

**ISLE HARBOR ON LEECH OWNER'S ASSOCIATION
CONTRACT FOR SERVICES**

Agreement made as of November 1, 2017 between:

the Owner:

Isle Harbor on Leech Owner's Association (hereafter designated as "IHLOA")
% Joyce Thuening
703 Kirche Hill Drive
Carver, MN 55315

and the Contractor:

Kunnari LawnCare LLC (hereafter designated as "Kunnari LawnCare")
4711 Sioux Camp Road NE
Longville, MN 56655

For the following Project:

ISLE HARBOR ON LEECH OWNER'S ASSOCIATION-CONTRACTOR SERVICES

The Owner and the Contractor agree to the following:

1. **THE CONTRACT DOCUMENTS:** The Contract Documents consist of this Agreement; the ISLE HARBOR ON LEECH OWNER'S ASSOCIATION REQUEST FOR PROPOSAL-CONTRACT DOCUMENTS, CONTRACTOR SERVICES, dated September 26, 2017; Addenda issued prior to the execution of this Agreement and any Modifications (Change Orders) issued after the execution of this Agreement; and the Kunnari LawnCare BID FORM dated and signed October 1, 2017, attached to this Agreement. This Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements either written or oral.
2. **DATE OF COMMENCEMENT AND COMPLETION:** The date of commencement of the work shall be upon the first Fall/Winter 2017 snowfall of more than 2.5 inches, verified by the IHLOA Board of Directors' contacts, and completion on October 15, 2018.
3. **CONTRACT SUM:** The Owner will pay the Contractor on a monthly basis for work performed based on the time periods indicated in the **BID ITEMS** listed in the **SUMMARY OF WORK** and the **PRICES** listed on the **BID FORM**; both included in the Contract Documents plus additional work performed at the **per TRIP** and **per HOUR** rates listed on the **BID FORM** when approved by the Owner.

The Contract Sum for the **per MONTH** work performed shall be _____
plus additional work performed at the **per TRIP** and
_____ **per HOUR PRICES** listed on the **BID FORM**.

4. **PAYMENT:** Payment to the Contractor will be made monthly within 30 days of invoice. The Contractor is to submit an invoice for services to the IHLOA Board Treasurer, Joyce Thuening, at the end of each month.

5. TERMINATION BY THE CONTRACTOR: Upon seven days written notice, the Contractor can terminate this Agreement for the following reasons:

- a. If the Owner requests that work is stopped for more than 30 consecutive days through no fault of the Contractor.
- b. If the Owner is 30 days past due in making a payment to the Contractor for services provided.

6. TERMINATION BY OWNER: Upon seven days written notice, the Owner may terminate this Agreement for the following reasons:

- a. If the Contractor repeatedly refuses or fails to supply enough skilled workers or proper materials.
- b. If the Contractor fails to make payment to sub-contractors within 45 calendar days after completion of the sub-contractor.
- c. If the Contractor disregards applicable Federal, State and Local laws, statutes, ordinances codes, rules and regulations.
- d. In the sole opinion of the Owner, if the Contractor fails to adequately perform the duties provided under this Contract.

7. MISCELLANEOUS PROVISIONS

- a. **Communication:** The Contractor will communicate with the Owner through IHLOA Board member, Ron Singewald, and/or IHLOA Board Chairperson, Michelle Hunt. The Owner will notify property owners as to the services provided by the Contractor under this Contract and will request that they cooperate with the Contractor in the performance of the services.
- b. **Contractor Insurance:** The Contractor must maintain General Liability coverage in the minimum amount of \$500,000 and \$1,000,000 Aggregate. The coverage must be maintained for the duration of this Agreement and provide notice to the Owner of any changes in insurance coverage. Contractor must provide Owner with a copy of their insurance certificate as well as add the Owner as an additional insured under the policy.

The Contractor is responsible for sub-contracts. Sub-contractors are to maintain the same insurance coverage as the Contractor and provide an insurance certificate to the Owner. Sub-contractors are to be approved by the Owner prior to the start of any work.

- c. **Independent Contractor:** Contractor is deemed an independent contractor and the manner and means of performing the work are under the sole control of Contractor. The Owner is interested only in the results obtained under this Contract, and no agent or employee of Contractor shall be or shall be deemed to be the employee or agent of Owner.

8. SIGNATURES: By signing this Agreement, both parties agree to the language and terms of the Agreement.

OWNER: IHLOA

Michelle Hunt

Michelle Hunt

IHLOA Board Chairperson

CONTRACTOR: Kunnari LawnCare LLC

By: Matt Kunnari

Print Name: Matt Kunnari

Title: Co Owner

By: _____

Print Name: _____

Title: _____

ISLE HARBOR ON LEECH OWNER'S ASSOCIATION (IHOLOA)
REQUEST FOR PROPOSAL-CONTRACT DOCUMENTS
CONTRACTOR SERVICES
September 26, 2017

ADVERTISEMENT FOR BIDS

- A. IHOLOA is seeking bids from qualified Contractors to provide all labor, materials, equipment and supplies to perform work as described in the Summary of Work described below.
- B. Bids must be postmarked by October 20, 2017. Sealed bids are to be delivered or mailed to:
IHOL Owner's Association
% Joyce Thuening
703 Kirche Hill Dr.
Carver, MN 55315
- C. Questions regarding the project should be referred to Ron Singewald in writing via email at: rsingewald@aol.com by 4:00 PM on October 15, 2017. Questions received after this date will not be answered. Responses to questions will be issued in a numbered and dated Addendum. Verbal answers to questions are not binding to any party.

