Writing a Successful
Exterior Landscape Maintenance
RFP
The 11 Essential Things to Include

1. Pre bid letter with meeting time, place and date

2. Specific instructions on what to bring to the Pre bid meeting like insurance, current licenses, certifications

3. Exact time requirements for when and how the bid is due

4. Select a mode for asking questions, do it via email, respond to all bidders and provide a cut off date for questions

5. The specifications for the job both written format and excel spreadsheet with date format

6. A map of the site with boundaries, controller, special areas all highlighted and include a legend

7. A singular bid form for everyone to use for turn in

8. A blank reference sheet they way you want references laid out & number of references required

9. A start and end date for the contract

10. A commitment to all bidders of a yes/no notification date when you will announce the winning bidder

11. Time schedule for presentations if you choose to use them
Sample Letter
(note this letter includes numbers 1,2,3,4,9,10, & 11 of the essentials)

Date_______

Dear_______

Your company has been selected as a potential bidder for the landscape maintenance of ____________. Please note the following dates and times as meeting these requirements are a stringent aspect of the qualification.

Date/Time/Place of mandatory Pre bid meeting _____________________

Please bring only the following to this meeting:

1. Certification of insurance (amount $________)
2. Current irrigation license
3. Current Pesticide Applicator license
4. Any Professional Certifications for the Green Industry

Your bid packet will be distributed and reviewed at this meeting. It contains full specs for the property, a highlighted map of the site, for turn in sheet, and a required reference sheet. Walk through of the site will be scheduled at ______. It is our intent to answer the majority of questions at the pre bid meeting. However, if further questions arise they should be directed via email to _________. The deadline for answers to all bidders will be ______.

Please note presentation time/date for your company (15 minutes) on the outside of your packet. Your bid sheet and reference sheet are due in our office by ________. I will announce the winning bidder to all participating via email on ____________. Contract start date/end date shall be ____________.

We look forward to your participation. Please contact me directly at ___ __ to confirm that you are interested in being a part of this bid and you have received this letter.

Sincerely,

___________
Sample Packet
(note that the packet includes 5,6,7 & 8 of the essentials)

**Map:** You can get a map of the site from your files, your leasing agent, or on line. Highlight in yellow the retention pond, the controller and the boundaries of the property. Perhaps the r.o.w. gets mowed less, highlight that too.

**Reference Sheet:** Lay out your reference sheet according to how you want the information returned. Also list how many references you want to have. Is it property name, person’s name, email, phone, is it size or like properties you want as references, all up to you.

**Specifications:** Specs should be provided in two different formats, as a written format and as an excel spreadsheet so there are clear expectations. These are very likely included in the contract from your current bidder (another good reason to keep their contract as an exhibit along with your corporate contract). There are samples that follow in this template.

**Turn In Sheet:** Providing bidders a turn in sheet gets you numbers turned in exactly as you want them laid out so that there are no questions. Insist that they use your sheet. It gives you a quick snapshot of a bidders end numbers that can be easily loaded into a spreadsheet for simple comparison methods. Be sure to include details like ‘monthly $ with tax’ and ‘monthly $ w/o tax’ so you can spot typos quickly. Be sure to also ask several break out detail questions to further qualify your bidders like ‘number of bags of mulch per year’ or ‘total number of flowers per year’ for easy comparison between bidders.

*Please remember that the average time to measure a building and then load the numbers of square footages into a software to get a bid runs about 10 hours per building. Providing sufficient time to complete a bid (and remember people are often working on several at one time) will give you the best possible bid!*
Sample of Well Written Specs

Site Name ______________________

Primary and Secondary Areas Defined: Primary areas are irrigated and landscaped. Secondary areas are not irrigated and may include retention ponds, native areas, right of ways. Secondary areas do not get chemical applications like fertilizer, pre-emergent and post emergent. (note that the secondary areas are highlighted on the attached map, and then do so)

Service

1. This site shall have 43 scheduled visits per year (or 52 or 38 whatever you want but be sure your production sheet matches your number, 43 is standard for Austin)
2. Monthly site inspections shall be performed and a copy emailed to the Property Manager at the end of each month
3. Duration of this contract shall be from _______ to ________

Turf Management

1. Mow each visit in accordance with turf growth, rescheduling rain days with the Property Manager
2. Fertilize primary areas of turf 3x per year with ½ lb. Nitrogen per 1,000 square feet
3. Keep turf no greater than 10% weeds and no greater than 3” height.
4. Turf shall be treated to remain fire ant free
5. Apply 4 post emergent herbicides per year
6. Apply 2 pre-emergent herbicides per year
7. All necessary turf pest and disease treatments shall be included
8. **Aerate turf 1x per year (optional)**
9. **Topdress turf with ⅛” compost 1x per year (optional)**
Tree Management

