

Barrier Dunes Homeowners' Association

Request For Proposal

**(Common Area Maintenance, Pool
Maintenance, Lawn Care & Landscaping,
Trash Collection, Irrigation System
Maintenance, Other General Maintenance &
Repairs)**



October 2009

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Barrier Dunes, located on beautiful Cape San Blas, is just 100 miles Southwest of Tallahassee, and 50 miles East of Panama City. Barrier Dunes is on "The Forgotten Coast" in the Panhandle of Northwest Florida in Gulf County. A gulf side community with lush tropical landscaping, Barrier Dunes is a 199 unit PUD with 183 one, two and three bedroom townhomes, nine single family cottages and seven available building sites.

Barrier Dunes is a gated community with two swimming pools, tennis courts, three fishing ponds, a gulf side clubhouse and a playground for small children. One pool is located next to the beautiful Gulf of Mexico and one pool is adjacent to the tennis courts. Additional information about Barrier Dunes may be found on the community's web site www.barrierdunes.org. Barrier Dunes is adjacent to the entrance to St. Joseph Peninsula Park whose beautiful beaches were rated #1 in the nation by "Dr. Beach" in 2003.

The Barrier Dunes Homeowners' Association is seeking Request For Proposals (RFP's) for all of the common area maintenance including lawn care, landscaping, trash collection, pool maintenance, irrigation system maintenance, general maintenance and various other maintenance areas as described in this RFP.

The primary emphasis of this RFP is to ensure a quality maintenance program, provided by one or more experienced, qualified contractor(s) is in effect for the homeowners to protect and maintain the beautiful grounds surrounding their homes and home sites, while substantially reducing costs associated with the maintenance program. BDHOA may negotiate a one, two or three year agreement with the selected Contractor(s) depending upon the financial feasibility to the Association.

Any Contractor responding to the RFP by submitting bids for services must be experienced, licensed, insured and competent to provide the specified services. Contract pricing must be as outlined, and bids for services indicated must follow the format of the RFP using the attached RFP Response Form. The contract start date shall be January 1, 2010, and contractor(s) should be prepared to perform the duties as outlined on that date.

Sealed bids are due no later than 5:00 PM EST, Friday, October 30, 2009 in the BDHOA Office located in the Clubhouse at Barrier Dunes. Six copies of a Contractor's bid must be provided. Responses may also be hand delivered (prior to the deadline time & date) directly to Ken Warren at 127 Parkside Circle (Barrier Dunes). All questions regarding this RFP must be directed to Ken Warren for resolution at 850-229-2764 or 256-237-5645.

Bidders must visit Barrier Dunes prior to submitting bids, and become familiar with the systems to be maintained. The selected Contractor shall provide all personnel, equipment, machinery, tools, vehicles, fuel, transportation and insurance necessary to meet the contractual requirements as stated in this RFP.

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A. Lawn Care, Landscape and General Maintenance.

- 1) Cut grass in all common areas of Barrier Dunes to maintain a well groomed appearance. Grass cutting shall include weed eating and edging. Cutting shall be performed on a weekly basis from April 1 through September 30 (Summer), and on an every three weeks basis or "more often if needed" basis from October 1 through March 31 (Winter). Grass cutting shall include clean-up of excess grass by using blowers/rakes to remove cuttings from roadways, driveways, boardwalks and ponds.
- 2) Fertilize lawns two (2) times per year when directed.
- 3) Weeding (weekly in Summer and at least monthly, or as needed, in Winter). Pruning of shrubbery shall be performed to maintain a well manicured appearance.
- 4) Pruning of palm and other trees shall be performed on an annual basis primarily in the Fall season, but on an "as needed" basis when considered necessary by the Contractor. Extra expenses for the annual pruning such as rental of equipment, dumpster and hauling shall be the responsibility of the Association.
- 5) Mulching of common area flower and shrubbery beds shall be performed on an annual basis each Spring, and shall include weeding of all shrubbery and flower beds prior to mulching.
- 6) Contractor shall apply herbicides and/or pesticides on an "as needed" basis based upon the condition of lawns and shrubs to prevent loss/dying of plants, trees and lawn areas. If required by law to have a licensed pesticide company to apply these items, contractor shall arrange for a subcontractor for these services at the Association's pre-approved expense.
- 7) At least once each week Contractor shall inspect and repair common area walkways, boardwalks, dune walkovers, gazebos and fences for minor items such as loose nails, screws or boards, pressure washing/cleaning, etc. During the Winter months, Contractor shall monitor all outside water fixtures to ensure freezing temperatures do not damage the faucets and water lines.
- 8) Contractor shall monitor all sand fencing, beach trash receptacles and other trash receptacles on Association common area property, and notify the Association's representative of needed repairs and replacements.
- 9) Contractor shall be responsible for providing and maintaining all necessary equipment and tools such as blowers, trimmers, mowers, edgers, etc. to perform the lawn care and landscaping duties.
- 10) BDHOA shall be responsible for the cost of pesticides, herbicides, fertilizer, mulch, shrubs, plants, trees and parts required for general maintenance.

