Thank you for the opportunity to submit the following landscape management proposal. Twin Oaks Landscaping Inc. proposes to furnish labor, materials and equipment necessary to perform landscape management services per the following specifications and rates at:

**1815 Ridge**

**Ground Level, 2nd Floor and Green Roof**

**Terms of Contract**
This contract will be for a period of 7 months from July 1, 2021 through June 30, 2022.

**Scope of Work**
Utilizing the best methods, materials and equipment, these specifications provide for regular weekly maintenance of all exterior landscaped areas, (excluding paved areas, lighting, irrigation, bodies of water), unless otherwise specified. Unforeseen problems which may arise from vandalism, storm damage, insects and disease will be addressed by Twin Oaks Landscaping, Inc. upon written authorization of the customer and charged on a time and material basis.

Please note that all of Twin Oaks standard maintenance practices have been included for your reference. Should additional occurrences be required either by request or due to weather they will be billed at the rates listed herein.

**Ground Level Landscape, 2nd Floor and Green Roof**

**GROUND FLOOR - Turf Management**
* Mowing* shall be done in a neat and orderly manner. Turf shall be cut to a height of 2 1/2 to 3 inches as conditions dictate. Mowing equipment and patterns shall be employed to permit recycling of clippings where possible to present a neat appearance. Excess clippings shall be removed as needed. All mower blades shall be kept sharp to prevent tearing of grass blades. No more than 1/3 of the grass blade shall be removed at any one mowing operation. Mowing operation includes line trimming and cleaning of grass clipping from all walks and drives. Policing of the grounds will be done weekly, including removal of all small debris and trash.

**Occurrences** 28

**Mechanical Edging** of turf shall along curbs, walks and concrete drives shall be done to present a clean line of definition.
Turf Fertilizer shall be applied 4 Times providing a total minimum of 3 pounds of nitrogen per 1,000 square feet per season, with the rate of application and formula adjusted to meet horticultural conditions.

A pre-emergent herbicide agent shall be applied in the spring to all turf areas to prevent crab grass seeds from sprouting. If needed post emergent crabgrass control will be applied to control any crabgrass that is present in turf to maintain a weed free lawn.

A broadleaf herbicide shall be applied to all turf areas in the spring and early summer. A third application shall be made no later than September.

Spring cleanup shall commence as soon as weather conditions permit.
A spring clean up will be performed to remove leaves, branches and debris from over wintering.
All debris will be removed offsite.

Leaf Removal/Fall cleanup of turf shall occur when conditions exist.
A fall clean up will be performed to cut down perennials, remove leaves, branches and debris from turf and beds
All debris will be removed offsite.

Tree and Shrub Bed Management
Spring/Summer/Fall Pruning of all deciduous and evergreen shrubs to control current season’s growth.
All shade and evergreen trees less than 8” caliper and below fifteen feet shall be spot pruned to remove dead and or damaged branches. The natural form of the plant will be encouraged and pruning will be performed as intended by the landscape architect.
Pruning requirements may vary based on species and as a result certain species may not be pruned at every occurrence.

Cultivating and Bed Edging of all beds shall be done to create a clean look, develop a better growing medium and discourage weed growth. The beds will be edged during each cultivation to prevent encroachment of turf and to create a neat appearance.

GREEN ROOF MAINTENANCE

Fertilization
A complete Fertilization program will consist of the following applications to ensure a strong, weed free and healthy green roof.

Fertilizer shall be applied 1 Times providing a total minimum of 1 pounds of nitrogen per 1,000 square feet per season, with the rate of application and formula adjusted to meet horticultural conditions of the green roof.

Weed control will be applied 3 times to control broadleaf weeds.
Spring cleanup shall commence as soon as weather conditions permit. A spring clean up will be performed to remove leaves, branches and debris from over wintering. Cut back ornamental grasses to remove old growth. All debris will be removed offsite.

**Occurrences** 1

**Fall cleanup**
A fall clean up will be performed to cut down perennials, remove leaves, branches and debris from beds and roof. All debris will be removed offsite.

**Occurrences** 1

**Perennial Care** will consist of weekly and seasonal task to horticulturally maintain seasonal blooming flowers. Deadheading of spent flowers, pruning back dead foliage, fertilization and cutting back in fall.

