



18105

SEBERT

LAWN MAINTENANCE RENEWAL

Sebert Landscaping would like to extend its appreciation and gratitude to you for being such a valued customer. We are committed to providing quality service, cost savings, efficiency and most importantly, continually working to improve our carbon footprint.

Poplar Creek Office Plaza LLC
Contact - Georgia Potakis

Job Site: Poplar Creek Office Plaza - 1721 Moon Lake Blvd - Hoffman Estates

8 Monthly Installments per season: **\$1,875.00**
April 1st - November 1st

Length of Service - 3-year
April 1, 2018 – November 15, 2020

15,000

Additional Details – Services also include Summer Annuals and two (2) field mows. Additional Field mows per mow - \$825.00.

If you have any questions or changes, please contact Yvonne Smith, Contract Administrator, via e-mail Yvonne@Sebert.com or phone (630) 497-1000 by **November 15, 2017**.

Thank you for your continued loyalty.

Mary Beth
Account Manager



Lean Strategies for Greener Environments

Landscape Management Three Year Contract

For
Poplar Creek Office Building
1721 Moon Lake Boulevard, Hoffman Estates, IL

PROPERTY LOCATION
Poplar Creek Office Building
1721 Moon Lake Boulevard, Hoffman Estates, IL

TERMS OF LANDSCAPE SERVICES
2015 / 2016 / 2017

April 1st thru November 30th

8 Monthly Installments of: \$ ~~2,247.00~~
Season Contract \$ ~~17,976.00~~

Handwritten: \$ 1,875/mo.
\$ 15,000/season
ytd

Additional Details:
Two field mows are included in the contract. Field Mows after the original two are \$825.00 per field mow.
Color Rotation included in contract.

John Kozaris 2/27/15 *Kim Riebel* 8/19/14 02/27/15
Client Signature Date Kim Riebel at 630-417-1272 Date
Poplar Creek Office Building Sebert Landscaping

This agreement dated 8/19/14 between Poplar Creek Office Building and Sebert Landscaping shall be in accordance with the attached scope of services and subject to terms and conditions described below and attached.

Acceptance of proposal is based on terms contained in the Contract Provisions and Landscape Management Specifications.

Ask me about our Green Building Tour



Lean Strategies for Greener Environments

8/19/14

Georgia Potakis
Poplar Creek Office Building
1721 Moon Lake Boulevard
Hoffman Estates, IL

RE: Poplar Creek Office Building / 1721 Moon Lake Boulevard, Hoffman Estates, IL

Dear Georgia Potakis:

Thank you for your interest in Sebert Landscaping. It was a pleasure meeting with you and discussing your needs and expectations for your property. Our ultimate goal is to provide you with an experience that caters to your property's needs.

Things can be rather overwhelming in today's fast-paced society. We prefer working with the basic business practices that have been a part of our company culture for the past twenty-five years. Listed below are some of our business practices that help create your unique experience working with us.

- Customized pricing to accommodate budgeting needs
- Client Appreciation Incentives
- Experienced and accessible Customer Service
- Face to face interaction combined with current technology
- Sebert Green Building Tours (US LEED Gold Certified)
- Commitment to sustain eco-friendly initiatives
- Lean Management Company Culture
- Committed to embracing our local communities

We are dedicated to fulfilling our clients landscaping and snow management expectations while providing safety, convenience, efficiency and cost savings all year long. Whether you come home or go to work, we want your landscaping to be the first thing you admire and the last thing you worry about.

Please feel free to take advantage of our Sebert Green Building Tour that is available to you throughout the year. At Sebert Landscaping, we strive to build long-lasting relationships with our clients and ultimately provide them with service of the highest standard in our industry.

Sincerely,

Kim Riebel
Director of Sales & Marketing

LANDSCAPE MANAGEMENT CONTRACT PROVISIONS

Our landscape management service begins April 1st thru November 30th. We conform to professional horticultural practices and climatic conditions. This is subject to change due to weather, holidays, or other uncontrollable circumstances. During the months of April and November, attention will be concentrated on Spring Clean up and Fall Clean up activities. Sebert Landscaping will furnish the labor, materials, tools, and equipment, necessary to perform work and duties in a workmanship-like manner creating as little disruption as possible to customer. Sebert Landscaping will perform all services in accordance with the highest standards of horticultural excellence and will make a unified effort to reduce our carbon footprint.

Sebert Landscaping, being a select vendor in the "green industry", contributes to the vital need of reducing the carbon footprint in our environment. We will accomplish this goal with our immediate and gradual introduction of propane-fueled mowers, battery operated hedge trimmers/weedeaters, company participation in recycling, and most importantly, the construction of our LEED Certified corporate headquarters. All are invited to experience a tour of our facility.

