



1-888-LAKETRAN | www.laketran.com

555 Lakeshore Blvd. Painesville Twp., OH 44077

January 21, 2020

Pre-proposal Meeting Laketran Headquarters Lawn and Landscape Maintenance

Attendance sheet is attached.

Please reach out to Andrea Aaby, Procurement and Grants Specialist, at aaaby@laketran.com with any questions. If you require help completing the mandatory forms, please contact Andrea Aaby.

Keith Bare, Director of Maintenance, is the project manager.

Addendum #1 will be issued in a separate communication to allow for sub-contractors for specialty work using professionals in the field (such as mulch and weed and feed). The monthly maintenance cannot be sub-contracted.

Laketran expects the grass to be mowed to a 3 inch height. When the grass is dormant in the summer months, it does not need to be mowed. The winning contractor could use this time to maintain the landscaped beds.

The fence line extends the entire length of the back of Laketran's property. It must be maintained due to TSA requirements such that Laketran has a clear view of the fence line. We prefer the fence line to be brush hogged as opposed to using chemicals.

With regard to chemicals in the grass and in the rock bed of the retention pond, Laketran strives to be ecologically friendly. Of note, we do not want to kill the fish in the retention pond. But we do not specify particular chemicals that contractors can or cannot use.

On a scale of 1 to 10, with 10 being the best, Laketran rates the current quality of the turf to be a 3. There is room for improvement. After a full season, we expect the contractor to have reduced or eliminated dandelions, weeds, and crab grass. Laketran does need or require a golf course quality turf. We would like to see improvement in the overall condition of the lawn and landscaping while following the scope of work as written.

The landscaped beds, shrubs, and trees could be pruned to a better standard. The appearance of Laketran's Headquarters building should be in line with our reputation for quality service.

Reseeding of grass or replanting of dead trees is outside the scope of work, should the winning contractor notice areas for improvement it should be brought to the attention of the



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Director of Maintenance. A separate Purchase Order will be issued for work that is outside the scope of work.

Damage to the lawn and grounds due to snow plowing is the responsibility of the snow plow contractor. Per the snow plowing procurement, damage is to be repaired by snow plow contractor by June 1st.

Laketrans Headquarters will undergo construction likely in the year 2021. Construction is expected to be contained to the back of the bus garage.

We anticipate that the contract will be awarded by Laketrans's Board of Trustees at the February 24, 2020 board meeting.