1. All trees in primary areas along pedestrian right of ways (sidewalks, islands, parking lots) shall be maintained with an 8’ canopy
2. Water suckers shall be removed as they sprout
3. Crape Myrtles shall be trimmed to shape never deadheaded
4. Trees shall be fertilized 3x per year with a broadcast fertilizer ½ lb. Nitrogen per 1,000 sq. ft.
5. Limbs greater than 2” diameter or higher than the 8’ canopy shall be removed on a per bid basis. This includes fallen limbs of same size.

Bed Management

1. Shrubs shall be heavily pruned during the dormant season (Nov-Feb). the exception being spring flowering shrubs which shall be heavily pruned just after flowering. Shrubs shall be shaped throughout the season to maintain an orderly look (natural or formal)
2. Perennials shall be reduced in late May by ½ by rounding and mounding them to produce greater dense growth and better flowering. They shall be reduced to a height of 4”-5” in the winter following the second hard freeze of the season or by Feb 15 whichever arrives first.
3. Ground cover shall be maintained in a healthy manner with no dead leaves or long runners. It shall be scalped in Feb for new growth
4. All planted ornamental grasses shall be reduced to a 10” height by Feb 15th. Note that Pampas grass is not an ornamental.
5. All irrigated beds shall receive a slow release fertilizer (3 month life span) 3x per year
6. All beds shall be maintained to be kept weed free
7. Beds shall receive 2 per-emergent herbicide treatments per year and all necessary post emergent herbicides
8. All necessary chemicals for pest and disease of bedding plants shall be included in this contract. This includes fire ants but excludes bees, rodents and termites
**Mulch** (sometimes mulch is considered as an extra to a contract and not included in the contract, see if yours is or not by looking at your current contract first)

1. All beds and tree wells currently mulched will be remulched 2x per year as part of this contract at a depth of 2” per time
2. Mulch shall be shredded hardwood mulch
3. Beds or areas containing first grind native mulch shall be remulched 1x per year as part of this contract at a 2” depth

**Flowers** (sometimes flowers are considered as an extra to a contract and not included in the contract, again check your current contract to see if they are included or not)

1. Flowers shall be changed in contract 4x per year (or 3x, check!)
2. Flowers shall be 4” pots planted 8” on center unless otherwise agreed prior to planting
3. All flower beds shall be free of weeds, pests and disease
4. Flowers shall be fertilized upon installation with a 3 month slow release fertilizer high bloom
5. Flowers shall be mulched upon installation as per species requirements

*(Typically flowers that are changed 4x per year are warrantied, any less and they are typically not warrantied. Acts of God like hail, fire, drought will void warranty)*

**Irrigation Systems**

1. Irrigation systems shall be monitored each visit and adjusted as per water restriction guidelines
2. Any damage caused by the contractor shall be repaired by the contractor at no cost to the client
3. Irrigation systems will receive a full system check 1x per month (12x/year) to include adjusting heads, cleaning out nozzles, checking for leaks or breaks and poor coverage. An irrigation report shall be submitted to the property Manager in writing with repairs needed and their cost monthly.
Paths

1. Established paths and beds of stone or granite shall be kept free of weeds and debris each visit

Retention Ponds (secondary area)

1. Retention ponds that are not managed by another company will be mowed 12x per year removing loose trash first
2. Sand filtration ponds shall be managed on a bid basis if needed

Clean Up

1. All sidewalks and parking lots shall be blown of landscape debris at the end of each visit with trash being removed from the area first
2. All debris shall be removed from the site at the end of each visit unless otherwise agreed upon for composting on site
3. Leaves shall be removed from beds during all visits for a crisp clean look
4. Expansion joints, cracks, and curb lines shall remain weed free

Workmanship

1. All work shall be performed in a good and workmanlike manner by skilled experienced workers. Employees shall be in uniform, with clearly designated vehicle bearing the company name. Insurance shall be kept current
Exclusions

1. Pruning of trees above the 8’ canopy height
2. Cleaning of gutters
3. Any watering which cannot be accomplished by the irrigation system
4. Major corrective pruning above and beyond specifications for shrubs
5. Landscape improvements beyond the scope of this proposal shall be on a separate contract basis
6. No lighting maintenance is included in this contract

