



**Cobb Island Volunteer Fire Department and  
Emergency Medical Services, Inc.  
Facility Management Team**

17069 Cobb Island Road  
P.O. Box 156  
Cobb Island, MD 20625

**REQUEST FOR PROPOSAL (RFP)  
LANDSCAPE AND LAWN MAINTENANCE**

December 16, 2020

The Cobb Island Volunteer Fire Department and EMS Inc. are requesting proposals from qualified contractors to provide landscape and lawn maintenance services for four properties owned by the CIVFD all in the Cobb Island area. The contract shall cover services performed for the period beginning March 1, 2021 and ending December 31, 2021. The winning bidder must include on each invoice submitted an itemized explanation of the services provided for that billing cycle and the date the services were rendered.

Attached are four Requests for Proposals for the work to be performed. Each RFP should be addressed separately; however, if a discount is available for awarding all four it should be noted on your submission.

**Request for Proposals can be forwarded either by email to: [President@civfd.com](mailto:President@civfd.com) or mailed directly to the Cobb Island Volunteer Fire Department & EMS, Inc. P.O. Box 156, Cobb Island, MD 20625 ATTN: PRESIDENT GODWIN.**

**Deadline for Questions:** January 22, 2021; 4:00 P.M., Local Time

**RFP Closing Date and Time:** January 29, 2021; 4:00 P.M., Local Time



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**REQUEST FOR PROPOSAL (RFP)  
LANDSCAPE AND LAWN MAINTENANCE  
RFP #21-01  
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The Cobb Island Volunteer Fire Department and EMS Inc. is requesting proposals from qualified contractors to provide landscape and lawn maintenance services at the Cobb Island Fire Station located at **17069 Cobb Island Road, Cobb Island, Maryland.**

The contract shall cover services performed for the period beginning March 01, 2021 and ending in December 31, 2021.

**Statement of Work:** The contractor shall provide all labor, equipment and supplies to perform the following services:

**Mowing:** Lawn areas will be mowed to a height of 2 ¾ to 3 inches (preferably on Thursday or Friday) during the mowing season. Areas shall be mowed every 7 to 10 days for a total of 21 cuts or as weather conditions dictate, this includes trimming (weed eating) around trees ornamental beds and all other obstacles. Also removing debris from walks, curbs, and parking areas, grass clippings will be kept out of the landscape beds and tree rings.

**Edging:** Edging of all sidewalks and accessible curbs will be mechanically performed every other mowing during the mowing season, this is to maintain a crisp tailored appearance, all hard surfaces will be blown clean of all debris.

**Weed Control – Planting Beds and Gravel Areas:** Landscape beds, tree rings and gravel areas will be weeded on a continuous basis throughout the mowing season; methods used will be pre-emergent and post emergent herbicides as well as hand weeding.

**Weed Control – Hard Surfaces:** Herbicide will be applied as needed to all walkways, curbs and other areas to prevent the growth of weeds.

**Trimming – Shrubs:** Seasonal trimming of shrubs will be sheared two or three times or as required approximately in (June and in Mid-October). Flowering shrubs shall be pruned after blooming ends.

**Pruning – Trees:** Pruning of trees will be done once in December during the dormant season.

**Fertilization Program 3 Steps:**

Early Spring: Pre-Emergent weed control promote spring color

Summer: Broadleaf

Late Fall: Winterizer – stimulate recovery from summer stress and encourage root growth.

All fertilizer will be delivered ½ lb. per 1,000 sq. ft.



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**Landscaping Bed Edging:** Ornamental Plant beds will be (mechanically/spade) trenched at a 45 degree angle to a depth of 2 to 3 inches to create a definite edge between turf and landscape beds and tree rings, etc. So that there is no impingement of turf into mulches areas and no spill over of mulch in to the turf areas. This service will be performed as needed to ensure a definite edge between turf and mulched areas are maintained.

**Mulch:** All beds will be raked and top dressed to maintain a depth of two inches of mulch. Double Shredded hardwood mulch shall be applied to all previously mulches tree rings, landscape beds and hedge beds once in the spring to a depth of two inches.

**Leaf Removal:** Contractor will perform leaf removal once the leaves start to fall and will continue this service until the leaves stop falling and are not on the turf grass areas causing dead spots.

**Inspection of Site:** Each bidder shall visit the site and become familiar with the site conditions under which the work is to be performed. Each bidder represents and warrants for himself, and any relevant subcontractors he intends to employ, that he has observed all nature of the work set out in the Statement of Work and that he has had opportunity to inquire about site conditions. To schedule a visit contact our Facility Management Team representative Gary Hess at (301) 259-2731.

**Insurance:** Contractor shall for the period of this agreement carry and maintain in full force in effect the following:

- Insurance Policies: A. General Liability / Aggregate 1,000,000.00 / 500,000.00  
B. Automobile Liability 500,000.00  
C. Excess Liability / Aggregate 1,000,000.00

**Certifications and Permits:** Contractor shall comply with all certifications and permits required to perform the services specified in this contract.

**Bidding:**

Bids shall be reviewed and awarded based solely at the discretion of the owner. The Cobb Island Volunteer Fire Department and EMS Inc. reserve the right to reject any or all proposals.



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**REQUEST FOR PROPOSAL (RFP)  
LANDSCAPE AND LAWN MAINTENANCE  
RFP #21-02  
Page 1 of 1**

The Cobb Island Volunteer Fire Department and EMS Inc. is requesting proposals from qualified contractors to provide landscape and lawn maintenance services at the Cobb Island Fire Station located at **13290 Cobb Island Road, Cobb Island, Maryland.**

The contract shall cover services performed for the period beginning March 01, 2021 and ending in December 31, 2021.

