Reno Green Landscaping

Commercial Landscape RFP Scope Checklist

Use before sending a landscape RFP, rebidding services, renewing a contract, or comparing vendor proposals.

Property / Community: _____ Prepared By: _____

Date: _____ RFP Type: _____

Property Type: _____ Current Vendor: _____

Target Start Date: _____ Decision Deadline: _____

Instructions

Use this checklist to confirm the RFP defines property areas, services, frequency, exclusions, irrigation responsibilities, vendor requirements, and approval process. Mark each item as In, Out, Clarify, or N/A.

Property areas

Scope Item	In	Out	Clarify	N/A	Notes / RFP Language Needed
Main entrances listed	☐	☐	☐	☐	
Secondary entrances listed	☐	☐	☐	☐	
Monument signs listed	☐	☐	☐	☐	
Street frontage listed	☐	☐	☐	☐	
Parking lot islands listed	☐	☐	☐	☐	
Storefront or building entries listed	☐	☐	☐	☐	
Amenity areas listed	☐	☐	☐	☐	
Parks, trails, or common areas listed	☐	☐	☐	☐	
Pool or clubhouse areas listed	☐	☐	☐	☐	
Dog areas listed	☐	☐	☐	☐	
Detention or drainage areas addressed	☐	☐	☐	☐	
Lake or pond edges addressed	☐	☐	☐	☐	
Excluded areas listed	☐	☐	☐	☐	
Service map attached or requested	☐	☐	☐	☐	

Base maintenance

Scope Item	In	Out	Clarify	N/A	Notes / RFP Language Needed
Mowing scope defined	☐	☐	☐	☐	
Edging scope defined	☐	☐	☐	☐	
String trimming scope defined	☐	☐	☐	☐	
Blowing and cleanup scope defined	☐	☐	☐	☐	
Bed maintenance scope defined	☐	☐	☐	☐	
Weed control expectations defined	☐	☐	☐	☐	
Routine pruning scope defined	☐	☐	☐	☐	
Debris removal expectations defined	☐	☐	☐	☐	
Weather delay process defined	☐	☐	☐	☐	
Missed service process defined	☐	☐	☐	☐	
Service quality expectations defined	☐	☐	☐	☐	

Service frequency

Scope Item	In	Out	Clarify	N/A	Notes / RFP Language Needed
Annual visit count defined	☐	☐	☐	☐	
Weekly services identified	☐	☐	☐	☐	
Monthly services identified	☐	☐	☐	☐	
Seasonal services identified	☐	☐	☐	☐	
As-needed services identified	☐	☐	☐	☐	
Slow-growth season expectations defined	☐	☐	☐	☐	
Heavy rain or wet condition expectations defined	☐	☐	☐	☐	
Special event expectations defined	☐	☐	☐	☐	
Service schedule reporting defined	☐	☐	☐	☐	
Account manager walk frequency defined	☐	☐	☐	☐	

Irrigation

Scope Item	In	Out	Clarify	N/A	Notes / RFP Language Needed
Visual observations clarified	☐	☐	☐	☐	
Formal inspections clarified	☐	☐	☐	☐	
Minor adjustments clarified	☐	☐	☐	☐	
Repairs clarified as included or separate	☐	☐	☐	☐	
Controller changes documented	☐	☐	☐	☐	
Repair approval process defined	☐	☐	☐	☐	
Approval threshold defined	☐	☐	☐	☐	
Qualified irrigation work addressed	☐	☐	☐	☐	
Irrigation subcontractors addressed	☐	☐	☐	☐	
Repair documentation required	☐	☐	☐	☐	
Water waste reporting included	☐	☐	☐	☐	

Plant health and chemical applications

Scope Item	In	Out	Clarify	N/A	Notes / RFP Language Needed
Turf fertilization clarified	☐	☐	☐	☐	
Bed weed control clarified	☐	☐	☐	☐	
Pre-emergent applications clarified	☐	☐	☐	☐	
Post-emergent applications clarified	☐	☐	☐	☐	
Pest or disease treatment clarified	☐	☐	☐	☐	
Responsible applicator or subcontractor identified	☐	☐	☐	☐	
Application documentation addressed	☐	☐	☐	☐	
Product or treatment categories addressed	☐	☐	☐	☐	
Resident or tenant concern process addressed	☐	☐	☐	☐	
Licensing documentation requested where applicable	☐	☐	☐	☐	

Trees and specialty work

Scope Item	In	Out	Clarify	N/A	Notes / RFP Language Needed
Minor clearance pruning clarified	☐	☐	☐	☐	
Routine tree pruning clarified	☐	☐	☐	☐	
Major tree pruning excluded or priced	☐	☐	☐	☐	
Tree removal excluded or priced	☐	☐	☐	☐	
Storm cleanup addressed	☐	☐	☐	☐	
Arborist review addressed	☐	☐	☐	☐	
Stump grinding addressed	☐	☐	☐	☐	
Tree-related safety concerns addressed	☐	☐	☐	☐	
Specialty contractor approval process defined	☐	☐	☐	☐	
Insurance requirements reviewed	☐	☐	☐	☐	

Extras and enhancements

Scope Item	In	Out	Clarify	N/A	Notes / RFP Language Needed
Mulch clarified	☐	☐	☐	☐	
Seasonal color clarified	☐	☐	☐	☐	
Plant replacement clarified	☐	☐	☐	☐	
Turf repair clarified	☐	☐	☐	☐	
Sod replacement clarified	☐	☐	☐	☐	
Drainage correction clarified	☐	☐	☐	☐	
Enhancement work clarified	☐	☐	☐	☐	
Emergency work clarified	☐	☐	☐	☐	
Extra work pricing process defined	☐	☐	☐	☐	
Manager and owner approval thresholds defined	☐	☐	☐	☐	

Vendor requirements

Scope Item	In	Out	Clarify	N/A	Notes / RFP Language Needed
Insurance certificate required	☐	☐	☐	☐	
General liability requirements listed	☐	☐	☐	☐	
Workers compensation requirements listed	☐	☐	☐	☐	
Commercial auto requirements listed	☐	☐	☐	☐	
Additional insured requirements listed	☐	☐	☐	☐	
Licensing requirements listed	☐	☐	☐	☐	
Subcontractor disclosure required	☐	☐	☐	☐	
Subcontractor insurance required	☐	☐	☐	☐	
Safety practices requested	☐	☐	☐	☐	
References requested	☐	☐	☐	☐	
Similar property experience requested	☐	☐	☐	☐	
Account manager identified	☐	☐	☐	☐	
Reporting expectations defined	☐	☐	☐	☐	
Response time expectations defined	☐	☐	☐	☐	
Escalation process defined	☐	☐	☐	☐	

Proposal comparison notes

Lowest price proposal: _____

Best overall fit: _____

Strongest irrigation capability: _____

Strongest communication process: _____

Most complete scope: _____

Biggest exclusion concern: _____

Vendor requiring follow-up: _____

Recommended vendor: _____

Reason for recommendation: _____

Recommended next step

- ☐ Send RFP as drafted
- ☐ Revise scope before sending
- ☐ Request vendor clarification
- ☐ Request bid comparison matrix
- ☐ Request RFP advisory help
- ☐ Delay award until scope is clarified
- ☐ Rebid with clearer requirements