



Ashborough Civic Association 2025 Landscaping Contract Bid Package

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Timeline

- June 24-July 2, 2024 - Contact prospective bidders and give web address for bid package to interested parties
- July 8, 2024 - Deadline for prospective bidders to return intent to bid letter
- July 9 and/or 11, 2024 - Appointments for **required** site visit with ACA representative. Tours will be given at **10 am** beginning at the Civic Building, 208 Ashborough Ave.
- July 31, 2024 - Final date for bid submission
- August 6, 2024 - Bid packages submitted to ACA board for selection



Ashborough Civic Association

Letter of Intent to Bid - 2025 Landscaping Contract

To: Ashborough Civic Association Board of Directors, Landscaping Point of Contact

Reference: 2025 Ashborough Landscaping contract

Please indicate choice with an "X"

_____ This is to notify you that it is our present intent to submit a proposal in response to the above referenced contract.

_____ This is to notify you that we will NOT* be submitting a bid for this contract.

** If declining to bid, please state reason(s) why below*

Please return this letter of intent to:

Contact Name: Mike Royal
Company: Ashborough Civic Association
Address: 1510 Old Trolley Road
City, State & Zip: Summerville, SC 29485
Phone Number: 864-909-2949
E-mail Address: manager@ashborough.org

Sincerely,

Signature of Representative **Date**

Printed Name of Representative **Title**

Email address **Phone Number**

Typed Name of Company

Letter of Intent to Bid Must Be Received by Monday, 8 July 2024

Ashborough Civic Association, Inc.

Maintenance Agreement

This agreement is made this _____th day of _____ between the Ashborough Civic

Association, Inc. hereafter called the ACA, and _____, address; _____
_____ for the purpose of maintenance and enhancement of the appearance of the
Ashborough Subdivision for the benefit of the residents therein. The ACA and the Contractor agree to the terms and
conditions as set forth herein as attested to by the signatures and witness on the final page of this agreement.

This Agreement shall remain in force for the period of 12 months beginning 1 January 2025 unless canceled
prior to the end date as set forth in Paragraph VI of this Agreement. This contract will automatically renew on the
anniversary date (**Dec. 31st** of each year), for the negotiated monthly fee, unless a thirty (**30**) day notice of non-
renewal is issued by either party. The community will be serviced during 51 visits per year during the contract
period. The term "visit" shall represent the day or days during one week needed to complete the scope of work as
outlined in this contract.

I. Upon receipt of specified invoices (one each week with the final invoice delivered) by the end of the month
and satisfactory inspection of the grounds by a representative of the Buildings and Grounds committee, the
ACA agrees to pay to the Contractor the following:

A: for routine maintenance: the sum of \$ _____ per year payable in 12 equal payments of
\$ _____ in exchange for the provision by the Contractor of labor, material, and services as
specified in the following paragraphs of this agreement,

**B: for the following tasks on the west side of Dorchester Road: mowing, edging, weed-eating,
blowing, at cost of \$ _____ per occurrence of service with the total year's expenditures for this
area not to exceed \$ _____. Performance of these tasks (with the exception of addressing litter)
shall not exceed every two weeks, and must be pre-approved by the ACA representative. ACA shall
be rendered harmless and not responsible for any equipment damage and/or other liability that may occur to
the Contractor, his/her employees or any other party (s) that may arise as a result of this agreement.
*When the services of mowing, edging, weed-eating, and blowing are not performed on Dorchester
Road, litter will still be addressed in this area each week as part of the community maintenance
program.**

II. It is agreed that in exchange for the sum specified in paragraph II above, the Contractor will furnish labor,
supervision, materials, supplies, equipment, and services sufficient to provide and accomplish the complete
maintenance of lawn, shrubs, plants and areas as specified in Paragraph V below at the stated frequencies
of performance. The Contractor will present to the ACA each month a final invoice with dates of
accomplishment as described in Paragraph V below. The Contractor, whose signature appears on the
contract, or his agent with the approval of the ACA, will **personally** inspect all areas before delivery of
invoice.