B. Trash Collection

- 1) Contractor shall collect trash three times per week, weather permitting, during the morning hours each Monday, Wednesday and Friday. Contractor shall check each residence for trash to be collected whether occupied or unoccupied.

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- 2) Contractor shall collect trash from storage area under or adjacent to each residence, receptacles on the beach, around each pool and other areas of Barrier Dunes. Collection shall include pet waste disposal units.
- 3) Removal of trash shall include replacing plastic trash bags in each unit's trash receptacle, beach receptacles, pet receptacles and other common area receptacles.
- 4) Contractor shall transport trash to community containers supplied under separate contract. Contractor shall clean and maintain area around community containers at least weekly or more often as needed.
- 5) Contractor shall verify and keep the community trash collection site secure and locked at all times except when transporting trash to the site.
- 6) Contractor is responsible for providing all necessary equipment and tools needed for trash collection.
- 7) Trash bags and all community trash receptacles shall be provided by BDHOA.

C. Irrigation System Maintenance

- 1) Prior to submitting bids Contractor shall visit the job site, become familiar with the condition and layout of the existing system.
- 2) Contractor shall provide layout of zone control valves and area covered by each zone.
- 3) Contractor shall evaluate pumping system and set timers to limit flow to system.
- 4) Contractor shall set pump pressure for maximum efficiency.
- 5) Contractor shall maintain system including repairing and/or replacing line breaks, sprinkler heads (1,200 +/-), batteries and timers (90 +/-), trenching, re-piping, re-wiring, boring, drilling, excavation of main water lines, repairs and replacement of water pumps, etc.
- 6) Contractor shall inspect at least weekly, or more often as needed, and recommend needed repairs/replacement parts. Adjust all sprinkler heads to maintain maximum coverage of irrigated areas.
- 7) Contractor shall respond within 24 hours to all requests for repairs and/or replacement of broken lines, pumps or sprinkler heads.
- 8) Contractor shall be responsible for providing all tools and equipment required to perform normal routine maintenance to the irrigation system.
- 9) BDHOA shall be responsible for the cost of all irrigation system parts and supplies including, but not limited to sprinkler heads, timers, batteries, pumps and water lines

D. Ponds and Pond Aeration System.

- 1) Contractor shall provide weekly maintenance and cleaning of the Association's three ponds to include removal of weeds and trash from ponds, adding chemicals to pond water to facilitate water clarity and maintaining supply of Grass Carp fish for controlling grass in ponds.
- 2) Contractor shall provide maintenance of existing pond aeration system.
- 3) Contractor shall provide all labor for maintaining system.

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- 4) BDHOA shall be responsible for cost of materials, supplies and fish to maintain system.

E. Pool Maintenance

- 1) Contractor shall provide daily (seven days per week) routine maintenance for two pools. Pool "A" is located adjacent to the clubhouse and pool "B" is located adjacent to the tennis courts. Contractor shall perform all required maintenance in accordance with Florida Department of Health Standards.
- 2) Maintenance shall include, but not be limited to, performing daily chemical analysis, cleaning, vacuuming, brushing, skimming, backwashing, replacing filters on both pools and maintaining solar heating system on pool "B".
- 3) All supplies, including chemicals shall be provided by BDHOA.
- 4) Plumbing items such as pumps and filters shall be repaired and or replaced at contractor's cost with all parts paid for by BDHOA.
- 5) Contractor shall clean deck area of trash and sand on a daily basis.
- 6) Contractor shall, in peak season, clean pool walls to remove suntan oil and body oil residue at least weekly or more often as needed during heavy usage periods, and at least weekly in non-peak seasons.
- 7) Contractor shall inspect and clean pool bathrooms daily during Summer months and at least weekly, or as needed, during Winter months, and check all plumbing fixtures for leaks and damage. Cleaning shall include, but not be limited to, sweeping and mopping floors, cleaning and disinfecting/sanitizing all plumbing fixtures, cleaning ceramic tile walls and replacing paper towels, soap and toilet paper as needed.
- 8) Contractor shall clean poolside chairs, tables and other poolside furniture as needed, and shall notify BDHOA of any broken pool side furniture and recommend replacement as needed.
- 9) Contractor shall be responsible for proper storage and handling of any and all hazardous chemicals, supplies and materials required for maintaining Association's two pools.

