

**REQUEST FOR PROPOSALS
LAWN MAINTENANCE SERVICES – 2024**

The Erie Land Bank (ELB) is accepting proposals from qualified contractors to provide regular lawn maintenance services at ELB-owned properties for the 2024 mowing seasons. Proposals should be prepared using the forms provided and submitted to the ELB offices (626 State St., Room 107, Erie, PA 16501 or fax to 814.870.1331) by 12:00 pm (noon) on Friday, April 19th, 2024.

SCOPE OF WORK

The Contractor shall, upon authorization to proceed from ELB (typically bi-weekly with the exception of July & August every 3 weeks), provide the following services:

Site Preparation- Pick up and dispose of light trash such as bottles, cans, papers, small to medium tree branches, and brush. Large items to be placed at the front of the lot for pick up.

Mowing - Mow grass on entire parcel to a maximum height of 4". Mowing shall include areas between the street and sidewalk.

Trimming - Trim around all structures and features on the parcels, including houses, garages, trees, stumps, etc.

ESTIMATED QUANTITIES

The Erie Land Bank currently owns and maintains approximately 50 properties. The actual inventory of properties to be maintained is subject to change based on on-going real property acquisition and disposition activities. Bidders shall develop a lump sum cost, per mowing event. ELB will calculate an average price per lot which will be used to adjust the total amount due for future property acquisitions and dispositions.

CONTRACTOR REQUIREMENTS

Contractor shall supply all equipment and supplies necessary to provide the required services.

Contractor shall take all necessary measures to prevent damage to the serviced property and all adjacent areas (neighboring properties, public streets).

Invoices shall be generated per mowing event and include a list of the properties serviced and the date the work was performed.

Contractor shall maintain adequate insurance coverage including General Liability, Auto, and Worker's Compensation. Prior to beginning work, Contractor shall submit a Certificate of Insurance evidencing minimum \$1,000,000 coverage and specifically naming the Erie Land Bank as a Certificate Holder.

Contractor shall be in good standing with the City of Erie, Commonwealth of Pennsylvania, and all applicable federal agencies, particularly the US Department of Housing and Urban Development.



Bid packet should include:

- Bidder Information Form
- Written Proposal
- Any relevant information on your organization and its ability to deliver quality services

BIDDER INFORMATION FORM

LAWN MAINTENANCE SERVICES – 2024

Proposals Due By 12:00 pm (noon) on Friday, April 19th, 2024.

REQUIRED FOR ALL PERSONS OR ORGANIZATIONS RESPONDING TO A REQUEST FOR PROPOSAL (RFP):

Name of Organization: _____
Address: _____

Phone: _____
Person Responsible for
Proposal: _____
Title: _____
Email address: _____
Federal Tax ID (or SS# if
Individual): _____

PRICE QUOTES: \$ _____
Per lot amount to provide lawn maintenance activities
on all properties identified in the Request for Proposals
PER MOWING EVENT (Ex \$25.00/lot)

NOTE: The Erie Land Bank reserves the right to reject any or all bids and to award a contract that is in the best interests of the Land Bank.