

## NOTICE TO BIDDERS

In accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., sealed bids will be received by the Asbury Park Housing Authority (the Authority) on **March 6, 2026, at 10:00A.M.** prevailing time in the Asbury Park Housing Authority's Conference Room, 1000 ½ Third Avenue, Asbury Park, NJ 07712. Electronic bids will also be received by the Authority at which time and place bids will be opened and read in public for:

**Landscaping and Grounds Care  
at  
Various Locations  
Asbury Park, NJ 07712**

Bidders and the public may attend the bid opening. During the BID opening process, the bidders will be announced as well as bid amounts.

Bid responses must be made on the standard proposal forms, unless otherwise indicated. Physical copies must be enclosed in a sealed package bearing the name and address of the bidder and the "**BID TITLE NAME**" on the outside, and addressed to William Snyder, at the address above.

Any Bid Addenda will be issued to any bidders who have picked up a BID package.

The information for the Bidders, Form of Bid, and Specifications may be reviewed, obtained and submitted, at no cost, via:

1. Visiting our website at [www.aphanj.org](http://www.aphanj.org). Select Business tab, then select Requests for Proposals. Select appropriate BID.
2. Copies may also be picked up in person at:

Asbury Park Housing Authority  
1000 ½ Third Avenue  
Asbury Park, NJ 07712

Contractors are encouraged to visit the site to determine best manner in which to approach this work before submitting bid. Contractors are required to visit the site. To schedule a site visit contact Edwin McDonald at 732-774-2660 x303.

Bidders shall comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17-27 et seq.

Publication Date: February 10, 2026

William Snyder, Interim Executive Director  
Asbury Park Housing Authority



# Asbury Park Housing Authority

HOUSING AUTHORITY & URBAN REDEVELOPMENT AGENCY

## REQUEST FOR BIDS

### Landscaping

**DATE ISSUED:** February 12, 2026

**TYPE OF PROJECT:** The Asbury Park Housing Authority (APHA) is seeking Formal bids from qualified firm(s)/individual(s) for Landscaping at all properties.

**CONTACT PERSON:** Ed McDonald, Director of Maintenance  
[emcdonald@aphanj.org](mailto:emcdonald@aphanj.org) 732.774.2660 Ex. 303

**LAST DAY FOR QUESTIONS:** February 27, 2026 @ 2:00 p.m.

**SUBMISSION DEADLINE:** March 6, 2026 @ 10:00 a.m.

**SUBMISSION ADDRESS:** Asbury Park Housing Authority  
1000 ½ Third Avenue  
Asbury Park, NJ 07712  
Executive Director

**Separate sealed or uploaded bids will be accepted until the date and time noted above. Bids will be held in confidence and not released in any manner until after contract award.**

The responsibility for submitting a response to this Bid request at the APHA on or before the stated time and date will be solely and strictly the responsibility of the respondent. The offeror shall wholly absorb all costs incurred in the preparation and presentation of the proposal.

**Single copies of the BID package may be obtained, at no cost by:**

1. Visiting our website at [www.aphanj.org](http://www.aphanj.org). Select Business tab, then select Requests for Proposals. Select appropriate RFP.
2. Copies may also be picked up in person at:

Asbury Park Housing Authority  
1000 ½ Third Avenue  
Asbury Park, NJ 07712

## TABLE OF CONTENTS

<b>Legal Notice – NOTICE TO BIDDERS</b>	<b>Page 2</b>
<b>Instructions to Bidders</b>	<b>Page 3</b>
<b>Project Description &amp; Scope of Work</b>	<b>Page 5</b>
<b>Additional Provisions applicable to Request for BIDs</b>	<b>Page 8</b>
-----	
<b>Affidavit of Non-Collusion</b>	<b>Page 9</b>
<b>New Jersey Business Registration Statement</b>	<b>Page 10</b>
<b>Stockholder Disclosure Certification</b>	<b>Page 11</b>
<b>List of References</b>	<b>Page 12</b>
-----	
<b>Contractor’s Qualifications and Evaluation</b>	<b>Page 13</b>
<b>Pricing Form</b>	<b>Page</b>
<b>Attachment B – Bonding Requirements</b>	
<b>Attachment C – Executive Order 11246 &amp; MBE/WBE Procurement</b>	
<b>Attachment D – Accessibility to Construction Site and Contractor’s Files</b>	
<b>Attachment E – Interest of Other Parties</b>	
<b>Attachment F – New Jersey Wage Law, Federal Labor Standards Provisions &amp; Payroll Forms</b>	
<b>Attachment G – Contractor Clearance Requirements</b>	
<b>Attachment H – 2 CFR Part 200 Appendix II – Administrative Requirements</b>	
<b>Attachment I – Certification Regarding Lobbying</b>	
<b>Attachment J – Construction Standards</b>	
<b>Attachment K – Section 3 Requirements</b>	

