

SUNLAND DIVISION 7 CONDO ASSOCIATION

Request for bids – Landscape Maintenance Contract

DATE: October 10, 2024

TO: Contractor Bidders

FROM: Kelly Foster, Landscape Director, Division 7 Condo Association

RE: Landscape Maintenance Contract Call for BIDS –2025

Enclosed you will find a contract outlining the Landscape Maintenance Services for the Sunland, Division 7 Condo Association for the period of January 1, 2025, through December 31st, 2025.

We will accept sealed bids for the services outlined in the attached contract through the end of day Wednesday, October 23, 2024. Your bid for these services should include the following:

- **Contractor will provide to the CLIENT with their bid:**
 - **An email address along with primary and secondary phone contact information to the Board of Division 7 and to the Landscape Director.**
 - **Statement of company background and years of experience performing the services outlined.**
 - **A minimum of two references.**
 - **List of available equipment and employees or contractors to be used to perform the outlined services.**
 - **Proof of Washington State license as required by state law; license must be maintained throughout length of the contract services.**
 - **Proof of liability insurance to include at least \$1 million in coverage or in the amounts required by the State of Washington. Bonding/Insurance must be maintained throughout the length of the contract services.**
 - **W-9 form.**
 - **Supplemental documentation listing the Landscape Maintenance duties to be completed each month beginning Jan. 2025 through Dec. 2025.**
 - **Proposed hourly rate to be billed by the CONTRACTOR.**
 - **Proposed total estimated hours and cost for the period of this contract.**

- **Questions regarding this bid proposal or contract services may be directed to Kelly Foster, Division 7 Landscape Director, foster55551@gmail.com or cell phone 360-280-6764.**
- **A walk-through of the property owned and managed by Division 7 Condo Association and covered under this contract will be scheduled between October 18, 2024, to October 22, 2024, on Hilltop Drive. This review of the property will allow the bidders to assess the scope of the service area and to present any questions re specific services outlined. Please respond to Kelly Foster at foster55551@gmail.com or 360-280-6764 to schedule a walkthrough.**
- **Bid Proposals are to be submitted to be received no later than the end of day Wednesday, October 23, 2024. Email or hand deliver to:**

**Kelly Foster, Division 7 Landscape Director
119 B Hilltop Drive
Sequim, WA 98382
foster55551@gmail.com**

- **The Landscape Director will present the proposals to the Board of Directors for Division 7 Condo Association no later than October 25, 2024, and give the recommendation at that time to be voted on by the full Board.**
- **Notification to the winning bidder/contractor will be executed no later than October 27, 2024, and a contract signed immediately.**