



Property Maintenance Co.

360 MAPLE STREET
ST. PAUL, MN 55106-5134

EST. 1975
651/776-6613

MEMBER OF



COMPLETE GROUNDS MAINTENANCE AND IMPROVEMENTS

- LANDSCAPING • LAWN MOWING • SNOW PLOWING

BILL TO:

Date: _____

Customer: _____

Address: _____

City, _____ State, _____ Zip: _____

Office: _____

Home: _____

Cell: _____

RE:

BILLING

Undersigned will be billed monthly. Payments are due within thirty (30) days of billing date unless other arrangements are made with PMC. A service charge of .66% per mo. or as otherwise allowed by law. If invoices are not paid when due and PMC undertakes collection efforts to recover payments due, Undersigned will be responsible to pay all collection costs and attorney fees in pursuing payment.

Grounds Maintenance Service Agreement

EXPLANATION OF SERVICE CHARGES

SPRING CLEANUP charges are:

- Services charged at a rate of \$ _____ per man-hour, plus travel time and materials. Hours will be rounded to the next 1/2 hour, one hour minimum.
- Flat fee in the amount of \$ _____.

GROWING SEASON MAINTENANCE charges are:

- Services charged at a rate of \$ _____ per man-hour, plus travel time and materials. Hours will be rounded to the next 1/2 hour, one hour minimum.
- Flat fee in the amount of \$ _____ per month.

FALL CLEANUP charges are:

- Services charged at a rate of \$ _____ per man-hour, plus travel time and materials. Hours will be rounded to the next 1/2 hour, one hour minimum.
- Flat fee in the amount of \$ _____.

WINTER MAINTENANCE (Snow and Ice Management):

SNOW PLOWING

- Services charged at a rate of \$ _____ per pickup/plow truck man-hour, plus travel time and materials. Hours will be rounded to the next 1/2 hour, one hour minimum.
- Services charged at a rate of \$ _____ per bobcat, salting truck, and dump truck man-hour, plus travel time and materials. Hours will be rounded to the next 1/2 hour, one hour minimum.
- Highway salt will be provided at a rate of \$ _____ per ton.
- Plowing Flat Rate Option: If this option is selected, the customer agrees to a monthly rate of \$ _____. This includes the first 4 plowing events per month. Any plowing events in excess of 4, or over 6.0 inches will be charged at the hourly rates listed above.

SNOW SHOVELING

- Services charged at a rate of \$ _____ per man-hour plus travel time & materials for shoveling, blowing, scraping and application of ice melting materials. Hours will be rounded to the next 1/2 hour, one hour minimum.
- Ice melting materials will be provided at a rate of \$ _____ per 10 pounds applied.
- Shoveling Flat Rate Option: If this option is selected, the customer agrees to a monthly rate of \$ _____. This includes the first 5 winter events per month. Any events in excess of 5, or over 6.0 inches of snowfall will be charged at the hourly rates listed above.

SERVICES REQUESTED

(Check all requested services)

- | | |
|---|---|
| <input type="checkbox"/> SPRING CLEANUP | <input type="checkbox"/> GROWING SEASON MAINTENANCE |
| <input type="checkbox"/> A. | <input type="checkbox"/> A. |
| <input type="checkbox"/> B. | <input type="checkbox"/> B. |
| <input type="checkbox"/> C. | <input type="checkbox"/> C. |
| <input type="checkbox"/> D. | <input type="checkbox"/> FALL CLEANUP |
| <input type="checkbox"/> E. | <input type="checkbox"/> ALL GROWING SEASON |
| <input type="checkbox"/> F. | <input type="checkbox"/> ALL SEASONS |
| <input type="checkbox"/> WINTER MAINTENANCE | <input type="checkbox"/> FLAT RATE OPTION |
| <input type="checkbox"/> A. | <input type="checkbox"/> A. |
| <input type="checkbox"/> B. | <input type="checkbox"/> B. |

____ ADDITIONAL SERVICES (Describe)

TERMS OF AGREEMENT

Property Maintenance Co. (PMC) has a limited number of Customers and manages its workload on a seasonal basis. The terms of this agreement shall be for services specified by the Customer. Either party may terminate this agreement upon a thirty (30) day written notice to the other. It is agreed that PMC shall continue to provide services and the Customer shall continue to pay for services provided during the termination period. This bid may be withdrawn if not accepted within 30 days. Travel time will start when PMC leaves the shop or previous job site and will end when PMC arrives at their next job site or back at their shop.

The Customer has read and agrees to the terms herein and requests that PMC provide the services selected above and described on the reverse of this agreement.

Customer Signature/Date

Approved by (PMC)

Print Name

PROPERTY MAINTENANCE COMPANY (PMC) Grounds Maintenance Services Description

PROPERTY MAINTENANCE COMPANY WILL PROVIDE ANY OR ALL OF THE FOLLOWING
SERVICES AT THE ADDRESS SPECIFIED ON THE REVERSE OF THIS AGREEMENT.

SPRING CLEANUP (Approximate dates: April 1 thru May 15)

SPRING CLEANUP services include:

- A. Power-raking, hand-raking, and/or power-sweeping turf as needed to remove debris, including sand accumulation from previous winter's snow plowing.
- B. Blowing, vacuuming, and/or hand-picking debris from shrubs, shrub beds, and trees.
- C. Mechanical edging of concrete sidewalks, drives, and curbs.
- D. Chemical edging of asphalt sidewalks, drives, and curbs.
- E. Hand pruning of shrubs at the appropriate time of the year to promote a healthy, beautiful, and natural appearance.
- F. Trimming of trees under 20 feet tall at the appropriate time of the year to produce a structurally sound tree with an aesthetic appearance.