INSTRUCTIONS TO BIDDERS

- A. Bids must be signed and received or postmarked by the date above. Bids must remain open to acceptance for 60 calendar days after the bid opening.
- B. Contractors may bid any or all of the Bid Items listed below and on the Bid Form.
- C. Addenda received during the bidding must be noted on the Bid Form.
- D. A copy of the Contractor's current Insurance Certificate must be submitted with the Bid Form. General Liability coverage to be a minimum of \$500,000 and \$1,000,000 Aggregate.
- E. The Contractor's Qualification Statement must be submitted with the Bid Form.
- F. IHOLOA reserves the right to accept or reject any and all offers.
- G. IHOLOA also reserves the right to request any additional information from the Contractors regarding qualifications, experience, equipment or any other information deemed necessary to evaluate a bidder.

SUMMARY OF WORK

General: The Bid Items listed below include individual numbered tasks. Contractors are to include all numbered tasks when quoting a Bid Item. Contractors may bid any or all Bid Items.

Bid Item I: Road Maintenance-Snow Plowing-First Fall/Winter 2017 Snowfall through Last Winter/Spring 2018 Snowfall

1. In the event of a snowfall of more than 2.5 inches, plow all roads per IHOLOA road map and pile snow as needed in designated areas.
2. Before plowing, snowfall amounts will be verified by contacting one of the IHOLOA Board of Directors' contacts, Bill Adams (218-556-1491) or Ron Singewald (651-285-1447).
3. Plowing will take place after the snowfall ceases for a period of at least one (1) hour.

4. Plowing and cleanup of all roads will be completed within the following timeframe once snowfall has ceased per definition above:

Snowfall	Time to Complete Plowing after Snowfall has Ceased
2.5 to <6 inches	10 hours
6 to <12 inches	18 hours
>12 inches	24 hours

5. Any damage caused by snow plowing will be the responsibility of the Contractor. Damage must be reported to one of the IHOLOA Board of Directors' contacts above within 24 hours of occurrence.

Bid Item II: Boat Slip Canopy Snow Removal-First Fall/Winter 2017 Snowfall through Last Winter/Spring 2018 Snowfall

1. Upon request of the IHOLOA Board of Directors' contacts, Bill Adams (218-556-1491) or Ron Singewald (651-285-1447), remove heavy snow from the boat slip metal canopies.

Bid Item III: Road Maintenance-Grading-April 1 through September 30, 2018

1. Grade all IHOLOA roads once per month per map.
2. Any damage caused by road grading will be the responsibility of the Contractor. Damage must be reported to the IHOLOA Board of Directors' contact, Bill Adams (218-556-1491) within 24 hours of occurrence.

Bid Item IV: Lawn and Grounds Maintenance, Beach Cleaning-May 1 through September 30, 2018

1. Mow/cut all Common Areas once per week; Mow/cut roadsides and trails within Isle Harbor and two entrance sign areas which are located at the turn onto Isle Harbor Drive and at Highway 8 and Zion Harbor Road once every two weeks. Trim around Common Area trees, sign posts, fence posts, buildings, etc. once every two weeks.
2. Rake, clean and dispose of debris from the beach at a location designated by IHOLOA once per week.
3. Twice per season, once during last two weeks of June and once during last two weeks of September, cut vegetation along the harbor docks and beach shoreline and remove weeds in playground sandbox; remove and dispose of debris. IHOLOA will designate a site to dispose of the debris.
4. Notify IHOLOA Board of Directors' contact, Ron Singewald (651-285-1447) if there are any obstacles (for example, downed trees) preventing any of this work from being completed.

By providing a quote for Bid Item I, the Contractor agrees to remove debris and tree branches up to 6 inches in diameter that inhibit the Contractor from performing these tasks; the debris to be disposed of at a location designated by IHOLOA. The Contractor also agrees to "make up" the services provided in "1" and "2" above in the event of periods of prolonged rain or periods of saturated grounds that prohibit the work from being performed. Finally, the Contractor agrees to perform these services on Wednesday, Thursday or Friday.

Bid Item V: Fish Cleaning House-May 1 through October 15, 2018

1. Clean the fish cleaning house including sweeping and spraying down the floor; and cleaning the counter, sink and cutting boards once per week.
2. Remove frozen fish guts from the fish cleaning house freezers and place in garbage dumpster the day prior to garbage pickup per schedule provided by the IHOLOA Board of Directors.
3. Ensure lights and water are both in working order. Notify IHOLOA Board of Directors' contact, Bill Adams (218-556-1491) or Ron Singewald (651-285-1447), if either are in need of repair.