**The Housing Authority of the City of Asbury Park  
Advertisement for Bid**

**Project:** Landscaping Services

Sealed bids for providing landscaping services at all properties owned and or managed by the Asbury Park Housing Authority shall be accepted no later than 10:00 AM (prevailing time) on March 6, 2026 at the Administration Offices of the Housing Authority, 1000 ½ Third Ave., Asbury Park NJ 07712. Bids may be submitted by either mail, digitally (e.g. PDF or other common read-only format), or in person by the Bidder or their agent. No late bids will be accepted.

All hard-copy bids shall be enclosed in a sealed envelope bearing the name of the bidder and clearly marked "Landscaping".

The information for the Bidders, Form of Bid, and Specifications may be reviewed and obtained at the administration office of the Asbury Park Housing Authority, 1000 ½ Third Ave., Asbury Park at any time during regular business hours, Monday through Friday, or via email request to [sesdaile@aphanj.com](mailto:sesdaile@aphanj.com) to receive a digital bid package. Telephone the Housing Authority at 732-774-2660 ext. 209 with any questions.

Contractors are encouraged to visit the site to determine best manner in which to approach this work before submitting bid. Contractors are required to visit the site. To schedule a site visit contact Edwin McDonald at 732-774-2660 x303.

The Authority does not obligate itself to accept the lowest bid and reserves the right to waive any informalities in the bidding process or to accept or reject any or all bids if deemed in the best interest of the Authority. No bid shall be withdrawn for a period of sixty (60) days subsequent to opening bids without the consent of the Owner.

William F. Snyder  
Interim Executive Director

## **INSTRUCTIONS TO BIDDERS**

Deadline for receipt of Bids is **10:00 AM, March 6, 2026**

Any BID received after that date and time will not be opened and will be rejected.

Asbury Park Housing Authority. [hereinafter sometimes called the “Authority”] expects to award a Contract for said services by within a month from bid opening.

Each BID submitted via mail or drop off must be three (3) copies, in a sealed envelope, marked on the outside with the words “Asbury Park Housing Authority Landscaping” and sent to:

Asbury Park Housing Authority.  
1000 ½ Third Avenue  
Asbury Park, New Jersey 07712  
Attn: William Snyder, Interim Executive Director

Electronic BID submission - Visit our website at [www.aphanj.org](http://www.aphanj.org). Select Business tab, then select Requests for Proposals. Select appropriate RFP. Upload document.

### **Insurance Requirements**

The selected firm will be required to have in full force during the term of this Contract, insurance policy or policies with rated insurance carrier(s) licensed to do business in the State of New Jersey. Each proposing CONTRACTOR shall provide to the Authority, as a part of its Bid, a Certificate of Insurance naming the Asbury Park Housing Authority as an Additional Named Insured. Such insurance coverage amounts are required to remain in full force, uninterrupted, for the duration of the selected firm’s Contract. The following minimum insurance coverage must be in place: CONTRACTOR Comprehensive General Liability Insurance One Million Dollars (\$1,000,000) per claim; Automobile Liability Insurance One Million Dollars (\$1,000,000) per claim; Employers Liability Insurance; and coverage for Worker’s Compensation Insurance applicable under the laws of the State of New Jersey.

### **Codes, Laws, and Regulations**

Bidder shall comply with all applicable codes, laws, regulations, standards, and ordinances applicable and in force during the term of this Contract.

### **Permits, Licenses, and Fees**

Firm will obtain and pay for all permits and licenses required by law that are associated with the Firm’s performance of its contract hereunder.