These primary contributions have immediately impacted our efforts in the evolution of our "green work culture". Sebert Landscaping is committed to and will continue to strive for a "greener world" for future generations.

ACCOUNT MANAGERS AND FIELD STAFF

The account manager is the main contact for clients. All requests for additional services or matters relating to horticultural issues, job appearance, and special interests in green initiatives should be brought to the attention of your account manager. Sebert Landscaping will provide efficient, well-equipped, professionally trained employees to allow for the timely completion of operations. All Sebert employees are uniformed and will present a well groomed appearance.

INSURANCE

Sebert will maintain the following types of insurance: worker's compensation, complete automotive coverage, and general liability in commercially reasonable coverage amounts. Sebert will provide the Owner a Certificate of Insurance upon request
General Liability - \$1,000,000 - Automobile Liability - \$1,000,000 - Umbrella Liability - \$10,000,000 - Workers Comp - \$500,000

BILLING

Invoicing will occur on the 1st day of the month and are payable upon receipt. Monthly billings are based on a proration of yearly cost and is not indicative of work done in any one month. In the event the account is not paid within 30-days, the customer shall pay to Sebert Landscaping all past due amounts, and a service charge of 1.5% (18%APR). In the event your account is placed for collection, all associated collection costs and reasonable attorney's fees will be charged to your account. All services and materials will be considered property of Sebert Landscaping until such items are paid in full. Any additional work not specified and performed on a written acceptance of proposal request of the customer shall be subject to terms hereof and shall be charged on a time and materials basis.

GAS AND OIL PRICES

Sebert's proposal is based on the average daily price for diesel gasoline not exceeding \$5.00 per gallon as determined by the Department of Energy ("DOE") National Mid-West Average price of Fuel. All DOE prices include taxes and the National-Mid-West Average Price of Fuel is generally updated and available after 4:00 pm each Monday on the DOE website at www.eia.doe.gov. In the event that the National Mid-West Average Price of Fuel for diesel gasoline increases to \$5.00 per gallon, a four percent (4%) fuel fee will be added to your monthly invoice.

RENEWAL

Sebert may issue notice to the customer of a new rate for services for the following year. So long as that new rate is forwarded to the customer no later than January 1st, and so long as the customer does not serve notice of the intention to reject the new rate within thirty (30) days of the sending of that new rate notice, the contract shall automatically be extended for a period of one-year at the new rate.

In the absence of notice of the new rate as provided herein, and unless either party serves notice of the intention to terminate the contract before February 1st, this contract shall automatically renew for successive one-year terms, at the prior year's rate.

TERMINATION

In the event the Customer is dissatisfied with said services, the Customer must give Sebert 30 days' written notice to correct the problem. If the problem is not corrected within said 30 days, then the Customer has the right to cancel this agreement upon payment of all accrued charges.

This agreement is for a period of Three-Year(s) and may be cancelled only upon the following conditions:

- 1) By the Customer, if Sebert has not corrected any problems as set forth in the above paragraph of this agreement.
- 2) By the Customer, upon 30 days' written notice if the premises is sold and payment is made of all accrued charges.
- 3) By Sebert, upon 10 days written notice if the Owner is delinquent for 30 days in payment of the monthly charges.

This agreement shall insure to the benefit and be binding on the parties, heirs, executors, administrators, assignees, and successors of the parties.

This agreement contains the entire understanding of the parties that no statements, promises, or inducements made by either party or agent that are not contained in this written agreement shall not be valid or binding. In the event of a dispute between the parties, then the status of any litigation shall be in DuPage County, Illinois, and laws of the State of Illinois shall govern.

LANDSCAPE MANAGEMENT SPECIFICATIONS

SPRING CLEAN UP (April)

Spring clean up consists of the removal of accumulated fall and winter debris from turf and plant beds. Sebert Landscaping will hand rake turf where it is matted or damaged. The Contractor will clean and haul away all landscape related debris from walks, drives, and curbs on the jobsite. All trees and shrubs (under 12 feet) will be inspected for disease and damaged branches. Mulch may be provided to bed areas for an additional fee at the request of the Owner.

TURF MAINTENANCE SERVICE (May thru November)

Turf will be maintained at approximately a three (3) inch height or as climatic conditions dictate. Alternate mowing patterns will be followed when possible. All mower blades will be maintained and sharpened regularly to maintain an even cut. Walks and curbs will be mechanically edged. Litter will be collected and removed from landscaped areas during each visit. Owner may be notified of excessive debris (including cigarette butts) that will be removed at an additional charge. Walk and drives will be left clear of grass clippings and debris. Grass clippings will not be removed from the turf except when accumulation becomes detrimental to the health and appearance of the turf.

