



THE MEADOWS

AT WORLD GOLF VILLAGE

Board Meeting – Feb 27, 2023 at 7PM

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Agenda – Board Workshop Meeting – Feb 27th

- Meeting Called to Order
- Opening Remarks
 - Current State of Landscaping Needs and Issues
- Presentation - Contract Proposals for Landscape Services
- Board Members' Discussion of Proposals
- Open to those attending for comments, feedback and questions
- Board votes to Accept or Tentatively Accept one or more Proposals for Landscape Services to begin on 1 April 2023
- Board votes to Give Notice to Terminate Current Landscape Services Contract
- Board Members' Discussion of Entrance Area Landscaping Needs
- Open to those attending for comments, feedback and questions
- Closing Remarks
- Adjournment

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Opening Remarks – News Update

- Information on Pacetti Rd Storage Facility
 - Construction Permit Approved Feb 23, 2023
- Information on New Library – Impact on Meadowlark Ln
- Status of Irrigation System
- Clearing of Underbrush – Long Pond – Mackenzie Cir
- Clearing of Underbrush – South Side of Meadowlark
- Current State of Landscaping Needs and Issues

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Opening Remarks – News Update

- Clearing of Underbrush – Long Pond – Mackenzie Cir (Feb 22nd)



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Opening Remarks – News Update

- Clearing of Underbrush – South Side of Meadowlark
 - 1st Step – Dead Tree Removal (Feb 1st)



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Opening Remarks – News Update

- Clearing of Underbrush – South Side of Meadowlark (Feb 20th)



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Opening Remarks – “Where We are At”

- Information on Pacetti Rd Storage Facility
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Opening Remarks – – “Where We are At”

- Irrigation System – 300 Meadowlark Lane (Current Install)
- Front Entrance – Public Exposure to Pacetti Rd



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Opening Remarks – – “Where We are At”

- Southside – Berm along Sidewalk – Includes Broken Irrigation



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Opening Remarks – – “Where We are At”

- Southside – Berm along Sidewalk – Includes Broken Irrigation



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Opening Remarks – – “Where We are At”

- Southside – Fence Line – Need Trees, Hedge, and Irrigation



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Opening Remarks – – “Where We are At”

- Southside – Near School Fence Line



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Opening Remarks – – “Where We are At”

- Northside – Tree Line – Need to Replace Dead Trees



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Opening Remarks – – “Where We are At”

- Planting – Pond Common Areas – Dead Shrub Plantings



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Contract Proposals for Landscape Services

- Five Companies Contacted for Landscape Services
- All Five were Met On-Site
- Only Received Four (4) Proposals
- Plus a Proposal for Mulch & Annual Flowers from Local Supplier
 - Local Vendor also submitted Preliminary Rendering of Front Pacetti Rd Exposure

- Request for Proposal
 - Very Detailed
 - Clearly Stated Want We Needed
 - Able to Use as a Measurable Standard of Vendor’s Performance

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Contract Proposals for Landscape Services



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Contract Proposals for Landscape Services

First – Compare of Mulch and Annual Flowers

<u>COMPANY</u>	<u>MULCH</u>	<u>QTY</u>	<u>PRICE</u>	<u>LABOR</u>	<u>EXT PRICE</u>
Liberty	Pine Bark	120	\$28.755	\$3,024.000	\$6,474.600
Yellowstone	Pine Bark	120			\$6,840.000
Greenery	Mulch	120			\$6,480.000
Koehn	Mulch	120			\$6,660.000
CSS	Mulch	120	\$60.000		\$7,200.000
Liberty	Marigolds 4.5in	1009	\$1.906	\$1,296.000	\$3,219.507
Yellowstone	4in Standard	1008			\$2,066.400
Greenery	4in Standard	1140			\$2,853.000
koehn	4in Standard	1008			\$2,220.000
CSS	x	1008	\$2.708		\$2,730.000
				LIBERTY	\$9,694.107
				YELLOWSTONE	\$8,906.400
				GREENERY	\$9,333.000
				KOEHN	\$8,880.000
				CSS	\$9,930.000

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Contract Proposals for Landscape Services

▪ Second – Total Proposal

<u>COMPANY</u>	<u>Lawn Care</u>	<u>Mulch</u>	<u>Annuals</u>	<u>Current - Year</u>	<u>Bid- 2023-2024</u>	<u>Increase</u>
Yellowstone	\$40,200.00	\$6,840.00	\$2,066.40		\$49,106.40	13.52%
Greenery	\$48,600.00	\$6,480.00	\$2,853.00		\$57,933.00	33.92%
Koehn	\$41,088.00	\$6,660.00	\$2,220.00		\$49,968.00	15.51%
CSS	\$49,200.00	\$7,200.00	\$2,730.00		\$59,130.00	36.69%
Current				\$43,259.280		

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Contract Proposals for Landscape Services

▪ Summary

	<u>YR 2022-2023</u>	<u>YR 2023-2024</u>	<u>Increase</u>	
Yellowstone		\$49,106	13.52%	National
Greenery		\$57,933	33.92%	Regional
Koehn		\$49,968	15.51%	Local
CSS		\$59,130	36.69%	Local
Current	\$43,259	\$51,911	20.00%	<i>Estimate</i>

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Contract Proposals for Landscape Services



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Vote on Provide Notice to Present Vendor

- Authorization to Accept or Tentatively Accept a Proposal for Landscape Services to begin on 1 April 2023
- **WHEREAS**, the Board of Directors has reviewed proposals submitted for Landscape Services for the Association to begin on 1 April 2023 for a term of 12 months at an open meeting on February 27, 2023;
- **WHEREAS**, the notice of meeting of the Board of Directors was posted on the HOA Public Notice more than forty-eight hours in advance of the meeting;
- **NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors approves *Koehn Outdoor* to provide Landscape Services for the Association to begin on 1 April 2023 for a term of 12 months as specified in the submitted proposed contract;
- **FURTHER RESOLVE THAT** the proposed contractual agreement, as presented to the Board of Directors as contained in Exhibits A is hereby approved
- **FURTHER RESOLVE THAT** Michael Krugman, President/Treasurer, is hereby authorized and instructed, for and in the name of this association, to sign and execute the agreement as it was presented to the Board of Directors, including any other necessary documents ancillary thereto.
- **Exhibits**
 - (A) *Koehn Outdoor - The Meadows at Saint Johns Owners Association_Agreement-(2023-02-27).pdf*

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Vote on Proposals for Landscape Services

- Present Contract – 30 Day Notice to Terminate
- Request Authorization to Give Notice of March 31, 2023 Termination

- **WHEREAS**, the Board of Directors has selected a new vendor to provide Landscape Services for the Association beginning on 1 April 2023 for a term of 12 months;
- **WHEREAS**, the contract with current Landscape Service contract provides termination of contract without cause with 30 day written notice;
- **NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors approves the termination of current contract with Brightview Landscape Services, effective at close of business on 31 March 2023;
- **FURTHER RESOLVE THAT** the Board of Directors approves providing written notice without cause on February 28, 2023 to Brightview Landscape Services of termination of current contract effective at close of business on 31 March 2023;
- **FURTHER RESOLVE THAT** Michael Krugman, President/Treasurer, is hereby authorized and instructed, for and in the name of this association, to provide written notice on February 28, 2023 to Brightview Landscape Services of termination of current contract effective at close of business on 31 March 2023.

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Discussion of Entrance Area Landscaping Needs



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Next Meeting – Thursday, Mar 9th at 7 PM

- Mar 9th Meeting’s Agenda (*online and via phone – see website*)
 - Meeting Called to Order
 - Opening Remarks
 - Review and Acceptance of Minutes
 - Reports of Officers, Committees, and Community Manager
 - President
 - Treasurer
 - ARC Committee
 - SRV Committee
 - Community Manager
 - Unfinished Business
 - New Business
 - Open to those attending for comments, feedback and questions
 - Closing Remarks
 - Adjournment

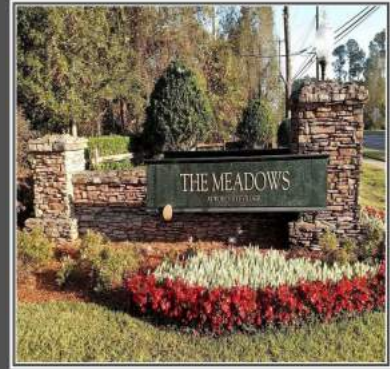
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Thank You for Attending





Proposal For:
The Meadows at Saint Johns Owners Association
Landscape and Irrigation Maintenance

Koehn Outdoor BRAND PROMISE

PROPOSAL PRICING WORKSHEET

The Meadows at Saint Johns Owners Association

Contract Services (year 1)	Monthly	Yearly
General Landscape Services	\$2,534.00	\$30,408.00
Irrigation (12) Inspections and Water Management	\$250.00	\$3,000.00
Hort Turf Pesticide Application (6 apps)	\$540.00	\$6,480.00
Hort/Tree Shrub Care (2 Apps) of Fertilization	\$100.00	\$1,200.00
Total Landscape Management	\$3,424.00	\$41,088.00
Additional Enhancements		
<i>Pruning/Palms: Palms 1x per year (Bid Per Job)</i>		
Mulch Installation – 120 estimate of cubic yard @ \$55.00 per yd. (Bid Per Job)		\$6,660.00
Annuals: units 3 x a year (336 flowers for each rotation) for a total of 1009 flowers. (Bid Per Job)		\$2,220.00
Repairs & modifications to the irrigation systems (cost will be provided within first 30-days of contract if any.)		\$

