



**Request for Proposals for
Landscape Maintenance Service**

**375 South Carbon Avenue
Price, Utah 84501**

Part 1 - Instructions to the Bidders

1.1 - Invitation to Bid

Southeastern Utah Association of Local Governments (SEUALG) invites qualified groundskeeping contractors to submit a proposal in accordance with this request for proposal (RFP) for **Landscape Maintenance Service** for the property located at 375 South Carbon Avenue, Price, Utah 84501. Proposals must adhere to the format and content of this RFP. Proposals will not be considered unless all parts requested are submitted in a complete package. The successful bidder shall be required to enter into a landscaping agreement with SEUALG based on the specifications outlined in this RFP.

1.2 - Background

SEUALG is located at 375 South Carbon Avenue, Price, Utah 84501. The property is parcel #01-0054-0000. The Landscape Maintenance Service will likely be from April 1 to November 30 ("season"). See Appendix A for a map of vicinity.

1. There is approximately 7,500 sq ft of lawn with an automatic sprinkler system that will need to be maintained (lawn mowing, edging, and sprinkler repair/upkeep). This will need to be completed weekly throughout the season.
2. There are approximately 30 mature trees and bushes on the property (trees parkstrips along Carbon Avenue, 400 South & 100 East; bushes/shrubs/trees along perimeter of administrative building; bushes/shrubs/trees around food bank building) that will need to be trimmed and cared for at least 4 times per season.
3. There are approximately 11,000 sq ft of graveled areas on the property (around administrative & food bank buildings, parking strips along Carbon Avenue, 400 South & 100 East) that will need to be maintained for weeds and other growth as needed throughout the season.

4. There are approximately 60,000 sq ft of paved/concreted parking surfaces that will need to be maintained for weeds and other growth as needed throughout the season.

1.3 - Contact Information

The contact, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful vendor. *The contact information is also the address to submit bids.*

Contact information:

Jade Powell
Deputy Director
375 South Carbon Avenue
PO Box 1106
Price, Utah 84501
Email: jpowell@seualg.utah.gov
Phone: 435-613-0022

Part 2 - Submission Instructions

2.1 - Key Event Dates

Below are key events relating to this RFP.

SEUALG Issues RFP	March 21, 2022
Due Date of RFP Proposal Submissions	April 4, 2022
Anticipated Award Date	April 11, 2022
Agreement Start Date	April 18, 2022

2.2 - Bidder Qualifications & Submission Information

Proposals shall be submitted to Jade Powell via email or mail before April 4, 2022 at 5:00 pm (see contact information in section 1.3). Proposals shall include the following information:

- Current business license;
- Current copy of contractors license;
- Provide a copy of current insurance policy (minimum of \$300,000 of general liability and \$100,000 per occurrence);
- Copy of W-9;
- Certificate of worker's compensation;
- List of at least two (2) commercial references; and,
- SEUALG bid sheet (see appendix A).

Appendix A - Map of Property



Appendix B - SEUALG Bid Sheet

Item	Price (USD)	Unit
Lawn Care (mowing, edging, etc.)		Per week
Sprinkler Repair / Maintenance		Per hour
Tree/Bush/Shrub Trimming		Per occurrence
Weed Maintenance (Section 1.2 #3-4 of RFP)		Per hour