



VILLAGE OF MARTIN'S ADDITIONS
7013B Brookville Road ♦ Chevy Chase, Maryland 20815 ♦ 301/656-4112
www.martinsadditions.org

Request for Proposal
Lawn and Landscaping Services for Calendar Year 2016
Village of Martin's Additions

INTRODUCTION

The Village of Martin's Additions (VMA) hereby solicits proposals from individuals or firms with experience in providing basic lawn and landscaping services. Such services will include mowing, weeding, edging, mulching, pruning, etc. in VMA for calendar year 2016. The successful bidder should be prepared to meet with the VMA Council and staff as needed. VMA expects that the successful bidder would begin in Spring 2016 when the growing season commences. The Village may renew the contract annually.

BACKGROUND

The VMA is a small municipality of approximately 89 acres. While most of this land is private property, there are certain areas of the public right-of-way (ROW) that require lawn and landscaping maintenance.

SCOPE OF WORK

The successful bidder would be engaged on an as-needed basis for basic municipal lawn and landscaping services during calendar year 2016. Geographic areas would include the following:

- VMA ROW along the fence line with La Ferme on Taylor Street;
- Quincy Street dead-end;
- Raymond Street dead-end;
- Bradley Lane dead-end;
- VMA Butterfly Garden on the corner of Cummings Lane and Brookville Road; and
- Flower beds surrounding the Brookville Market area.

See attached map.

Work may entail the following, depending on the site:

- Weeding;
- Pruning;
- Mulching;
- Mowing; and

- Removal of debris.

(Please note that tree work is NOT included in this requested work.)

SUBMITTAL REQUIREMENTS

Proposals must include the following:

- A transmittal letter introducing you or your firm and general approach to this work.
- The total proposed cost to keep the geographic areas described above mowed and free of weeds and debris during one calendar year (one full growing season) including:
 - the hourly rate,
 - the total estimated number of hours to do this work during calendar year 2016, and
 - the total estimated cost of materials to do this work during calendar year 2016.
- The qualifications of your company to perform the scope of work, including any equipment that would be used.
- Copy of certificate of liability insurance.
- The name(s) of the designated project manager(s) and a brief summary of their qualifications.
- Two references with contact information.

SUBMITTING PROPOSALS

If you wish to provide a proposal, the required information should be submitted to:

Village of Martin's Additions
Attn: Lawn and Landscaping Service Proposals
7013-B Brookville Road
Chevy Chase, MD 20815-3263

Or

vmarfp@gmail.com

Proposals must be received no later than 5:00pm January 8th, 2016. Proposals received after the deadline will not be considered. Proposals sent via mail should be submitted with one original and one copy. VMA reserves the right to reject any and all proposals in part or in full and to waive formalities as may best serve the interests of VMA.

The Village of Martin's Additions is a municipality of approximately 325 houses in the Chevy Chase area of Maryland's Montgomery County. A five-person elected Council governs the Village and it hires a Village Manager to which it delegates duties consistent with the Village Charter and ordinances.

The Village of Martin's Additions is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