Preliminary and Subject To Change

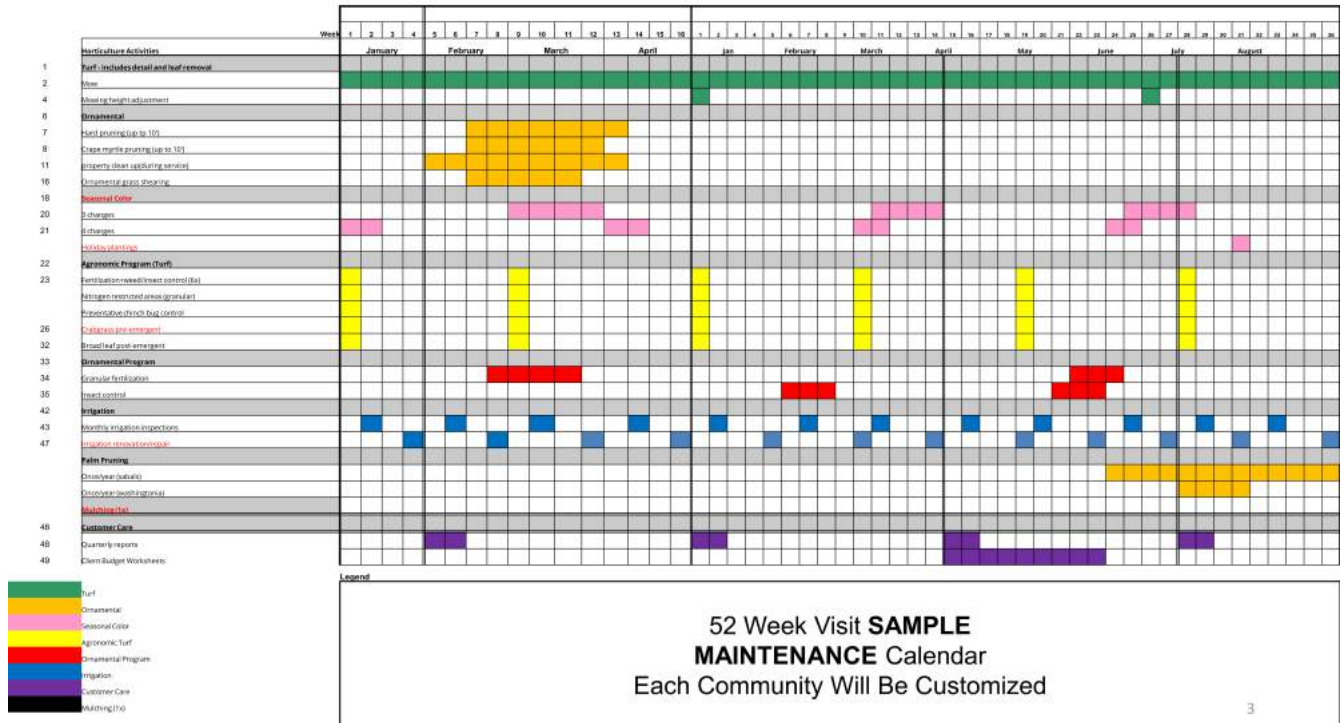


Exhibit B – Scope of Work

CONTRACTURAL SERVICES

The following represents Koehn Outdoor standard scope of services for **LANDSCAPE MANAGEMENT**. Koehn Outdoor will provide (38) site visits with production management and minimum of (38) mowing visits with detail work performed as when required. Services negotiated as well as any additional services in addition to those described below will be detailed in the included Exhibit A - Service Proposal Pricing.

Part 1: General Services

A. Mowing: All turf areas will be mowed weekly from March 1st to October 31st. From November 1st through March 1st turf will be mowed bi-weekly or as needed unless specified otherwise in this contract. In the event weather or environmental conditions dictate a skipping of scheduled mowing service the mow event will be rescheduled when conditions allow, or other services may be performed in lieu of mowing services.

All mowing by the Contractor will use a (rotary/mulching) mower. Mower blades will always be sharp to provide a high-quality cut and minimize disease. Mowing typically removes not more than 1/3 of the leaf blades. Clippings will be left on the lawn if no readily visible clumps remain on the grass surface 24 hours after mowing. Otherwise, clippings will be collected and removed by the contractor. The Contractor will clean all clippings from sidewalks, curbs, and roadways after mowing and/or edging.

Note: Mono-filament line trimmers will not be used around trees and shrubs where injury to the bark of plants could occur.

B. Edging: Hard edging of all sidewalks, fence lines, driveways, parking lots and other surfaced areas bordered by grass will be performed in conjunction with mowing services. Buildings, plant and tree rings and plant beds will be soft edged every other mowing.

C. Pruning/Trimming: Shrubs will be pruned as needed with appropriate equipment to maintain proper informal shape, fullness, and bloom. The Contractor will remove all litter. Trees and palms will be serviced up to twelve (12) feet in height from the ground and will be performed on a regular basis as needed during detail services. Branches pruned will not exceed two (2) inches in diameter.

No trees, under utility lines will be pruned and no pruning will be done during or immediately following growth flushes. Branches will be pruned just outside the branch collar. Pruning paint will not be applied. Sucker growth will be removed by hand from the base of trees. No herbicides will be used for this purpose.

Turf will be line trimmed in areas that are not accessible with a mower or where there are obstacles.

D. Weed Control: Weeds may be spot treated if possible or removed by hand or mechanical means. Weeds in paved surfaces will be removed by string trimmer. Weed control in plant beds, tree rings and hard surfaces will be addressed every 3-4 weeks during each detail cycle and will be removed via chemical application, mechanically or by hand based on weed size and location.

Exhibit B – Scope of Work (con't)

Part 2: Horticultural Services

A. Fertilization: St. Augustine, Bermuda and Zoysia areas will be fertilized with two to five pounds Nitrogen annually according to specifications and in accordance with all federal, state, and local regulations unless otherwise proposed. This equates to approximately (6) fertilization applications per year. Bahia areas will be excluded from any fertilization programs unless otherwise negotiated. Pond banks are excluded from fertilization program. All complete fertilizers shall contain 30% - 75% of the nitrogen in a slow or controlled release form. The ratio of nitrogen to potash will be 1:1 or 2:1 for complete fertilizer formulations. They shall also contain magnesium and micronutrients (i.e. manganese, iron, zinc, copper, etc.). Fertilizers will be applied at a rate of one (1) pound of nitrogen per 1000 square feet or equivalent.

Ornamental shrubs and trees will be fertilized twice annually. Mature palms should receive a complete, granular fertilizer formulated for palms at a rate of one (1) pound each application. Palms fewer than eight feet in height should receive 2-5 pounds two times per year. All fertilizers should contain nitrogen and potassium and at least 30% of both elements should be available in a slow-release form. The fertilizer should also contain additional magnesium and a complete micronutrient amendment. All fertilization will be done following BMP's and according to any specifications and regulations.

B. Pest Control: Lawn and landscaping areas will be monitored during each service call and spot treatments will be performed as necessary to control pests. Post-emergent weed control will be applied annually in the winter months. Use of pre-emergent weed control can be provided at an additional cost and requires written Client approval unless specified in this contract. Imported pests, including fire ants, can be treated under a separate proposal at an additional cost. Min typically 4 treatments per season.

Upon confirmation of a specific problem requiring treatment, pesticides will be applied following the University of Florida, IFAS recommendations using least-toxic Integrated Pest Management (I.P.M.) procedures. This includes weed and feed formulations. Records will be kept on pests identified and treatment(s) rendered for control. Pesticide applications will be made in accordance with the rules and regulations governing the use of pesticides in Florida.

The Contractor also practices Integrated Pest Management (I.P.M.) to control insects, diseases, and weeds on and around perennials, ground covers, shrubs, and vines. Trees taller than twelve (12) feet on average may require additional specialty treatments at an additional cost to the Client

Part 3: Water Management Services

A. Irrigation Systems: If present, all irrigation components, and zones in the system will be inspected monthly and zone times will be reset according to seasonal changes. Each zone will be re-calibrated annually. Calibration of irrigation zones will follow Cooperative Extension Service recommendations. All heads will be checked during each monthly inspection for proper operation, coverage and adjusted accordingly.

During weekly maintenance checks, the Contractor will note any symptoms of inadequate or excessive irrigation, drainage problems, etc., and report such to the Client. Repairs or system service beyond that included in the contract will be performed at an additional charge and require written Client approval. A "not to exceed" repair contingency may be negotiated for quicker repair or service turnaround and ease of administration.

Exhibit B – Scope of Work (con't)

OPTIONAL SERVICES

Work performed under this category, if not negotiated and included in this contract, will be performed, and charged using time and material basis. Estimates for proposed work will be discussed with the Client for approval before any work will begin.

Part 1: Traditional Service Options

A. Bedding Plants: (If included in this contract) The replacement of existing annuals shall be done four (4) times per year or as otherwise negotiated. The Contractor will apply fertilizer to annuals/bedding plants monthly at a rate of 1/2 pound of nitrogen per 1,000 square feet of the area every two (2) weeks or a slow-release fertilizer such as Osmocote or Nutricote (3-4-month release) shall be incorporated in the bed at planting. The Contractor will be responsible for weed control by hand or mechanical means, no herbicides will be used in annual beds. Pest control will follow I.P.M. principals. Annuals that are included as a part of this contract will be of standard Variety; premium annuals are available at an additional charge. Annuals in addition to, or not included in this contract, will be provided upon Client approval.

