

ROAD SCOPE OF SERVICES

Chelaque Estates Scope of Services January XX, 20XX

Summary of services for the estimated 11 miles of road in Chelaque Estates. Those deciding to submit a bid for the 3-year period beginning September 1, 20XX to August 31, 20XX can bid on one or any combination of the service categories below.

Service Categories:

1. Mowing and unwanted vegetation control of the right-of-way areas that flank the estimated 11 miles of road surface
2. Mowing of common ground and cabin area
3. Leaf control of the estimated 11 miles of road surface and drainage ditches
4. Snow plowing and de-icing of the estimated 11 miles of road surface
5. Landscaping of common area

All formal bids must be submitted to the Chelaque Homeowners' Association (CHOA) no later than July 1, 20XX. Each bidder must provide proof of insurance which covers the bidder's employees and liability protecting CHOA from all personal and property damage while performing any or all services contracted by CHOA. Furthermore, the bidders are required to identify the process on how they will communicate with the CHOA Road Committee Chairman on when services will be performed in advance of the service execution.

Attached to this document is a copy of CHOA Restrictions. It is the responsibility of the bidder to abide by the CHOA restrictions and guidelines. The winning bidder will make the employee's, and/or any sub-contractors employed by the winning bidder aware of CHOA guidelines. Note that fines and/or termination of services may result from violations of the CHOA guidelines.

NOTE: Appendix A includes:

- (1) Definition shown of "Right-of-ways". Right-of-ways are BOTH sides of the road.
- (2) Definition of "Debris"

Detailed Service Category Description:

1. Mowing and unwanted vegetation control of the right-of-way areas that flank the estimated 11 miles of road surface and Trailer Parking Area

It is very important to the Chelaque Estates Community that the appearance and general condition of area adjacent to the roads (drain ditch – right-of-way) be maintained. See Appendix A for the definition of right-of-way. This service category is seasonal and defined by the Eastern Tennessee growing pattern for grasses and weeds. The following are specifics to be completed in this category:

- Mowing of all right-of-ways followed by weed wacking of areas inaccessible or missed by mower. All vegetation adjacent to roads MUST be cut down within the right-of-way description

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provided in Appendix A as a guide. A Boom mower/side arm mower has been used for inaccessible areas.

- All power poles adjacent to roads must be weed wacked.
- All guard rails, front and behind, must be weed wacked.
- All washout wall areas: weed wack, weed control spray all gravel areas associated with area around washout walls.
- Remove/dispose of debris located in right-of-ways. See definition of “Debris” in Appendix A
- Weed control spray application along all right-of-ways and Trailer Parking Areas

The following table is suggested to help the bidder with the specific maintenance schedule for this service category.

Mowing – *Note: below is by example only. The bidder is asked to determine monthly timing*

Month	Service Time Table	Description of Service
May	May 11 – May 18	<ul style="list-style-type: none"> • Mow right-of-ways on all paved roads • Remove debris if necessary • Weed control application along all right-of-way and Trailer Parking Area
June	June 22 – July 1	<ul style="list-style-type: none"> • Mow right-of-ways on all paved roads • Remove debris if necessary • Weed control application along all right-of-way and Trailer Parking Area
August	August 22 – August 31	<ul style="list-style-type: none"> • Mow right-of-ways on all paved roads • Remove debris if necessary • Weed control application along all right-of-way and Trailer Parking Area
September	September 22 – October 1	<ul style="list-style-type: none"> • Mow right-of-ways on all paved roads • Remove debris if necessary • Weed control application along all right-of-way and Trailer Parking Area

2. Mowing and maintenance of common ground and cabin area

It is very important to the Chelaque Estates Community that the appearance and general condition of the CHOA common ground be maintained. This service category is seasonal and defined by the Eastern Tennessee growing pattern for grasses and weeds. The CHOA common ground areas are those areas around the Cabin, the Pavilion, Trailer Parking Area, Marina, and Landscape beds. Take special note here: Trailer Parking Area will also require weed control. The following are specifics to be completed in this category:

- Cabin: Mow all areas in front including entrance island and both side areas leading up to island.

