

*Landscaping & Snow Removal Contract Specifications*  
*2003 Open Solicitation for the State of Michigan*

A. Landscaping

- Initial lawn services to include cutting grass not to exceed 2", edging all property exterior (front, back, side, etc.), and weed abatement. If grass/weeds are excessively overgrown, or other conditions are present that are not in the scope of this agreement, contractor will notify MCB within 24 hours and will send bid and photos to request additional consideration.
- Bimonthly services to include cutting grass not to exceed 2", edging all property exterior (front, back, side, etc.), and weed abatement.
- Weed removal of lawns, beds, fence lines, driveways, and curbs.
- All exterior holes and indentures in the lawn are to be filled to eliminate trip hazards.
- Removal of litter/trash/debris, grass clippings, tree trimmings, leaves, etc.  
*(All are to be properly disposed of by contractor off of property location)*
- Sweeping paved areas.
- All lawn maintenance, shrubbery, and snow removal must be consistent with neighborhood standards and in compliance with local code/ordinance.
- Reporting of any adverse property findings (.i.e. vandalism, unsecured openings, abandoned vehicles, broken windows, diseased trees, etc.) are to be reported to MCB immediately upon discovery.

B. Spring & Fall Cleanups

Spring & falls cleans ups are to be performed no later than April 30 and October 31, respectively. Bush, tree, and shrub trimming, cleaning of gutters and downspouts are to be performed at the time of each clean up.

C. Snow Removal & Winter Services

- Snow removal to be performed when snow accumulation is above 3"
- All areas are to be salted
- Walks, steps, and entry areas are to be kept snow and ice free
- Area is to be kept free of trash & debris

D. Condominiums, Reporting, Sign-In, Inspection and Monitoring

Subcontractor agrees if the unit is found to be a Condominium and having lawn maintenance and snow removal performed by the association to notify MCB in writing (email or fax). MCB will determine if the property will be removed from the subcontractor's inventory. Subcontractor agrees not to invoice for services on these properties.

Subcontractor agrees to notify MCB, upon discovery of any health, safety, hazardous, or securing problems present at the time of services.

Subcontractor agrees to have all personnel sign-in on the Sign-In Sheet each and every time the Subcontractor performs services with respect to Assigned Properties. Subcontractor will not be paid for properties where sign-in was not made.

Performance is monitored bimonthly by MCB local inspectors. Findings are reported bimonthly to the Contractor Compliance Manager.

**E. Adverse Findings & Contract Non-Compliance**

Adverse findings reported by MCB local inspectors, Hud inspectors, and Code enforcement officials will be reported to the contractor. The contractor has 24 hours to cure. Another follow-up inspection will be performed by MCB local inspector 24 hours after notification. If correction has not been made, or a request for a extension due to extraordinary circumstances (weather, or property condition beyond realm of specification) payment of full contract for that month will be delayed until correction has been made. **MCB reserves the right to terminate the contract without notice for excessive non compliance issues.**

**F. Insurance Requirements**

See our website for “Subcontractor Insurance Requirements”

**G. Contractor Bid for Complete Services for Lawn and Snow(Annual by Property)**

Contractor		
Address		
Telephone		
Zip Code or Counties in Bid		
<b><i>Bid Per Attached Specification</i></b>		
Monthly Cost (per House)		\$
X 12 Months		\$
Total Annual (per House)		\$
Contractor Signature _____ Date _____		

G. Contractor Bid for Snow Removal Services ONLY by “Push” or Service

Contractor	
Address	
Telephone	
Zip Code or Counties in Bid	
<i>Bid Per Attached Specification</i>	
Cost per Push or Single Visit	\$
Contractor Signature _____ Date _____	

Please submit this completed form (bid) to: J. Sanchez, Director, Michaelson, Conner & Boul, Inc., 5312 Bolsa Ave., Huntington Beach, CA 92649.

**All bids must be received by 5 pm PST, November 7, 2003  
Contractors will be advised no later than November 15, 2003 of the status of their bid.**