B. Mulch: (If included in this contract). All mulched areas shall be replenished once annually or as otherwise negotiated. The material consists of cypress, pine bark, recycled, etc. Blowing and clean-up are included.

C. Palm Trimming: (If included in this contract). Palms in excess of twelve (12) feet, on average, will be trimmed annually at a previously negotiated unit cost per size and frequency per year, or as otherwise negotiated to ensure a proper and appealing appearance.

Part 2: Additional Service Options

A. Other Available Services: Examples of additional services available but not included unless otherwise negotiated are as follows:

- Preventative fire ant control, turf fungicide applications & various tree injections
- Seasonal Leaf Removal
- Landscape additions and renovations
- Landscape Lighting
- Plant replacement not attributed to Contractor negligence
- Turf/Sod replacement
- Repairs & modifications to the irrigation system
- Trimming of palms and trees in excess of twelve (12) feet in height.

Service Agreement

GENERAL TERMS AND CONDITIONS

A. The term of this contract:

From: _____ To: _____

B. The Meadows at Saint Johns Owners Association. (CLIENT), agrees to pay **Koehn Outdoor. (CONTRACTOR)**, the total price of all contracted and/or optional services as compensation for the complete performance of the terms and conditions of this contract as stated on "Exhibit A" - Service Proposal Pricing, "Exhibit B" - Scope of Work and/or all other agreed upon associated proposal documents.

Total Price of all contractual services: (\$41,088.00) or (12) payments of \$3,424.00 per month.

C. The Client shall be invoiced on the first (1st) of each month of service and payment shall be due by the last day of that month.

D. Both parties reserve the right to cancel this agreement at any time with thirty (30) days written notice.

Part 1: Contractor's Responsibility

The Contractor shall recognize and perform in accordance with written terms, written specifications, and designs, contained or referred herein. The Contractor reserves the right to renegotiate or amend the contract when price or scope of work is affected by changes to any local, state, or federal law, regulation or ordinance that goes into effect after the contract is signed.

A. Workforce: The Contractor shall assign a trained workforce with experience in the services being provided. The workforce will always be presentable and identifiable. All employees shall be competent and qualified, and U.S. citizens or legally authorized to work in the United States.

B. Landscape Materials: All materials shall conform to bid specifications. The Contractor will meet and comply with all Agricultural licensing and reporting requirements.

C. Licenses and Permits: The Contractor will maintain a Landscape Contractor's license, as required by state or local law, and will comply with all other license and permit requirements of the county, state and federal governments, as well as all other requirements of law.

D. Taxes: The Contractor agrees to pay taxes applicable for its work under this contract, including sales tax on material supplied where applicable.

Service Agreement (con't)

E. Insurances: The Contractor agrees to maintain General Liability Insurance, Automotive Liability Insurance, Workers' Compensation Insurance, and any other insurance at the Contractor's discretion or required by law. In addition, the Contractor will require the same of any sub-contractors and will provide proof of such upon Client request. The Contractor is also responsible for obtaining any licenses and/or permits required by law for activities on the Client's property.

F. Liability: It is understood and agreed that the Contractor is not liable for any damage of any kind that is not caused by the negligence of the Contractor, its agents or employees, including but not limited to: death or decline of plant materials due to improper selection, placement, planting or maintenance before the time of this contract; damage due to improper irrigation components in existence at the time of contract execution; exposed cables/wires or sprinkler components/lines normally found below the surface of the lawn; flooding, storm or wind damage; disease or damage to lawns or landscape plants caused by excessive irrigation or lack of water due to inoperative components provided it reported these to the Client or irrigation restrictions imposed by Water Management District or civil authorities; damage caused by any item hidden in the landscape and not clearly guarded or marked; and damage due to vandalism.

The Contractor is liable for any damage due to the operation of equipment in performing the contract; complying with all laws pertaining to protected plant species such as the mangrove; damage to plant material due to improper horticulture practices; improper installation of irrigation system replacement components; and injury to non-target organisms in the application of pesticides.

G. Subcontracts: The Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.

H. Invoicing: The Contractor will submit monthly service invoices for the amount set forth under the prices and terms included in this contract. Any services rendered, that are in addition to or beyond the scope of work required by this contract shall be separately billed.

Part 2: Client's Responsibility

A. Utility Usage: The Client shall allow the Contractor usage of utilities if needed.

B. Jobsite Access: The Client shall allow access to all parts of the job site where the Contractor is to perform work required by this contract or other related functions, during normal business hours and at other reasonable times, and in the case of after-hours emergencies.

C. Payment: For the convenience of the Client only, the monthly charge under this contract may be an average of the total charge for all work to be performed under the contract divided by the number of calendar months included in the payment period of the contract.

The Client shall review invoices submitted by the Contractor and payment shall be due within thirty (30) days following the date of the invoice and considered delinquent if not paid by that date. For work outside of the normal monthly contracted work, the Client shall review invoices submitted by the Contractor and payment shall be due upon completion of the work and receipt of invoice and considered delinquent if not paid accordingly. If payment has not been received within forty-five (45) days, the Contractor reserves the right to suspend services by giving written notice for nonpayment. Should services be suspended, monthly fees will not be prorated, and services will resume once past-due payments are received.

Preliminary and Subject To Change

Service Agreement (con't)

D. Defects: The Client shall give the Contractor at least thirty (30) days to correct any problem or defect discovered in the performance of the work required under this contract. The Contractor may provide a deduction or offset at its discretion if defects are not correctable to the satisfaction of the Client.

Part 3: Other Terms

The Client and the Contractor respectively, bind themselves, their partners, successors, assignees, and legal representative to the other party with respect to all covenants of this contract. Neither the Client nor the Contractor, their partners, successors, assignees, and legal representative shall assign, transfer, or terminate any interest in this contract without the written consent of the other.

Part 4: Renewal and Termination

This contract shall automatically renew for the same term as that set forth in Section A of the General Contract Terms above unless notice is given by Client to Contractor in writing of Client's intent to terminate this contract at least thirty (30) days prior to the termination of the current term. Additionally, this contract may be terminated by either party with or without cause, upon thirty (30) days written notice to the other party. This contract may be terminated by the Contractor for nonpayment by the Client, upon written notice as stated above. In the event this contract is terminated early by either party, the Contractor shall be entitled to recover those unrecovered costs incurred through the date of termination, including a reasonable amount of overhead and profit and any amount in excess of the monthly charges paid by the Client through the date of termination. As a condition precedent to Customer's right to terminate, Customer must tender payment in full for all Services performed through the date of termination. This includes any optional, additional, or non-contractual service items that have been completed and performed in full of said fees included within monthly base services invoice and having been spread out over 12 even monthly payments.

Upon expiration of the stated contract period, and notwithstanding the automatic renewal of this contract, Contractor reserves the right to adjust the price of all seasonal services by Three percent (3%) effective on each anniversary date of the effective date.

Part 5: Legal

A. Controlling Law: The laws of Florida shall govern the validity, interpretation, construction, and performance of this contract. Each party hereby expressly consents to the personal jurisdiction, venue and convenience of, and the parties agree that any dispute arising hereunder will be heard in, the state and federal courts for the County of Duval Florida for any lawsuit arising from or related to this contract agreement. All references herein to the singular shall include the plural.

B. Legal Counsel: Each party has had (or has been advised to seek) independent legal counsel of their selection in the negotiation of this contract. Each party fully understands the facts and has been informed about their legal rights and obligations, including but not limited to the obligations of Florida Statutes regarding restrictive covenants and liquidated damages. Each party is signing this contract freely and voluntarily intending to be bound by it. Each party hereby knowingly, voluntarily, and intentionally waives any right either may have to a trial by jury with respect to any litigation related to or arising out of, under or in conjunction with this contract or Contractor's employment with Koehn Outdoor.

Service Agreement (con't)

C. Attorney's Fees: In the event, a dispute arises between the parties hereto and the suit is instituted, the prevailing party in such litigation shall be entitled to recover reasonable attorney fees and other costs and expenses from the non-prevailing party, whether incurred at the trial level or in any appellate proceeding. If the Contractor seeks counsel for nonpayment issues and an agreement is reached before a suit/trial those attorney fees can also be recovered.

EXECUTION OF SERVICE AGREEMENT

CONTRACTOR: KOEHN OUTDOOR

Authorized By:

Print Name: _____

Title: _____

Signature: _____

Signature Date: _____

CLIENT: The Meadows at Saint Johns Owners Association.

Authorized By:

Print Name: _____

Title: _____

Signature: _____

Signature Date: _____, 2023

Preliminary and Subject To Change

INTENT

It is the intent of this Request for Proposals (RFP) to establish a term contract for labor, materials, and equipment necessary to provide Landscape and Lawn Maintenance and Care to the common areas owned and/or maintained by THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC. ("**The Meadows at WGV**" or "**Association**"). The tasks would include, but not be limited to, the following:

1. Implement 52 grounds maintenance service visits per year.
2. Perform routine turf mowing services, plant bed maintenance, and shrub-groundcover pruning.
3. Conduct fertilization applications, preventative care to minimize pests, disease and weeds.
4. Communication and coordination with irrigation maintenance and planting maintenance personnel.
5. Submit written post-service reports to the property manager.