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- Cabin: Mow all areas behind cabin including areas behind shed.
- Pavilion: Mow, weed wack all areas associated with the pavilion area including area around Porta-Poddy. PLEASE follow scheduled mowings for pavilion (see schedule of events at pavilion)
- Trailer Parking Area: Mow/ weed wack as needed in this area. Mow/weed wack entrance and driveway and areas around trailers parked as best practices will allow.
- Marina: Mow/weed wack parking area just above stairway.
- Marina: Mow/weed wack the boat launch drive and area adjacent to small gravel parking area off the boat launch drive.

In order to help the bidder with the specific maintenance plan for this service category, it is suggested that mowing and maintenance of the common areas take place approximately 12 times during the growing season. Events are held at the pavilion several times during the season and the service plan must incorporate the dates for these events, which will be provided prior to the maintenance season.

3. Leaf control of the estimated 11 miles of paved road surface and drainage ditches

Although difficult to predict the timing of when this service is necessary it is important to remove leaves with particular attention to the Fall. Leaf removal off of the paved roads and drainage ditches is an important safety action. For the purposes of this bid please consider 4 leaf blowing events for the estimated 11 miles of paved road surface and drainage ditches. The following are specifics to be completed in this category:

- **Clear drainage ditches and keep clear ALL drainage culverts in right-of-ways to ensure proper water drainage.**
- **Remove/dispose of ANY debris in right-of-ways**

4. Snow plowing and de-icing of the estimated 11 miles of paved road surface

It is very important to the Chelaque Estates Community that the paved road surface condition during the winter months is maintained and allows for safe driving. Since it is not feasible to determine the number and frequency of plowing during and after a snow event, the bidder will describe their entities process for snow removal.

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The procedure for snow/ice removal will be the following:

- Contractor will monitor the upcoming storm as it is being forecast. He will communicate via phone call or text message to the roads chairman or second contact person (assigned at the time) prior to any pretreatment or plowing. **NO procedure will be started until approved by the roads chairman or his assigned contact via phone call or text message.**
- Contractor will pretreat the trouble prone steep and shaded areas as directed by Roads Chairman or second contact person.
- Once the accumulation starts, Roads Chairman preference is to wait to plow the roads until the storm is over. In most cases it is better to wait.
- After the storm has ended Contractor will inform the Roads Chairman or assigned contact via phone call or text once the roads are cleared and de-iced and let Roads Chairman or assigned contact know of any dangerous areas they encountered.
- Contractor and Roads Chairman or assigned contact will monitor the situation with the roads and de-ice as necessary (with permission from Roads Chairman or assigned contact) until the ice has melted and the roads are safe. Contractor will via text or phone call the Roads Chairman or assigned contact to update how roads are looking.
- Need inventory record update sent to Roads Chairman via email of what amount of salt has been used for each cycle. In other words, need number of bags used or pounds of salt used (if bulk purchase was used for salt). **CHOA will allow a maximum 20% mark-up on salt.**
- Chelaque Estates will try to contact Hawkins County Roads Department to see if they are going to pre-treat Proffitt Ridge Road. **Chelaque Estates will only pre-treat our roads if Hawkins County pre-treats Proffitt Ridge Road.**

5. Landscaping of common areas

Throughout Chelaque Estates Community there are nine (9) areas where decorative plants and mulch are in place to enhance the community. The service requested by Chelaque Estates is the weeding (four (4) times during growing season), shrub trimming and refreshing of the mulch areas. The following are specifics to be completed in this category:

- All areas below MUST have weeds pulled out BEFORE mulch is applied.
- All debris generated by contractor must be removed from Chelaque Estates.
- New mulch must be applied at least once per year, preferably in the spring, or unless requested by Roads Chairman.

