

Wiggins Bay Foundation
c/o Paramount Property Management
5629 Strand Blvd. Suite 412
Naples, FL, 34110
239-944-5440 mike@paramontproperty.com

Request for Proposal (RFP) - Landscaping Services **Wiggins Bay – 520 Wiggins Bay Drive (Gate House)**

1. Introduction

Wiggins Bay is located off Wiggins Pass Rd. in Naples FL. The Wiggins Bay Foundation is the master association and responsible for the maintenance of common areas throughout the community. A map of all maintained areas is included in this RFP. A walk through can be provided by the Community Manager upon request.

Wiggins Bay Foundation management is soliciting proposals from qualified landscaping firms to provide comprehensive landscaping for the community. Our goal is to maintain the beauty and health of our common areas, including landscaped areas, lawns, trees shrubs.

Questions, request for clarification and site visit schedules can be directed to Mike Dean, Property Manager at mike@paramontproperty.com, (239) 944-5440.

Successful candidates supplying landscape services at Wiggins Bay Foundation will;

- Be fully licensed with all applicable and required licenses, certifications and permits for landscaping, fertilization and pest control services, including State, Collier County certifications and permits.
- Have, subcontract and/or retain an individual or company with a certified pesticide operator license and/or certification through the State of Florida, Department of Health and Rehabilitative Services.
- Be fully insured including Commercial General Liability, Workers Compensation & Business Automobile Liability.
- Provide documentation evidencing the safety record of the candidate performing similar services, including information as to any safety violations, assessment or citation issued by applicable governmental agencies in the past five (5) years.
- Ensure all employees are legally authorized to work in the United States. The Contractor shall provide proof of such authorization upon request.

2. Scope of Work

- **Lawn Maintenance:**
 - Debris: All limbs, palm fronds, debris and/or litter shall be removed from turf areas prior to mowing.
 - Mowing: Turf areas shall be mowed weekly during the growing season (April – October) and biweekly during the dormant season (November – March). Turf shall be maintained at a height of 3.5 to 4 inches.

- Edging: All sidewalks, curbs, pathways, and borders, shall be edged each mowing visit to maintain a neat appearance.
 - Blowing: Hard surfaces, including sidewalks, driveways, and roadways, shall be cleared of clippings and debris following each mowing service.
 - All grass clippings and leaves shall be removed from streets, sidewalks and planter beds using vacuums, brooms and/or rakes. All grass clippings, leaves or other vegetation are to be hauled out by the contractor.
 - Turf Obstacles: Areas around obstacles such as utility boxes, trees, and landscape features shall be string-trimmed as needed to maintain a uniform appearance. Injuries to tree trunks, exposed roots, shrub bases, light fixtures or signs will be reported to the Property Manager.
 - Careful use of machinery without leaving marks on lawns, sidewalks or pavers.
 - Equipment Maintenance: Lawn mower blades and pruning shears shall be kept sharp at all times to ensure clean cuts and minimize damage to turf and plants.
- **Plant and Shrub Care:**
 - All landscaped areas shall be inspected during each regular service to ascertain whether any pruning and trimming is needed to maintain plants within their intended bounds, to remove dead or damaged plant parts including limbs, branches, palm fronds, stems or flowers and to keep plants from encroaching onto roads, sidewalks, lights, signs or driveways.
 - Shrubs and ornamental plants shall be pruned monthly to maintain their natural shape and promote healthy growth.
 - Hand-pruning shall be used in appropriate areas to ensure precision and avoid over-trimming.
 - An annual hard cut shall be conducted each May to rejuvenate shrubs and plants.
- **Warranty:**
 - The Contractor shall provide detailed warranty information for all plants, shrubs, and sod supplied and installed under this contract. This information should include the duration of the warranty, conditions that may void the warranty, and any maintenance requirements necessary to maintain warranty coverage.
- **Palm & Tree Maintenance:**
 - Trees shall be maintained with an 8-foot clearance from walkways, roads, and structures.
- **Irrigation System:**
 - The contractor shall be responsible for the maintenance, repairs, and timing of the irrigation system. All systems are inspected by the contractor one (1) time per month to check for broken heads, lines, valves, timers, and water coverage patterns. Broken heads and lines, and water coverage adjustments shall be made by the contractor with approval by the Property Manager. The Contractor must promptly report any malfunctioning valves, pumps, or timers to the Property Manager for repair. Material pricing shall be provided for approval prior to proceeding with repairs.
 - All turf around all sprinkler heads shall be trimmed one (1) time per month or as often as needed to prevent interference with or intercepting the output of water. Any damages to irrigation system because of mowing or edging are the responsibility of the contractor for replacement.
 - All proposals, including flower installation, where irrigation timer adjustments are needed will include all the costs of those adjustments in the proposal.