WEED CONTROL

All turf areas will have a complete herbicide program including, crabgrass control, broadleaf control and broad spectrum control for obnoxious weeds such as chickweed, knotweed and clover. Crabgrass control (pre-emergence) will be applied once during the spring. Additional applications may be needed and charged accordingly. Broadleaf control will be applied twice each season. Heavily infested lawns may need additional applications at an additional charge. All chemicals will be applied in strict accordance with the manufacturer's directions and as weather permits.

PEST CONTROL

Inspection of all turf areas and plant material for insect and disease problems will be made routinely. If infestations are present, the Owner will be notified. Appropriate approval from Owner will be required to eradicate the problems at agreed upon charges. All chemical applications will be performed by an Illinois licensed applicator/operator.

BED MAINTENANCE

All plant beds shall be maintained by the use of mechanical, chemical or manual operations to help control weeds. Cultivation and spade edging operations may be delayed due to inclement weather conditions.

TREES, SHRUBS, EVERGREENS AND GROUDCOVER CARE

All plant material will be inspected during maintenance visits to determine the need for pruning. Pruning of shrubs less than six feet will be provided in accordance with horticultural specifications. Up to three prunings are included in the contract to provide a sharp, clean look to the property. Flowering shrubs will be pruned after flowering has occurred. Trees up to fifteen feet will be pruned. Groundcover will be trimmed as needed. Evergreen trees and shrubs will be pruned to assure conserving their natural form. The exception would be where an alternative design has been maintained in the past. Street trees will have their lower limbs removed such that when wet, branches do not brush the pedestrian traffic. All trimmings will be cleaned up and removed from the site.

FERTILIZATION

All turf will be fertilized three (3) times per year unless otherwise specified by the Owner. Early spring fertilizer with pre-emergence crabgrass control to aid in the prevention of crabgrass. Summer and fall are fertilizer only. Typical application rate will consist of 11lb. nitrogen fertilizer per 1,000 square feet per application. All shrub and plant beds are fertilized with a balanced ratio fertilizer (14/14/14). Care will be exercised to insure that the fertilizer is applied uniformly.

FALL CLEAN UP

Turf will be mowed at an appropriate height to help prevent matting from snowfall. Annuals planted by Contractor will be removed. Perennials maintained by the Contractor will be cut back as required. Removal of leaves from turf and bed areas will also be performed.

ENHANCEMENT SPECIFICATIONS

Enhancements are not included in the standard contract. All enhancements are presented in a separate proposal, unless otherwise arranged.

IRRIGATION

Spring turn on of irrigation includes inspection of the system as follows:

1. Test all lines
2. Clean nozzles that are clogged
3. Trim grass around lawn sprinklers, as required
4. Adjust and regulate nozzles for direction of throw and rate of discharge
5. Test automatic controls for timing accuracy and performance.
6. Test entire system for overall performance
7. Recommend a seasonal watering schedule
8. Fall shut down of irrigation system takes place approximately October – middle of November. Shut down involves running compressed air through the system which removes all water from pipes, thereby ensuring against possible freeze damage.

SPRING FLOWERS

Bulbs will be supplied and installed at the end of the lawn maintenance season following the removal of annuals or mums. Bone meal will be added to ensure proper development of bulbs. Alternate spring flowers will be installed in the spring (weather permitting) in applicable beds.

MULCH

Mulch will be added to tree rings and planting beds in an effort to control root moisture retention and to provide a beautiful appearance to the overall landscape.

SUMMER FLOWERS

Flowers will be supplied and installed in all applicable beds and compost will be incorporated to insure a proper growing medium for the plants. The initial watering will be supplied by Sebert Landscaping. Any additional watering time will be supplied on a time and material basis unless otherwise arranged. Watering helps maintain proper care of plant material. Flowers are guaranteed to be in good condition upon delivery and/or installation. Annuals will be removed at the end of the season.

FALL FLOWERS

Flowers will be supplied and installed in all applicable beds, along with an initial watering. Any additional watering will be supplied on a time and material basis unless otherwise arranged. Mums will be removed after the first killing front unless otherwise stated.

AERATION

Fall core aeration will not only enhance soil and improve the fertilizer uptake and use, but it will also improve turf grass, rooting and density. It also helps to reduce the compaction levels in soil and enhances thatch breakdown.

ROOT FEEDING

Root feeding is the process of injecting nutrients directly into root zone to relieve stress. This service is normally performed in the fall season.

WINTER PRUNING

Dormant pruning and removal of sucker is beneficial for the following reasons: maintain natural shape, limit size of plant, enhance plant health, display attractive bark, improve flowering and to rejuvenate old shrubs.

WINTER AND HOLIDAY DÉCOR

Decorate with fresh greens, of wreaths, garlands or boughs or light up for the holiday season with unique lighting as we will install, remove and store for your convenience.

