

## Request for Proposal

The Center for Family Services (CFS) Head Start, herein, details a REQUEST FOR PROPOSAL FOR PROFESSIONAL LANDSCAPING AND SNOW REMOVAL SERVICES. CFS Head Start has the express right to reject any and all proposals. CFS Head Start, serving the City of Camden and Camden County, is an equal opportunity employer. Bid must be received no later than 5:00 PM on May 21st, 2018.

### Scope of Work:

#### **Lawn Care**

- 26 weekly cuts a year per site. This includes bagging grass clippings, weed whacking, edging, cleaning debris.
- Removal of trash and debris exterior to the building at the time lawn service is initiated. This need will be greater at some location than others. The removal of litter is mandatory and will be observed closely.
- Routine monthly plant and bed care (cleaning, mulching, trimming, weeding and pruning), seasonal leaf removal as required.
- Mulching of all applicable Playgrounds in quantities that are ASTM playground surface compliant.
- Include cost per cut/service for each site.

#### **Snow Removal**

- The variable nature of inclement weather forces decisions to be made prior and during the course of the weather event. The CFS Head Start Facilities Manager will sufficiently communicate prior, during and after the following actions occur:

#### Variable Hazard

#### Action

-Hail & Freezing Conditions

-locations should pre-treated with Ice Melt prior to the accumulation of icy conditions

-Melt & Re-Freeze Areas

-Immediately apply ice melt to concerned areas.

-Moderate Snow Accumulation

- During overnight snowfall snow should be removed and ice melt should be applied before **7AM**. Snow fall during operating hours must be removed, ice melt applied and re-visited immediately.

-Heavy/Rapid Snow Accumulation -Immediate snow removal actions taken, facilities must be revisited until snowfall ceases. Ice melt should be applied when necessary.

**\*\*Thorough attention to all walkways, driveways, and exterior egresses when shoveling and deicing should be prioritized.**

- Specifics needs, tendencies and considerations per site may be needed.

Services:

- Services will be provided over a 12 month contract period from August 1<sup>st</sup>, 2018 to July 31<sup>st</sup>, 2019.
- Contract will be a per unit price agreement; whereas, CFS Head Start may add or remove locations as requested. The costs of new locations shall be negotiated as required.

Qualifications:

Respondent should include the following information:

- Previous experience
- Certification of License
- Certificate of Insurance
- References

Please email Daryl White at [dwhite@centerffs.org](mailto:dwhite@centerffs.org) for the Site Location Walkthrough Schedule or any questions.

Proposals must be mailed to the below address no later than May 21st, 2018.

Center for Family Services  
Attn: Daryl White  
500 Pine Street Camden, New Jersey 08103

## Site Location Walkthrough Schedule

CFS Head Start Facilities Manager: Daryl J White

If you would like to assess the properties please review the dates and times listed below. These scheduled allotments of time are of an open house concept. Any questions or concerns can be communicated to Daryl White at Email:

[dwhite@centerffs.org](mailto:dwhite@centerffs.org) or Phone: 856-425-3311.

<b>Times</b>	<b>Monday, May 8th</b>	<b>Tuesday, May 9th</b>	<b>Wednesday, May 10th</b>	<b>Thursday, May 11th</b>
8:30 AM - 10:30AM	345 Chews Landing Rd Lindenwold, NJ 08021	195 New Freedom Rd Clementon, NJ 08021	1475 S. 8 <sup>th</sup> St Camden, NJ 08104	35 East Church St Blackwood, NJ 08021
11:00AM - 1:00PM	156 Norcross Rd Winslow, NJ 08009	120 S. White Horse Pike Lindenwold, NJ 08021	33 W Haddon Ave Oaklyn, NJ 08107	500 Pine Street Camden , NJ 08103