
Harrietstown Housing Authority

Request for Proposals Lawn Care Services

April 4, 2024

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 or by emailing sclarkin@harriestownha.org.

Proposals will be accepted up to and no later than 3pm, May 3, 2024, via US mail, email, or hand delivery. 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 #240404-001

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

SCOPE OF WORK: Biweekly lawn maintenance (mowing, trimming) of property including common lawn space, area along George Lapan Memorial Hwy, and around all bushes/trees. The project area is outlined in the attached photograph. Scope of work does not include enclosed individual back yard areas. 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, 2024.

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 US mail, email, or hand delivery 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
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14 Kiwassa Rd., Suite 1
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dsiegrist@harrietstownha.org