- **Fertilization, Weed & Pest Control:**

- Turf Fertilization: Applied Four (4) times per year to promote lush, green growth and resistance to pests and diseases.
- Shrub Fertilization: Applied three (3) times per year to maintain plant health and vigor.
- Sidewalk (Paver) and Lawn Weed Control – contractor shall spray weed killer as needed.
- Pest Control: The contractor shall implement a proactive pest management program to protect turf, ornamentals, and trees from pests and diseases, and fungus.
- Preventative and as-needed treatments shall be applied to all turf and shrub areas to mitigate the risk of infestations and ensure plant health.

- **Additional Services (Annual Pricing Above Base Contract):**

- Hurricane/Storm Preparation
- Hurricane/Storm Recovery
- Seasonal Flower Planting (3x/year)
- Sod Replacement
- New Shrub Installation
- Hardwood Tree Trimming
- Palm Trimming
- Tree or Stump Removal
- Straightening or resetting of trees
- Mulch

3. Proposal Requirements

Please provide your response to the RFP in the following format:

1. **Company Information:**

- a. Company name, address, and contact information
- b. Brief history and overview of the company
- c. Experience with similar projects

2. **Personnel:**

- a. List of key personnel who will be assigned to this project, including their qualifications and experience.
 - Account manager to serve as point of contact for Property Manager, report any issues discovered during service and provide estimates and recommendations.
 - On Site, English speaking Supervisor to supervise the crews and assure that contract items are fulfilled weekly.

3. **Work Plan:**

- a. Detailed description of the approach and methodology for performing the scope of work.
- b. Proposed schedule for performing the services.

4. **References:**

- a. At least three references from similar projects, including contact information.

5. **Pricing:**

- a. Detailed pricing breakdown, including labor, materials, and any other costs.
- b. Payment terms.
- c. Base contract price.
- d. Additional services pricing including recommendations on frequency. Annual flowers per change out, large palm tree trim, mulch.

6. Insurance:

- a. Proof of insurance coverage, including liability, workers' compensation and business vehicle liability.

7. Terms and Conditions of the Agreement:

- a. Please provide a draft agreement including the terms and conditions you desire.
- b. Wiggins Bay Foundation to be held harmless for indemnification.
- c. Contract may be terminated by either party with 30 days' written notice, sent to the email address on file for the supervising contact.

4. Evaluation Criteria

The following criteria will be used to evaluate the proposals:

- Experience and qualifications of the company and personnel
- Quality and comprehensiveness of the work plan
- References and past performance on similar projects
- Pricing and overall value
- Responsiveness to the RFP requirements
- Terms and conditions required by your company

5. Submission Instructions

Proposals must be submitted by August 20th, 2025, to the following address:

Wiggins Bay Foundation

Paramont Property Management: Attn. Mike Dean

5629 Strand Blvd. Ste 412, Naples, FL 34110

Email: mike@paramontproperty.com Phone: (239) 944-5440

6. Terms and Conditions of the RFQ

- Wiggins Bay Foundation reserves the right to reject any or all proposals.
- Before commencement of service and relationship, Wiggins Bay Foundation and the selected landscaping service provider will enter into a written, mutually agreed and duly executed service agreement based on the RFQ terms.
- All proposals must remain valid for 60 days from the submission deadline at a minimum.
- Wiggins Bay Foundation is not responsible for any costs incurred by the respondents in preparing or submitting their proposals.