Special Provisions

1. Special provisions should be marked on the production sheet as well!
2. Topdressing might be listed here
3. Aeration might be listed here
4. Perhaps cleaning of signs on property is a special provision
5. Hand watering of pots on site would be a special provision

Sample Production Sheet

(next is your excel sheet of dates and times that corresponds with your written specs, be sure to change any items that are not standard on this sheet to match your specs)
<table>
<thead>
<tr>
<th>Work Schedule</th>
<th>Jan</th>
<th>Feb</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Turf</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>43 Visits</td>
</tr>
<tr>
<td>Mow/Edge/Trim &amp;/or detail</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>43</td>
</tr>
<tr>
<td>Fertilizations</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Topdress</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Pre-Emergent Herbicide</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Post Emergent Herbicide</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Fungicide/Insecticide</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>inc.</td>
</tr>
<tr>
<td>Aerating</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>retention pond mowing</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>field or secondary mowing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>Beds/shrub</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shaping/except spring flower</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Pruning</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>Perennials</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Ornamental Grass</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Weeding</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>43</td>
</tr>
<tr>
<td>Fertilization</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Fungicide/Insecticide</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>inc.</td>
</tr>
<tr>
<td>pre emergent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Groundcovers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scalp</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>weeding</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>43</td>
</tr>
<tr>
<td>Pruning</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>Fertilize</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Trees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' Canopy</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>base suckers</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>43</td>
</tr>
<tr>
<td>Fertilize</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Remove fallen leaves</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>shape installed trees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Weed Tree Wells</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>43</td>
</tr>
<tr>
<td><strong>Flower Beds/Pots</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Install color</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Deadhead/prune</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>43</td>
</tr>
<tr>
<td>Mulch (per flower type)</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>43</td>
</tr>
<tr>
<td>Fungicide/Insecticide</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>inc.</td>
</tr>
<tr>
<td>Weed</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>43</td>
</tr>
<tr>
<td>Fertilizer/High P</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Mulch</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Existing tree wells</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Beds</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td><strong>Hardscapes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove landscape clippings</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>43</td>
</tr>
<tr>
<td>Remove trash in landscape</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>43</td>
</tr>
<tr>
<td>Blow all walkways</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>43</td>
</tr>
<tr>
<td>Spray granite or pads/pads</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Weeds in curbs/walks/pk lot</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td><strong>Pest &amp; disease control</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire ants broadcast</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Mound Control</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>inc.</td>
</tr>
<tr>
<td><strong>Irrigation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check controller &amp; set</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>43</td>
</tr>
<tr>
<td>Controller check</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>43</td>
</tr>
<tr>
<td>Full system Check</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Repairs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>billable</td>
</tr>
<tr>
<td><strong>Special Provisions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>mulch to be applied where mulch exists</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of visits per month may vary due to day of service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Sample Reference Request

Your company name here requests references of 4 similar sized sites that you have had the landscape maintenance contract for greater than 3 years. *This sheet must be turned in with your package

Name of Building:

Address of Site:

Property Management Company:

Site contact:

Title:

Phone number:

Email address:

Years Serviced:
Sample Turn In Bid Sheet

Final Landscape Maintenance Bid Sheet  *This page must be in your packet

Company Bidding_______________________  Contact___________________________

Site:__________________________________  For:________________________________

Contract Amount per year including tax $_______________  w/o tax $______________

Contract Amount per mo. Including tax $_______________  w/o tax $______________

While the following items are to be included in your pricing we ask that you break out the details for our review. Please do not include tax in your answers.

Mulch cost per year $_________  #Bags hardwood ________  #yds. Native___________

Flower cost per year $_________  # 4” pots calculated per year___________

Cost of Irrigation checks per year $_________

Signature____________________________             Date____________


Sample Notification Email

(Remember you made a commitment in your very first letter to let all bidders know on this date who the winning bidder is. This lessens the potential for bidders calling to see if you have made a decision yet. Make a note that all sales people realize there is only one winner, they just want to know. This email lets you share who the winner is with all bidders and makes it easier for you to deliver those ‘no’s’ that are so hard to deliver!)

Dear _______________

I promised to let every bidder know the outcome of this RFP today. First let me thank each of you for the time and energy put into this process, it has been very appreciated.

The winning bidder we selected for (site name)_____________ is _________________.

While we realize there can only be one winner in a bid process we wanted to recognize you and your company for your professionalism on our behalf.

Sincerely,

______________

(now that wasn’t too painful right?!)

13