

Landscape Maintenance Bid Matrix & Evaluation Memorandum — Template

TOP LAWN AND OUTDOORS — MANAGER RESOURCE

Bid Matrix & Evaluation Memorandum

A comparison matrix and board-memo template for evaluating landscape maintenance proposals. The method: compare bidders on TOTAL cost of ownership — base contract plus contingency plus uncontracted rates — not base price alone, and score five non-price categories so the board sees the whole picture. Fill in one column per bidder.

Part 1 — Company profile comparison

	Bidder A	Bidder B	Bidder C
Year founded			
Permanent employees			
Prior-year revenue			
Arborists on staff			
Landscape architects on staff			
Licenses verified (irrigation / applicator)			
Met RFP criteria & timeline (Y/N)			
Minimum insurance met (Y/N)			

Part 2 — Contract value comparison

	Bidder A	Bidder B	Bidder C
Base maintenance (annual)			
Irrigation package (annual)			
Contract subtotal			

	Bidder A	Bidder B	Bidder C
Contingency (20% of subtotal)			
Est. uncontracted work (mulch, colors, tree — from unit prices below × your property's typical annual quantities)			
TOTAL ESTIMATED ANNUAL COST			

Uncontracted rate comparison (drives the real total)

	Bidder A	Bidder B	Bidder C
Landscape labor, per man-hour			
Irrigation labor, per man-hour			
Emergency/storm labor, per man-hour			
Mulch installed, per cubic yard			
Seasonal color, per rotation			
Tree work, per man-hour			

Approved budget for comparison: \$[] (landscape maintenance) + \$[] (enhancements) + [] (*irrigation repairs*) = ** [] total**

Part 3 — Weighted scoring

Score each category **-100** (omitted or failed the requirement), **0** (does not qualify for reasons beyond bidder's control), or **+100** (verifiable competence demonstrated).

Category	What it measures	Bidder A	Bidder B	Bidder C
Met RFP criteria	Timeline compliance and complete submittal			

Category	What it measures	Bidder A	Bidder B	Bidder C
Similar clients	Local experience at comparable type/scale			
Human capital	Workforce capacity for this contract			
Scope bidding	Accuracy and transparency of pricing; no omitted lines			
Reputation	Industry standing, memberships, comparable-community track record			

TOTAL

Red flags checklist (any one warrants a written explanation before award): no specific scope in the proposal · no references · price far below the field · no license/insurance proof attached · no loss-prevention/QA plan · no seasonal enhancement program · no dedicated point of contact named.

Part 4 — Evaluation memorandum to the board (template)

TO: Board of Directors, [COMMUNITY NAME] Association **FROM:** [MANAGER NAME], [MANAGEMENT COMPANY] **DATE:** [DATE] **RE:** Landscape maintenance bid evaluation and recommendation

Background. The Association released an RFP on [DATE] for landscape maintenance beginning [DATE]. [N] firms attended the bidders' conference; [N] submitted complete proposals by the deadline.

Method. Proposals were compared on total estimated annual cost — base contract plus a 20% contingency plus uncontracted work priced at each bidder's stated rates against our property's typical annual quantities — and scored across five categories (matrix attached). This guards the budget against the most common failure in landscape contracting: a low base bid recovered through high hourly and per-occurrence charges.

Findings. [Summarize: totals per bidder; scoring outcomes; any red flags and the bidder's response; reference-check results.]

Recommendation. [Bidder], at a total estimated annual cost of \$[____] against an approved budget of \$[____], based on [price position / scoring / references]. The contract term is [one year] with renewal at the Board's option based on performance.

Requested action. Motion to award the landscape maintenance contract to [Bidder] for the period [DATES] at \$[____] annually, billed monthly at one-twelfth, and to authorize the manager to execute the contract subject to counsel review.

*Provided by TOP Lawn and Outdoors, LLC — **toplawnoutdoors.org**. General template; adapt quantities and thresholds to your property.*