By submitting its Bid, Bidder agrees to enter into a Contract with the Authority for the work required herein. A sample Form of Contract is contained in this Request for Bids. Bidders shall **not** include the sample Form with its Bid.

## **Instructions to Bidders (continued)**

Term and Termination. All services to be rendered by the CONTRACTOR under the Scope of Work herein shall be completed in accordance with the Schedule for performance stated herein. All or part of this Contract may be terminated by the Authority for its convenience on fifteen (15) days written notice to the CONTRACTOR. In such event, the CONTRACTOR will be entitled to compensation for services competently performed up to the date of termination.

Approval of CONTRACTOR s. The Authority reserves the right to approve the contact person and the persons performing the CONTRACTOR services on behalf of CONTRACTOR. If the Authority, in consultation with the CONTRACTOR and in the Authority's sole discretion, is dissatisfied with the contact person or the person or persons actually performing the professional services on behalf of CONTRACTOR, pursuant to this Contract, the Authority may require CONTRACTOR to assign a different person or persons to be the contact person or to perform the CONTRACTOR services hereunder.

### **Additional Documents Required in Bid Submission**

In addition to submitting, on your company letterhead, your proposed Lump Sum Fee, a breakdown by item and location and the statement of existing qualified staff resources to perform and complete all requirements of this Scope of Work within the time schedule for performance stated herein, Proposers must also provide a certified statement that the CONTRACTOR and Firm and all of its proposed experts and/or consultants are not debarred, suspended or otherwise prohibited from CONTRACTOR practice by any State or local agency thereof, or by HUD or any other agency of the United States Government and also must provide proof that the CONTRACTOR is licensed to practice in the State of New Jersey.

The selected CONTRACTOR is required to comply with all federal and State provisions and regulations applicable to the Project recognizing that both Authority and federal funds are being used for this Project. By submitting its BID, Proposer affirms it will so comply and must sign and return as a part of its BID, the forms contained herein including those in the Appendices:

- **Affidavit of Non-Collusion contained herein;**
- **Business Registration Statement contained herein;**
- **Stockholder Disclosure Certification contained herein;**
- **List of References Form contained herein; and,**
- **Certificate of Insurance - as described herein.**

# **PROJECT DESCRIPTION & SCOPE OF WORK**

## LANDSCAPING AND GROUNDS CARE

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The Contractor shall provide the following landscaping and grounds care services to the grounds, shrubbery, trees and paved areas of the following properties.

**Robinson Towers, 1000 ½ Third Avenue, Asbury Park, New Jersey**  
**Lumley Court A & B, 1004 Comstock Street & 1025 Second Avenue, Asbury Park, NJ**  
**Comstock Court, 1018 First Avenue, Asbury Park, New Jersey**  
**Asbury Park Village, 2 Atkins Avenue, Asbury Park, New Jersey**  
**Washington Village, 1259 Washington Avenue, Asbury Park, New Jersey**  
**Lincoln Village, Memorial Drive & Langford St, Asbury Park, New Jersey**  
**Boston Way, 11 Boston Way, Asbury Park, New Jersey**

### **SCOPE OF SERVICES**

Landscaping and grounds care services are to be performed as follows:

#### **Spring and Fall Clean-Up**

Spring weeding and clean-up of all lawns and grounds shall be undertaken and completed within twenty-one (21) days of the start of the contract period, but no later than April 1<sup>st</sup>. Fall clean-up, including removal of all fallen leaves shall occur within fourteen (14) days of the termination date of the contract and extend if necessary to December 1<sup>st</sup>. All paved areas are to be cleaned to a “broom clean” standard at the completion date of the contract period.

#### **Spring Liming**

Granular lime shall be applied to all lawn areas, in accordance with the manufacturer’s specifications, upon completion of spring clean-up in early spring.

#### **Weed, Insect and Fungus Control**

Herbicide, insecticide, and fungicide are to be used, Baland for crab grass control (April), Oftanol for grubs, (May) Trimec (2-4D) for Broadleaf weed 1.5 oz. Per 1,000 sq.ft. (April) must be used to eliminate or control undesirable weeds, insects and fungi growth of all plants, lawn and/or bed areas.

#### **Fertilization**

Commercial lawn fertilizer shall be applied mechanically in early spring using 10-6-4 and late fall using 10-10-10 or equal analysis, at the rate 100 lbs. per 1,000 sq. ft. lawn area. Lawn and plant food shall be applied to plants, shrubs, trees and bed areas during the fall of each year using 10-6-4 plant food with 60% nitrogen at the rate of 200 lbs. per sq. ft.

## **Lawn Mowing, Edging and Pruning**

Lawn areas shall be cut weekly or when grass reaches a maximum height of three (3) inches. Mowing to be performed only when grass is dry or so specifically allowed by Management. The first mowing during the spring, the grass shall be cut to a height of one and one half to two inches (1 ½-2"). After the first mowing, the grass shall be cut to a height not less than two (2) inches. During periods of prolonged dryness grass shall not be cut shorter than 2 ½ inches. Edging of walkway areas and planting beds shall be done after the first spring lawn mowing and once a month thereafter. Weeding of plant bed area & berms, pruning of shrubs and trees shall be done as needed. After mowing, edging or pruning, all grass-shrubs clippings and debris shall be removed from premises and all walkways are to be left in a clean condition.

## **Seeding**

Contractor shall seed or reseed all bare spots of the lawn during the months of March and April and again during the months of September and October using grass seeds in the following proportion by weight: 40% Red Fescue, 30% Kentucky Bluegrass, 30% Rye, or seed for shade if needed. Seeding shall be spread at a rate of 5 lbs. Per 1,000 sq. ft. Soil shall first be loosened to less than 2". After applying seed, seed shall be covered with loose soil, tamped, and thoroughly wetted.

## **Trimming of Trees and Shrubs**

Contractor shall provide all labor, materials, and equipment to trim, fertilize and cultivate all trees and shrubs at least 2 times a year, and remove any dead plant materials as directed. Spray trees and shrubs with Sevin as required. The contractor shall maintain all trees and shrubs in such a condition that they are properly shaped and do not interfere with walkways and/or the buildings on the site. This work is limited to trees less than 12 feet tall.

## **Time of Contract**

The services to be performed under this Contract shall be for a 1-year period with a 1-year renewal at the owner's option. If a change order is issued to extend the contract, the monthly price will be based on the existing contract monthly prorated prices.

## **Termination of Contract**

If, through any cause the Contractor shall fail to fulfill in a timely and proper manner his obligations under this contract or violate any of the covenants, agreements or stipulations, or of the services rendered are deemed unsatisfactory by the Management, the Management shall have the right to terminate this contract by giving of five (5) days, written notice to the contractor, in which event the Contractor shall be responsible for any additional cost incurred by the Management.

## **Insurance**

During the term of this contract, the Contractor shall at his own expense obtain and keep in effect public liability insurance, which has a "Hold Harmless" clause for the Asbury Park Housing Authority. Contractor must also provide the following: Workman's Compensation and Employers Liability Insurance,

Public Liability, Bodily, and Property Damage:

Injury or death of one person	\$250,000
Injury to more than one person in a single accident	\$500,000
Property damage	\$100,000
Fire and Extended Coverage	Equal to bid price

Automobile and Truck Public Liability Bodily:

Injury or death of one person	\$250,000
Injury to more than one person in a single accident.	\$500,000
Property damage	\$100,000
Contractors general liability including completed Operations	\$500,000
Umbrella Policy	\$1,000,000

**Non-discrimination**

The Contractor agrees that he will not discriminate against any employee or applicant for employment under this Contract by reason of race, religion, color or national origin.

**General Notes**

Contractor shall not begin work before 8:00 a.m. nor continue working beyond 7:00 p.m. The contract shall be responsible for all grass cuttings, weeding, cultivating, fertilizing, spraying, pruning, edging, and seeding and other lawn care maintenance as specified by Management during the life of the contract. It is understood that all materials and equipment needed to perform the aforementioned services are the sole responsibility of the Contractor to purchase and maintain.

**Tree Removal**

Nothing in the Specifications is intended to require the Contractor to remove large trees and/or large limbs at heights above ground level, which are customarily not removed as part of a landscaping and grounds care contract. Specifically, no tree in excess of 25 ft. in height is to be removed, or limb of more and 2 ½ ft. in diameter be trimmed, or any limb more than 12 feet above ground level be trimmed by the Contractor within the terms and requirements of this Contract.

### **Additional provisions applicable to this Request for BIDs**

Each Proposer agrees that, if selected, it will promptly enter into a contract with the Authority for the performance of the Scope of Work herein at its submitted Lump Sum Fee and in accordance with the provisions herein. The following additional provisions will be included in the Contract:

The CONTRACTOR shall perform its work in a manner fully meeting requirements of all federal, state, and other applicable entities of jurisdictions' laws, rules, and regulations;

The CONTRACTOR shall maintain regular communications with the Authority's Director and staff during performance of its CONTRACTOR services and shall meet with the Director as requested by him/her;

All information received during CONTRACTOR 's work and all submissions received by the Authority become the sole property of the Authority for its use in any manner and without further cost to the Authority, unless prohibited by Patent or other legal prohibitions;

The Scope of Work, Affidavit of non-collusion, Certificate of Insurance and forms contained herein form a part of the Contract;

The CONTRACTOR is required to comply with all Equal Opportunity, Affirmative Action, and federal wage rate provisions, including Davis Bacon and other related provisions, to the extent such provisions are applicable to this CONTRACTOR services contract and for submission of such documents as may be required in connection therewith;

The Authority is exempt from sales taxes on purchase and/or supply of goods and services and, upon request, will provide suitable exemption certification to the CONTRACTOR for its use under the work contemplated herein. It shall be the sole responsibility of the CONTRACTOR to obtain said exemption certification from the Authority. Failure of the CONTRACTOR to so obtain and use said exemption certification in its purchase of goods and services hereunder shall, in no way, obligate the Authority to pay the amount of any such taxes CONTRACTOR may incur and payment of all such amounts so incurred shall be the sole responsibility of the CONTRACTOR .

# Affidavit of Non-Collusion

STATE OF \_\_\_\_\_ ]

COUNTY OF \_\_\_\_\_ ] SS

I, \_\_\_\_\_ of the Municipality of \_\_\_\_\_  
in the County of \_\_\_\_\_ and the State of \_\_\_\_\_ being of full  
age and being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ the duly authorized  
representative of the firm of \_\_\_\_\_  
the Proposer making the BID for the above named project; that I executed the said BID with full  
Authority to do so; that said Proposer has not, directly or indirectly, entered into any Contract,  
participated in any collusion or otherwise taken any action in restraint of free, competitive bidding in  
connection with the above named project; that all statements contained in said BID and in this  
affidavit are true and correct, and made with full knowledge; that the State of New Jersey and  
Asbury Park Housing Authority may rely upon the truth of the statements contained in said BID  
and in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure  
such contract upon an Contract or understanding for a commission, percentage, brokerage or  
contingent fee, except bona fide employees or bona fide established commercial or selling agencies  
maintained by \_\_\_\_\_ (N.J.S.A. 52:34-15)

Subscribed and sworn to before me.

this \_\_\_\_\_ day of \_\_\_\_\_ 2026

\_\_\_\_\_  
Notary Public  
My commission expires \_\_\_\_\_

**New Jersey Business Registration Requirements and Statement**

By submitting its BID, Proposer affirms that it is registered with the State of New Jersey Division of Revenue as of the date of submitting its BID and must sign below and submit this page as part of its BID submittal.

No Contract for the CONTRACTOR services herein will be awarded until successful Proposer has submitted proof of its New Jersey Business Registration and that of its Sub-Contractors, if any. Failure to submit your Business Registration Certificate before Contract award will result in disqualification of your BID.

This is to certify that the firm of \_\_\_\_\_ is registered with the State of New Jersey, Division of Taxation, and complies with the requirements stated herein.