The areas in scope are:

- Perimeter of Cabin and Parking section
- Entrance island and entrance sides
- Pavilion Island
- Intersection of Chelaque Way and Keetowah Drive
- Intersection of Chelaque Way and Muskogee Drive
- Intersection of Chelaque Way and Echota Lane
- Intersection of Chelaque Way and Catoosa Drive
- Intersection of Chelaque Way and Chelaque Way
- Intersection of Chelaque Way and Tahlequah Lane

Contractor Detail

Please include information regarding the following:

- Proof of insurance and liability limits – 1 million umbrella and 1 million limit of liability for a total of 2 million dollars
- Tennessee Workers’ Compensation insurance – need copy
- 3 references
- Better Business Bureau rating
- Legal action pending
- List of equipment (type and model year of equipment) the contractor has available for:
 - Mowing of common ground and right-of-way
 - Weed and unwanted vegetation control
 - Snow removal
 - Salt application
 - Leaf removal blower/equipment

- Proof of equipment by the Roads Chairman or roads committee board-member physically seeing in person will be mandatory before contract is awarded.

Detailed Cost of Services

The Bidder will complete the detailed cost sheet below for each of the five lines of service required. Where the Bidder believes that more information is required additional comments and clarifications can be added to the cost detail sheet. The Chelaque Board of Directors, led by the Roads Chairman will make themselves available for individual Bidder physical “walk-throughs” during the month of May or June, 20XX. This walk-through will be an on-site physical event providing the Bidder a visual and physical perspective of the requested work requested for the five lines of service:

Lines of Service

1. Mowing and unwanted vegetation control of the right-of-way areas that flank the estimated 11 miles of road surface
2. Mowing of common ground and cabin area
3. Leaf control of the estimated 11 miles of paved road surface and drainage ditches
4. Snow plowing and de-icing of the estimated 11 miles of road surface
5. Landscaping of common area

All Bidder questions and need for clarifications will be submitted in writing to Roads Chairman at email address: roads@chelaque.org

Termination Clause for Convenience

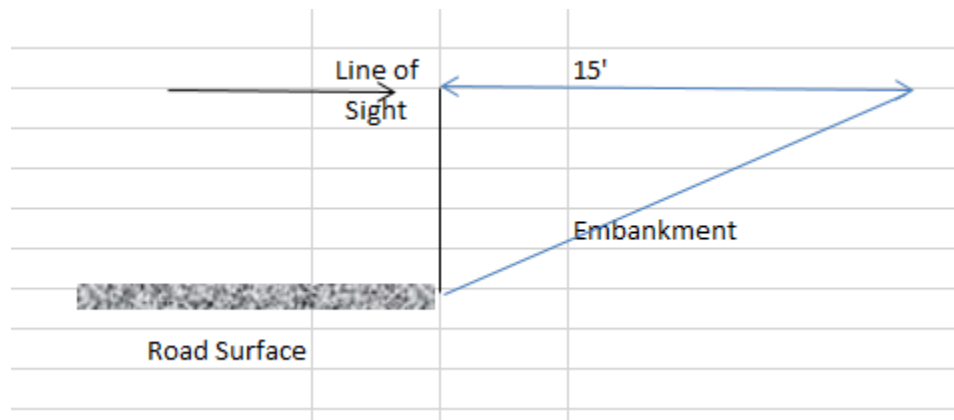
The Chelaque Estates Board of Directors (CHOA BoD) may terminate this contract at any time for any reason by giving at least thirty (30) day notice in writing to the contractor. If the contract is terminated by CHOA BoD as provided herein, the contractor will be paid a fair payment as negotiated with the CHOA BoD for the work completed as of the date of termination.

Appendix A

Definition of Right-of-Way

The sketch below is an attempt to illustrate what is meant by “right-of-way”. It is intended to use as a guide in describing the area for easement maintenance and weed and unwanted vegetation control.

BY EXAMPLE ONLY



Definition of “Debris”

Debris is defined as any broken branches or limbs/brush in the ditches/culverts/landscaped areas resulting from mowing or landscaping. Any “Debris” caused by natural occurrences/storms must also be removed as long as Debris is no bigger than 3 inches in diameter and no longer than 5 feet, in which a special quote for this removal for the entire subdivision will be discussed with the contractor.