III. The Contractor agrees to indemnify and hold harmless ACA against liability, damage, loss, claims,
demands, and actions of any nature whatsoever, including personal injury, death, or property damage
arising out of any act or negligence of the Contractor, its agents, or associates, while engaged in the
performance of the services described in the agreement and for which the Contractor is legally held
responsible.

IV. Maintenance Program

Lawn Maintenance Program:

In this contract "mowing" shall be defined as the mowing of turf weekly or as needed through the growing and non-growing seasons, so as to maintain a well-groomed appearance. The Contractor agrees to maintain a turf height of 2 1/2" to 3", but not to mow in excess of 50% of grass height. Exception to this is the West side of Dorchester Road.

The Contractor will:

Mow, edge*, trim, and police the right-of-way along the West side of Dorchester Road which is defined as "...all property inclusive from the edge of the highway pavement to the adjacent sound barrier, fence line or property line(s)..." from the paved road leading to the Fort Dorchester State Park (including the area around the pump house), north to the south boundary of the property owned and operated by the Old Fort Baptist Church, resuming from the north boundary of the church property to a point approximately 75 yards North of Ashborough Avenue and including the bed containing the Oakbrook sign along the resident's fence. ***Edging shall be accomplished to include area underbrush at the edge of the tree line.**

- A. Frequency of mowing, edging, and weed-eating along West side of Dorchester Road TBD*, and agreed upon by Civic Association and contractor, **although litter should be addressed each week in this area.** (TBD=to be determined)
- B. Mow, edge, trim, and rake all areas and blow/sweep curbs/gutter areas at each of the three entrances into the Ashborough Subdivision, specifically: Tabby Lane, Nantucket Drive, and Ashborough Avenue, as well as the curbs of common areas to include all traffic islands and the island across from the civic building.
- C. Mow, edge, trim, and police the following areas within the Ashborough Subdivision:
 - Two playgrounds-parks and surrounding areas
 - Tennis courts and surrounding areas
 - Area around the Civic Building located at the west end of Ashborough Avenue
 - Area surrounding the swimming pool, inside and outside the fenced area, located directly behind the Civic Building. (Note: a right of way of approximately 10' north of the pool and tennis court fences must be kept clear of weeds and debris) *Includes pruning Barberries and pyracantha hedges, loriope, and crepe myrtles, mulching and weed trimming.
 - Area referred to as the athletic field, including the sand volleyball court, located to the west of the pool and Civic Building and at the end of Ashborough Avenue
 - Area at the north end of Lake Ashborough between the lake and the paved road
 - Area at south end of lake from the lake to Mayfield Street
 - Area known at Endicott cul d' sac***Edging and blowing shall be accomplished as needed at all curbs, gutter areas, storm drains, sidewalks, hedgerows, flowerbeds, ground cover areas, including underbrush at the edge of the common areas, etc. to give a clean appearance.**
- D. Maintain included ditches and fence lines free of weeds, saplings, brush, and debris. The ditches or common areas that are along Dorchester Rd. should have clean lines to tree lines, fences, or sound barriers.
- E. Ensure prior to mowing that all litter is properly policed.
- F. All common areas and Dorchester Rd. are to be policed **weekly** for litter. Trash cans located at the Mayfield end of lake (1), Ashborough Playground/Park (1) and the Mayfield Park (1) should be emptied and fresh bags provided by the contractor **each visit.**

G. Days of proven inclement weather may be construed as extending the effective maintenance- period (visit) by one day for each planned workday lost due to the inclement weather.

