



## REQUEST FOR PROPOSAL (RFP): LANDSCAPING SERVICES

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**Property:** 12 Acre Community Property

**Issued By:** Jupiter Management

**Proposal Due Date:** July 15, 2025

**Contact Information:** Stephen Skakandy | (561) 743-4607 | [steve@jupitermgt.com](mailto:steve@jupitermgt.com)

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### Scope of Work

Jupiter Management is soliciting proposals from qualified, insured, and licensed landscaping contractors to provide comprehensive landscaping maintenance and enhancement services for a 12-acre community property located in Jupiter, Florida. The awarded contractor shall maintain all turf, plantings, trees, and irrigation systems in a healthy, clean, and attractive condition, and perform seasonal and weather-related services as outlined below.

The community includes a mix of condo buildings (of 8-unit buildings) and villas (of 2-unit buildings), each with a corresponding golf cart shed, a community pool, and common areas to include landscaped islands, walkways, and large lawns. Plants on the property currently include a mix of hard wood trees (Southern Oak and Mahogany), palm trees (Robellini, Date, Sabal, Christmas), and a variety of tropicals (hibiscus, gardenia, ixora, etc.).

In addition to regular maintenance, the community does major plantings and upgrades two times a year (April and November), for which the contractor must be available. These periods also include applying mulch to all common areas, building fronts, and walkways, as well as blowing out golf carts sheds.

Finally, contractor must be responsive to community management company and resident concerns, and complete requests in a timely manner.

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### Service Requirements

#### 1. Mowing Services

- **Frequency:** 42/year
- **Scope:**
  - Mow all turf areas
  - Edge all curbs, walkways, and planting beds
  - String trim in all areas inaccessible to mowers
  - Blow off all sidewalks, driveways, and streets
  - Remove fallen branches and palm fronds from turf areas



## 2. Leaf Clean-Up

- **Frequency:** 8-10/year (March and April)
- **Scope:**
  - Rake, blow, and remove fallen leaves and organic debris from all common areas, beds, and turf
  - Ensure proper off-site disposal of collected material

## 3. Shrub and Tree Trimming

- **Frequency:** 12/year (monthly)
- **Scope:**
  - Prune and shape all shrubs and ornamental plants
  - Weed and detail all beds and planting areas
  - Trim all trees under 8 feet in height and palms under 12 feet
  - Remove pruning debris and dispose of off-site

## 4. Irrigation Services

The community utilizes a Hunter irrigation system that tracks usage that must be reported monthly to the community's Property Owners Association (POA). The contractor must be familiar with this system and be able to set, fix, and repair as needed. The community requires the contractor be aware of and follow all local water restrictions and ensure system is working optimally for time of year and community plant watering needs. This RFP allows for the contractor to outsource irrigation, if necessary.

- **Frequency:** 12 per year (monthly)
- **Scope:**
  - Perform regular wet checks and system diagnostics
  - Unclog all heads and install screens to reduce future clogging
  - Adjust heads and nozzles for optimal coverage
  - Identify and report broken components, to include broken heads and pipes (pipes under roads, walkways, and drives will be billed separately if contractor can fix and/or work with appropriate subcontractor/plumber to repair lines)
  - Provide minor repairs (materials billed separately)

## 5. Fertilizing Services

- **Frequency:** See below
- **Scope:**
  - **Turf fertilization:** 6 applications per year (seasonal schedule)
  - **Shrub, Tree, and Palm Fertilization:** 2 applications per year
  - **Pest Management:** 12 applications per year, targeting turf and plant pests
  - **Turf Weed Control:** 4 applications per year targeting broadleaf weeds



## 6. Storm or Hurricane Clean-Up

- **Frequency:** As needed, on-call service
- **Priority Order:**
  1. Open and clear streets and driveways
  2. Address concerns throughout the property

***Note:** Please provide hourly labor rates (with and without equipment) for emergency response clean-up work.*

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## Contract Duration

- Proposed term: The community requests that contractors provide pricing for a three (3) year term, fixed price.
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## Proposal Requirements

All submissions must include the following elements. If proposals are missing the below listed information the proposal may not be considered.

- Company background and experience with similar properties
  - List of key personnel assigned to this contract
  - Proof of licensing, insurance, and relevant certifications
  - Detailed pricing breakdown for each service area or preferred subcontractor
  - Storm/emergency labor rates (hourly and equipment fees)
  - References from at least three similar-sized clients
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## Submission Instructions

Questions and/or complete proposals should be directed to Jupiter Management via email to [steve@jupitermgt.com](mailto:steve@jupitermgt.com) or mailed to:

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