Request for Proposal: Landscape Maintenance Services

[Association Name] · Proposals due **[date]** by **[time]**

1. Community overview

[Community name] is a **[number]**-unit community in **[city]**. Common areas include **[entry, parks, ponds, roadside medians, clubhouse grounds]**, totaling approximately **[acres]**.

Contact name and email: _____

Site walk date and time: _____

2. Scope of services

- Mowing, edging, and trimming: **[frequency]** during **[season]**
- Shrub and hedge pruning: **[frequency]**
- Weed control in beds and hardscape: **[frequency]**
- Fertilization and turf treatment: **[number]** applications per year
- Irrigation monitoring and minor repairs
- Seasonal color installation: **[number]** rotations per year
- Leaf removal and storm cleanup

3. Requirements

- General liability of $**[amount]**, workers' compensation, and auto insurance, naming the Association as additional insured
- State and local licenses for pesticide application
- Three references from communities of similar size

4. Pricing (please use this format)

- Monthly maintenance fee: $**[amount]**
- Annual total: $**[amount]**
- Seasonal color, per rotation: $**[amount]**
- Hourly rate for extra work: $**[amount]**

5. Contract term

[One / two]-year term beginning **[date]**, with a 30-day termination clause for either party.

6. Submission and evaluation

Email proposals to **[email]** by **[date]**. The Board will evaluate bids on price, experience, references, and responsiveness, and expects to award the contract by **[date]**.