Shrub and Bed Maintenance Program:

H. The shrub area and beds are located as follows: the 3 entrances identified (Nantucket, Ashborough Avenue, and Tabby), the traffic circles located on Magazine Court, Green Lane, Mayfield Street (South End), Hampton Drive (near Lakeview), Endicott Cul d' Sac, Sallyport Court (off the Mayfield Street (midway) and the traffic island immediately to the front of the Civic Building. The bed area includes the area surrounding the Civic Building; those beds surrounding the pool fence line, the athletic field and the shrubs along the tennis court fence lines. There are also shrubs and beds in the Mayfield and Ashborough Park / Playground areas. All shrubs are to be inspected monthly and pruned according to species' requirements, in a manner to promote attractive growth patterns. Flower beds are to be addressed weekly to include "pinching back" of wilted growth to promote further flowering. A list of required dimensions for shrubs is included in package.

I. All vines and dead plant material and debris including the pruning clippings are to be properly policed and removed during same (visit) maintenance period.

J. A minimum of two full treatments of pre-emerge weed control, as well as a balanced fertilizer (watering well after application, not to apply fertilizer near main stem) will be administered to grass areas at entrances and each shrub bed in mid-April and September. Fertilize at **_____oz. per 10 sq. feet**, using slow- release treatment of **10-10-10** or **15-0-15**. **All treatments will be done prior to mulching.**
***Community representative will be notified one week before fertilizers have been applied.**

K. Apply insecticide to control and to prevent infestation as necessary to keep all grass areas and shrubs free of infestation, such as but not limited to mole crickets and fire ants. All areas are to be inspected weekly. **(Treatment for mole crickets shall be provided at a cost of **_\$_____** per thousand square feet of treatment. Any treatment shall require authorization from ACA before being initiated.) *Fire ants will be treated and mounds removed whenever encountered. *Community representative will be notified, when insecticides have been applied.**

L. Hand-weed and edge shrub beds to maintain beds weed-free and attractive throughout the period of this agreement. Weed control will be addressed weekly.

M. Seasonal flowers will be installed at the Nantucket entrance during the spring and the fall to include up to **__15__** flats of **_36_** or **10** flats of **18(4"** plants) (at a cost of **\$_____ per flat**) to completely fill in flower bed) for each planting. Fertilizer, soil enhancer, and mulch for flowers will also be included. **The kind and number of plants** to be placed at the entrance **shall be agreed upon by a representative of the Landscaping Committee. Because mulch and seasonal flowers are not included as part of the maintenance services, a separate invoice will be sent for them.**

N. The rose bed at the interior end of the Nantucket entrance will be maintained to include three prunings and fertilizing twice each year, as well as insect control. Deadheading spent blooms will be considered part of routine maintenance, and performed as needed.

O. Trees at all entrances, traffic islands, playgrounds, tennis courts, and pool area, will be pruned, sprayed, and debris removed weekly to prevent any interference with traffic and **to promote an attractive growth pattern**. Areas at bases of trees and around trees will be kept clear of tree “shoots”. All vines are to be removed from trees in maintained areas. Contractor shall not be immediately responsible for the trimming, pruning, or removing any dead or damaged growth at a height above twelve feet (12’) or more.

P. Tree and shrub growth extending over sound wall/fences from private yards into areas previously mentioned in paragraph H should be trimmed to allow proper growth of trees and shrubs in the common areas. Any branches preventing the usual maintenance of the area should be trimmed to remove the impediment.

Q. Ashborough Ave. Tennis Courts Area – no vines on fences, cut pampas grass and sweet grass back when appropriate, keeping courts free of any plant growth and ant mounds. Rear tennis fence line should have a clean line, straight to ground, curving outer top edge to allow sunlight to reach bottom of hedge; cut all to a uniform height, to eventually create a hedge 4’ high. Hedge should NOT extend into tennis playing area, but rather be trimmed back away from the fencing.

R. Irrigation Maintenance: Broken lines or heads to be replaced for price of \$ [redacted] /hr. of labor plus materials, **after** community representative has been notified and has agreed.

