



## **LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

### **Request for Proposals**

**PLEASE TAKE NOTICE** that the Lakewood Township Municipal Utilities Authority (Authority) hereby solicits proposals for **LANDSCAPE MAINTENANCE for the 2024 season.**

*Sealed proposals must be submitted to the Executive Director on or before March 26, 2024 at 10:00 A.M. Proposals may be submitted in person at the Authority's office located at 390 New Hampshire Ave., Lakewood, NJ, or sealed proposals may be mailed in advance to the attention of Justin Flancaum, Executive Director, 390 New Hampshire Ave., Lakewood, NJ 08701. All proposals must be contained in a sealed envelope with the name and address of the party submitting the proposal and marked "sealed proposal."*

**Anyone requesting additional information should contact Justin Flancaum, Executive Director, at (732) 363-4422 or [info@lakewoodmua.com](mailto:info@lakewoodmua.com).**

Proposals for the below listed services are being solicited through a fair and open process in accordance with N.J.S.A.19:44A-20.5 et. seq. The following criteria will be used in the awarding of contracts for services:

1. Experience and knowledge in the field.
2. Availability to attend any meetings of the LTMUA and to service the needs of the Authority as requested by the Commissioners, Executive Director and staff.
3. Compensation proposal.
4. Any other factors deemed to be in the best interest of the Authority as detailed in the scope of services below.

In addition, the LTMUA reserves the right to consider the following other factors:

1. Does the vendor's proposal indicate a clear understanding of the scope of work and related objectives?
2. Is the vendor's proposal complete and responsive to the public notice and specifications?
3. Does the vendor have a record of honesty and moral integrity?
4. Does the vendor have a record of reliability?
5. Vendor's past performance to the Authority, and willingness to document same.
6. Vendor's past performance of similar services, and willingness to document same.
7. Does the vendor have an experienced, qualified staff to assist him in completing the Authority's assignments?
8. Are the vendor's resources, i.e. personnel, facilities etc. in reasonable proximity to Lakewood, New Jersey?

9. Will the vendor provide a timely, fully explained billing for his goods/services, including a comprehensive breakdown of specific tasks?
10. Is the vendor financially stable and strong?

**Scope of Service:**

Vendor shall provide all necessary labor and material to complete weekly maintenance program for the Authority as follows:

**Contract to commence on May 1, 2024**

**Locations:**

- Complex at 390 New Hampshire Ave.
- Ridge Ave. water tank
- Well houses 1,3,4,9,10,15, 18, &19
- Beacon Hill water tank
- Airport Rd. water tank
- Complex at 2000 Shorrock St.

**Work to be performed:**

All work will be performed to enhance the curb line appeal of the Authority's properties. Specific work to be performed as follows:

**A) One time spring clean up as follows at all locations:**

- 1) Trim Bushes
- 2) Trim trees overhanging buildings and growing over fence line
- 3) Clean leaves
- 4) Mulch beds located 390 New Hampshire Ave. and 2000 Shorrock St.
- 5) Remove all debris & leaves
- 6) Kill weeds at all shrub beds, sidewalks, driveways, & entrances  
(Chemicals may NOT be used to kill weeds at any of our well sites, weeds MUST be pulled)
- 7) Reseed as necessary and fertilize all grassed areas
- 8) Plant annuals in the planters on both sides of our sign on our front lawn at 390 New Hampshire Ave.

**B) Weekly Maintenance at all locations as follows:**

- 1) Cut grass
- 2) Weed whack
- 3) Weed shrub beds
- 4) Edge sidewalks
- 5) Blow off pavements & sidewalks
- 6) Remove all debris

**C) Fall Clean up as follows:**

- 1) Remove leaves & debris from all locations weekly until all the leaves have fallen or December 15, 2023, whichever is later.

- **All Materials and debris must be disposed at a location acceptable to the Authority**
- **Contractor must be able to abide by all terms & conditions set forth in the Service Contract attached to this Request for Proposals**
  
- All work will be performed in accordance with LTMUA specifications.
- Contractor must be licensed and insured in the State of NJ
  
- A Combined Certification of Prohibited Activities in Russia and Belarus & Investment Activities in Iran must be completed and submitted together with the proposal
  
- A current NJ Business Registration Certificate must be submitted together with the proposal