LANDSCAPE MAINTENANCE PROGRAM

SCOPE

- A. The work of this Section includes, but is not limited to, the following areas, which encompass the front entrance/Meadowlark Lane, lift station easement, and common areas designated at retention ponds, within The Meadows at WGV:
1. 300 Meadowlark Ln – Tracts A, B, & C
 2. 451 Mackenzie Cir – Tract D
 3. Mackenzie Cir – Pond #1 - area adjacent to street near 413 & 421
 4. Mackenzie Cir – Pond #2 – area adjacent to street near MacLaren St
 5. Mackenzie Cir – Pond #3 – area adjacent to street near 451 & 474
 6. Mackenzie Cir – Pond #4 – all of pond – near 549 & 601
 7. Mackenzie Cir – Pond #5 – area adjacent to street near 574 & 604
 8. Ardmore St – Pond #5 – area adjacent to street near 1334 & 1363
 9. Mackenzie Cir – Pond #6 – area adjacent to street near 788
 10. Ardmore St – Pond #6 – area adjacent to street near 1227 & 1245
 11. Behind Ardmore St – Pond #7 – areas adjacent to wetlands & school property.

TURFGRASS SPECIFICATIONS

- A. Routine turf mowing services, fertilization applications, and preventative care to minimize pests,-disease and weeds shall be performed at 300 Meadowlark Lane, Saint Augustine, FL. that includes the following:
- (i) Mowing**
1. The schedule of mowing is determined by the type of turf being serviced and adjusted to coincide with seasonal growth rates to maintain a consistent, healthy appearance. Once every seven (7) days during the active growing season, excluding drought and inclement weather. Scheduled cuts

The Meadows At Saint Johns Owners Association, Inc.
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missed due to inclement weather shall be made up as soon as possible. The contractor shall include in the proposal bid the details of the mowing schedule to be followed for each of the different areas to be mowed.

2. Mower blades shall be kept sharp at all times to prevent blade tearing.
3. Minimum cutting height shall be 3.0 inches. Cutting height shall be adjusted and performed to prevent scalping.
4. Turf shall be cut to a desirable height with no more than 1/3 of the leaf blade removed during each mowing to enhance health and vigor.
5. All lawn areas shall be cleared of litter and debris before mowing, so as not to shred and scatter foreign matter.
6. Mowing shall be performed in a manner that prevents tire ruts both in the lawn areas and in all landscape beds. The presence of tire ruts and/or damage to landscape beds and plant material following mowing or other work shall be the Contractor responsibility to repair at no additional cost.
7. Various mowing patterns shall be employed to ensure an even distribution of clippings. Grass clippings shall be left on the lawn to restore nutrients. There shall be no clumps of grass or other debris left visible on the surface of the lawn after mowing. All clumps must be broken up and distributed evenly across the lawn.
8. No grass clippings or debris shall be discharged into any flowerbed, mulch bed, or ornamental planting area. No grass clippings or debris shall be left on the street, curb, sidewalk, or any other paved surface.

(ii) Edging & Trimming

1. The contractor will neatly edge and trim around all plant beds, curbs, streets, trees, buildings, etc to maintain shape and configuration at least twice a month.
2. Edging equipment shall be equipped with manufacturer's guards to deflect hazardous debris.
3. All walks shall be blown after edging to maintain a clean, well-groomed appearance.
4. All grass runners shall be removed after edging to keep mulch areas free of weeds and encroaching grass.
5. "Hard edging" and clean up shall be performed in conjunction with turf mowing.
6. "Soft edging" and clean-up of bed areas shall be performed in conjunction with turf mowing.
7. String trimming shall be performed as needed. Care shall be taken to prevent scalping of the lawn areas during the trimming process.
8. Areas mutually agreed to be inaccessible to mowing machinery shall be maintained with string trimmers or chemical means, as environmental conditions permit.

(iii) Debris Removal

1. Prior to mowing, each area shall be patrolled for trash and other debris to reduce the risk of object propulsion and scattering.
2. The removal of all landscape debris generated on the property during landscape maintenance is the sole responsibility of Contractor, at no additional expense to the Client.

(iv). Fertilizer

1. Turf grass shall be fertilized four (4) times a year as appropriate in accordance with type using a premium turf fertilizer containing minor elements. Various ratios of Nitrogen, Phosphorus, and Potassium (NPK) shall be utilized for different growing seasons and environmental conditions.
2. All sidewalks, roads, curbs, and patios shall be swept clean of granular fertilizer after applications to minimize staining.

(v) Insect, Disease, and Weed Control

1. Treatment of turf areas for prevention of damaging insect infestation or disease and weed control shall be the responsibility of Contractor.
2. All products shall be applied as directed by the manufacturers' instructions and in accordance with all state and federal regulations.
3. Contractor must possess and maintain all required active licenses. Only qualified and certified persons shall apply regulated chemicals and products.

- B. Routine turf mowing services shall be performed at the other common areas maintained by The Meadows at WGV that includes the following:

(i) Mowing

1. The schedule of mowing is determined by the type of turf being serviced and adjusted to coincide with seasonal growth rates to maintain a consistent, healthy appearance. During active growing season, once every seven (7) days, excluding drought and inclement weather. Scheduled cuts missed due to inclement weather shall be made up as soon as possible. Contractor shall include in the proposal bid the details of the mowing schedule to be followed for each of the different areas to be mowed.
2. Mower blades shall be kept sharp at all times to prevent blade tearing.
3. Minimum cutting height shall be 3.0 inches. Cutting height shall be adjusted and performed to prevent scalping.
4. Turf shall be cut to a desirable height with no more than 1/3 of the leaf blade removed during each mowing to enhance health and vigor.
5. All lawn areas shall be cleared of litter and debris before mowing, so as not to shred and scatter foreign matter.
6. Mowing shall be performed in a manner that prevents tire ruts both in the lawn areas and in all landscape beds. The presence of tire ruts and/ or damage to landscape following mowing or other work shall be the Contractor responsibility to repair at no additional cost.
7. Various mowing patterns shall be employed to ensure an even distribution of clippings. Grass clippings shall be left on the lawn to restore nutrients. There shall be no clumps of grass or other debris left visible on the surface of the lawn after mowing. All clumps must be broken up and distributed evenly across the lawn.
8. No grass clippings or debris shall be discharged into any bed or ornamental planting area. No grass clippings or debris shall be left on the street, curb, sidewalk, or any other paved surface.

(ii) Edging & Trimming

1. Contractor will neatly edge and trim around all curbs, streets, trees, buildings, etc. to maintain shape and configuration at least twice a month.
2. Edging equipment shall be equipped with manufacturer's guards to deflect hazardous debris.
3. All walks shall be blown after edging to maintain a clean, well-groomed appearance.
4. "Hard edging" and clean-up shall be performed in conjunction with turf mowing.
5. String trimming shall be performed as needed. Care shall be taken to prevent scalping of the lawn areas during the trimming process.
6. Areas mutually agreed to be inaccessible to mowing machinery shall be maintained with string trimmers or chemical means, as environmental conditions permit.

(iii) Debris Removal

1. Prior to mowing, each area shall be patrolled for trash and other debris to reduce the risk of object propulsion and scattering.
2. The removal of all landscape debris generated on the property during landscape maintenance is the sole responsibility of Contractor, at no additional expense to the Client.

SHRUBS, TREES, GROUNDCOVERS, AND PERENNIALS SPECIFICATIONS

- A. The shrubs, trees, hedges, ground-covers, and perennials that encompass the organized landscape at 300 Meadowlark Lane shall be provided care and maintenance that includes the following:

(i) Shrubs, Hedges, Groundcovers, and Perennials

1. All pruning and thinning shall be performed to retain the intended shape and function of plant material using proper horticultural techniques to allow for further budding, blooming, and proper growth.
2. Shrubs, Hedges, Groundcovers, and Perennials shall be trimmed to maintain a neat appearance consistent with their landscape intent and appropriate for plant species to optimize the potential for each plant variety and to retain proper fullness of foliage at all levels.
3. Clippings are to be removed from the property following pruning.

(ii) Tree Maintenance

1. Trees - shall be trimmed or pruned to height of 8 feet above the ground.
2. Pruning of plant and vine growth overhanging, intruding or encroaching the sidewalks shall be addressed when necessary to allow bi-directional pedestrian traffic in a usual and customary manner.
3. The Contractor shall maintain the staking and guying of any new trees when they are present.
4. All trimmings and clippings shall be collected and removed from the property following pruning.

(iii) Edging and Trimming

1. Ground covers shall be confined to plant bed areas by manual or chemical means as environmental conditions permit and shall be thinned and cleared of old vegetation as needed.

2. "Weedeating" type edging will not be used around trees.
3. All beds, including annual beds, shall be trenched.

(iv) Insect, Disease, and Weed Control

1. Plants shall be treated chemically for prevention of damaging insect infestation and disease as environmental and horticultural conditions permit. In extraordinary cases where disease or pests resist standard preventative chemical treatments, the contractor shall offer suggestions regarding the best course of action.
2. Weeding of plant beds shall be performed as necessary to control weed population to keep reasonably free of weeds and maintain healthy plants with a neat appearance.
3. Ground cover beds infested with weeds may be chemically treated with care so as not to injure desirable plants.
4. Weed control in plant beds, open beds, the ground between plants, and joints in walks shall be performed using appropriate manual (hand pulling), and/or chemical (herbicide) control methods. When it is necessary and practical to use chemical control, pre- and post-emergent herbicides shall be applied with care so as not to injure adjacent desirable plants.

(v) Fertilization

1. Shrubs, ground cover, and perennials shall be fertilized with a recommended analysis containing a balanced minor nutrient package with a minimum 50% slow-release Nitrogen source product. Fertilization typically occurs two (2) times a year, in spring and fall, according to environmental conditions.