**Occurrences** 26

**Tree and Shrub Bed Management**

**Spring/Summer/Fall Pruning** of all deciduous and evergreen shrubs to control current season’s growth. All shade and evergreen trees less than 8” caliper and below fifteen feet shall be spot pruned to remove dead and or damaged branches. The natural form of the plant will be encouraged and pruning will be performed as intended by the landscape architect. Pruning requirements may vary based on species and as a result certain species may not be pruned at every occurrence.

**Occurrences** 3

**Landscape beds** shall be maintained to create a clean look, develop a better growing medium and discourage weed growth. The beds will be cultivation to prevent encroachment of turf and to create a neat appearance if appliciable.

**Occurrences** 26

**Weeding and Post emergent** of all tree rings and shrub beds will occur on an as needed basis as determined by the on site supervisor.

**Occurrences** 26

**Tree and Shrub Bed Fertilization and Pre-emergent**
A pre-emergent herbicide shall be applied to all beds in the early spring. A granular fertilizer (14-14-14) shall be applied to all beds in the early spring. PHC treatments including but not limited to insecticides, deep root feeding are outside this scope, and may be suggested to care for tress in this unique urban enviroment.

**Occurrences** 1

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<tr>
<th><strong>Rooftop Green Roof Maintenance</strong></th>
<th>Service Month</th>
<th>April</th>
<th>May</th>
<th>June</th>
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**Tie off Required for Maintenance**
Time and Material Rates for Landscape Maintenance

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<th>Role</th>
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<td>Landscape Designer</td>
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<td>Laborer</td>
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Payment Schedule 2021 - 2022

All labor, equipment and material needed for performing the aforementioned work shall be provided for the sum of $14,669.00. Billing will be done in 7 equal installments of $2,095.57 beginning April 1st and monthly thereafter.

Authorized Signature

A service charge 11/2% per month will be added to all balances not paid within 30 days of invoice. This represents an annual rate of 18%. In addition to all service charges, there shall also be paid all costs of collection, including attorneys’ fees and court costs.

Contract prices are subject to change after fifteen (15) days from date on this contract.

Miscellaneous

Work not included in this proposal shall be done as an additional service proposed by Twin Oaks Landscape Inc.

Uniformed and trained personnel shall perform all work.

Certificate of Insurance will be provided upon request.

ACTS BEYOND OUR CONTROL. Twin Oaks Landscaping Inc. shall not be responsible for any default, delay or damage to person or property caused by any contingency beyond our control, including, without limitation, actions of any governmental authority, war, strikes, failure of equipment, diseases of no known cure, insects and fungus (unless expressly included in the contract), vandalism, acts of nature of the actions of any person or entity beyond our control. Inspection for and treatment of problems caused by insects and fungus are available by specific agreement with Twin Oaks and will be charged on a time and material basis unless expressly included in the contract. Twin Oaks is (unless expressly included in the contract) will not responsible for salt damage or other damage due to snow plow operations.

LANDSCAPE AND ARCHITECTURAL PLANS. All landscape and architectural plans or renderings used on the project remain the property of Twin Oaks Landscaping Inc. and may not be duplicated or used without our prior written consent.

AUTHORITY. You represent and warrant to us that you are the owner of the property which is the subject of this contract or are the duly authorized representative of the owner and that, in either case, you have full power and authority to enter into this contract and this contract will not violate any agreement, decree or other restriction binding on you or the owner.

INDEMNIFICATION. You agree to indemnify, defend and hold us harmless from any losses, liabilities, damages and costs (including attorneys’ fees and court costs) suffered or sustained by us as a result of your breach of the contract or your actions of your invitees, employees and agents.

Purchaser(s) acknowledges receipt of a fully completed copy of this contract executed by both Buyer and Seller.

Purchaser: 1815 Ridge  
By: ________________________________  
Date: ________________________________  
Phone: ________________________________

Seller: Twin Oaks Landscaping Inc.  
By: ________________________________  
Date: 03/24/20  
John Kolkman, Director of Maintenance
Receipt of signed Twin Oaks Landscaping Inc. contract is necessary before scheduling & commencement of work.

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