

## BID NOTICE

Orangewood Park / Victory Park Apartments RFP # 2018 - 06

### **Landscape Maintenance**

Nelson & Associates, Inc. is soliciting bids from qualified companies to furnish labor, materials, equipment and service required to perform Landscaping Maintenance Services for Orangewood Park and Victory Park Apartments owned by the Indian River County Housing Authority.

Minority, Women and Section 3 owned businesses are encouraged to participate.

Bid packets are available at the Victory Park Apartments Office and on the web-sites indicated below. Contractors are responsible for checking the websites for any comments or addendums.

**No bids will be accepted after 2:30 pm, (EST) on October 19, 2018**

Bidders may obtain a copy of the bid packet at the websites below under the Bid/Jobs Tab or by contacting the Office:

<http://www.nelsonasc.com/victorypark/home.asp>

<http://www.nelsonasc.com/orangewoodpark/home.asp>

<http://www.indianrivercountyha.com/indianriver/home.asp>

All proposals and all inquiries are directed to:

### **Cassandra Green, COS**

Victory Park Apartments and  
Orangewood Park Apartments  
3980 King Place

Vero Beach, FL 32967

Direct: 772-567-6182

Fax: 772-567-6129

[cassandra.green@nelsonasc.com](mailto:cassandra.green@nelsonasc.com)

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## **Victory Park / Orangewood Park Landscaping Specifications**

Landscaper must mow the grassed areas of the property to a height of 2.5-3" as conditions dictate using a rotary mower with sharpened blades at all times.

The lawn must be cut twice per month or as needed according to calendar dates and scheduling. (additional cuts may be needed during the rainy months May-July).

All areas must be edged with a mechanical edger to include: plant beds, tree rings, shrubs, signs, hydrants, walkways, drives and foundations of building at each lawn maintenance service. Both Sides must be maintained fence lines included. **Curbs, sidewalks, etc., are to be cleaned with mechanical blowers and/or brooms to maintain a neat appearance. Heavy accumulations of sand, leaves, gravel, etc., are to be removed.**

### **Retention Pond**

Landscaper will be responsible for bi annual retention pond cleaning on properties. ( 2 at Victory and 1 at Orangewood)

### **Fertilization:**

Fertilization two times per year. Weed killer applied as necessary.

### **Shrubs**

Contractor must trim all hedges, shrubs and bushes located on the property once per month or as needed to assure good curb appeal. All vegetation must be trimmed back from the buildings and vines must be removed. All shrubs must be pruned to a distance of 12" from all buildings.

Removal of all weeds from all shrubs on property must be performed one time per calendar month or as needed and by hand when needed.

Removal of shrub that has 40% or more dead material with no chance of reestablishing itself must be replaced with approval from property management (at an additional charge)

### **Trees**

Edge the tree rings at each lawn maintenance service.

Prune trees and always keep limbed up to a height of 7'.

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**Palms**

All palms must have weeds removed as needed, beds must remain weed free. Dead Palm fronds and seeds must be removed when necessary.

**Clean Up**

Contractor must blow off / remove debris from all parking lots, curbing/ sidewalks, porches and must haul away all debris.

**DURATION OF AGREEMENT:** The term of the agreement shall be for a period of three (3) years with an option to renew for an additional two (2), one (1) year periods at the discretion of the Owner.

# Victory Park Apartments

## Labor Estimates:

Detail your labor estimates, based on the specified number of occurrences per year, for the following services (these estimates are required for the Owner to properly evaluate the Contractors Bid Proposal)

Work Description (item, unit measure)	Estimated Labor Per Occurrence	Occurrences Per Year	Total Annual Service Fee
1. Mowing & Trimming of all turf areas, including cleanup after maintenance of all sidewalks, drives, etc.			
2. Edging of all sidewalks, driveways and curbs			
3. Flower beds, chemical & manual weeding			
4. Fertilizing flower beds			
5. Retention Pond cleaning (2)			
6. Removal of leaves from Parking Lots			
7. Applications of fertilizer			
8. Shrub shaping			

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# Orangewood Park Apartments


## Labor Estimates:

Detail your labor estimates, based on the specified number of occurrences per year, for the following services (these estimates are required for the Owner to properly evaluate the Contractors Bid Proposal)

Work Description (item, unit measure)	Estimated Labor Per Occurrence	Occurrences Per Year	Total Annual Service Fee
1. Mowing & Trimming of all turf areas, including cleanup after maintenance of all sidewalks, drives, etc.			
2. Edging of all sidewalks, driveways and curbs			
3. Flower beds, chemical & manual weeding			
4. Fertilizing flower beds			
5. Retention Pond cleaning (1)			
6. Removal of leaves from Parking Lots			
7. Applications of fertilizer			
8. Shrub shaping			