- **Routine Maintenance:** Monthly inspection of backflows and each turf-head on each station for any irregular rotations, spray patterns, or leaks. Re-adjust and/or repair as needed at no charge. Watering schedule to be adjusted as needed, and when seasonal flowers installed.
 - **Annual Maintenance:** Yearly trimming of turf from all control valve boxes for access. Turf-heads will be kept free of overgrowth by 1”x1” for proper rotation. Shrubs will be pruned away from spray heads allowing for proper spray pattern.

VI. This agreement is fully binding upon both the ACA and the Contractor until the expiration date of this agreement unless otherwise canceled in writing. Either party may cancel the agreement for non-performance by providing written notice of the intention to cancel to the other party **not less than 30** calendar days prior to the effective date of the proposed cancellation. This notification period shall be construed by both parties as a period of good faith negotiation to resolve difficulties in non-performance. Payment for services rendered must be paid in full by the cancellation date or within 15 days following delivery of the invoice, as specified in paragraph II, whichever comes later. Disagreement of payment balance due to either party will be referred for resolution to a mutually agreed upon third party and shall not be construed to be included within the mandatory 15-day payment period.

- V. Additional requirements of the ACA, such as replacement of shrubs, more frequent maintenance, or expansion of this agreement to cover additional areas, shall be considered outside the boundaries and intent of this agreement and subject to separate negotiation/agreement.

- VII. Should any area covered in this contract become inaccessible for the landscaping crew and should the landscaping contractor and the Ashborough Civic Association be in agreement on this matter, the charge to the ACA for this contract will be adjusted in accordance to the decrease in maintenance provided for as long as the area(s) remain(s) inaccessible for landscape maintenance.

For the Ashborough Civic Association:

Chairperson of Buildings and Grounds

Date

President of Ashborough Civic Association

Date

For the Contractor:

Date

(Revised 6-15-2024)

List of Shrub Height and Width Dimensions

All hedges should be trimmed to promote uniform shrub growth, eventually arriving at the heights stated below. Hedges should be trimmed slightly narrower at the top to promote bottom growth. Top outer edge of hedges should be rounded.

All Sweet Grass should be cut back to create a half globe with a max center height of 4-5” and Pampas Grass to a height of 8”.

All Crepe Myrtles should be kept free of suckers and trimmed to promote an attractive growth pattern. Those that are cut back should be cut to a height of 2-3”, with the exception of those at the Mayfield Island. See sheet on Crepe Myrtle locations for more info. All shoots at base of tree should be removed without damaging tree. ***Refer to the locations of crepe myrtles to be cut in this packet.*

Tabby Lane Entrance – Crepe myrtles should be trimmed so as to not impede traffic. Loriope should be cut back once a year, if requested.

Nantucket Dr. Entrance – Loriope should be kept in a shape that does not impede the lighting on the hardscape. Loriope should be cut back once a year, if requested.

Ashborough Ave. Entrance – Crepe myrtles should be trimmed so as to not impede traffic. Loriope should be cut back once a year, if requested.

Magazine Court Island – circle of holly (30” high) maintained no closer than 8” from the inner edge of curb. Crepe Myrtles as indicated above.

Greene Lane Island – circle of holly (30” high) maintained no closer than 8” from the inner edge of curb. Crepe Myrtles as indicated above.

Mayfield St. Island – holly (30” high) maintained no closer than 8” from the inner edge of curb. Trim back all crepe myrtle branches so that “new growth” will not block light from lamp post, about 5-6’ from the ground.

Hampton Dr. Island – Hollies should be kept in a clean globe shape, each eventually reaching 30” wide x 30” high. Crepe myrtles should be trimmed so as to not impede traffic. Sweet grass trimmed back once a year, whenever all other sweet grass is cut back. *Small crepe myrtle* here should be encouraged to reach size of other trees there.

Endicott St. cul-de-sac and area between the two street curbs and the sound barrier wall area should be maintained free of weeds. Loriope should be cut back once a year. Crepe Myrtle as indicated above.

