

## Request For Proposal (RFP)

Lycoming County Housing Authority and Lycoming Housing Finance Inc is seeking proposal for Lawn Mowing Services for developments managed by the Authority. Service is to include but is not limited to lawn mowing, trimming and mulching on an as needed basis. Proposer will need to provide liability insurance of not less than \$1,000,000 per occurrence. Provide evidence of professional certification/licensing. This is a five (5) year contract with annual renewal. Lycoming Housing Authority reserves the right to accept/deny any and all proposals.

Proposal Packets can be picked up at the main office at 1941 Lincoln Drive Mon-Fri 9:00 am to 3:00 pm. If equal or low proposals are received from responsible proposers, selection shall be made by drawing lots. An evaluation process will be used to determine awards. Awards are normally made on the basis of the proposal that represents the best overall value to the Housing Authority considering price and other factors (i.e, technical expertise, past experience, quality of proposed staffing, etc) set forth in the solicitation and not solely the lowest price.

Additional information and Scope of Work can be found on our website at [www.lycominghousing.org](http://www.lycominghousing.org)

Lycoming Housing Authority is an equal opportunity employer and does not discriminate against any applicant for employment, independent contractor or any other person because of race, color, religion, creed ancestry, national origin, age, sex or handicap.

Submit proposals by February 14, 2012 9:00 am to

Lycoming County Housing Authority  
1941 Lincoln Drive  
Williamsport, PA 17701  
ATTN: David A. Frederick  
Operations Director/Contracting Officer

IFP – Information for Proposal for Lawn Mowing Services

Proposal Packets can be secured at the main office, 1941 Lincoln Drive, Williamsport PA between the hours of 9:00 am – 3:00 pm upon payment of cash or check for \$10.00, which is non-refundable. Checks are to be made payable to Lycoming County Housing Authority.

Notice is hereby given that this is a Section 3 project under the Housing and Urban Development Act of 1968 and must, to the greatest extent feasible, utilize lower income residents for employment and training opportunities and Section 3 business concerns. Prime contractors are advised of their obligation to utilize minority, women and Section 3 contractors in the execution of the contract, to the extent possible. It is the policy of Lycoming Housing to strongly encourage the use of Minority Business Enterprises (MBE's) in contracts utilizing funding from the U.S. Department of HUD.

Proposers may not be on the debarment list for ineligible contractors.

Contract will be awarded February 23, 2012. Should there be a reason why a contract cannot be awarded within the specified period, the time may be extended by Lycoming Housing Authority.

Proposals shall be delivered in a sealed envelope clearly marked:

Lawn Mowing Services  
Lycoming County Housing Authority  
1941 Lincoln Drive  
Williamsport, PA 17701  
ATTN: David A. Frederick  
Operations Director/Contracting Officer

**Mowing Contract  
Scope of Work**

**Areas of Service:** Michael Ross, Sherman Street, Catherine Street, Helm Street, Pennvale, Randall Circle, Hazel Drive, Lincoln Drive.

**Scope of Work:** Lawn mowing entire site. Bagging all grass trimmings on an as needed basis, weed trimming, blowing grass clippings away from buildings and vehicles, blow grass trimmings off sidewalks and parking bays, removal of debris to our dumpsters, any fallen tree limb or branches when necessary. Pick up all trash before and after mowing.

**Schedule:** Work should be performed based on 26 mowings per season or at the discretion of Lycoming Housing Authority.

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**Areas of Service:** Chatham Park Apartments, Lycoming Creek Road

**Scope of Work:** Lawn mowing entire site, bagging grass clippings, leaf removal when necessary, weed trimming, blowing grass clippings off sidewalks and parking bays, removal of debris to our dumpsters, removal of fallen tree limbs when necessary and mulch landscaped area.

**Schedule:** Work should be performed based on 26 mowings per season or at the discretion of Lycoming Housing Authority.

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**Areas of Service:** Penn Vale Condominiums – Lincoln Drive

**Scope of Work:** Lawn mowing entire site, bagging grass clippings, leaf removal when necessary, weed trimming, blowing grass clippings off sidewalks and parking bays, removal of fallen tree limbs when necessary, mulch landscaped area and removal of debris to our dumpsters. Edge sidewalk areas every other mowing.

**Schedule:** Work should be performed based on 26 mowings per season or at the discretion of Lycoming Housing Authority.

**Mowing Contract  
Scope of Work (cont'd)**

**Areas of Service:** Round House football field, Flannigan Park, Maynard baseball field and The Center.

**Scope of Work:** Pick up all trash before and after all mowing and weed trimming, mow all grass and trim all weeds. From the east fence of the roundhouse football field, west to the east side of Campbell Street, South of Memorial Avenue and North of Little League Blvd. and all Lycoming Housing property inside described areas. Grass should be raked and bagged as needed or required by Lycoming Housing Authority and removal of debris to our dumpsters.

**Schedule:** Work should be performed based on 26 mowings per season or at the discretion of Lycoming Housing Authority.

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**Areas of Service:** Linn Street

**Scope of Work:** Pick up all trash before and after all mowing and weed trimming, mow all grass and trim all weeds. Remove debris and take to our dumpsters. Include all Lycoming Housing property East of Foresman Street and outside of the Loge Baseball field. Grass should be raked and bagged as needed or required by Lycoming Housing Authority

**Schedule:** Work should be performed based on 26 mowings per season or at the discretion of Lycoming Housing Authority.

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**FOR ALL THE ABOVE ALL SAFETY EQUIPMENT SHOULD BE ATTACHED TO THE MOWER.**

**ALL BIDS ARE TO BE PRICE PER MOWING BASED ON 26 MOWINGS PER SEASON.**