

Wellington Station/Ethan's Glen HOA (EGHOA)
3915 NE 22nd Lane, Ocala, FL 34470

Request for Proposal - Lawn and Landscaping Maintenance Services for 2026

PROPERTY DESCRIPTION

- Wellington Station is located at NE 21st Street and NE 39th Avenue. There are 164 homes, including 148 detached villas on tenth-acre lots, plus 16 attached townhomes in four sections (North side of NE 21st Lane). Front, side and some backyards are to be mowed.
 - COMMON AREAS:
 - On the North end, there is a grass lane between 39th and 40th Avenues to be mowed, and bushes cut back as needed.
 - On the North end there is a retention pond surrounded by lawn, which is maintained by the City of Ocala. Unfenced backyards back up to this area and are to be mowed by vendor.
 - On the South end, there is a cement block wall (East and West of the entrance) with a treed area up to the sidewalk, to be mowed 3 times a year.
 - The 39th Avenue entrance has a landscaped island and lawns on East and West slopes.
 - On 22nd Lane, there is a pool complex with pool and cabana, with lawn and landscaping.
 - On 21st Lane there are three parking areas with lawns to be mowed.
 - There are cul-de-sacs at the North end of 39th Ave and 40th Ave with landscaping and lawn.
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MINIMUM REQUIREMENTS

- EQUIPMENT: Due to spacing constraints between villas and access to backyards, equipment must include at least two push mowers, plus rakes for leaf removal.
 - PERSONNEL: Experience shows that it will take 3 to 4 people working a minimum of 2 days a week.
 - MOWING PLAN: So that residents will know when their property is being maintained and mowed, vendor shall present a written plan and schedule to EGHOA, both at commencement of the contract and whenever changes are made.
 - CONCERNS: Residents may address vendor directly about their concerns.
 - DAMAGE TO Owners Property: Vendor shall pay for any damage caused by crew.
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1. **TERM** - The period for this service shall be one (1) year, Jan 1, 2026 -Dec 31, 2026.

2. **REFERENCES** – Vendor shall present two references with this proposal.

3. **INSURANCE** – Vendor shall provide proof of at least \$1,000,000 liability insurance (see Cover Sheet of this RFP).

4. SERVICES - The Vendor will provide all equipment and labor necessary to maintain the lawns and landscaping of the Villas, Townhomes, and all Common Areas. Maintenance will include turf, trees, and bushes for all homes and buildings, including backyards when requested by homeowners. Grass will be cut to a height of 3.5 - 4 inches as needed by conditions. A string trimmer will be used around buildings, trees and fences. Side and backyards will be mowed with push mowers.

4B: TOWNHOUSES & VILLAS

- MOWING will be done weekly from April through September (or as mutually agreed upon by both parties to maintain a neat, well-groomed appearance of the neighborhood).
- MOWING will be done bi-weekly (every 2 weeks) beginning October through March (or as mutually agreed upon by both parties to maintain standard expected to maintain a neat, well-groomed appearance of the neighborhood). On the weeks when mowing is not scheduled, the vendor will perform other maintenance tasks such as those described below. Sides between houses and backyards must be mowed with push mower.
- BACK YARDS will be mowed when the gate is open or when there is a sign allowing entry. A push mower must be used.
- EDGING - The Vendor will edge all walks, patios, curbs, driveways, landscaped areas, planting beds, roads and any paved areas adjoining the turf monthly or more frequently as needed. Clippings will be blown or vacuumed from all paved areas, walkways, driveways, sidewalks and rights-of-way the same day.
- GRASS CLIPPINGS - Clippings may be left on the lawns, so long as no visible clumps remain 48 hours after mowing. If clippings are still visible after this time, they must be collected and disposed of in an appropriate manner. Clippings will be blown or vacuumed from all paved areas, walkways, driveways, sidewalks and rights-of-way the same day.
- SHRUBS AND HEDGES - All shrubs and hedges on Common Areas (See Map – Red areas) and in front of Townhomes and Villas will be trimmed as needed to maintain a well-groomed appearance. Clippings will be removed the same day.
- LEAF REMOVAL - Leaves will be raked and collected from lawns and driveways (including common area parking spots). Special care will be taken during heavy leaf fall months. Leaves will be disposed of per the rules of the City of Ocala Sanitation Department: <https://www.ocalafl.gov/home/showpublisheddocument/1886/637713699914670000>

CITY OF OCALA RULES AND PROCEDURES FOR YARD WASTE All yard waste must be ready by 7:00 am the day of collection. The yard waste may be loose in one pile, in biodegradable bags or trash cans not exceeding 32 gallons with handles and lids and not exceeding 50 pounds. YARD WASTE CAN'T BE COLLECTED IN PLASTIC BAGS. Do not place yard waste on the street, sidewalk or storm drains. Also do not place piles on water meters, utility boxes or within four feet of a utility pole, guide wire or mailbox. Do not mix plant containers plastic or limbs with your grass or leaf yard waste. Limbs must be cut to four foot lengths. TREES, TREE LIMBS, STUMPS AND SHRUBBERY DEBRIS THAT IS GENERATED BY A LANDSCAPER, LAWN MAINTENANCE CONTRACTOR OR TREE SERVICE MUST BE DISPOSED OF BY THEM AT A LEGALLY APPROVED DISPOSAL SITE.

