



**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**

March 1, 2023

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 April 1, 2023 and ending November 30, 2023. On each invoice submitted, the winning bidder must include an itemized explanation of the services provided for that billing cycle and the dates in which 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. *To schedule an inspection of the work sites outlined in this RFP please contact President William A. Lawman Sr. at 240-299-0686 or 301-259-2337.*

Request for Proposals can be forwarded either by email to: 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 Lawman

RFP Closing Date and Time: March 31, 2023; 4:00 P.M., Local Time



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**REQUEST FOR PROPOSAL (RFP)
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RFP #23-01

Page 1 of 2

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 April 01, 2023 and ending on November 30, 2023.

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, Friday, and before any major holiday weekends during the mowing season. Areas shall be mowed every 8 to 12 days for a minimum of 20 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, tree limbs, grass clippings will be kept out of the landscape beds and tree rings. The rear of the Station Retention Pond will be mowed twice, one time in May 2023 and one time in October 2023. The grass clippings will be removed each time.

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.

Weeding – Planting Beds: Landscape beds, tree rings and gravel areas will be weeded on a continuous basis throughout the mowing season; methods used will be hand weeding.

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

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.



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RFP #23-01

Page 2 of 2

Mulching:

Landscape beds, tree rings and Station front Retention Pond will be weeded and mulched in April 2023.

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.

Insurance:

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

Insurance Policy: A. General Liability / Aggregate \$1,000,000.00 / \$500,000.00 *CIVFD must be included and/or named as an additional insured on the contractor's policy. A copy of the policy must be provided to CIVFD.*

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)
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RFP #23-02

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 April 1, 2023, and ending on November 30, 2023.

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 8 to 12 days for a minimum of 20 cuts or as weather conditions dictate, this includes trimming (weed eating) around trees and all other obstacles. Also removing limbs, debris from walks and parking areas. The contractor will remove any limbs from the property that is 1" diameter or greater in size during each cutting. The contractor will remove any limbs from the property that is 1" diameter or greater in size during each cutting.

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.

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 ***CIVFD must be included and/or named as an additional insured on the contractor's policy. A copy of the policy must be provided to CIVFD.***

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)
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RFP #23-03

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 April 01, 2023 and ending on November 30, 2023.

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 8 to 12 days for a minimum of 20 cuts or as weather conditions dictate, this includes trimming (weed eating) around trees and all other obstacles. Also removing limbs, 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.

Insurance:

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

Insurance Policy: A. General Liability / Aggregate \$1,000,000.00 / \$500,000.00 ***CIVFD must be included and/or named as an additional insured on the contractor's policy. A copy of the policy must be provided to CIVFD.***

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)
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RFP #23-04

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 April 01, 2023 and ending on November 30, 2023.

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 8 to 12 days for a minimum of 20 cuts or as weather conditions dictate, this includes trimming (weed eating) around trees and all other obstacles. Also removing limbs, debris from walks and parking areas. The contractor will remove any limbs from the property that is 1" diameter or greater in size during each cutting.

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.

Insurance:

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

Insurance Policy: A. General Liability / Aggregate \$1,000,000.00 / \$500,000.00 *CIVFD must be included and /or named as an additional insured on the contractor's policy. A copy of the policy must be provided to CIVFD.*

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.