

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 28th, 2020.

Scope of Work:

Lawn Care

- 24 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 locations 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. 120 S White Horse Pike, Lindenwold Center will be included for mulching the playground area. All other services at this location are excluded.
- 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. All locations will need parking lots, driveways and sidewalks plowed, shoveled, and salted as needed prior to 7AM. 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 be 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.**

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

Services:

- Services will be provided over a 12 month contract period from August 1st, 2020 to July 31st, 2021.
- 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 Joe Flood at joseph.flood@centerffs.org for the Site Location Walkthrough Schedule or any questions.

Proposals must be mailed to the below address no later than May 28th, 2020.

Center for Family Services
Attn: Joe Flood
500 Pine Street Camden, New Jersey 08103

Site Location Walkthrough Schedule

CFS Head Start Facilities Manager: Joe Flood

If you would like to physically 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 Joe Flood at Email: joseph.flood@centerffs.org or Phone: 609-471-5527.

| Times | Monday, May 11th | Tuesday, May 12th | Wednesday, May 13th | Thursday, May 14th |
|-------------------------|--|---|--|---|
| 8:30 AM - 10:30AM | 345 Chews Landing Rd Lindenwold, NJ 08021 | 195 New Freedom Rd Clementon, NJ 08021 | 1475 S. 8 th St Camden, NJ 08104 | 35 East Church St Blackwood, NJ 08012 |
| 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 |