



## LANDSCAPE MANAGEMENT SPECIFICATIONS

### **BILL TO:**

Village of Palos Park  
Attn: Public Works  
8999 W 123rd St  
Palos Park, IL 60464

### **SERVICE ADDRESS**

Pumping Station  
Southwest Hwy & 121st St.  
Orland Park, IL

### **Account Manager: Nick Hubbard**

### **Scope of Work**

This agreement provides maintenance and care for exterior landscape areas throughout the property. Our care and maintenance is defined in the following and is designed to achieve an attractive and functional landscape.

### **Contractor Responsibility**

The contractor shall perform landscape maintenance and furnish all necessary labor, supplies, equipment and insurance.

### **Period of Coverage**

This proposal shall provide for service for the season as stated below. See below for approximate beginning and ending date. Additional work shall be on time and material basis only.

### **Turf and Ground Maintenance Schedule**

#### **A. SPRING CLEAN UP-**

Clean all turf areas and planting beds of leaves, twigs, trash, snowplow debris and dispose of it. Remove all dead annual/perennial plant parts from beds. Prune broken and winter injured branches by Beary Snow Removal from shrubs and small trees.

#### **B. MULCH BEDS-**

Existing mulch beds and tree rings will be edged and cultivated.

#### **C. FERTILIZATION OF TURF –**

All accessible lawn areas shall receive three (3) applications of fertilizer during the term of this contract. The type of fertilizer used shall provide at least 2 pounds of Nitrogen per 1000 square feet with controlled release to sustain greening and reduce danger of burning.

#### **D. WEED CONTROL-**

All turf areas where applicable shall receive one (1) application of weed and grass pre-emergent for prevention of crab grass and other undesirable grasses in conjunction with the fertilization program.

All turf areas shall receive two (2) applications of weed control for the elimination of broadleaf weeds, in conjunction with fertilizer application.

Weeds in mulched or stoned beds shall be kept under control by spraying with contact weed control and manual removal of weeds. Beds that are out of mulch and close to bare soil will need to be re-mulched in order to control weeds properly.

#### **E. MOWING AND TRIMMING-**

Turf areas shall be mowed and trimmed as needed to maintain turf in a neat appearance. (2 1/2 to 3 inches in height) It is estimated that mowing will occur approximately 26 times during the season, but in no case will a mowing occur more frequently than on a 7 day cycle.

Clippings shall be caught and removed when cutting weekly whenever the accumulation becomes detrimental to the health and appearance of the grass plant.

All blades on mowing equipment will be kept properly sharpened so as not to tear or uproot grass plants.



- F. **EDGING-**  
Sidewalk edging shall be done as needed to maintain a neat appearance. Grass encroaching on curbs will be controlled with string trimmers as necessary.
- G. **CULTIVATING OF MULCH BEDS –**  
Turn existing mulch beds and mulch tree rings at least two (2) times during the period of this contract and edge at least one (1) time to prevent encroachment of grass. Creating new beds or re-establishing neglected beds for new accounts is not included in this service.  
Mulch shall be loosened up to a depth necessary to remove weeds and aerate, but not to interfere with the root system of the plants or trees.
- H. **PRUNING AND TRIMMING-**  
Trees, shrubs and perennials shall be pruned at the proper time of the year for each specific variety to encourage a healthy, natural growth pattern, to maintain a neat appearance throughout the growing season. The following objectives are to be accomplished:  
All limb removals shall be made in a manner to aid in optimum re-growth of the cambium over the cut area.  
All leaves, twigs and branches are to be cleaned up and disposed in a manner agreeable to the client.  
Removal of sucker growth and water sprouts.  
Maintain the natural size, shape, scale and characteristics of the variety and to maintain central leaders in those varieties normally having them.  
a. Shade trees will be trimmed as needed for lower hanging branches obstructing pedestrian traffic.  
b. Ornamental trees pruned of sucker growth, water sprouts and branches obstructing pedestrian traffic.  
c. All shrubs and groundcovers will be trimmed two (2) times a year.  
No trimming shall be part of this contract more than 12' high.  
Rejuvenation pruning is not included within the scope of these specifications.
- I. **SPRAYING-**  
All plant materials shall be checked periodically during the growing season for insects, disease or pests, which are or would become injurious. Spraying of other plant material will be recommended and will be on a time and material basis subject to the approval of the owners.
- J. **FALL CLEAN UP-**  
Fallen leaves will be picked up during scheduled visits for October and November. Additional clean-ups after the scheduled contract period will be done on a time and material basis.