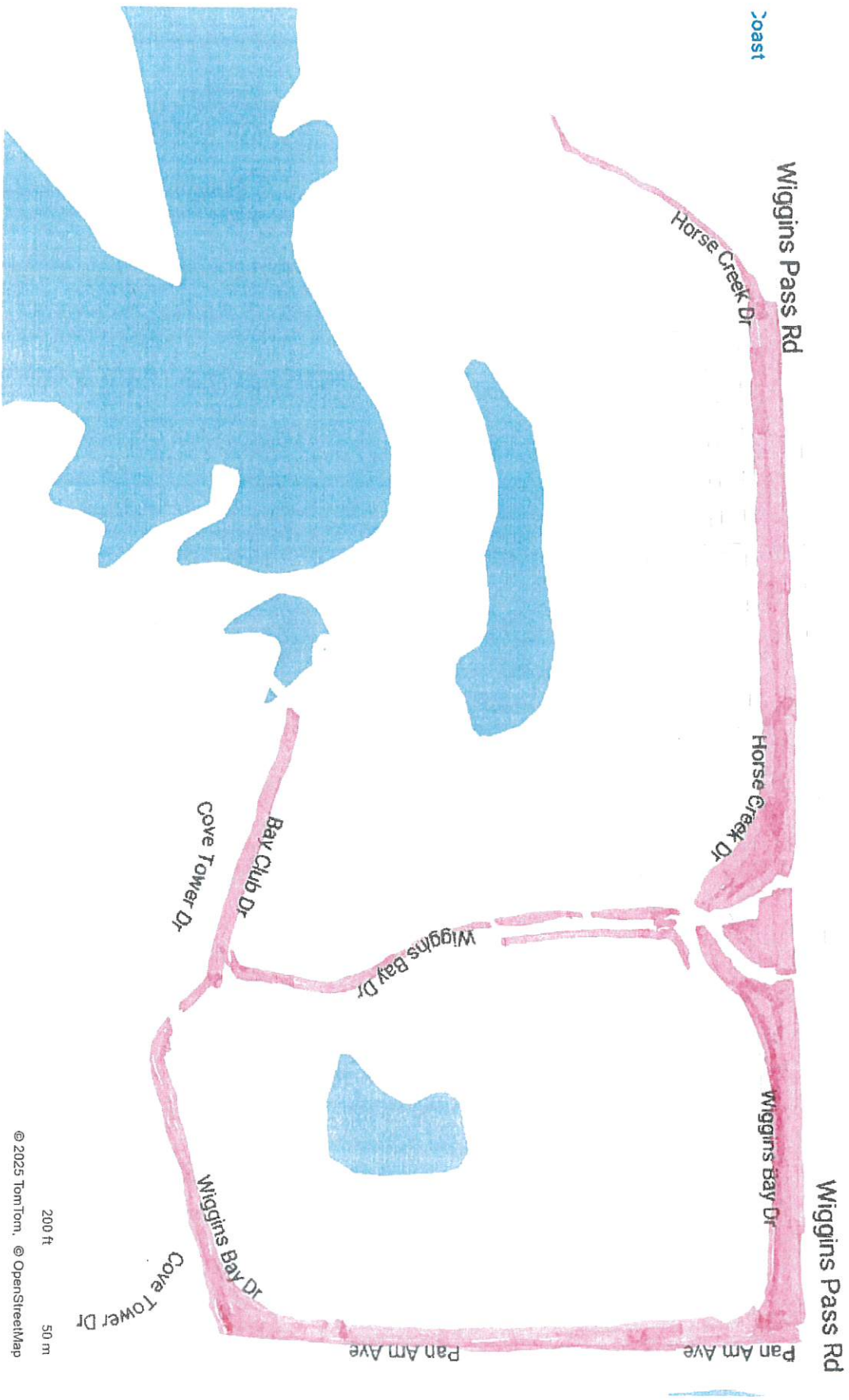
7. Timeline

Provide a timeline for the RFP process, including key dates.

- RFP Issued: July 25, 2025
- Proposal Submission Deadline: August 20th, 2025
- Evaluation and Selection: 60 days
- Contract Award:
- Services Commence:

Attachments

Map and written description of included areas.



Wiggins Bay Foundation

Landscape Maintenance included areas

In addition to a map below is a listing of the included areas by street.

Horse Creek Dr. – Going down horse creek from the guard house all of the areas to the right are included to the traffic circle. The area to the left on Horse Creek from the guard house starts at the sidewalk and goes to Horse Creek Dr.

Wiggins Bay Dr. – Going straight from the guard house the center island is included. The area to the left is included to the entrance to the Colony at Wiggins Bay driveway including the Causia hedge. To the right areas of turf to the shrub line. Includes the Calusia hedge from the Bermuda Cove Way to the entrance at Club side dr. The area behind the Calusia hedge is not included. The turf from Club Side Dr. to the corner of Bay club dr. is included from the side walk to the street.

Bay Club Dr. – From Wiggins Bay Dr. the turf areas on the left are included to the shrub line. The shrubs are not included. The entrance monuments/Gates for Cove Towers are not included.

Wiggins Bay Dr. – From Bay Club Dr. the right side of the road turf areas are included. The area expands where the white wall starts and continues on both sides of the wall all the way back to the Guardhouse.