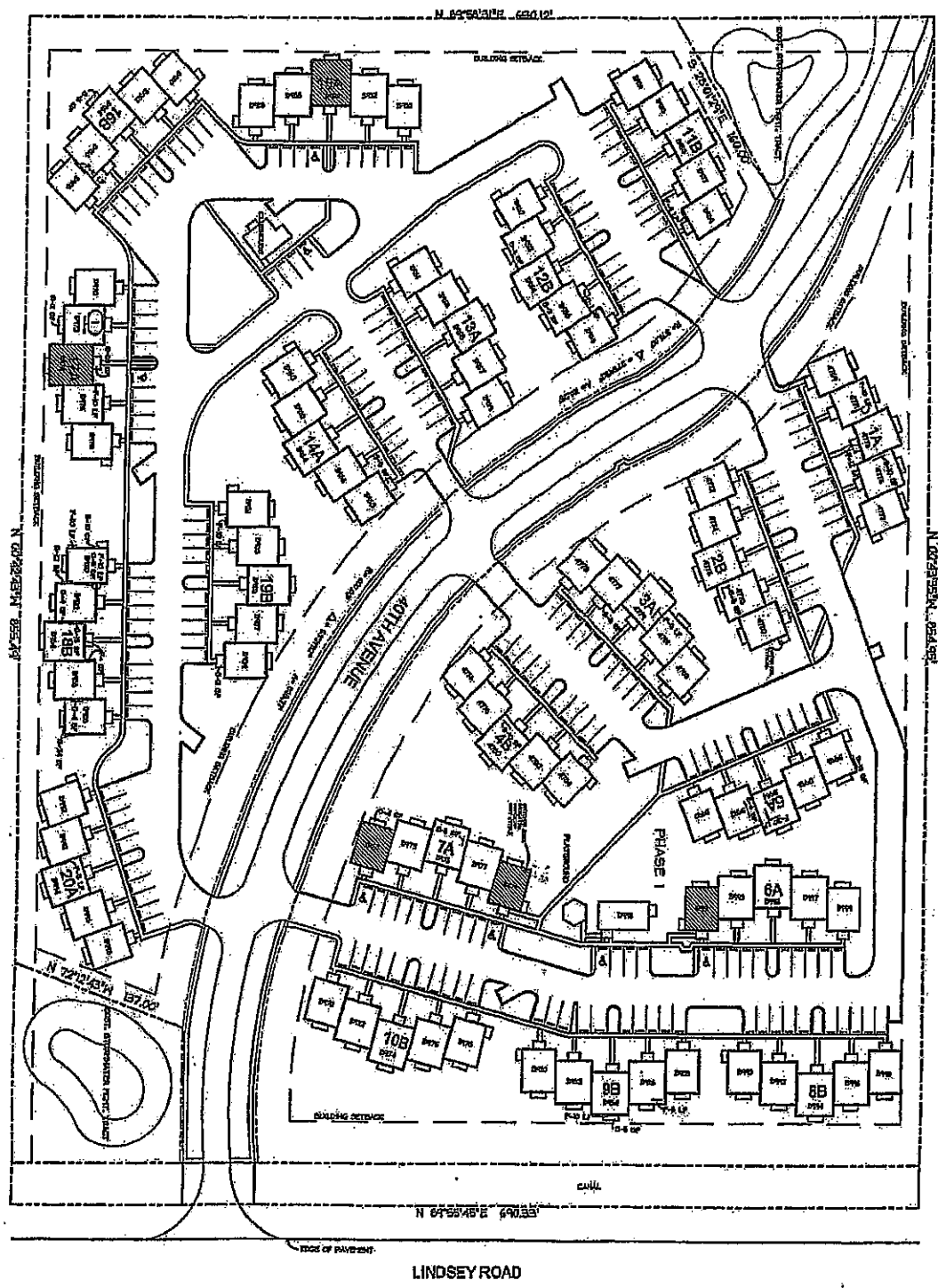
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# Victory Park Apartments


 N FASCIA / SOFFIT / ROOF METAL REPAIR PLAN  
 PLANT NORTH

VP

FASCIA AND SOFFIT NOTATION  
 F-B LF = FASCIA & SOFFIT FEET  
 S-B SF = SOFFIT SQUARE FEET





**Golden Acres Development**  
**Set-Up Information**



Thank you for your interest in becoming a vendor for our community. In order for us to proceed with services, you will need to be certified through Compliance Depot. Compliance Depot is a 3<sup>rd</sup> party provider responsible for administering **Golden Acres Development** Vendor Compliance Program.

Compliance Depot will gather insurance documents, a W-9, vendor agreement, and any other applicable information **Golden Acres Development** needs in order to designate you as an approved vendor on our company vendor list. You may obtain a sample insurance certificate that you may share with your insurance provider, a blank W-9, and our vendor agreement directly from ComplianceDepot.

You can contact Compliance Depot at (888) 493-6938. You can also visit their website at [www.compliancedepot.com](http://www.compliancedepot.com). Please be advised that there is an annual fee associated with the enrollment process. They have customer representatives available Monday through Friday from 7:30am to 6:30pm Central time to assist you or your insurance agent with any questions.

All documents may be submitted to Compliance Depot via e-mail at [documents@compliancedepot.com](mailto:documents@compliancedepot.com) or via fax at (877) 665-8910. Please include a cover sheet with the name of your company and reference that the documents are for **Golden Acres Development** compliance.

We look forward to working with you in the future!

**Golden Acres Development**  
**Risk Management Department**





Dear Vendor,

We Need Your Support, Nelson and Associates, Inc has partnered with Compliance Depot, a RealPage Vendor Credentialing Service. Compliance Depot specializes in managing vendor credentialing requirements, reviewing documents such as insurance certificates, licenses and W9's. The entire Nelson and Associates, Inc portfolio will be rolled out over the next couple of months into the Vendor Credentialing platform and we are hoping you can help us reach even greater levels of compliance. You will be receiving a notification from Compliance Depot advising when to start your enrollment process.

We appreciate your partnership and look forward to our continued relationship. We are confident that you will see the many advantages of this solution.

**Benefits of Vendor Credentialing**

- ❖ Additional marketing exposure in vendor network, viewed by all CD clients.
- ❖ Centralized point-of-contact to submit your documents for approval.
- ❖ 24/7 Checkpoint – Status and Document Storage
- ❖ Assistance with staying on track with your insurance and licensing all year.
- ❖ Regional and national programs are available to provide annual savings for vendor companies that serve multiple Compliance Depot clients.
- ❖ “Level playing field” for all vendors within your same industry

Nelson and Associates, Inc  
Risk Management Department