

REQUEST FOR PROPOSALS



Landscaping Services

Due: Wednesday, November 22nd, 2023, by 10:00 AM

**Newton Housing Authority
32 Liberty Street
Newton, New Jersey 07860
Telephone: 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, 2024. All services must be in accordance with all rules, regulations, codes, laws, and other directives concerning these types of services.

The requested services shall be for Liberty Towers, 32 Liberty Street, Newton, New Jersey 07860. 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 the 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 manufacturer's schedule and application instructions.

- 2. Cut all the 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 1st, 2024. 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 due Wednesday, November 22nd, 2023, 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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**LANDSCAPING CONTRACT
PROPOSAL SUBMISSION SHEET**

1) Name/Address of Firm:

2) Telephone Number:

3) Contact Person:

4) Price for: 2023

Weekly Mowing _____
Mulch _____
Weed Killer (per application) _____
Spring Cleanup _____
Fall Cleanup _____
Other (provide itemization) _____

2024

Weekly Mowing _____
Mulch _____
Spring Cleanup _____
Fall Cleanup _____
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 _____

AGREEMENT FOR LANDSCAPING SERVICES

THIS AGREEMENT made on the 1st of January, 2024, by and between _____, _____, New Jersey, (the "Contractor") and the Newton Housing Authority, 32 Liberty Street, Newton, New Jersey (the "Authority").

WITNESSETH, that the contractor and the Authority for the consideration stated herein agrees as follows:

ARTICLE 1. - Statement of Work

The contractor shall furnish all materials and other items as specified in the attached Request for Bids relating to painting services.

ARTICLE 2. - Time of Completion

As per Request for Bids (attached)

ARTICLE 3. - Contract Price

The contractor shall be entitled to \$_____ -weekly mowing, \$_____ for mulch, \$_____ per gallon for weed killer, _____ Spring Cleanup and \$_____ for Fall Cleanups

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the date and year first written above.

WILLIAM F. SNYDER Executive Director
Date:

Date:

