

**Ruby Ranch Homeowner’s Association**

**PO Box 71**

**Buda, Texas 78610**

**October 20, 2015 – REQUEST FOR PROPOSAL**

<b>PROJECT</b>	<b>Ruby Ranch Landscape Maintenance</b>
LOCATION	Ruby Ranch, Buda TX
BID DATE & TIME	11/9/15
PROJECT START DATE	1/1/16 through 12/31/17
PROJECT CONTACT	Cristi Rawlings, HOA BOD President 512-587-7891

The Ruby Ranch HOA Board of Directors is requesting proposals for the project identified above and as per the attached documents and below project details. We will award contracts based on the proposal expected to be the most beneficial to our project based on a variety of factors. The RR HOA reserves the right to award more than one contract, accept the lowest price offer, award contracts before the proposal deadline listed in the timeline, award contracts before all proposals are received, and refuse any contract with obligation to the RR HOA.

ATTACHMENTS. Lot Layout provided upon request and site survey.

PROJECT. This project consists of ALL landscape and mowing duties and services associated with our 324 lot community.

SCOPE OF WORK. Maintain all Ruby Ranch HOA owned areas and ROWs.

Mowing ROW and Park

Mow and line-trim guard rail, signs, guy wires, fire hydrants, trees and drainage structures in all phases of the Ruby Ranch Subdivision (approximately 9 miles) from the roadway to the property line where possible (approximately 20 feet), the 3.4 acre park southwest of the Onion Creek Bridge, the uninhabitable land past the Clark Entrance and the land at the end of Ruby Ranch Road approximately 4 times per year. The contractor will coordinate all work with the designated representative of the RRHOA and must receive approval before each ROW mowing. The ROW mowing will be completed within 10 working days of the start of that mowing.

### Maintenance of Ruby Ranch Entrances

Mow and line-trim entrances approximately 22 times per year starting in March and mowing as needed approximately every 2 to 3 weeks until the first freeze of the year. Weed, Fertilize and maintain the landscaping at the four entrance areas.

Ruby Ranch Main Entrance

Creekside Entrance

Creek Bend Entrance

Bluffs Entrance

The frequency of mowing of both the ROW and entrances is subject to change due to weather conditions and may be decreased or increased from the above frequency by the expressed approval of the designated representative of the RRHOA.

### Litter Pick Up

Litter pick-up, dead animal removal, and sprinkler repair on an "as needed basis" at an hourly labor rate.

BID. Bid is to be broken out as follows:

1. Mowing ROW and Park
2. Maintenance of Ruby Ranch Entrances
3. Litter Pick Up
4. Potential ancillary services you may provide and their values

This proposal if contracted may be extended by a period of one year at the above prices with the written approval of the contractor and the RRHOA Board of Directors.

Requirements & Terms. A W9 and Certificate of Insurance (valid throughout project) for General Liability, Workers Compensation and Automobile Insurance will be required for contracting. The contractor will be required to maintain a \$1,000,000 per occurrence, \$2,000,000 aggregate limit of General Liability insurance for the length of this contract with the RRHOA listed as an additional insured. All payments for this project will be made by check. Invoices are anticipated to be paid within 30 days of receipt. **There is no deviation from the requirements and terms.**