Sallyport Court Island – Outer circle of hollies 24” high x 36” wide, interior holly to be trimmed to promote a full growth not to exceed 36” high inside the crepe myrtles’ circle. Outer hedge should be no closer than 8” from the inner edge of curb. Crepe myrtles should be trimmed so as to not impede traffic and promote attractive growth. Dead leaves, limbs, and debris will be cleaned out of the circle and from under the holly once a year in April.

Ashborough Ave. Island near Civic Building – Crepe Myrtles needs to be pruned to promote an attractive growth pattern. Wilted growth from daylilies should be removed as leaves and stem die back and turn brown.

Ashborough Ave. Playground – Keep all growth trimmed so it doesn’t encroach onto playground, come through fencing, or be in the path of a running child. Cut pampas grass back when appropriate. Hedge on the right side of the playground should be trimmed to have a clean line, straight to ground, curving outer top edge to allow sunlight to reach bottom of hedge. No vegetation should be coming through the black fence.

Civic Building/Pavilion Beds – Hollies at air conditioner (36” high or cut even with the height of the air conditioner, maintaining a 10” free space from the air unit, narrower at top than at bottom) with a clean line to ground, ligustrum should not rub on building, gardenias (48” high), bush near front walk should be kept as a globe, full from the ground (max 30” high) Lorapedilums should be kept in “clean” globes along front of building and along pavilion. Mid to end of September will be final shaping of gardenias and lorapedilums until after they bloom, except for odd shoots. All Crepe Myrtles are to be discussed before trimming. All Loriope should be cut back once a year, if requested.

Ashborough Ave. Tennis Courts area – no vines on fences, cut back sweet grass and pampas grass once per year when appropriate, keep courts free of any plant growth and ant mounds. Rear tennis fence line should have a clean line, straight to ground, curving outer top edge to allow sunlight to reach bottom of hedge; cut all to a uniform height, to eventually create a hedge 4’ high. *Hedge should NOT extend into tennis playing area, but rather be trimmed back away from the fencing.*

Pool beds – keep all shrubs as appropriate to normal growth pattern. All Loriope should be cut back once a year.

Pool fence line (inside/outside) - Give shrubs a clean line, straight to ground, curving outer top edge to allow sunlight to reach bottom of hedge; cut all to a uniform height, to eventually create a hedge just above the top of the fence line with a depth of 18”. Inside fence line Barberry and Pyrocanthea hedges can be trimmed to a depth to match /hide the upright supports of the fencing. All Loriope should be trimmed before spring mulching to allow new growth to have a clean appearance.

Athletic Field – Grass should be trimmed away from the fence line to give a clean appearance. Walkway leading to between the homes should be edged up to the fence line. Our part of all easements is to be maintained. Shrubs along curb should be kept in shape of “clean” globes. ***This may not need to be performed because small strip of land is privately owned.

Volleyball Court area- Sand area should be kept free of weeds and edged to give it a clean appearance.

Ashborough Ave. End of Lake – keep all trees and area free of vines and Spanish moss. Any trees along the lake should be trimmed to continue an open view of the lake up to 12’. Any dying growth on trees should be removed. Saplings of trees, all vines and weeds coming from the irises should be removed. Azaleas need not be trimmed, unless requested.

Mayfield St. End of Lake – mow, edge and trim area. All shrubs and trees are to be kept free of vines and Spanish moss. (Near the drain leading to the lake) Dispose of any debris that residents remove from the overflow drain. Any trees along the lake should be trimmed to continue an open view of the lake and prevent encroachment onto grass area. Any dead growth on trees should be removed. Saplings of trees, all vines and weeds coming from the irises should be removed.

Mayfield Playground/Park – The road leading to this park beginning at Mayfield St. should be blown down and into the easement past the areas belonging to the residents. Road should be kept free of low-hanging branches up to 12’ that could impede traffic to the park. All trees should be trimmed to encourage an attractive growth pattern. All sweet grass should be cut back once per year as noted.

Oakbrook Sign at north end of Dorchester Road—Shrubs should be kept in round globes and at a height that does not hide the wording on the sign.

