



VILLAGE OF MARTIN'S ADDITIONS
7013B Brookville Road ♦ Chevy Chase, Maryland 20815 ♦ 301/656-4112
www.martinsadditions.org

**Request for Proposal
Lawn and Landscaping Service
Village of Martin's Additions**

INTRODUCTION

The Village of Martin's Additions (VMA) hereby solicits proposals from individuals or firms with experience in providing lawn and landscaping services. Such services will include, but may not be limited to, mowing, weeding, edging, mulching, planting, pruning, etc. in VMA. The successful bidder should be prepared to meet with the VMA Council and staff as needed. VMA expects that the successful bidder would begin immediately following contract award.

BACKGROUND

The VMA is a small municipality of approximately 89 acres. While most of this land is private property, there are a few public areas that require lawn and landscaping services.

SCOPE OF WORK

The successful bidder would be engaged on an as-needed basis for all municipal lawn and landscaping services. Geographic areas would include, but may not be limited to, the following:

- VMA right-of-way along the fence line with La Ferme on Taylor Street;
- Quincy Street dead-end;
- Raymond Street dead-end;
- Bradley Lane dead-end;
- VMA Butterfly Garden on the corner of Cummings Lane and Brookville Road; and
- Flower beds surrounding the Brookville Market area.

SUBMITTAL REQUIREMENTS

Proposals must include the following:

- A transmittal letter introducing you or your firm and general approach to this work.
- The qualifications of your company to perform the scope of work, including any equipment that would be used.
- The name(s) of the designated project manager(s).
- Cost information, including rates and any additional expenses for undertaking this work.
- Two references with contact information.

SUBMITTING PROPOSALS

If you wish to provide a proposal, the required information should be submitted to:

Village of Martin's Additions
Attn: Lawn and Landscaping Service Proposals
7013-B Brookville Road
Chevy Chase, MD 20815

Or

vmarfp@gmail.com

Proposals must be received no later than 5:00pm September 18, 2015. Proposals received after the deadline will not be considered. Proposals sent via mail should be submitted with one original and one copy. VMA reserves the right to reject any and all proposals in part or in full and to waive formalities as may best serve the interests of VMA.

The Village of Martin's Additions is a municipality of approximately 325 houses in the Chevy Chase area of Maryland's Montgomery County. A five-person elected Council governs the Village and it hires a Village Manager to which it delegates duties consistent with the Village Charter and ordinances.

The Village of Martin's Additions is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.