**Cannon Ridge Subdivision Homeowners Association**

**Grounds Maintenance & Lawn Care (WORK SHEET FOR BIDS)**

Contract to meet 12 Month Work Assignment.

Contractor must provide copy of proof of business liability insurance (Minimal $100,000.) Show proof of license or permit to do business in City of Brandon/ Rankin County or State of MS. You will be 1099 for payments rendered under this contract as a sole proprietor or LLC. (SS/EIN)

HOA- in not responsible for any accidents, or damage to other persons or personal property caused by the contractor. IF contractor damages irrigation system or landscape lights, they will be responsible to fix. HOA reserves the right to terminate the contract at any time if frequency of cuts or quality of work is not met as per this contract. (if additional cuts are needed beyond the 32, they must be approved by HOA and they will be paid for at end of contract period.)

**$\_\_\_\_\_\_\_\_Grass Cutting** will be paid based on number of contracted cuts (32 minimum) in the timeline assigned and agreed upon. Contractor must notify a Board Member by TEXT each time they are on the Property to complete work. (Text number to be provided) Failure to do so would result in the termination of the contract. All cuts and grounds work to be completed Monday -Friday. From Sun Rise until 7:00 PM. (no noise after 7:00 PM)

 **Cuts** in Dormant months- 2 times per month (January 1 through February 28) (November 1, through December 31.) Dormant months to include- Leaf management at Shiloh Entrance- and stick and small limb removal. Cut back of overgrowth annuals and thinning of Crape Myrtles, all locations. All debris and leaves to be bagged, bundled. Removed or prepared for city removal. (See City of Brandon Guidelines) All Debris Removal shall be disposed of in accordance with State, Local laws, rules, and regulations. Nothing blown into the storm drains.

 **Cuts** in Summer Months 4X (May, June, July August) Four times per month -Weekly

 **Cuts** in Spring and Fall Months 2X (March, April, Sept, Oct) Two times per month- bi-Weekly

 Cutting includes **EDGING** of all sidewalks at Brookwood Wall and front entrance- curbs, and front facing fence lines of retention ponds (4) of them in the cutting zones. (Diagram will be provided) **Clippings and cuttings from the lawn must be removed**, blown off, and /or bagged, removed. Complete monthly **inspection** and **removal** of large weeds or up start of small trees in the beds or along the concrete walls and entrance structures. **Re- tucking** of the pine straw as needed all entrances**. RE-Stacking** of stones at Shiloh Entrance -as needed. **All random trash and sticks must be picked up from the grounds cutting areas prior to cutting. Dormant season if no cutting, pick up the same.**

**$\_\_\_\_\_\_\_\_ Evergreen Hedges and Evergreen Bush** trimming & shaping 2X per year. During Dormant season and Mid-season cut of new growth.

**$\_\_\_\_\_\_\_\_Annuals -Roses and Crape Myrtles (Shiloh and Brookwood)** - Pruning down Roses/ Thinning out the Crapes and bottom new growth – 1X (During the Dormant season- Late December.)

**$\_\_\_\_\_\_\_\_\_\_\_ Subcontracting of Pine Straw Mulch** (Pine Straw must be Red Long Leaf Pine Straw, 95% clean and free of excess branches, cones, or trash) This work is negotiable but not paid until work is approved, scheduled, and performed. 2X per year at the request of the HOA.  (You will be given first right of refusal as a subcontractor to bid this additional work.)

**$\_\_\_\_\_\_\_\_\_\_**\_ **Subcontracting of Retention Pond Cuts** This work is negotiable but will not be paid until task is performed at the request of the HOA. (You will be given first right of refusal as a subcontractor to bid this work.)

**$\_\_\_\_\_\_\_\_\_\_** **Subcontracting of Holiday Decoration.** (Placement -5 days after Thanksgiving Day. Removal -5 days after Jan 1) This work is negotiable but will not be paid until Task is performed. Decorations and lights are owned by the HOA and kept in the Guard Shack. Instructions for placement will be provided. (You will be given first right of refusal as a subcontractor to bid this additional work.)

Service provider shall have the expense and upkeep of all equipment needed to preform Contracted work.

**Service Provider agrees to provide the services described and agreed to in this document in exchange for a Total of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Total Bid Amount).**

**This (BID) amount will be equally divided and paid in 12 monthly payments of $\_\_\_\_\_\_\_\_\_\_\_\_\_, at the end of each month that services are preformed but no later than the 5th day of the following month.**

**Service Providers Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TERM DATES \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business PHONE#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**THIS IS YOUR WORK SHEET ONLY TO SUBMIT BID. All Bids must be reviewed by the CHSHOA Board**

(Sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

Service Provider (Print Clearly) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**YOU CAN SUBMIT SS / EIN TO THE ACCOUNT BOOKKEEPER – NUMBER WILL BE PROVIDED. 1099 issued.**

**This Work Sheet is only for Bid Submission. Bids taken between Jan 1 and March 1 of each year for April 1 Start date. If Bid accepted, you will still need to sign the CRSHOA Legal Contract Agreement. All submissions will be reviewed by the board on this document only. Any bids correctly submitted, but not accepted, will be notified, and encouraged to submit again next year.**

**e-mail to:** **crshoabrandon@gmail.com**

**Mail to: Cannon Ridge HOA P.O. Box 2284 Brandon, MS 39043**