

Landscape Maintenance Request for Proposal — Template

TOP LAWN AND OUTDOORS — MANAGER RESOURCE

Landscape Maintenance Request for Proposal (RFP)

A fill-in RFP template for community associations and commercial properties. Pair with the companion Statement of Work and Bid Matrix. Replace bracketed items; scale the process to your property — a 60-acre master-planned community warrants the full process; a small condominium can shorten it.

[COMMUNITY NAME] ASSOCIATION REQUEST FOR PROPOSAL — Landscape Maintenance & Betterment Program Performance period: [January 1, 20__ – December 31, 20__]

1. Submission

Sealed proposals shall be received until **[DATE], 5:00 p.m. local time**, via [EMAIL / PORTAL]. Proposals are for landscape maintenance and betterment of all Association property — turf, beds, plant material, groundcover, trees to [8 ft], and irrigation — per the attached Statement of Work.

Point of contact: [MANAGER NAME], [MANAGEMENT COMPANY] · [EMAIL]. All questions in writing; phone calls will not be taken during the bid period.

2. Milestone schedule

Milestone	Date
RFP release	[DATE]
Bidders' conference & property tour (attendee names due [DATE])	[DATE, TIME]
Bidders' written questions deadline	[DATE]
Responses to all questions issued	[DATE]
Proposals due	[DATE], 5:00 PM
Evaluation & follow-up Q&A	[DATES]
Intent to award	[DATE]
Contract start	[DATE]

Tip: release in September and award by early November for a January 1 start — boards adopt budgets in the fall, and quality bidders need 3–4 weeks.

3. Evaluation

The Association reserves the right to accept or reject any proposal in whole or part, waive informalities, obtain new proposals, or postpone the start date. Award may be made on initial offers, so each proposal should contain the bidder's best price. Selection will be based on the most responsive proposal from a technically acceptable bidder, considering:

- **Company experience:** minimum [five] years in operation; workforce adequate to service the contract; applicable licenses and insurance.
- **Past performance:** at least [three] completed projects of similar scope in the last five years. Bidders without applicable history must explain the absence and provide a quality-assurance plan.
- **Price:** reviewed for completeness against the full scope, inclusive of all taxes and fees. Proposals shall remain valid for [60] days.

4. Required proposal contents

Proposals will not be evaluated unless complete:

1. **Company Information Form** — year founded, years in landscape maintenance, prior-year maintenance volume, permanent employees, licenses (irrigation, applicator), certifications, arborists and landscape architects on staff.
2. **Certificate of Insurance** evidencing: general liability [\$500,000 per person / \$1,000,000 per event minimum]; auto liability (owned and non-owned) [\$500,000/\$1,000,000]; workers' compensation per state statute. The Association [and management company] shall be named additional insured upon award.
3. **Past Performance Forms** — three references with project name and address, contact name/phone/email, monthly contract amount, years served, and description of work.
4. **Bid Sheet** — complete every line of the Bid Matrix (Section 5). *An incomplete bid sheet is grounds for rejection.*
5. **Management Approach** (10 pages maximum): organizational structure with the named account manager and on-site supervisor; staffing plan with per-facility estimates and hiring/training/corrective practices; quality-assurance methods; communication and reporting approach, including complaint handling.
6. **Signed Bid Authorization Form** (Section 6).

5. Bid sheet

Monthly fee inclusive of all applicable taxes, itemized as follows:

Line	Monthly	Annual
Base maintenance — turf (mow/edge/trim), shrub & bed maintenance, IPM (weeds & pests), IDM (disease), turf fertilization, tree pruning to 8 ft,		

Line	Monthly	Annual
	spring/fall cutback & cleanup, fire ant treatment, litter policing	
	Irrigation package — monthly audits, meter log, oversight	

Priced separately (billed per occurrence, not in the monthly invoice):

Line	Unit price
	Labor — uncontracted landscaping services, per man-hour
	Labor — uncontracted irrigation services, per man-hour
	Labor — emergency/storm response, per man-hour
	Mulch / ground covering, installed, per cubic yard
	Annual color rotation, per occurrence (state flat count and size)
	Tree work above 8 ft, per man-hour or per proposal

Only base maintenance and the irrigation package are billed monthly. All other items are billed upon completion per approved proposals.

6. Bid authorization

By signing, the bidder certifies: that it has examined the RFP and specifications and prepared its bid carefully; that no collusion or action in restraint of free competitive bidding occurred; and that all work will be performed at the bidder's proper cost with all necessary materials, labor, tools, and equipment per the specifications.

Project: _____ · Contractor: _____

Authorized signature: _____ · Name & title: _____ · Date: _____

Provided by TOP Lawn and Outdoors, LLC — toplawnoutdoors.org. Bid requests answered within 24 hours. General template; adapt to your property and governing documents.