Revised 6-14-2024

Location of Crepe Myrtles in Ashborough

Locations noted as “NO Cut” should not be trimmed unless specific permission is given by Ashborough representative.

If you have any questions, please email Mike Royal at manager@ashborough.org

Dorchester Rd. north of Nantucket	n/a_____
Dorchester Rd. south of Nantucket	n/a_____
Tabby Lane entrance	NO Cut_____
Nantucket Dr. Entrance	n/a_____
Endicott St.	NO Cut_____
Ashborough Ave. Entrance	NO Cut_____
Magazine Court Island	NO Cut_____
Greene Lane Island	NO Cut_____
Mayfield St. Island	Cut back to 5-6 feet around lamp post
Hampton Dr. Island	NO Cut_____
Sallyport Court Island	NO Cut_____
Ashborough Ave. Island(civic bldg.)	NO Cut_____
Civic Building Beds	Cut the two at pavilion entrance down to 2-3 inches, NO Cut the rest
Ashborough Playground	Cut one near curb and flower garden down to 2- 3 inches, NO Cut the rest at playground
Ashborough Ave. Tennis Courts area	n/a_____
Pool bed (inside)	NO Cut_____
Pool fence line (outside)	NO Cut_____
Athletic Field to include shrubs	n/a_____
Ash. Ave. End of Lake	n/a_____
Mayfield St. End of Lake (both sides of street)	n/a_____
Mayfield Playground/Park	NO Cut_____
Pump-house area south of Tabby	n/a_____
Oakbrook Sign bed north of Ash. Ave.	n/a_____

Should you have any questions about anything in the area, please don't hesitate to ask the Landscaping POC.

Revised 6-14-2024

Worksheet for bid to cover 1 year of maintenance

Please provide a subtotal maintenance cost for each area (A, B, C, & D) and then a total below

AREA A

Tabby Lane entrance \$ _____
Nantucket Dr. Entrance \$ _____
Ashborough Ave. Entrance \$ _____

Sub-total *maintenance* cost \$ _____

AREA B

Magazine Court Island \$ _____
Greene Lane Island \$ _____
Mayfield St. Island \$ _____
Hampton Dr. Island \$ _____
Sallyport Court Island \$ _____
Endicott Cul d' sac \$ _____
Ashborough Ave. Island (by Civic Bldg.) \$ _____
Civic Building/Pavilion Beds \$ _____
Ashborough Playground \$ _____
Ashborough Ave. Tennis Courts bed area \$ _____
Tennis Courts \$ _____
Pool beds (interior) \$ _____
Pool fence line (inside & outside) \$ _____
Ashborough Ave end of Lake \$ _____
Mayfield St. End of the Lake \$ _____
Mayfield Playground/Park \$ _____

Sub-total *maintenance* cost \$ _____

AREA C

Athletic Field \$ _____

Sub-total *maintenance* cost _____

AREA D

West side of Dorchester Road \$ _____
Oakbrook Sign area \$ _____

Sub-total *maintenance* cost _____

For areas A, B, C, and D: Total Cost of maintenance \$ _____

BUSINESS REFERENCE FORM

Bidder: _____

Contact Name/Title: _____

The bidder must provide three (3) business references. Providing references that are similar in nature to the scope of work required by the Ashborough Civic Association is preferred.

Reference name: _____ Contact: _____

Address: _____ Phone: # () _____

Fax/Internet address: _____

Description and date(s) of services provided: _____

Reference name: _____ Contact: _____

Address: _____ Phone: # () _____

Fax/Internet address: _____

Description and date(s) of services provided: _____

Reference name: _____ Contact: _____

Address: _____ Phone: # () _____

Fax/Internet address: _____

Description and date(s) of services provided: _____

References will be contacted to confirm the bidder's abilities and qualifications as stated in the bidder's response. Submission of this completed form is required for bid consideration. Upon acceptance of the bid, the company agrees to provide:

- Proof of Insurance
- Proof Workman's Compensation Coverage
- Business License