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# Harrietstown Housing Authority

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## Request for Proposals Lawn Care Services

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April 15, 2021

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Sarah A. Clarkin, PHM  
Executive Director  
Harrietstown Housing Authority

**Harriestown Housing Authority  
14 Kiwassa Road, Suite 1  
Saranac Lake, NY 12983  
Telephone: 518-891-3050 / Fax: 518-891-3630**

**PUBLIC NOTICE**

The Harriestown Housing Authority (HHA) requests proposals from contractors for LAWN CARE SERVICES at the Algonquin Apartment Complex, 240 George Lapan Memorial Hwy, Saranac Lake, NY.

Details of the project and insurance requirements may be obtained at [www.harriestownha.org](http://www.harriestownha.org) or by emailing [sclarkin@harriestownha.org](mailto:sclarkin@harriestownha.org).

Proposals will be accepted up to and no later than 3pm, May 7, 2021, via US mail or email as indicated in detailed project description. HHA is an Equal Opportunity Employer under the direction of the U.S. Dept of HUD and encourages Section 3 and Minority and Women's Business Enterprises to submit proposals.

Solicitation Number #210415-001

**LOCATION:** 240 George Lapan Memorial Hwy---- Algonquin Apartments, Saranac Lake

**SCOPE OF WORK:** Biweekly lawn maintenance (mowing, trimming) of entire property including up to 35 individual back yards (excluding those maintained by tenant), common lawn space, area along George Lapan Memorial Hwy, and around all bushes/trees. The project area is outlined in the attached photograph. All grass trimmings/debris will be removed from walkways, patios and parking lots. Contractor to provide all machinery, fuel and assume other costs directly related to normal lawn care services.

A regular work schedule will be maintained subject to weather conditions. Actual work dates will be indicated on all invoices submitted for payment. HHA management will verify job completion prior to payment being issued.

Work will begin in mid-May and continue through October, 2021.

**INSURANCE REQUIREMENTS:** The CONTRACTOR must provide proof of General Liability insurance with limits of at least \$1,000,000 per occurrence naming the HHA as an additional insured in addition to Automobile and Workers Compensation coverage in accordance with the State of New York rules and regulations.

All policies must remain in force during the contract period.

**FORMAT OF PROPOSAL:** The Contractor shall submit a lump sum amount per completed mowing/trimming job in writing via hand delivery, US mail or email, to:

Sarah A. Clarkin, Executive Director  
Harrietstown Housing Authority  
14 Kiwassa Road, Suite 1  
Saranac Lake, NY 12983

sclarkin@harrietstownha.org

**QUESTIONS:** Please contact:

David Siegrist, Facilities Manager  
Harrietstown Housing Authority  
14 Kiwassa Rd., Suite 1  
Saranac Lake, NY 12983  
518 891 3050 X103  
[dsiegrist@harrietstownha.org](mailto:dsiegrist@harrietstownha.org)