GENERAL SPECIFICATIONS

- A. All services, inspections, and visits conducted and performed by and/or on behalf of the Contractor for The Meadows at WGV shall comply with the following:
 1. This site shall have 52 scheduled grounds maintenance service visits per year.
 2. All debris and litter generated shall be removed from the job site with each visit.
 3. Irrigation components damaged during service activities shall be replaced at no additional cost.
 4. Any inadvertent damage shall be reported at once to the Property Manager.
 5. Prepare a post-service visit report that details the date, time, and locations of the service, functions performed, materials used, any issues and/or problems detected or encountered, and includes photographic images when useful and appropriate. The post-service visit report is to document service rendered, provide information on the current state of the landscape and maintained areas, and shall be forwarded within three (3) business days to the HOA representative(s), and Property Manager.

GENERAL REQUIREMENTS

The contractor shall furnish all supervision, labor, equipment, tools, parts, materials, supplies, and transportation to facilitate the Landscape and Lawn Maintenance and Care to the common areas of The Meadows at WGV.

The successful Contractor shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions, which can affect the work or the cost thereof. Accuracy of

The Meadows At Saint Johns Owners Association, Inc.
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the Contractor's proposal should be based on information provided in response to written questions, site visitations and a careful review of the RFP specifications, including any addenda. After proposals have been submitted, the Contractor shall not assert that there was a misunderstanding concerning the quantity or nature of the work to be performed in an effort to alter their responsibility to successfully perform the work without additional expense to the HOA Board.

All work must be performed in compliance with all applicable laws, regulations, and codes.

The Contractor shall have General Liability and Automotive Liability Insurance, and all other insurances required by law, regulation, or ordinance, including Worker's Compensation insurance and Unemployment Insurance.

All personnel shall be U.S. citizens or legal residents and authorized to work in the United States., shall be competent and qualified, and shall be personably presentable at all times.

Field personnel shall be equipped with all necessary supplies, tools, parts, and equipment and trained to perform work in a safe and timely manner.

The Contractor pays all taxes applicable to work under this proposal, including sales tax on material supplied.

The Contractor maintains all licenses and permits to comply with all license and permit requirements of the Local, State and Federal Governments, and obtains all required permits that may be required.

Personnel shall be licensed for all applicable maintenance functions, including any pesticide applications, as required by law.

Contractor recognizes that its personnel are perceived as representatives of the Client while on the Client's property and, as such, will conduct themselves in an efficient, well-mannered, well-groomed, and workman-like manner at all times.

Any damage caused by Contractor personnel shall be repaired promptly at no cost to the Client.

Contractor may utilize qualified subcontractors at any time during this contract period to perform a specific function.

All work performed by Contractor shall be coordinated with the Client to minimize disruption and maximize safety for people and vehicular traffic.

Contractor service vehicles must be well maintained and clean in appearance. Vehicles must be properly licensed and tagged, and operated only by licensed personnel.

All Contractor vehicles must operate in a safe and courteous manner while on the Client's property. Pedestrians have the right-of-way, and service vehicles are expected to yield.

All trailers, storage facilities, and maintenance equipment must be in good condition and present a clean and neat appearance.

Tools and equipment must be properly suited for their purpose and used in a safe manner, utilizing the appropriate safety gear when necessary.

Site inspections shall be conducted regularly, at least twice a month, by an authorized Contractor representative. Contractor will document and correct any landscape maintenance deficiencies identified within one week, or provide a status update for work requiring a longer period to accomplish. A copy of the site inspection findings and the status of the deficiency resolution plan shall be forwarded within three (3) business days to the HOA representative(s), and Property Manager.

Contractor shall be proactive in identifying any landscape site conditions that affect long-term plant and tree health and vigor and will advise the Client accordingly. Contractor does not provide any warranty, whether express or implied,

**The Meadows At Saint Johns Owners Association, Inc.
Landscape and Lawn Maintenance and Care RFP – January 2023**

pertaining to the improvement or survival of planted or sodded areas; furthermore, this proposal does not include any allowance for tree, shrub, or plant replacement. Contractor will only be responsible for the replacement of plant material that dies as a direct and identifiable result of improper maintenance practices.

Invoices for services outlined in the proposal shall be submitted monthly.

Any services rendered that are in addition to, or beyond the scope of work of this proposal shall be invoiced separately.

EVALUATION & SELECTION PROCESS

Proposals will be evaluated in a fair, consistent, and objective manner based on the criteria established in this document. Selection will be based on the submitted response and the requirements identified in the RFP. The final recommendation will be subject to consideration and approval by the Board of Directors of The Meadows at WGV.

Each contractor and their employees must have experience and training in providing medium- to large-scale lawn care and maintenance services. A statement of the Contractor's prior performance of Lawn Care and Maintenance Services and Materials in comparable work settings and circumstances should be included when submitting a proposal bid.

The HOA Board may make such investigations as it deems necessary to determine the ability of the Contractor to perform the services outlined in these specifications. If requested, the Contractor shall provide the HOA Board with all such information and data for this purpose. The HOA Board reserves the right to reject any proposal if the evidence submitted by or derived from an investigation of such Contractor fails to satisfy the HOA Board that the Contractor is properly qualified to carry out the obligations of the contract and to complete the work specified in this RFP.

TERM OF CONTRACT

The Meadows at WGV intends to award a contract for one (1) year with the option to extend for two (2) additional one (1) year terms at the same terms and conditions, subject to price adjustments. (Extension price adjustment conditions are to be specified in the response to the RFP.)

The Meadows at WGV reserves the right to accept or reject any or all proposals, and to waive any formalities and technicalities, and to accept the proposal(s) most advantageous to the Association.

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The Meadows at WGV - Landscape and Lawn Maintenance and Care RFP – January 2023 (Landscape RFP Addendum)



**The Meadows at World Golf Village HOA
Overview of areas for Landscape Services
January 2023**

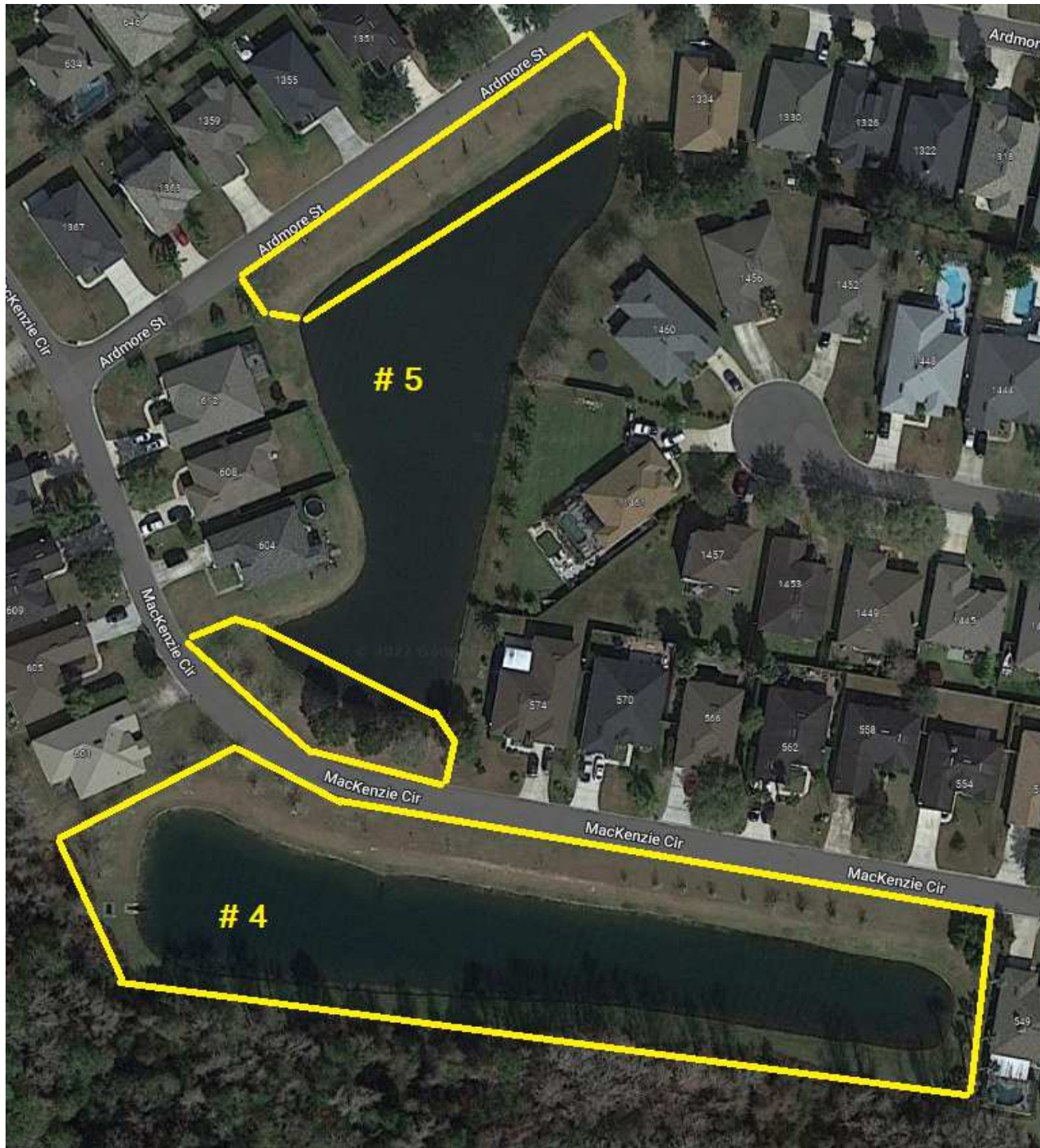


**Areas within the Yellow Outlined Areas
Require Routine Ground Maintenance
and Fertilizer/Pest Control/Weed Control**

The Meadows at WGV - Landscape and Lawn Maintenance and Care RFP – January 2023 (Landscape RFP Addendum)