F. Other Areas Requiring Liaison Activities, Maintenance and/or Supervision

- 1) Contractor shall monitor and maintain the entrance gate, exit gate and other common area gates (pools and tennis courts). Contractor shall enter the monthly entrance gate code on the first day of every month, and monitor the operation of the entry/exit functions to keep the gates properly functioning, especially during or after inclement weather and/or power outages.
- 2) Contractor shall monitor the condition and security of the Association's Clubhouse including cleanliness, lighting, plumbing, heating & cooling systems (replacing necessary filters, etc.), decks, doors and windows.
- 3) Contractor shall monitor cleanliness and overall appearance of the Association's tennis courts. All trash shall be removed daily, or as needed, any repairs and replacements needed shall be communicated to the Association's representative for resolution as to repairs and/or replacements.
- 4) Contractor shall be the Association's liaison for monitoring all contract and/or subcontract work entered into by the Association outside of the maintenance

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agreement with Contractor. Contractor shall provide supervision of all Contractor's employees and shall notify Association of approximate hours of on site supervision to be provided on a daily and weekly basis. Contractor shall provide liaison representation during normal working hours, Monday-Friday from 7:00 AM to 5:00 PM by phone or voice mail. This includes Association's contracts with other vendors such as Cable TV, Pest Control, Trash Removal and subcontractors such as Electrical, Plumbing, Heating & Air Conditioning and Roofing.

- 5) Contractor shall be the Association's liaison (if requested by the Association's Board) for renting the Clubhouse to owners and non-owners including, but not limited to, obtaining signatures on rental forms, collecting and remitting deposits, monitoring schedules, issuing & collecting keys and cleaning in accordance with rules established by BDHOA.
- 6) Contractor shall be the Association's liaison to report to the proper authorities all incidents of vandalism noticed by or reported to Contractor.
- 7) Contractor agrees to have representatives available to attend the annual meetings of the homeowners and Board of Directors.
- 8) Contractor shall provide with the proposal response proof of general liability insurance with minimum limits of \$1,000,000 per incident and auto policy limits of \$100,000/\$300,000 non-stacked. Contractor shall provide at least three references of similar facilities to Barrier Dunes showing similar maintenance requirements.
- 9) Contractor shall provide as a part of this RFP a schedule of hourly rates and out of pocket expenses that will be used for charges outside the scope of the maintenance agreement.
- 10) Contractor shall provide weekly or monthly reports as required to support any and all activities performed by Contractor and to support any and all charges billed by Contractor to Association.

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RFP RESPONSE FORM

Contractors Name _____

Contractors License Number _____

Contractors Address _____

Insurance (Attach Proof of Insurance) _____

Phone number _____ Fax Number _____

Contact Person _____

Email Address _____

Contractor hereby submits pricing in accordance with specifications included in Barrier Dunes Homeowners' Association Request For Proposal Dated October 2009.

	<u>One Year Bid Price</u>
A. Lawn care and landscape and general maintenance	\$ _____
B. Trash Collection	\$ _____
C. Irrigation system maintenance	\$ _____
D. Ponds and Pond aeration systems	\$ _____
E. Pool Maintenance	\$ _____
F. Other areas requiring liaison activities/maintenance/supervision	\$ _____
Total	\$ _____

Hourly Rate for specific items not included in RFP:

Lawn Care, Landscape and General Maintenance	\$ _____
Trash Collection	\$ _____
Irrigation System Maintenance	\$ _____
Ponds and Pond Maintenance	\$ _____
Pool Maintenance	\$ _____
Other Areas	\$ _____