GROWING SEASON MAINTENANCE (Dates: April 1 thru November 15)

GROWING SEASON MAINTENANCE services include:

- A. Turf maintenance:
 1. Mowing turf to approximately 2.75 inches for a well kept appearance. This is accomplished with approximately 26 mowings per season.
 2. Bagging and removal of grass clippings throughout season.
 3. Chemical control of turf around shrubs, trees, building foundations, fence lines, lamp poles, signs, etc. as necessary.
 4. Edging of concrete sidewalks, drives and curbs will be done approximately once per month.
 5. Picking up all debris (including stray dog waste, cigarette butts, etc.) at mowing times throughout the season for a clutter free appearance.
- B. Shrub/Tree maintenance:
 1. Needed maintenance of trees and shrubs throughout the season.
 2. Removal of debris from the bases of trees, shrubs, or shrub bed areas to maintain a neat appearance.
- C. Use of fertilizers and/or herbicides:
 1. Application, as necessary, of a professional, nutritionally-balanced, slow-release fertilizer(s) to turf seasonally (late spring, early fall, and late fall). Late fall application will include shrubs, trees and beddings.
 2. Application, as necessary, of a professional, pre-emergent herbicide(s) to turf and shrub beds for control of annual weeds and grasses.
 3. Application, as necessary, of a professional, selective post-emergent herbicide(s) to turf for control of broad leaf weeds.
 4. Application, as necessary, of a professional, non-selective post-emergent weed control herbicide(s) to tree and shrub bases, beddings, walks, drives, and curb seams and cracks.

PMC uses Integrated Pest Management (IPM), a decision-making process, for managing insect, disease, and weed pests which involves scouting, threshold determination, timing of pesticide application, choice of bio-rational or conventional pesticides, and scouting after treatment. IPM also includes cultural practices such as pruning, sanitation, and proper fertilization for preventative management. The Customer will be responsible for watering lawns and other plant materials.

FALL CLEANUP (Approximate dates: October 1 thru November 15)

FALL CLEANUP services include:

- A. Removal of leaves from turf, shrubs and shrub bed areas.

WINTER MAINTENANCE (Approximate dates: November 15 thru March 31)

BECAUSE OF THE NATURE OF MINNESOTA WINTERS, THE SERVICES PROVIDED WILL NOT GUARANTEE THAT WALKS, DRIVES AND PARKING LOTS WILL BE FREE OF ICE OR SNOW BETWEEN PLOWING AND SHOVELING. AFTER THAWING & RE-FREEZING, IN THE EVENT OF WEATHER CONDITIONS WHICH PREVENT ICE MELTING CHEMICALS FROM EFFECTIVELY KEEPING ICE FROM WALKWAYS, ETC, OR, WHEN DRAINAGE PROBLEMS PREVENT WALKS, ETC. FROM BEING FREE OF ICE. IN THE EVENT OF DRIFTING SNOW CONDITIONS, SNOW MAY COVER PREVIOUSLY CLEARED AREAS AND IT MAY BE NECESSARY FOR THE CUSTOMER TO NOTIFY PMC OF THE NEED FOR ADDITIONAL CLEARING. INACCESSIBLE AREAS WILL NOT BE CLEARED, NOR WILL SNOW BE PLOWED WITHIN APPROXIMATELY 1 FOOT OF ANY PARKED VEHICLE. MULTIPLE VISITS MAY BE REQUIRED TO PROPERLY CLEAR SOME WINTER EVENTS.

WINTER MAINTENANCE services include:

- A. Snow plowing:
 1. Snow will be plowed from parking areas, driveways and entrances curb to curb traditionally at the end of approximately 1.0" or greater of snowfall, which will then be salted.
 2. Plowing will occur after business hours and before the next business day, conditions permitting.
 3. Snow will be stored on-site. (Removal of snow from site is available for an additional charge.)
 4. Highway salt is provided, when necessary, for an additional charge.
- B. Snow shoveling and ice removal:
 1. Any snow accumulations will be shoveled, blown, or scraped from walks, stoops, steps, building entrances, trash cans, dumpsters, mail boxes, fire hydrants, bus stops, benches, handicapped ramps and parking spaces, cross-walks, and out walks, etc., traditionally at the end of each snowfall.
 2. Ice melting materials will be applied as needed, and reapplied, if necessary. PMC will scrape ice or freezing rain accumulations as necessary.
 3. Snow will be stored on-site. (Removal of snow from site is available at extra charge.)
 4. Post-snow emergency build-up will be cleared on return trip.

ADDITIONAL SERVICES (The following services will be available year 'round at extra cost or by separate agreement.)

- A. Clean up and/or repair in the event of natural disaster, vandalism, municipal work, accident, weather/wind related or malicious mischief.
- B. Soil analysis, chemical treatments and/or other procedures for plant diseases, insects, fungi or any other turf/plant problems.
- C. Landscaping, shrubs, trees, annuals, perennial, shredded mulch, rock, seed etc.
- D. Retaining walls, pavers, decorative rock and landscape edging, etc.
- E. Heavy equipment for hauling or other needs.

PMC is covered by a complete line of insurance (general-liability, commercial auto, work compensation) for both our protection and yours.
PMC has the licenses required by state and federal law to apply fertilizers, herbicides, pesticides, insecticides and fungicides.