

# REQUEST FOR PROPOSAL

## Lawn Mowing Services for Mason County Development Authority Properties

**Issuing Agency:** Mason County Development Authority

**Issue Date:** April 2, 2025

**Proposal Due Date:** April 16, 2025

### 1. OVERVIEW

The Mason County Development Authority (MCDA) is seeking proposals from qualified contractors to provide professional lawn mowing services for 44 properties located in the former Town of Henderson, West Virginia. These properties are owned by the MCDA and require regular maintenance to maintain their appearance and value.

### 2. SCOPE OF SERVICES

#### 2.1 General Requirements

The selected contractor shall provide all labor, equipment, materials, supplies, and transportation necessary to perform lawn mowing services on a biweekly basis for 44 properties owned by the MCDA in the former Town of Henderson, West Virginia.

#### 2.2 Service Specifications

1. **Frequency:** Biweekly mowing (every two weeks) during the growing season, approximately April through October, weather permitting.
2. **Mowing Requirements:**
  - Mow all grassy areas to a uniform height of 2.5 to 3.5 inches
  - Trim around buildings, walkways, trees, posts, fences, and other obstacles
  - Edge sidewalks and curbs as needed
  - Remove grass clippings from paved surfaces
  - Removal of light debris before mowing
3. **Property Inspection:** Contractor shall inspect properties before each mowing and report any damage, hazards, or concerns to the MCDA representative.

#### 2.3 Property List

A map of the 44 properties, including addresses, will be provided upon request.

### **3. PROPOSAL REQUIREMENTS**

Proposals should include the following information:

1. **Company Information:**
  - Business name, address, and contact information
  - Brief company history and qualifications
  - Number of employees and equipment inventory
  - References from similar contracts
2. **Pricing:**
  - Submit a per-mowing price for all 44 properties combined
  - Pricing per property due to the number of properties increasing through the season
  - Terms of payment
3. **Operational Plan:**
  - Proposed schedule and approach to servicing all properties
  - Equipment to be used
  - Quality control measures
4. **Insurance and Licensing:**
  - Proof of general liability insurance (minimum \$1,000,000)
  - Workers' compensation insurance
  - Business license
  - Any professional certifications

### **4. EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

1. Completeness and responsiveness of the proposal
2. Price and value for services offered
3. Contractor's experience and references
4. Operational plan
5. Insurance coverage and business standing

### **5. SUBMISSION INSTRUCTIONS**

Proposals must be submitted in a sealed envelope marked "LAWN MOWING RFP" and delivered to:

Mason County Development Authority

305 Main Street

Pt. Pleasant, WV 25550

Electronic submissions are also accepted and may be sent to [cody@masoncounty.org](mailto:cody@masoncounty.org)

**All proposals must be received by April 16, 2025, at 1pm.**

## **7. TIMELINE**

- RFP Issue Date: April 2, 2025
- Deadline for Questions: April 15, 2025
- Proposal Due Date: April 16, 2025
- Contract Award (anticipated): April 17, 2025
- Service Start Date: April 21, 2025

## **8. TERMS AND CONDITIONS**

1. The MCDA reserves the right to reject any or all proposals and to waive any irregularities or informalities in the proposals.
2. The MCDA is not responsible for any costs incurred by contractors in preparing their proposals.
3. The selected contractor will be required to sign a service agreement with the MCDA.
4. The contractor shall comply with all applicable federal, state, and local laws and regulations.
5. The contractor shall maintain all required insurance throughout the contract period.

## **9. ADDITIONAL INFORMATION**

For questions or additional information, please contact:

Cody Mullens  
Project Manager  
(304) 675-1497  
[cody@masoncounty.org](mailto:cody@masoncounty.org)

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*Note: The Mason County Development Authority is an Equal Opportunity Employer and encourages proposals from small, minority-owned, and women-owned businesses.*