

# REQUEST FOR BIDS – PARKS, POND, ENTRANCE

February 5, 2024

Dear Contractor:

You are invited to bid on the annual mowing contracts for the Foxhall Community Association's parks, trails, and retention pond. Eight separate Statements of Work (SOW) follow below. You may bid on any or all of them but each must be bid separately. The contract period for each bid begins immediately upon acceptance by FCA and ends December 31, 2024.

Please return your bid to me on the "bid response" page below with your original signature no later than March 1, 2024. If you need a printed copy, let me know. If you have any questions, contact me at foxhall98516facilities@gmail.com or 408-421-3426. The Foxhall Board will make the decision on bid awards and notify the winning bidders no later than March 30th, 2024.

Since grass growth is dependent on rainfall and sun, and thus varies year to year, we specify a per mowing bid, not a yearly contract. The amount of mowing necessary will vary with location.

The following conditions apply to all statements of work. 1) The contractor is responsible and will pay for all damage that his actions cause to association or homeowner's property, including trees, bushes, shrubs, grasses, fences and property markers. The FCA board will resolve all claims made against the contractor. 2) The contractor will provide proof of insurance to the FCA board with the signed contract. 3) The contractor will add sales tax to each bill and submit it for approval and payment to the responsible FCA board member (foxhall98516treasurer@gmail.com). Any charges outside these Statements of Work require prior board approval before the work is performed.

## **STATEMENT OF WORK A: Mow Foxhall Park #1**

Park #1 (approx. 2.5 acres) will be mowed about every 10 to 15 days once the grass starts growing, generally mid-April through late June, as needed, to maintain a groomed and well-maintained appearance. From July through November mow only on an as needed basis. The grass will be cut to between 2 and 3 inches in height for each mowing and should not be allowed to exceed 4 inches in height before the next mowing cycle. Cut height may be adjusted for best grass health based on judgment of contractor. Grass clippings must be removed. A clipping dumpsite will be made available for the contractor, if needed. Most mowing should be done on weekdays, not weekends. Mower must avoid damaging the street trees. Caution should be taken during the early season because at times the ground is too wet to allow mowing. Lawn mowing equipment, not brush-hog type, must be used in the park #1

## **STATEMENT OF WORK B: Trim Foxhall Park #1's Perimeter**

Weed clearing and trimming will be performed as needed (usually every other mowing cycle) around the perimeter fence and ditches of park #1 so that grass and weeds are not visible nor significantly exceed the height of the grass. Ditch clippings may be left in the ditch. This generally requires "weed whacking" type equipment. However, the bark on the smaller trees should not be damaged.

## **STATEMENT OF WORK C: Trim Front Entrance – Around Rock Walls**

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Weed clearing and trimming will be performed as needed (usually every other mowing cycle) around the rock walls at the front entrance of Foxhall. This generally requires “weed whacking” type equipment. The mowing/weed whacking along the east side (by Hawks Prairie) should stop about 35’ feet from the entrance. In this area there should not be any work done close to the Foxhall property owner’s fence (the owner who lives at 3902 Foxhall Dr).

## **STATEMENT OF WORK D: Mow Foxhall Park #2**

Park #2 (approx. 1.1 acres) will be mowed no more than 8 (reduced from 10) times a year when the grass height exceeds 8 inches. The park will be mowed to a height of 4 inches. Grass clippings can be left on the park unless they clump or mound. If so, the contractor must remove them. Brush hog type equipment or regular lawn mowing equipment may be used here. If more mowings are needed, permission from the board will be required.

## **STATEMENT OF WORK E: Trim Retention Pond Dam**

The retention (storm water) pond dam will need to have two string trimmings per year. This includes the top and back of the dam, along the fences (along the inside of the fenced area facing the pond, and behind the fence on Foxhall property on the north side of the dam.) This is to maintain the work done on the pond area in 2023.

## **STATEMENT OF WORK F: Mow Foxhall Retention Pond**

The retention (storm water) pond grass (approx. 1 acre) will be mowed and the trees and bushes trimmed as needed, not to exceed 5 times. Grass cannot exceed 10 inches and will be cut to a height of 4.5 inches. The grass in front of the fence and in the ditch along the road will also need to be mowed and weeds will be cleared from the fence perimeter. Brush hog type equipment or regular lawn mowing equipment may be used here. If more mowings are needed, permission from the board will be required.

## **STATEMENT OF WORK G: Weed whack section of Canyon Trail**

The section of Canyon trail from the dam downstream to the end of the trail needs to be weed whacked in the late spring to remove the stinging nettles. (There haven’t been nettles on the switchbacks or above the dam. If there are, let the Facilities Director know.)

## **STATEMENT OF WORK H: Front Entrance Periodic Cleanup**

The front entrance planting areas need periodic weeding, trimming and clean up starting in the early spring through early fall. The irrigation system (drippers, etc.) need to be checked each time and repaired. Any dead plants or dead leaves/branches should be removed. This work should be done on both sides of Foxtrail Dr. This should be done every 4 to 6 weeks.

As Facilities Director, I will monitor the work and answer any questions. I would be happy to meet with you and take you on a tour of the sites mentioned here if that is of interest.

Karen Dillon, Facilities Director  
408-421.3426 foxhall98516facilities@gmail.com

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## Mowing Bid Response

From (print): \_\_\_\_\_

Date: \_\_\_\_\_

Item	Bid	Comment
A. PARK #1, mow and remove clippings, per mowing		
B. PARK #1 PERIMETER and Front Entrance per mowing and/or trimming		
C. FRONT ENTRANCE trimming – around rock walls		
D. PARK #2 per mowing		
E. RETENTION POND DAM, per string trimming		
F. RETENTION POND, per mowing		
G. Canyon Trail, per Weed Whackings		
H. Front Entrance – per clean-up of planting areas		

Washington State Contractor's License: \_\_\_\_\_

Insurance/Bond information: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

## REQUEST FOR BIDS – PARKS, POND, ENTRANCE

I certify that I have read and agree to the terms outlined in the Statements of Work involved in each bid I have submitted.

Signed: \_\_\_\_\_

Mail to:        Foxhall Community Association  
                  Karen Dillon, Facilities Director  
                  700 Sleater Kinney Rd SE, Ste B218  
                  Lacey, WA 98503

Or fill out electronically and email to [foxhall98516facilities@gmail.com](mailto:foxhall98516facilities@gmail.com).