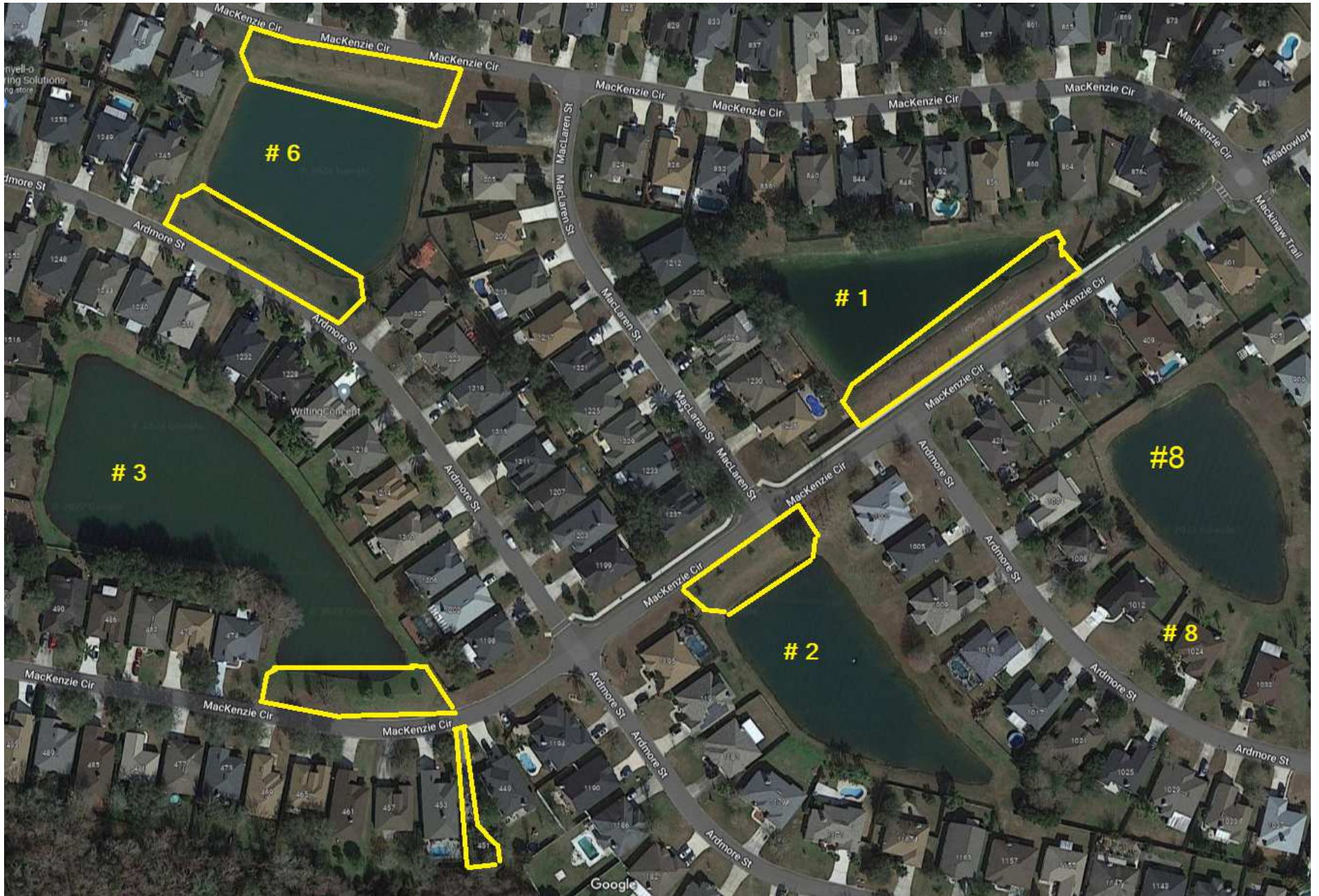
300 Meadowlark Lane - Aerial View



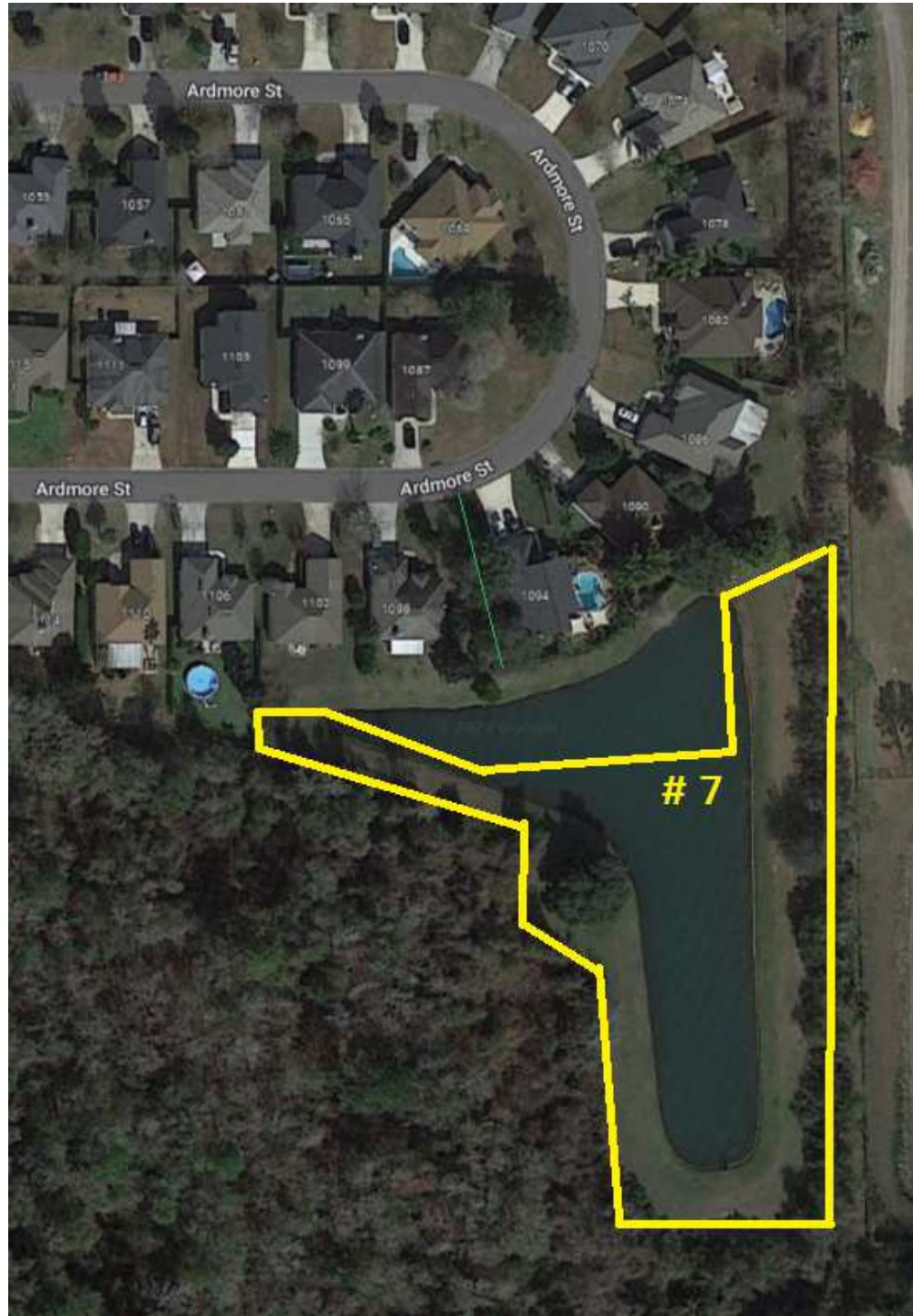


Areas to be mowed at Ponds #4 and #5

The Meadows at WGV - Landscape and Lawn Maintenance and Care RFP – January 2023 (Landscape RFP Addendum)



Areas to be mowed at Ponds #1, #2, #3, #6 and at the SJC Utility Easement



Area to be mowed at Pond #7

INTENT

It is the intent of this Request for Proposals (RFP) to establish a term contract for labor, materials, and equipment necessary to provide routine irrigation system inspection, and routine maintenance for existing irrigation system owned by THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC. ("**The Meadows at WGV**" or "**Association**") and to be able to perform repairs on an "as needed" basis (for approved and authorized repairs, which are invoiced separately). The tasks would include, but not be limited to, the following:

1. Test the irrigation system a minimum of once a month from March to October and a minimum of every other month from November through February.
2. Adjust sprinkler heads and controllers as required to obtain the optimum output and results.
3. Notify the property manager of any issues and/or any components requiring repair.
4. Perform repair services for irrigation systems on an "as needed" basis when approved and authorized.
5. Submit written post-inspection reports and written repair incident reports to the property manager.

MAINTENANCE OF IRRIGATION SYSTEMS

SCOPE

- A. The work of this Section includes, but is not limited to, the following:
 1. Inspection, testing, and maintenance of the irrigation system located at 300 Meadowlark Lane, Saint Augustine, FL, a minimum of once a month from March to October and a minimum of every other month from November to February.
 2. Communication and coordination with lawn maintenance and planting maintenance personnel.
 3. Synchronization of irrigation controller with current time.
 4. Maintain application rate and frequency in compliance with St. Johns River Water Management District (SJRWMD) guidelines, Saint Johns County requirements, and horticulture recommendations.
 5. Preparation of written activity reports for the Property Manager.