I understand that this registration is mandatory for public works contracts and that no Contract for the CONTRACTOR services herein will be awarded until successful Proposer has submitted proof of its New Jersey Business Registration and for that of its Sub-Contractors, if any.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Proposer: \_\_\_\_\_

**STOCKHOLDER DISCLOSURE CERTIFICATION**

**This Statement Shall Be Included with BID Submission**

**Name of Business:** \_\_\_\_\_

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

- Partnership                                      Authority                                      Sole Proprietorship
- Limited Partnership   Limited Liability Authority   Limited Liability Partnership
- Subchapter S Authority

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
(Affiant)

(Notary Public)

\_\_\_\_\_  
(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

**LIST OF REFERENCES**

**(at least three references are required)**

**(Purpose of references provided is to demonstrate Proposer's experience with the type of CONTRACTOR services required herein.)**

**1. Name of Firm:**

**Address & Tel. # of Firm:**

**Contact Person:**

**Title & Job Description:**

**Brief Description of Work Performed:**

**2. Name of Firm:**

**Address & Tel. # of Firm:**

**Contact Person:**

**Title & Job Description:**

**Brief Description of Work Performed:**

**3. Name of Firm:**

**Address & Tel. # of Firm:**

**Contact Person:**

**Title & Job Description:**

**Brief Description of Work Performed:**

## **CONTRACTOR QUALIFICATIONS and EVALUATION**

The Authority will evaluate all BIDs received based on the following criteria. Incomplete or defective BIDs or BIDs received after the deadline stated herein will not be considered:

### 100% SCORE BASIS

1. Knowledge of, prior experience in, and satisfactory performance of comparable projects undertaken by Proposer, including based on responses from References provided. All satisfactory = 15%
2. Knowledge of, prior experience in, and satisfactory performance of meeting the requirements of the HA by Proposer = 20%
3. Past performance based on cost control, quality of work, compliance with contract requirements including on-time performance and responses from References provided. All satisfactory = 15%
4. CONTRACTOR 's stated Lump Sum Fee for its CONTRACTOR services hereunder = 50%

**ATTACHMENTS:**

**Attachment B – Bonding Requirements**

**Attachment C – Executive Order 11246 & MBE/WBE Procurement**

**Attachment D – Accessibility to Construction Site and Contractor’s Files**

**Attachment E – Interest of Other Parties**

**Attachment F – New Jersey Wage Law, Federal Labor Standards Provisions & Payroll Forms**

**Attachment G – Contractor Clearance Requirements**

**Attachment H – 2 CFR Part 200 Appendix II – Administrative Requirements**

**Attachment I – Certification Regarding Lobbying**

**Attachment J – Construction Standards**

**Attachment K – Section 3 Contracts**

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# ASBURY PARK HOUSING AUTHORITY LANDSCAPING BIDS

## PRICING PER SITE

### Robinson Towers

Spring mulching	Spring cleanup	Monthly cost to cut grass/trim bushes/fertilizing (includes weed control)	Fall cleanup	<b>Total</b>
\$	\$	\$	\$	\$

### Lumley Court A & B

Spring mulching	Spring cleanup	Monthly cost to cut grass/trim bushes/fertilizing (includes weed control)	Fall cleanup	<b>Total</b>
\$	\$	\$	\$	\$

### Comstock Court

Spring mulching	Spring cleanup	Monthly cost to cut grass/trim bushes/fertilizing (includes weed control)	Fall cleanup	<b>Total</b>
\$	\$	\$	\$	\$

### Asbury Park Village

Spring mulching	Spring cleanup	Monthly cost to cut grass/trim bushes/fertilizing (includes weed control)	Fall cleanup	<b>Total</b>
\$	\$	\$	\$	\$

### Washington Village

Spring mulching	Spring cleanup	Monthly cost to cut grass/trim bushes/fertilizing (includes weed control)	Fall cleanup	<b>Total</b>
\$	\$	\$	\$	\$

**Lincoln Village**

Spring mulching	Spring cleanup	Monthly cost to cut grass/trim bushes/fertilizing (includes weed control)	Fall cleanup	<b>Total</b>
\$	\$	\$	\$	\$

**Boston Way**

Spring mulching	Spring cleanup	Monthly cost to cut grass/trim bushes/fertilizing (includes weed control)	Fall cleanup	<b>Total</b>
\$	\$	\$	\$	\$

**GRAND TOTAL** .....\$ \_\_\_\_\_