feet. More applications may be necessary to establish new plantings or nutrient-deficient areas.

SHRUBS

- 1) Prune to maintain a natural shape unless restricted by planter dimensions, irrigation provisions, or owner preference.
- 2) All dead, diseased, and/or damaged branches shall be removed regularly.
- 3) Pruning will not take place during blooming period.

VINES/ESPALIERS

Vines shall be maintained in their intended form and attached to buildings, fences, walls, posts, trellis, etc.

TREES

- 1) All pruning methods shall be in accordance with the National Arborist Association standards.
- 2) Tree pruning is limited to a ground level workman; not to exceed 15' for safety purposes.
- 3) Newly planted trees shall be staked or guyed according to National Arborist Association standards.
- 4) Developing trees shall be fertilized with a balanced fertilizer as needed.
- 5) Tree stakes and ties shall be routinely inspected and removed to encourage tree development.
- 6) No major tree work will be performed without the proper authorization / direction from Owner's representative.

LITTER

- 1) Incidental trash shall be policed weekly and disposed of properly.
- 2) Contractor shall promptly remove from the work area and walkways all debris generated by maintenance operations.

IRRIGATION SYSTEM

- 1) The irrigation systems will be reviewed and adjusted regularly to provide adequate soil moisture for proper plant growth and establishment.

- 2) Contractor will perform repairs at the Owner's expense pending verbal or written approval.
- 3) Repairs to system shall be made with originally specified materials whenever possible.
- 4) Locks and keys to be provided by Owner.

SUB-CONTRACTORS

Sub-contractors may be utilized for specialized functions such as controller repairs, tree pruning, backflow testing and underground tracking. Extra costs may be involved.

WORK NOT INCLUDED

- 1) Repair or replacement of any materials damaged by vandalism or "Acts of God" beyond the Contractor's control will not be included as part of this Contract.
- 2) Maintenance of parking areas and driveways is not part of this Contract.
- 3) Additional work *not* stated in the maintenance specifications may be performed during routine maintenance visits if possible at material costs plus administrative fees.
- 4) Insect, disease, and rodent control are excluded from this contract. The contractor will notify the owner or owners representative of any insect, disease and rodent problems adversely affecting the landscape and discuss available methods of control.
- 5) Extra Work – Contractor shall furnish Owner with an estimate for any extra work which may be requested. Work performed on a Time & Materials basis will receive daily tickets showing current labor rates.

SUPPLEMENTAL SERVICES INCLUDE:

- 1) Water management.
- 2) Attend board meetings (as requested).
- 3) Monthly walk throughs (as requested).

INSURANCE

A certificate of insurance covering this agreement will be provided to the association/owner and will provide for thirty (30) days prior written notice for cancellation of policy.