APPLICATION RATE AND FREQUENCY

- A. The irrigation system shall be programmed to supplement natural rainfall with sufficient water to provide the following minimum quantities of water, assuming that there is insufficient rainfall to provide the required amount of water:
 1. Lawn – 1" per application per zone
 2. Shrub beds and ground cover areas - 1" per application per zone
 3. Perennial beds, including ornamental grasses- 3/4" per application per zone.
 4. Annual beds - 3/4" per application per zone.
- B. Watering time schedule: The St. Johns County watering restrictions policy serves as the basis for determining allowable operating hours and days of the week.
- C. Adjustments shall be made to the watering schedule as needed to reflect seasonal variations.

MAINTENANCE PROCEDURES

- A. The maintenance operator shall be responsible for the following items on a routine basis:
1. Inspect sprinkler heads to assure their proper operation and to check for vandalism. Head spray patterns shall be adjusted if required to provide complete and adequate coverage of the areas to be watered.
 2. Clean sprinkler heads and trim grass around heads.
 3. Inspect the site for lawns, tree rings, and plant beds that appear over-watered or conversely, areas that are desiccated due to insufficient coverage or application rates.
 4. Report problems and issues to Property Manager
 5. Correct unsatisfactory conditions by repairing, replacing, or reinstalling damaged components or the entire item, as required when approved.
 6. All repairs and re-installation shall comply with the specifications for the original item and its installation.
 7. Monitor device for auto override that turns off water when there is sufficient moisture. Check to make sure they are working properly. Adjust accordingly.
 8. Create a Repair Incident Report that details what the reason was for the repair, what actions were taken, what parts were used, the time it took to implement the repairs, and any suggested follow-up monitoring that may be required. The repair incident report must be forwarded within five (5) business days to the Property Manager.
- B. During the course of maintenance work, the following incidental activities shall be included:
1. Clean out irrigation valve boxes as required to facilitate access to irrigation valves and equipment.
 2. Clean/clear plugged sprinkler nozzles and filter screens.
 3. Correct part circle patterns that cause spray or runoff onto paved areas or structures.
 4. Keep heads properly aligned, leveled, and rotating.
 5. Inspect/clean/clear sticking electric zone valves. Reprogram controller to meet watering as needed.
 6. Irrigation components damaged by maintenance activities shall be replaced.
 7. Create a written post-inspection report that details the date and time of the inspection, a summary of the inspection findings, additional detail on adjustments made, issues and/or problems detected and any potential items that may require additional attention in the future. The post-inspection report must be forwarded within five (5) business days to the Property Manager.
- C. During the course of maintenance work, the following precautions shall be observed, including:
1. At all times, any areas undergoing repairs or adjustments shall be kept separate from pedestrians by a barrier.
 2. Existing landscaping, paving, structures, walls, footings, etc. shall be protected from damage at all times.
 3. Any inadvertent damage to the work of another trade shall be reported at once.

4. All trenches and excavations must be marked and protected to prevent pedestrians from entering excavated areas.
 - a. Protection shall include barriers around.
 - b. If excavated area is adjacent to pedestrian traffic, plywood covers unattended excavations.

REPAIR AUTHORIZATION

Any required repair will require the contractor to submit a written estimate for the work and to receive approval before starting any repair(s). Failure to do so may result in non-payment of some or all of the costs. All repairs must include images of the non-functioning or damaged equipment as part of the incident report. Parts and labor shall be listed separately on repair invoice. All repair invoice shall be submitted separately from monthly service invoicing.

GENERAL REQUIREMENTS

The contractor shall furnish all supervision, labor, equipment, tools, parts, materials, supplies, and transportation to facilitate the general maintenance, including testing, adjustment, repair, replacement, and troubleshooting, of the existing irrigation systems as required. This includes the provision of all replacement parts and component systems required for existing irrigation system in accordance with all original equipment manufacturer specifications.

All work must be performed in compliance with all applicable laws, regulations, and codes.

The Contractor shall have General Liability and Automotive Liability Insurance, and all other insurances required by law, regulation, or ordinance, including Worker's Compensation insurance and Unemployment Insurance.

All employees shall be U.S. citizens or legal residents and authorized to work in the United States., shall be competent and qualified, and shall be personably presentable at all times.

The Contractor pays all taxes applicable to work under this proposal, including sales tax on material supplied.

The Contractor maintains all licenses and permits to comply with all license and permit requirements of the Local, State and Federal Governments, and obtains all required permits that may be required.

Invoices for services outlined in the proposal shall be submitted monthly.

Any services rendered that are in addition to, or beyond the scope of work of this proposal shall be invoiced separately.

EVALUATION & SELECTION PROCESS

Proposals will be evaluated in a fair, consistent, and objective manner based on the criteria established in this document. Selection will be based on the submitted response and the requirements identified in the RFP. The final recommendation will be subject to consideration and approval by the Board of Directors of The Meadows at WGV.

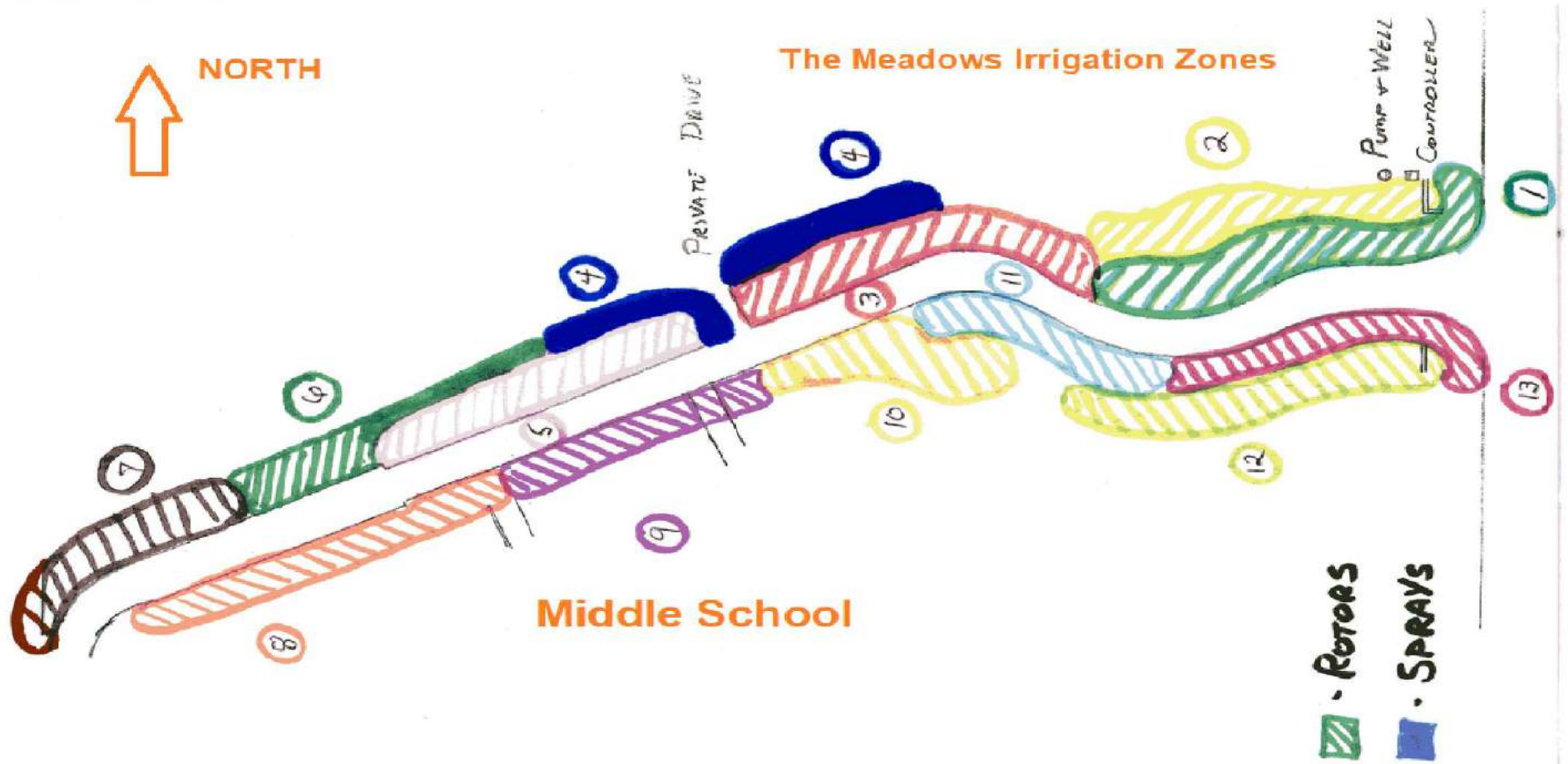
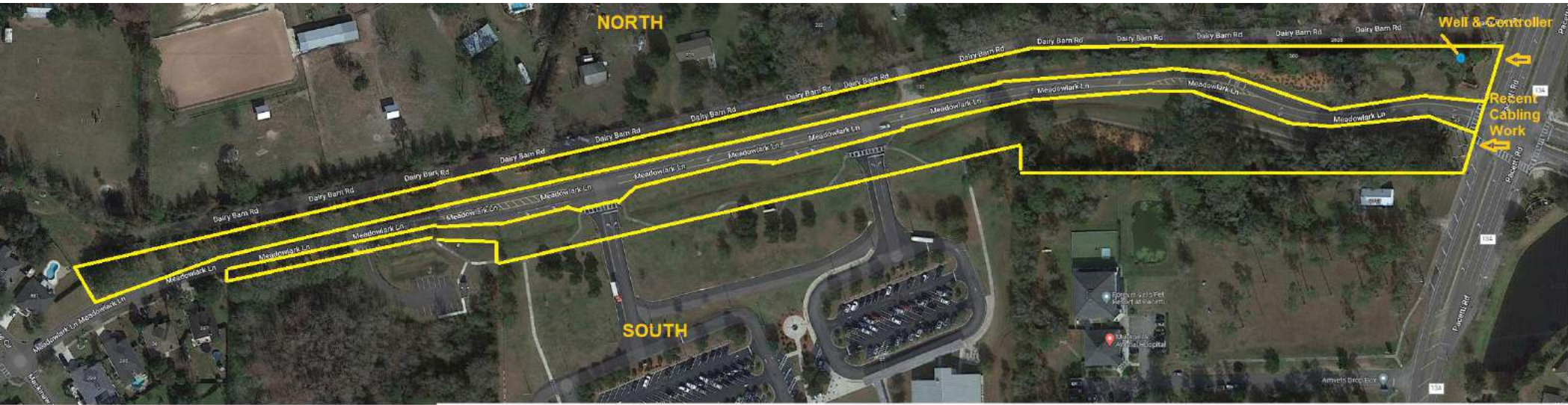
TERM OF CONTRACT