**Terms & Conditions** - Contractor will bill owner on the 1st of each month for services performed within that month. Payment is due by the last day of that month. A late charge of 1.5% will be added for past due accounts. Service will be stopped on accounts over 30 days past due until account is paid in full. After such

termination, contractor shall have no further obligation to owner to perform any services. Owner agrees to pay attorney fees, court costs, collection costs and any expenses incurred by contractor to collect sums owed. All work to be completed in a professional, workman like manner according to industry standard practices. All agreements are contingent upon strikes, accidents or delays beyond our control, and unusually severe weather. Our workers are fully covered by workman's compensation insurance. This agreement will have an automatic renewal each year for an additional year of service unless client notifies contractor in writing 30 days prior to beginning of the season on April 1<sup>st</sup>. The cost shall remain the same unless contractor notifies client in writing 60 days prior to beginning of the season on April 1<sup>st</sup>. The monthly cost is subject to a fuel surcharge in the event of fuel cost increasing by more than 10% from the date of this agreement.

**Acceptance of Proposal** - The prices, specifications and conditions are satisfactory and are hereby accepted. I have read and received a copy of the terms and conditions. Bery Landscape Management, Inc. is authorized to do the work as specified. This proposal may be withdrawn if not accepted within 30 days.

**Cancellation** - This contract may be cancelled with cause upon (30) thirty days written notice. If contractor cannot correct deficiencies within thirty days, this contract will become null and void and all services rendered and remainder of contract will become due and payable within the terms of this contract. The client will be responsible for all legal and attorney fees necessary for collecting outstanding balance due. All correspondence regarding cancellation shall be sent via Certified Mail with Return Receipt.

Charge for Services: Monthly - **\$65.00**

Charge for Services: Annually - **\$455.00**

April 1, 2014 – November 15, 2014

Authorized     **Nick Hubbard**     Date     **09/30/2013**    

Owner/ Representative Signature     *[Signature]*     Date     **10/14/2013**    

Please fill this portion out for billing purposes:

Name of Company:     **Village of Palos Park**    

Attn to:     **Public Works**    

Address:     **8999 W. 123rd Street**    

City:     **Palos Park**     State:     **IL**     Zip Code     **60464**    

Phone Number:     **708-671-3700**     Fax     **708-448-9542**    

Email:     **dfoster@palospark.org**



**SCHEDULE OF SERVICES**

TOTAL

	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG.</u>	<u>SEPT</u>	<u>OCT.</u>	<u>NOV.</u>	<u>OCCUR.</u>
Spring Clean-up	XXXXXXXXXXXXXXXXXX									1
Mowing Turf & Sweep/Blowing		XX								26
Trimming Turf		XX								29
Trimming of Shrubs			XXXXXXXXXXXXXXXXXX			XXXXXXXXXXXXXXXXXX				2
Weed/Prune Groundcover		XXXXXXX	XXXXXXX		XXXXXXX	XXXXXXX				4
Pruning Deciduous Suckers				XXXXXXX						1
Pruning Deciduous Trees under 12'			XXXXXXX			XXXXXXX				2
Cultivating of Mulch Beds	XXXXXXXXXXXXXXXXXXXX					XXXXXXXXXXXXXXXXXXXX				2
Post-Emergent Herbicide	XX									8
Manual Weeding of Beds	XX									8
Edging of Walks/Drives	XX									8
Edging of Turf Along Existing Beds and Tree Rings	XXXXXXXXXXXXXXXXXXXX				XXXXXXXXXXXX					2
Fall Clean-up								XXXXXXXXXX		1
Fertilizing of Turf	XXXXXXXXXX		XXXXXXXXXX				XXXXXXXXXX			3
Pre-Emergent Application	XXXXXXXXXXXXXXXXXXXX									1
Broadleaf Weed Control		XXXXXXXXXXXXXXXXXXXX				XXXXXXXXXXXXXXXXXXXX				2
Quality Control Inspections	XX									8

THE ABOVE GRAPHIC DEPICTION OF WHEN AND WHAT WORK IS EXPECTED TO BE PERFORMED IS FOR GENERAL VISUAL PURPOSES. IT IS NOT INTENDED TO REPLACE THE WRITTEN LANDSCAPE MANAGEMENT AGREEMENT. THE EXACT TIME THAT SERVICES WILL BE PERFORMED WILL VARY DUE TO WEATHER AND OTHER CIRCUMSTANCES.