Bid Item VI: Manage Gas Facility-May 1 through September 30, 2018

1. Pump gas and keep accurate records of the sales on a fuel log; the log will include the beginning fuel balance, the quantity of fuel sold, end balance of fuel, the date of the sale and to whom it was sold. Maintain a petty cash fund provided by IHLOA to be able to provide change if sale is paid by cash. Turn the fuel log (which will be provided by IHOLOA) and money collected into the IHLOA Board Treasurer at least monthly or at Board Treasurer's convenience. Notify the Board

- when the fuel quantity is down to 400 gallons. The Board of Directors will order refills on the gas.
2. Establish hours of operation to be available to pump gas 2 hours daily, three times per week (one weekend day and holiday coverage are required) or a “by appointment” operation with IHOLOA Board of Directors approval.

Bid Item VII: Miscellaneous Services: Upon Request

1. Upon request of the IHOLOA Board of Directors’ contact, Bill Adams (218-556-1491) or Ron Singewald (651-285-1447), provide miscellaneous services including, but not limited to the following:
 - a. Downed tree removal
 - b. Trimming tree branches to maintain unobstructed roads and trails
 - c. Dock adjustments
 - d. Rodent control
 - e. General maintenance needs such as painting, minor erosion control, dock repairs, etc.

ISLE HARBOR ON LEECH OWNER'S ASSOCIATION

BID FORM

1.01 BID FOR:

All work indicated in Request for Proposal-Contract Documents

1.02 PROJECT:

ISLE HARBOR ON LEECH OWNER'S ASSOCIATION-CONTRACTOR SERVICES

1.03 BID SUBMITTED TO:

Owner:

Isle Harbor on Leech Owner's Association

DATE: October 1 2017 (Bidder to enter date)

1.04 SUBMITTED BY: (Contractor to enter name, address and license number)

Contractor's Full Name Kennari Lavonson

Address 4711 Stone Camp Rd NE

City, State, Zip Longville Mn 56655

License Number _____

Phone Number 218 256 9879 Email: KennariLavonson@aol.com

Web Site: _____

1.05 BIDDING DOCUMENTS:

The bidding documents include the Request for Proposal-Contract Documents, the Bid Form, and all Addenda issued to date. **Bidding Contractor is to submit a sample copy of their Insurance Certificate and their Contractor Qualification Statement with the Bid Form.**

The following Addenda have been received. The modifications to the bid documents noted below have been considered and all costs are included in the bid sum.

1. Addendum # 1 _____ Dated _____.
2. Addendum # 2 _____ Dated _____.

1.06 BID ITEMS AND UNIT PRICES

SCHEDULE OF PRICES

BID ITEM #	BID ITEM DESCRIPTION	PRICE
I	Road Maintenance, Snow Plowing	_____ per TRIP
II	Snow Removal – Boat Slip Canopies	_____ per HOUR
III	Road Maintenance, Grading	_____ per MONTH
IV	Lawn/Grounds Maintenance, Beach Cleaning	_____ per MONTH
V	Fish House Cleaning	_____ per MONTH
VI	Gas Pump Facility	_____ per MONTH
VII	Miscellaneous Services	_____ per HOUR

UNIT PRICES:

The contract amount will be adjusted, either increased or decreased by Change Order using the unit prices quoted above based on actual quantities of work as directed by IHOLOA. The Bidder, by submitting this proposal, agrees that the unit prices set forth in this Schedule include their proportionate share of Contractor's overhead, profit, insurance, mobilization, permits, fees, protection, set up, clean up, and all other direct or indirect expenses of Contractor as applicable for each item, and that these unit prices shall represent the exact net amount per unit to be paid to the Contractor in the case of additions, increases or deducts.

1.07 In submitting this bid, the Bidder represents that:

- A. The Bidder has examined copies of all the bidding documents.
- B. The Bidder has visited the site and become familiar with the specific conditions under which the project will be constructed.
- C. The Bidder is familiar with federal, state, and local laws and regulations applicable to construction activities required for this type of project.
- D. This bid is genuine, and not made in the interest of, or on behalf of, an undisclosed person, firm or corporation.
- E. This bid will remain in effect for 60 days after the day of bid opening.
- F. The Bidder acknowledges that IHOLOA has the right to reject this bid, or all bids; to waive irregularities in the bidding; and to accept a bid other than the lowest bid.
- G. If awarded a contract, prior to starting services the Bidder must provide IHOLOA 1) a current Certificate of Liability Insurance with IHOLOA listed as an additional insured, and 2) a completed W-9 IRS Taxpayer Identification Number and Certification.

1.08 The undersigned agrees, if this Bid is accepted, to enter into a Contract with IHOLOA to perform and furnish the Work in accordance with the Bidding Documents for the Contract Price.

SUBMITTED DATE: 10-1-17 (Bidder to enter date)

BID FORM SIGNATURE(S)

The Corporate Seal of

Kunnori Lawn Care

(Bidder - print the full name of your firm)

was hereunto affixed in the presence of:

Matt Kunnori Co Owner

(Authorized signing officer, Title)

(Seal)

(Authorized signing officer, Title)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.