**Statement of Work:** The contractor shall provide all labor, equipment and supplies to perform the following services:

**Mowing:** Lawn areas will be mowed to a height of 2 <sup>3</sup>/<sub>4</sub> to 3 inches during the mowing season. Areas shall be mowed every 7 to 10 days for a total of 21 cuts or as weather conditions dictate, this includes trimming (weed eating) around trees and all other obstacles. Also removing debris from walks and parking areas.

**Leaf Removal:** Contractor will perform leaf removal once the leaves start to fall and will continue this service until the leaves stop falling and are not on the turf grass areas causing dead spots.

**Weed Control - Gravel Parking Areas:** Herbicide will be applied as required to the gravel parking lot (blue chip area) to prevent the growth of weeds.

**Inspection of Site:** Each bidder shall visit the site and become familiar with the site conditions under which the Work is to be performed. Each bidder represents and warrants for himself and any relevant subcontractors he intends to employ, that he has observed all nature of the Work set out in the Statement of Work and that he has had opportunity to inquire about site conditions. To schedule a visit contact our Facility Management Team representative Gary Hess at (301) 259-2731.

**Insurance:** Contractor shall for the period of this agreement carry and maintain in full force and in effect the following:

Insurance Policies: A. General Liability / Aggregate 1,000,000.00 / 500,000.00  
B. Automobile Liability 500,000.00  
C. Excess Liability / Aggregate 1,000,000.00

**Bidding:**

Bids shall be reviewed and awarded based solely at the discretion of the owner. The Cobb Island Volunteer Fire Department and EMS Inc. reserve the right to reject any or all proposals.



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**REQUEST FOR PROPOSAL (RFP)  
LANDSCAPE AND LAWN MAINTENANCE  
RFP #21-03  
Page 1 of 1**

The Cobb Island Volunteer Fire Department and EMS Inc. is requesting proposals from qualified contractors to provide landscape and lawn maintenance services at the Cobb Island Fire and EMS property *located at the corner of Rock Point Road and Boarman Road, Tompkinsville, Maryland.*

The contract shall cover services performed for the period beginning March 01, 2021 and ending in December 31, 2021.

**Statement of Work:** The contractor shall provide all labor, equipment and supplies to perform the following services:

**Mowing:** Lawn areas will be mowed to a height of 2 <sup>3</sup>/<sub>4</sub> to 3 inches during the mowing season. Areas shall be mowed every 7 to 10 days for a total of 21 cuts or as weather conditions dictate, this includes trimming (weed eating) around trees and all other obstacles. Also removing debris from walks and parking areas.

**Inspection of Site:** Each bidder shall visit the site and become familiar with the site conditions under which the Work is to be performed. Each bidder represents and warrants for himself and any relevant subcontractors he intends to employ, that he has observed all nature of the Work set out in the Statement of Work and that he has had opportunity to inquire about site conditions. To schedule a visit contact our Facility Management Team representative Gary Hess at (301) 259-2731.

**Insurance:** Contractor shall for the period of this agreement carry and maintain in full force and in effect the following:

Insurance Policies: A. General Liability / Aggregate 1,000,000.00 / 500,000.00

B. Automobile Liability 500,000.00

C. Excess Liability / Aggregate 1,000,000.00

**Certifications and Permits:** Contractor shall comply with all certifications and permits required to perform the services specified in this contract.

**Bidding:**

Bids shall be reviewed and awarded based solely at the discretion of the owner. The Cobb Island Volunteer Fire Department and EMS Inc. reserve the right to reject any or all proposals.



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**REQUEST FOR PROPOSAL (RFP)  
LANDSCAPE AND LAWN MAINTENANCE  
RFP #21-04  
Page 1 of 1**

The Cobb Island Volunteer Fire Department and EMS Inc. is requesting proposals from qualified contractors to provide landscape and lawn maintenance services at the Cobb Island Fire Station located at **17057 Cobb Island Road, Cobb Island, Maryland.**

The contract shall cover services performed for the period beginning March 01, 2021 and ending in December 31, 2021.

**Statement of Work:** The contractor shall provide all labor, equipment and supplies to perform the following services:

**Mowing:** Lawn areas will be mowed to a height of 2 ¾ to 3 inches during the mowing season. Areas shall be mowed every 7 to 10 days for a total of 21 cuts or as weather conditions dictate, this includes trimming (weed eating) around trees and all other obstacles. Also removing debris from walks and parking areas.

**Leaf Removal:** Contractor will perform leaf removal once the leaves start to fall and will continue this service until the leaves stop falling and are not on the turf grass areas causing dead spots

**Inspection of Site:** Each bidder shall visit the site and become familiar with the site conditions under which the Work is to be performed. Each bidder represents and warrants for himself and any relevant subcontractors he intends to employ, that he has observed all nature of the Work set out in the Statement of Work and that he has had opportunity to inquire about site conditions. To schedule a visit contact our Facility Management Team representative Gary Hess at (301) 259-2731.

**Certifications and Permits:** Contractor shall comply with all certifications and permits required to perform the services specified in this contract.

**Insurance:** Contractor shall for the period of this agreement carry and maintain in full force and in effect the following:

Insurance Policies: A. General Liability / Aggregate 1,000,000.00 / 500,000.00  
B. Automobile Liability 500,000.00  
C. Excess Liability / Aggregate 1,000,000.00

**Bidding:**

Bids shall be reviewed and awarded based solely at the discretion of the owner. The Cobb Island Volunteer Fire Department and EMS Inc. reserve the right to reject any or all proposals.