

# **REQUEST FOR PROPOSALS**



## **Landscaping services**

**Newton Housing Authority  
32 Liberty Street  
Newton, New Jersey 07860  
973 383-5191**

## REQUEST FOR PROPOSALS

The Newton Housing Authority is accepting proposals for landscaping services at the Housing Authority's properties. The term of the contract shall be two (2) years commencing on January 1, 2022. All services must be in accordance with all rules, regulations, codes, laws, and other directives concerning these type services.

The requested services shall be for Liberty Towers, 32 Liberty Street, Newton, New Jersey. This is an 80-unit senior citizen complex.

The scope of work shall be as follows:

The general appearance of the housing authority's landscaping shall be neatly manicured at all times. the grass and garden areas shall be free from weeds, crab grass and other unwanted growth.

1. Spring clean-up shall include:

- A. PICK up and remove all leaves, branches, rubbish, etc.
- B. Apply weed killer (dandelions, crab grass, etc.)
- C. Place mulch in all bedded areas.

All chemicals shall be applied in accordance with the manufacturers schedule and application instructions.

- 2. Cut all grass once a week.
- 3. Edge all sidewalks & curbs weekly.
- 4. Keep flower beds free of weeds.
- 5. Trim shrubs.
- 6. Fall clean up, all leaves & branches picked up and disposed of.

If any chemicals are used, they must be of a biodegradable nature, harmless to humans as well as animals.

All grass cuttings are to be removed from lawns, sidewalks, and driveways are to be swept clean of cuttings.

Grass & weeds growing between sidewalk sections shall be removed by mechanical or chemical means using vegetation control.

The contractor shall furnish all labor and material, services, and equipment necessary to perform and complete the contract.

All contractor billing shall be accompanied with an itemization of the scope and the days that the work was undertaken.

**Term**

The term of the contract shall be two (2) years commencing on January 1<sup>st</sup>, 2022.  
Payments shall be made in equal monthly installments.

**Proposal submission**

Interested contractors must submit their proposal to the Newton Housing Authority, 32 Liberty Street, Newton, New Jersey 07860 by 10:00 AM.

The following must be submitted with the proposal:

- 1) Listing of references.
- 2) New Jersey Business registration Form
- 3) Evidence of Insurance

This solicitation is being made as “Fair and Open” in accordance with N.J.S.A. 40A:19A-20.4 et seq.

The Newton Housing Authority reserves the right to reject any and all proposals and to waive any informality in the RFP process.

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# Proposal Submission Form

Newton Housing Authority  
32 Liberty Street  
Newton, New Jersey  
07860  
973 383-5191  
Landscaping Contract

## PROPOSAL SUBMISSION SHEET

1) Name/Address of Firm:

2) Telephone Number:

3) Contact Person:

4) Price for: 2022

Weekly Mowing \_\_\_\_\_  
Mulch \_\_\_\_\_  
Weed Killer (per application) \_\_\_\_\_  
Other (Provide itemization) \_\_\_\_\_

2023

Weekly Mowing \_\_\_\_\_  
Mulch \_\_\_\_\_  
Weed Killer (per application) \_\_\_\_\_  
Other (Provide itemization) \_\_\_\_\_

5) The contractor will be using subcontractors: \_\_\_yes \_\_\_no  
(Attach a list if necessary)

6) A listing of references has been attached to the proposals documenting the experience requirement: \_\_\_yes \_\_\_no

7) Attach a copy of the contractor's New Jersey Business Registration form.

8) Attach a copy of the contractor's insurance certificate.

\_\_\_\_\_  
Vendor's signature

Date:

