

Jefferson County Development Authority

Request for Proposals

Mowing in the Burr Business Park, Kearneysville, WV 25430

Acceptance Date: Prior to 5:00 pm (EST) on May 6, 2024

RFP Number: RFP-2024-02

Acceptance Place: Jefferson County Development Authority

1948 Wiltshire Road, Suite #4

Kearneysville, WV 25430

Attention: Edwina Benites-LM, executive director

Or: [ebenites@jcda.net](mailto:ebenites@jcda.net)

Issue date: April 17, 2024

***Please note:***

Proposals may be mailed or emailed but must be received by the acceptance date. Please direct any questions to Edwina Benites-LM, executive director, at [ebenites@jcda.net](mailto:ebenites@jcda.net).

***Overview:***

The Jefferson County Development Authority (“JCDA”) seeks proposals from qualified individuals/businesses for the landscaping/mowing of the Burr Industrial Park in Kearneysville WV.

***Scope of Work:***

The required mowing area is a designated width of approximately 8-10 feet from the edge of the roadway along both sides of the designated roads. Required trimming area includes

around any fixed objects such as signs, junction boxes, etc., located within the mowing area. The mowing and trimming areas do not include those lots already maintained by current property owners.

### **Project Timeline**

The mowing season is expected to begin March 15 and end November 15, annually; an average of mowing every two weeks.

### **Proposal Requirements**

Respondents should provide the following:

1. Description of the proposed approach and work plan. Activities and timelines should be specific, measurable, achievable, realistic, and time-oriented. Include a timeline of major tasks and milestones.
2. Qualifications of the respondent to provide the requested services including capability, capacity, and related experience.
3. A cost estimate of work to be completed.
4. Please include who will be the respondent's point of contact.

**Note:** JCDA staff and selected advisors will evaluate the written proposals. JCDA may seek clarification from RFP respondents.