CITY OF OCALA RULES AND PROCEDURES FOR BULK COLLECTION (INCLUDING YARD WASTE AND JUNK) Any collection of yard waste, tree debris or any type of vegetation or junk in excess of 5 cubic yards is a billable load and will be charged on your utility bill. Five cubic yards is a pile approximately 6' long, 5' wide and 4' high. The current cost is \$33.00 per 5 cubic yards and \$8.25 per fifteen minutes of labor needed to collect, transport and dispose of the waste. The fee is determined by the field supervisor and is non-negotiable. Once the pile is out for collection, it must be removed within seven days. An attempt will be made to notify you in advance of collecting a billable load but there is no obligation to do so in the event contact can't be made. Be sure that items are placed away from poles, fire hydrants, overhanging trees, water meters, guide wires, etc. for proper collection. We are not able to pick up creosote poles, timbers and fencing due to our inability to dispose of them. To schedule pickup of furniture, appliances, mattresses, large tree and landscaping debris piles, or large junk piles call 351-6697.

4C: COMMON AREAS (see images below)

The Common Areas include the following:

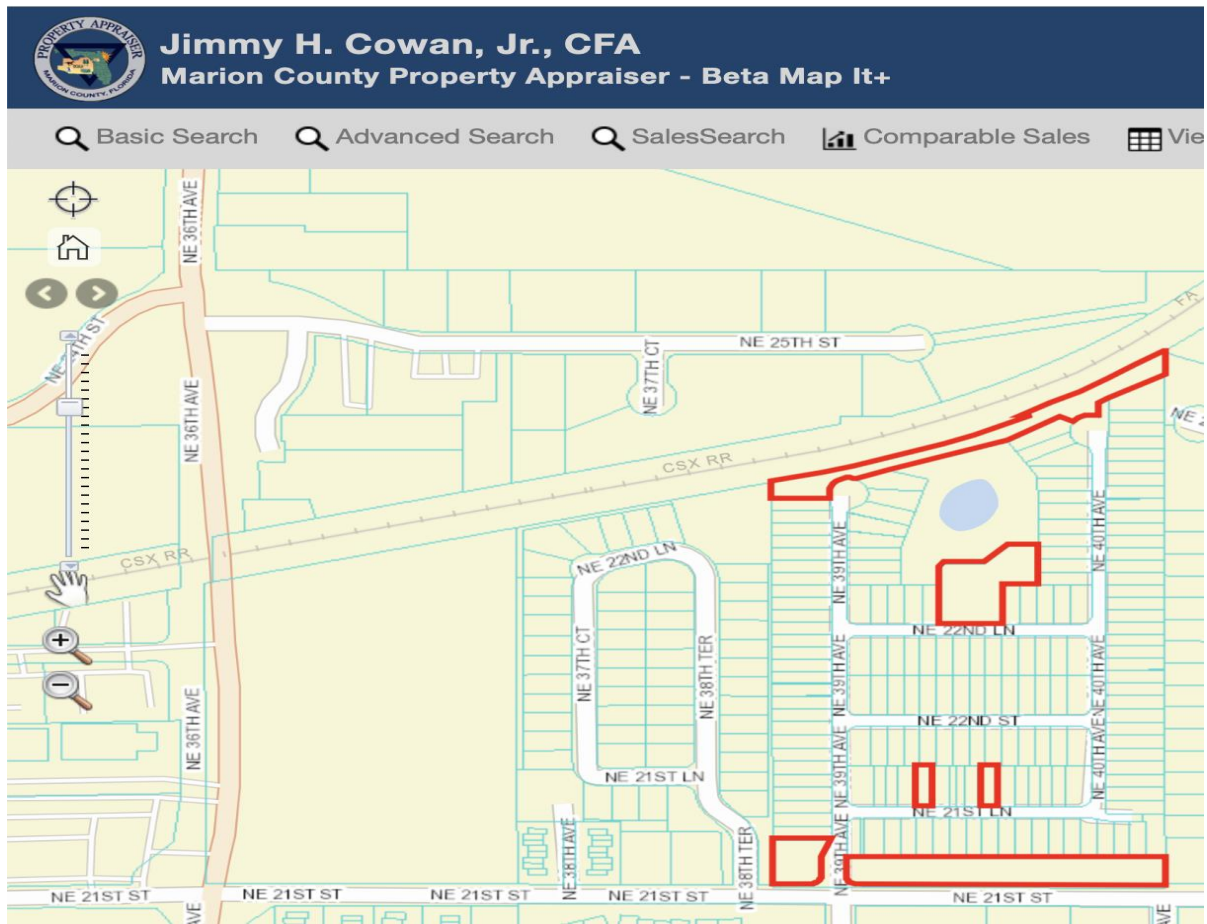
- East and West entrances up to private property (see map below)
- Center island at entrance
- Around the cabana (excluding the retention pond mowed by the City)
- Behind the guest parking spaces
- Centers of the roundabouts at the ends of 39th and 40th Avenues
- South of the railroad tracks (North of the retention pond between 39th and 40th Avenues)
- East and West areas South of the cement block fence along 21st Street, up to sidewalks. *Note: on West side common area extends North beyond the cement block fence to the first home.*

