



Landscaping Season Scope of Work - Services Agreement

General Requirements:

Work includes, but is not limited to, all labor, services, materials, tools, equipment, transportation, hauling, dumping and all other items needed to provide the services for each referenced location.

1. Scope of Work

The intention of the Landscape program is to maintain the landscaping in a professional manner for those properties that are maintained by Angel & Tony Landscaping. Services shall include the following:

- Routine maintenance – Weekly lawn cutting, trimming and edging of all turf areas. Clippings are to be swept or blown away from all walkways/paved areas to ensure a neat appearance. Areas will be removed of litter or debris prior to service.
- Weeding – Remove weeds from all sidewalks, parking lot, landscaped beds and turf areas on a weekly basis. The use of chemicals to perform this requirement is considered the cost of doing business.
- Mulching – Performed in the spring to apply new mulch to keep a thickness no more than two (2) inches.
- Mechanically edging – To be performed as needed around all beds and along sidewalk and curb areas.
- Fertilization – To be performed two (2) times per season.
- Trimming and pruning – To be performed two (2) times on trees, shrubs and vines per year (in conjunction with Spring and Fall Cleanups).
- Irrigation maintenance – Where applicable.
- Landscaping season begins April 1, and ends November 15th respectively.

2. Routine Maintenance: Open Locations

- Mowing height to be based on season and horticultural requirements for specific turf variety. Turf height will be maintained at a level of 2 -3 inches. Turf is never to exceed 4 inches.



- The contractor will mow, trim, rake, and edge weekly during the prime growing season to maintain an even, well-groomed appearance.
- Line trimming shall be done with each mowing in all areas inaccessible by mowers as well as along sidewalks, curbs, paved areas, and landscape beds. This includes all fence lines, retention areas, and obstacles within turf areas.
- With each mowing, the direction of cut is to be changed to prevent mower rutting and present a neat appearance.
- All mowing equipment will be maintained in sharp, well-balanced condition so as to prevent turf damage and allow for a uniform cut.
- Grass mowing should only occur in dry conditions. If weather conditions warrant a deviation from mowing schedule, every effort will be made to retain mowing service lengths.
- Mulching blades are to be used on all mowing equipment or clippings are to be collected and removed from site after each mowing
- Every effort must be made to keep grass clippings from being blown into planting beds and tree mulch rings by mowing equipment or hand blowers.
- Every effort will be made to keep string trimmers and mowers from girdling bark on trees and shrubs.
- Mid-summer mowing of dormant/drought stressed turf should be avoided, and notification of conditions should be communicated to store manager and clearly noted on service ticket.
- Remove paper, trash, twigs and other undesirable materials from lawn areas prior to mowing.
- Any visible or unsightly clippings which remain on the turf should be removed.
- Angel & Tony Landscaping will advise of any problem areas as they arise (i.e. bare areas where grass growth is difficult to maintain, areas of lawn that should be converted to groundcover, erosion issues, etc.) and make suggestions to correct them. Major problem areas must be quoted proposed work is to be completed without approval from the customer.

Month	# of Mows
April	4
May	5
June	4
July	4
Aug.	5
Sept.	4
Oct.	5
Nov.	2



3. Weeding:

- Angel & Tony Landscaping will be responsible for total weed control for all areas of the property.
- Weeds in planted areas, sidewalks, curbs, light poles, fence lines, pavement and around the perimeter of the building will be removed and disposed away from the premises in a legal manner by Angel & Tony Landscaping

4. Fertilization/Insects/Disease/Pests:

- Angel & Tony Landscaping is responsible for choosing the appropriate fertilizer and applying it to all applicable areas at least two (2) times per year as required by the local climate conditions for referenced property.
- One spring application by May 31 and one fall application after September 1st but no later than October 31st.
- Angel & Tony Landscaping is responsible for inspecting the lawn and plant materials for disease, insects and pests. If found, the contractor will discuss the necessary treatments with the customer. This service must be quoted via proposal and provided to the Customer for approval.
- Care will be taken to prevent staining of paved and/or hard surfaces adjacent to landscaped areas.

5. Tree and Shrub Trimming:

- Angel & Tony Landscaping will maintain trees, shrubs, and other plants in healthy, growing condition, free from disease, insects, and pests.
- Angel & Tony Landscaping will prune trees, shrubs, vines up to 12 feet, and all other plants two (2) times per season. The pruning shall be completed with the spring and fall cleanups. Additional pruning is considered to be out of scope and should only be performed upon approval from Angel & Tony Landscaping.
- All suckers and water shoots should be removed as needed during the season.
- Canopy clearing to ensure pedestrian safety and to prevent auto damage shall be completed as needed.
- Prune shrubs and trees up to twelve (12) feet in height; clear all roadways, entranceways, sidewalks and buildings by twelve (12) inches.
- All debris must be removed from site and disposed of according to local ordinances.
- It is the responsibility of the Angel & Tony Landscaping to check with local authorities prior to pruning. The contractor is responsible for obtaining and paying for any required permits.



