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, Camden County and Burlington County, is an equal opportunity employer. Bid must be received no later than 5:00 PM on June 7th, 2024.

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.
* 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, 2024 to July 31st, 2025.
* 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](mailto:joseph.flood@centerffs.org) for the Site Location Walkthrough Schedule or any questions.

**Proposals must be mailed to the below address no later than June 7th, 2024.**

Center for Family Services

Attn: Joe Flood

500 Pine Street

Camden, New Jersey 08103

Site Location Walkthrough Schedule

Due to building access restrictions site walkthroughs will be scheduled for the week of 4/1/24. Please respond to email address below and I will coordinate visits to all locations.

CFS Head Start Facilities Manager: Joe Flood

Email: [joseph.flood@centerffs.org](mailto:joseph.flood@centerffs.org)

Phone 609-471-5527

Locations:

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| --- | --- | --- | --- |
| 35 East Church St  Blackwood, NJ 08021 | 33 W Haddon Ave  Oaklyn, NJ 08107 | 500 Pine St Camden, NJ 08103 | 231 Fort Dix Rd  Pemberton, NJ 08068 |
| 2431 Burlington Ave  Delanco, NJ 08075 | 100 Maple grove Blvd  Lumberton, NJ 08048 | 405 Lakehurst Rd  Browns Mills, NJ 08015 |  |