See two illustrations on next page. Red outlined areas are common areas.

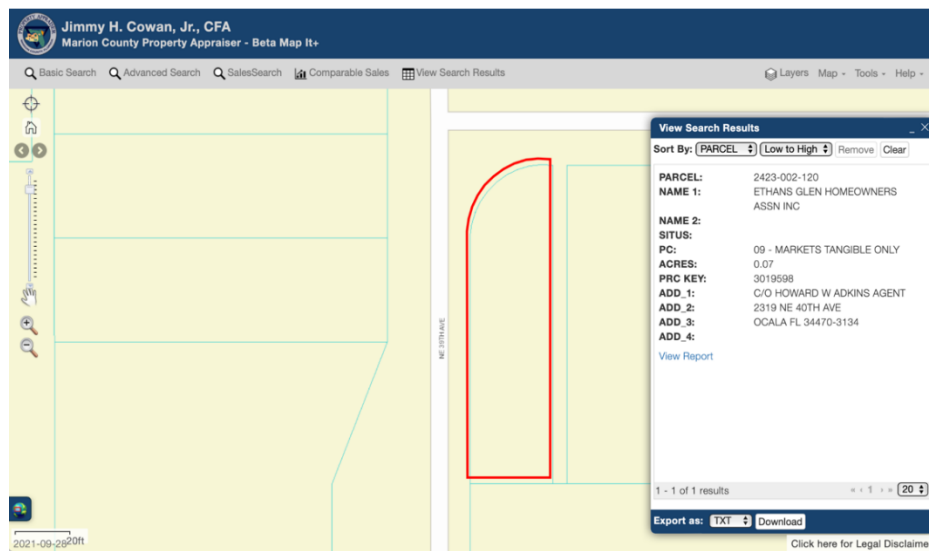
• COMMON AREAS MOWING, EDGING, GRASS CLIPPINGS, SHRUBS/HEDGES, LEAF REMOVAL as above. Fallen branches to be removed to 21st Street pickup area, in maximum 4 foot lengths.

• COMMON AREAS REAR (South of RR Tracks) AND FRONT (South of 21st St walls)
Vendor shall maintain these areas periodically after consulting with the Maintenance Director, at least three (3) times a year. As needed, bushes along tracks will be cut back at extra expense for Association.

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Red outlines show common areas



Common area on SE corner of 39th Ave and 21st Lane

5. EXCLUSIONS - Mulching. Maintenance of irrigation systems (community and personal). Landscape installation/removal/renovation. Removal, clearing or hauling of excessive debris (i.e., large limbs, fallen trees) caused by storm or wind damage. Water retention area located behind the cabana (maintained by the City of Ocala). Weeding and fertilization of flower beds and common area shrubs unless agreed upon separately.

6. CANCELLATION - This agreement may be cancelled by either party with or without cause. A minimum of thirty (30) days' notice must be sent by Certified Mail - Return Receipt Requested by the terminating party.

7. LITIGATION - In the event of any litigation arising from the execution of this agreement, the prevailing party shall be entitled to recover any attorney fees as well as related costs and expenses for the enforcement of the rights and obligations of the parties to this agreement.

8. COST OF SERVICE - This agreement is based on fifty-two (52) services per year for a total of \$_____ annually.

The Association shall pay Vendor monthly on date agreed for each month the agreement is in effect, based on 1/12th (one twelfth) of the total annual fee. Payment for any missed services will be deducted from the payment for the period in which service was missed. Any funds paid by Association to cover the cost of repairs and/or damages caused by Vendor will be deducted from the payment for the period in which repairs/damage was addressed. This payment schedule can be changed upon agreement between the parties.

Signature EGHOA _____ by Hellena Smejda, President Date _____

Signature Vendor _____ by _____ Date _____