

# Request for Proposal

**Annual Landscape Maintenance Program  
Village of Oswego Police Department  
3525 Route 34  
Oswego, IL 60543**

**Attn: Captain Nicholas H. Sikora  
Phone: 630-551-7300  
FAX: 630-554-9379**

**BIDS DUE BY 8:00 a.m. March 12, 2010**

## **CONTRACT SPECIFICATIONS:**

### **Spring Clean Up**

All lawn areas and planting beds will have all leaves, paper, and all other debris cleaned up, hauled away, and disposed of by contractor. All clean up work will be completed by May 15<sup>th</sup> of each year.

**Bid separately as option:** All mulch beds will have existing (beds will not be enlarged) edges spaded and a 2-3" fresh layer of premium hardwood mulch applied at each Spring Clean Up time.

### **Lawn Cutting Service**

Mow all lawn areas, string trim all foundations, trees, fences, and any other obstacles. Any debris will be picked up and disposed of by contractor on a weekly basis from April 1<sup>st</sup> to November 30<sup>th</sup> of each year as needed. All sidewalks and driveway edges will be edged bi-weekly. All grass clippings will be removed from driveways and sidewalks after every lawn cutting (either by blowing or sweeping). All grass cutting will be performed with mulching style lawn cutting equipment and will not have more than 1/3 of its total height cut at any time. Grass height will be maintained at a height of 2-3" at any time.

### **Fertilization and Weed Control**

Four (4) applications of fertilizer/weed control will be applied at the best suitable time per contractor fertilizer specifications. At least one annual grub prevention application will be applied at the best suitable time. All planting beds will have weeds pulled on a weekly basis at the same time as mowing is completed, problem areas will be treated with weed killer as needed throughout the season.

### **Tree and Shrub Care**

All small and ornamental trees up to 12' and all shrubs shall be trimmed up to three (3) times per season as needed to maintain their natural size, shape, and scale of growth. All clippings will be cleaned up and removed by contractor after each trimming.

### **Fall Clean Up**

Fall seasonal clean up shall be done as needed throughout the period of time when the leaves are dropping off trees. A final fall clean up will be completed at the end of the season which will include the clean up of all annuals and perennials in the planting beds.

### **Service Pledge**

All work will be completed in a professional manner for the duration of the contract.

### **Payment Schedule**

Contract months will include April 1<sup>st</sup> through November 30<sup>th</sup> of each year. Contract will be billed in eight (8) equal monthly invoices.

### **Contract Length**

Contract should be offered in a one (1) year and three (3) year option agreement choice.