

**Woodbine HOA**  
**REQUEST FOR QUOTATIONS**  
Common Area Mowing Contract

Mailing Address:  
WFOA  
PO Box 10682  
Blacksburg, VA 24062

Informational Contact: Aric H. Bopp  
Woodbine HOA Landscaping  
Phone: (540) 552-0531  
E-mail: [landscape@woodbinehoa.org](mailto:landscape@woodbinehoa.org)

Bid Due Date: March 1<sup>st</sup>, 2011, 3:00 PM

**SUBMISSION OF QUOTATIONS:**

Please submit quotations to the Woodbine HOA by the established due date. In the event any of the selected companies do not execute an agreement within thirty (30) days of the notice of award, the Woodbine HOA may give notice to such companies of its intent to award work to the next most qualified company, or to conduct a new proposal process and proceed accordingly.

**TERM OF CONTRACT:**

The term of the contract shall be for the 2011 mowing season (April 15, 2011 through November 15, 2011). The HOA reserves the right to extend the contract for three additional 1 year renewal terms.

**DESCRIPTION OF PROJECT:**

To provide full mowing and trimming of all HOA owned property for the 2011 growing season.

**INQUIRES:**

Questions regarding this solicitation must be received at least seven days prior to the proposal due date. Submit inquiries to:

Mr. Aric H. Bopp  
Woodbine HOA Landscaping  
Phone: (540) 552-0531  
E-mail: [landscape@woodbinehoa.org](mailto:landscape@woodbinehoa.org)

**INSURANCE:**

The selected company shall provide certificates of insurance coverage, pay premiums and keep in force until the expiration date of this contract. The following policies are required (*minimum coverage amounts listed*):

- a. Comprehensive General Liability --- \$1,000,000 each occurrence bodily injury, and \$1,000,000 each occurrence property damage.
- b. Workmen’s Compensation and Employer’s Liability --- Statutory coverage for Virginia.
- c. Automobile Liability --- \$1,000,000 combined single limit bodily injury and property damage each occurrence.

**REVIEW MEETINGS:**

Periodic review meetings between the Woodbine HOA and contractor may be held during the mowing season. The Woodbine HOA will determine the frequency of the review meetings.

**SCOPE OF SERVICES:**

The scope of services consists of providing mowing, trimming, twig and light brush/branch removal and blowing of pathways at the following locations listed below as needed to provide a neat and attractive appearance for Woodbine HOA property (approximately one cutting per two weeks) during the terms of the contract. Quotation can be for the full cost of mowing services for all parcels for the term of the contract or prices can be broken down by number of mowing visits (per mowing cost based on roughly 15 times per year).

**Site Name Address**

**Woodbine HOA Common Area – see attached map (areas in dark green).**

**ADDITIONAL POSSIBLE SERVICES:**

- 1. Mulching, edging, soil aeration, seeding, fertilizing, tree and hedge pruning and trimming.

**SELECTION CRITERIA:**

***Proposals will be evaluated based on, but not limited to the following criteria***

- 1. Past experience within the last 5 years working with up to 3 similar clients. Please include contact information.
- 2. The ability of the contractor to provide the manpower and equipment needed to provide timely and efficient service (a list of equipment and number of seasonal employees is requested).
- 3. Proximity to Woodbine for timely response and to keep travel time and costs to a minimum.
- 4. Cost of service.



