

## **PROPOSAL DOCUMENTS**

In order to qualify for this Project, Contractors must submit all information requested in the following pages.

### **CONTRACTOR INFORMATION**

Proposals must adhere to the format of these Proposal forms and content of this RFP. Proposals will not be evaluated unless all parts of the Proposal form are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration.

Firm Name Professional Lawn Maintenance Services, LLC

Address 4218 Nicholson st.

City, State, Zip Hyattsville, MD, 20781

Contact Person Chris McRae

Phone Number 240 687 8893

Email Address plmslandscape@gmail.com

## PROPOSAL RATE SHEET

In compliance with your Invitation to Proposal, we propose to furnish all materials, labor, equipment and services, necessary to complete the work as outlined in the Scope, per the pricing stated below:

Item	Approx. Quantity	Unit	Position	Unit Rate	Proposal Amount
1	26	LS	<b>Mowing &amp; Trimming of all turf areas, including cleanup after maintenance of all sidewalks, driveways, etc.</b>		
2	26	LS	<b>Edging of all sidewalks, driveways, and curbs</b>		
3	22	LS	<b>Flower bed chemical and manual weeding and deadheading</b>		
4	4	LS	<b>Landscape planting bed and tree base weed removal by chemical and manual means</b>		
5	3	LS	<b>Fall Cleanup</b>		
6	1	LS	<b>Annual mulching</b>		
				<b>Total Proposal</b>	

The quantities on this Proposal form are an estimate. Proposals will be for lump sum rate per occurrence; Contractor will be only paid for work that is inspected and accepted by the City.

# PROPOSAL FORM PRICE AUTHORIZATION

By signing this Proposal form, such action certifies that the Contractor has personal knowledge of the following:

That said Contractor has examined the RFP and specifications, carefully prepared the Proposal form, and has checked the same in detail before submitting said Proposal; and that said Contractor, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive Proposing in connection with this Proposal.

That all said work will be performed at the Contractor's own proper cost and expense. The Contractor will furnish all necessary materials, labor, tools, machinery, apparatus and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract.

The undersigned, being a reputable Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Proposal:

Name of Contractor Professional Lawn Maintenance Services, LLC

Authorized Signature Christopher McRae

Name and Title of Signatory Christopher McRae Managing Member

Date 3/24/2020

Type of Organization (circle One): Corporation Partnership Proprietorship

SEAL:  
(If corporation)

## INSURANCE REQUIREMENT

Submit a certificate of Insurance from your insurance agent or insurance company that evidences your company's ability to obtain the following minimum insurance requirements. Attach and label as Exhibit I.

### I. Workers Compensation

Coverage Statutory

A:

Coverage \$500,000 Bodily Injury by Accident for Each Accident

B:

\$500,000 Bodily Injury by Disease for Policy Limit

\$500,000 Bodily Injury by Disease for Each Employee

### 2. Commercial Auto Liability Insurance for All Owners, Non-Owned and Hired Autos.

\$1,000,000 Combined Single Limit for Bodily Injury and Property Damage Liability

### 3. Commercial General Liability Insurance

\$2,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal and Advertising Injury Limit

\$1,000,000 Combined Single Limit Bodily Injury & Property Damage - Each Occurrence

\$50,000 Fire Legal Limit

\$5,000 Medical Payment

### 4. Umbrella/Access Liability Insurance

\$2,000,000 Each Occurrence

## COMPANY BACKGROUND

Company Name Professional Lawn Maintenance Services, LLC  
Main Office Location 4218 Nicholson Street  
Hyattsville MD 20781  
Year Founded 2010  
  
Project Manager Name Christopher McRae  
Project Manager Phone 240 687 8893  
Project Manager Email plmslandscape@gmail.com  
Years of Experience 15

Has the company ever operated under another name? If yes, what name?

No

Do you have the equipment and staff available to start within 10 days of notice to proceed?

Yes

If no to the previous question, how long would it take to have the equipment and staff available?

N/A

Has the company ever done work with the City of Hyattsville? If yes, when and what type of work.

No

## REFERENCES

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

Name of Project

Town of Edmonston

Owner of Project

Rodney Barnes

Address of Project

5005 52nd Ave Edmonston, MD 20781

Contact Person

Rodney Barnes

Phone Number

301-699-8806

Email address

Rbarnes@Edmonstonmd.gov

Description of  
work

Maintain Municipality landscaping including  
parks, rights of ways and rain gardens.

Comments



## REFERENCES

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

Name of Project Archdiocese of Washington

Owner of Project Phillip Duck

Address of Project 5001 Eastern Ave NE Chillum, MD 20782

Contact Person Phillip Duck

Phone Number 301 853 4500

Email address Duckp@adw.org

Description of  
work

Maintain the Archdiocese of Washington  
headquarters Cardinals Office

Full service Landscaping and we provide  
snow removal at multiple sites

Comments

The area of the property that we maintain  
is about 4 acres

## REFERENCES

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

Name of Project Catholic Charities DC

Owner of Project John Tucker

Address of Project 924 G. st. NW Washington DC 20001

Contact Person John Tucker

Phone Number 202 439 3200

Email address John.Tucker@CC-DC.org

Description of  
work

Full service landscaping at multiple  
Catholic Charity properties<sup>(17)</sup> including the  
Kennedy Institute and Gift of Piece  
We also provide snow removal for these  
sites.

Comments

We have been servicing Catholic Charities  
since 2010  
The Kennedy Institute is approximately 5 acres  
and Gift of Piece is approximately 20 acres



**Appendix (A) – City of Hyattsville Sample Contract Form**

**CITY OF HYATTSVILLE AGREEMENT**

**--- Contract Name ---**

**Contractor:**

**RFP No.:**

**Contract No.:**

**THIS AGREEMENT** is made this \_\_\_\_ day of March 2020, by and between **THE CITY OF HYATTSVILLE**, a municipal corporation of the State of Maryland, hereinafter referred to as the “City,” and XXXXXXXX, hereinafter referred to as “Contractor.”

**RECITALS**

**WHEREAS**, the Hyattsville City Council authorized the City Administrator to enter into a contract regarding an XXXXXX;

**WHEREAS**, the Contractor submitted a response to the City’s Request for Proposal No. XXXXXX dated XXXXXX; and

**WHEREAS**, the Contractor and the City pursuant to that authorization are entering into this Agreement for the above Project pursuant to a response to the City’s Request for Proposal (hereinafter, the “RFP”) and all of Contractor’s bid responses.

**TERMS**

**NOW, THEREFORE**, in consideration of the mutual covenants and obligations contained herein and other good and valuable consideration, the sufficiency of which is hereby mutually acknowledged, the City and Contractor agree as follows:

**ARTICLE I. SCOPE OF SERVICES**

The Project shall include all work outlined in the recitals above, the RFP, the proposal dated XXXXXX, and all other work as reasonably required by the City, including those set forth