The Meadows at WGV intends to award a contract for one (1) year with the option to extend for two (2) additional one (1) year terms at the same terms and conditions, subject to price adjustments. (Extension price adjustment conditions to be specified in the response to RFP.)

The Meadows at WGV reserves the right to accept or reject any or all proposals, and to waive any formalities and technicalities, and to accept the proposal(s) most advantageous to the Association.

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The Meadows - Irrigation System Maintenance and Repair RFP - January 2023



St. Johns County :: Protect Our Water **WATERING RESTRICTIONS**

Know Your Days:

Time of Year	Odd Number or No Address	Even Number Address	Non-Residential Property
Daylight Savings Time*	Wednesday & Saturday	Thursday & Sunday	Tuesday & Friday
Eastern Standard Time	Saturday	Sunday	Tuesday

*Daylight Savings Time is the second Sunday in March until the first Sunday in November.

Know the Ways:

- Water only when needed and not between 10 a.m. and 4 p.m.
- Water for no more than one hour.
- Restrictions include private wells and pumps, ground or surface water.
- Non-landscaped irrigation such as recreation fields and golf courses can be watered anytime except 10 a.m. to 4 p.m.
- Automatic lawn irrigation systems must have auto override that turns off water when there is sufficient moisture.

Key Exceptions:

- New landscape irrigation allowed any time for the first 30 days and every other day for the next 30 days.
- Watering chemicals in is allowed within 24 hours of application.
- Irrigation systems may be operated anytime for maintenance and repair purposes, not to exceed 20 minutes per zone.

Allowed Anytime:

- Micro-spray, micro-jet, drip or bubbler irrigation.
- Irrigation using a hand-held hose with a spray nozzle.
- Discharge of water from an air-conditioning unit.
- Use of water from a reclaimed water system.
- Recycled water from most wet detention treatment ponds.

For More Information

St. Johns County

Code Enforcement

4040 Lewis Speedway

St. Augustine, FL 32084

P: (904) 209-0734

F: (904) 209-0677

E: codenf@sjcfl.us

www.sjcfl.us/ProtectOurWater



INTENT

It is the intent of this Request for Proposals (RFP) to establish a term contract for labor, materials, and equipment necessary to provide annuals installation and mulch application within the entrance common area owned by THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC. ("**The Meadows at WGV**" or "**Association**"). The tasks would include, but not be limited to, the following:

1. Addition of mulch in perennials and shrubs beds one (1) time per year.
2. Routing plantings with seasonal appropriate flowers three (3) times per year.
3. Submit written post-service reports to the property manager.

CARE OF PERENNIALS, SHRUBS, ANNUALS BEDS

SCOPE

- A. The work of this Section includes, but is not limited to, the following:
 1. Addition of 120 cubic yards of mulch one (1) time per year, during the springtime season, to perennials and shrub beds at 300 Meadowlark Lane
 2. Communication and coordination with lawn maintenance and irrigation maintenance personnel.
 3. Preparation of annual beds and planting of 4-inch, seasonally appropriate flowers three (3) times per year for a total of 1009 plants per year
 4. Preparation of written activity reports for the Property Manager.

MULCH APPLICATION AND FREQUENCY

- A. Organic Cypress Mulch or an equivalent organic mulch blend shall be applied annually to existing perennial and shrub beds and plantings at 300 Meadowlark Lane, Saint Augustine, FL.
 1. Annual application of mulch to occur during the local springtime, no later than the month of May, applying 120 cubic yards of organic mulch to the areas mulched at 300 Meadowlark Lane, Saint Augustine, FL, on January 1, 2023.
 2. Mulch materials applied shall be an Organic Cypress Mulch or equivalent organic mulch blend.
 3. Mulch shall be added to existing beds and areas to restore the mulch depth to 2 inches.
 4. Mulch application shall not cause the depth of mulch present to exceed 3 ½ inches
 6. Any areas in the beds or surrounding areas where excess mulch build-up or inappropriate accumulation of mulch-like materials has occurred shall be reported to the property manager.
 7. Areas not currently mulched as of January 1, 2023, are not included.
 8. All debris and litter generated, and any incidental mulch outside of mulched areas, which occurs during the performance of this service shall be removed from the job site with each visit.
 9. Irrigation components damaged by application activities shall be replaced at no additional cost.
 10. Any inadvertent damage shall be reported at once to the Property Manager.
 11. Prepare a post-application visit report that details the date and time of service, materials used, any issues and/or problems detected or encountered, and includes before and after service

The Meadows At Saint Johns Owners Association, Inc.
Annuals Installation and Mulch Application RFP – January 2023

photographic images from two or more of the primary areas where mulch was applied. The post-application visit report must be forwarded within five (5) business days to the Property Manager

ANNUALS INSTALLATION AND FREQUENCY

- A. Seasonally appropriate flowers shall routinely be planted at the entrance to The Meadows at the intersection of Pacetti Road and Meadowlark Lane, Saint Augustine, FL.
1. Annual flower plants shall be replaced three (3) times per year in the annual beds on the north and south sides of Meadowlark Lane.
 2. Seasonally appropriate flowers of 4-inch size shall be planted in the annual beds.
 3. The plantings shall consist of a minimum of 1009 plants total per year.
 4. The number of flowers in each of the replacement plantings shall vary consistent with the ideal plant spacing for the plant varieties chosen to maintain the appearance of a well-maintained annual bed.
 5. Preparation of the annual beds for each routine planting shall include all necessary soil amendments and nutritional requirements to meet the needs of specific plants planted.
 6. Plants shall be fertilized upon installation with a 3 month slow release fertilizer high bloom mix.
 7. All annual bed edge shall be trenched.
 8. All debris, residual and removed plants, and litter generated shall be removed from the job site with each visit.
 9. Irrigation components damaged by application activities shall be replaced at no additional cost.
 10. Any inadvertent damage shall be reported at once to the Property Manager.
 11. Prepare a post-planting visit report that details the date and time of service, materials used, any issues and/or problems detected or encountered, and includes before and after photographic images from two or more of the primary areas where plants were replaced. The post-planting visit report must be forwarded within five (5) business days to the Property Manager

GENERAL REQUIREMENTS

The contractor shall furnish all supervision, labor, equipment, tools, parts, materials, supplies, and transportation to facilitate the application of an organic mulch and the preparation of annual beds, including routine planting of seasonal-appropriate flowers.

The successful Contractor shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions, which can affect the work or the cost thereof. Accuracy of the Contractor's proposal should be based on information provided in response to written questions, site visitations and a careful review of the RFP specifications, including any addenda. After proposals have been submitted, the Contractor shall not assert that there was a misunderstanding concerning the quantity or nature of the work to be performed in an effort to alter their responsibility to successfully perform the work without additional expense to the HOA Board.

All work must be performed in compliance with all applicable laws, regulations, and codes.

The Contractor shall have General Liability and Automotive Liability Insurance, and all other insurances required by law, regulation, or ordinance, including Worker's Compensation insurance and Unemployment Insurance.

All employees shall be U.S. citizens or legal residents and authorized to work in the United States., shall be competent and qualified, and shall be personably presentable at all times.

The Contractor pays all taxes applicable to work under this proposal, including sales tax on material supplied.

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The Contractor maintains all licenses and permits to comply with all license and permit requirements of the Local, State and Federal Governments, and obtains all required permits that may be required.

Invoices for services outlined in the proposal shall be submitted monthly.

Any services rendered that are in addition to, or beyond the scope of work of this proposal shall be invoiced separately.

EVALUATION & SELECTION PROCESS

Proposals will be evaluated in a fair, consistent, and objective manner based on the criteria established in this document. Selection will be based on the submitted response and the requirements identified in the RFP. The final recommendation will be subject to consideration and approval by the Board of Directors of The Meadows at WGV.

TERM OF CONTRACT

The Meadows at WGV intends to award a contract for one (1) year with the option to extend for two (2) additional one (1) year terms at the same terms and conditions, subject to price adjustments. (Extension price adjustment conditions are to be specified in the response to the RFP.)

The Meadows at WGV reserves the right to accept or reject any or all proposals, and to waive any formalities and technicalities, and to accept the proposal(s) most advantageous to the Association.

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