- All trees and shrubs over twelve (12) feet shall be trimmed only after the approval of the customer. Contractor shall submit detailed proposals when the trees and shrubs are in need of trimming. Proposals will need to include time and material cost for any work out of scope they believe is required.

6. Mulch:

- Angel & Tony Landscaping will perform regular maintenance of the mulch and/or decorative rock layer to minimize weeds and contribute to moisture retention. Mulch should be kept at a thickness of no more than four (4) inches.
- Prior to mulch installation, trimming/edging of all landscape beds and tree rings must be performed by the contractor no later than April 30th.
- Spring turning of all mulch beds and applying mulch to all tree bases and bedding areas. Mulch should be no more than two (4) inches in depth in all areas.
- Mulching around the tree base rings will be level with the ground.
- Dish out the center around the tree trunk so it will hold water during any drought times. Mulch should not continue up the tree trunk.
- Mulching is to be performed in conjunction with the spring clean up service.
- Angel & Tony Landscaping will cultivate (turn) the mulch once during the year to freshen the appearance. Mulch installed shall be consistent with current type and color that is currently on site. No dyed mulch is to be used.

7. Irrigation Maintenance (Where Applicable):

- Spring start up- all irrigation systems must be properly adjusted and prepared for spring start up, no later than May 1st.
- Routine Maintenance- Angel & Tony Landscaping shall make sure the irrigation system is maintained and operates properly during the growing season. Angel & Tony Landscaping will examine the system for damage/malfunctions (i.e. heads and risers) weekly while performing regular maintenance services.
- Repairs- all repairs must be approved through the customer before being performed. Angel & Tony Landscaping must submit proposal directly to the customer. Proposal must include all parts and labor. Upon approval,
- Irrigation winterization- all irrigation systems must be properly drained and prepared for cold weather, no later than October 31st.



8. Spring Cleanup:

- To be performed ongoing during the commencement of the landscape season as is customary for the specific market.
- Services include but are not limited to removing dead branches and sticks from trees, removal of fallen leaves and any and all loose debris build up.
- Mulching and bed edging will be completed during the spring cleanup.
- Bush and tree trimming shall be completed during the spring cleanup.
- All debris shall be removed and disposed of in accordance with local guidelines
- Spring Cleanups shall be completed by May 1st.

9. Fall Cleanup:

- To be performed ongoing during the completion of the landscape season as is customary for the specific market.
- Services include but are not limited to removing dead branches and sticks from trees, removal of fallen leaves and any and all loose debris build up.
- The contractor will perform a complete leaf removal ensuring that the site is clean going into the winter.
- Bush and tree trimming shall be completed during the fall cleanup.
- All debris shall be removed and disposed of in accordance with local guidelines
- Fall Cleanups will be completed no later than November 15th.

10. Additional Services out of Scope:

At times during the landscape season, customer shall be in a 1 year agreement with Angel & Tony Landscaping. Failure to comply will be an early termination fee of \$200. The customer may request additional work outside of the contracted scope. When this occurs, Angel & Tony Landscaping is to submit directly to the customer a proposal, detailing all costs and materials, along with digital photos.

- All irrigation work including but not limited to start up, shut down, inspections, adjustments and repairs are to be considered out of scope and only to be performed upon approval from the customer
- Items such as dead shrubs and overgrown trees greater than twelve (12) feet shall be brought to the attention of the customer. Contractor shall submit a proposal, including all labor and materials, directly to the customer to seek approval for service.



11. Invoicing:

- A signed work order for each service is required to accompany the monthly invoice.
- Angel & Tony Landscaping shall submit via fax, email or mail at the end of the month, and no later than 7 days after the month concludes their monthly invoice for services. Included in this packet should be all of their signed work order tickets, any documentation relating to services and any and all other relevant data (photos when required). In addition, Invoice must be paid full by the given date in which is 10 days after invoice was sent or late fees will accumulate after increase to the amount owed to 7%, than after each day late with a .05% increase.

Please sign below indicating that you have read and will comply with all aspects of this Work-Service Agreement of Angel & Tony Landscaping.

Customer Name (Print)

Company Representative

Customer Name (Signature)

Date: