



T C P D C

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

607.687. 8256

| www.tiogacountyny.gov

| 56 Main St. Owego NY 13827

Request for Proposals

LAWN MAINTENANCE SERVICES

To All Interested Parties:

Attached is a Request for Proposals for Lawn Maintenance Services for the Tioga County Property Development Corporation ("TCPDC" or "Land Bank"). These services are required for the ongoing upkeep and safety of various properties owned by the Land Bank located throughout Tioga County, particularly during the spring and summer months. The Land Bank is seeking qualified contractors who can deliver timely, reliable, and cost-effective lawn maintenance at designated sites. The Land Bank owns a range of properties including vacant and improved lots, as well as lots containing vacant structures. Keeping these properties maintained is important for safety, accessibility, and helping improve neighborhoods. Clean, well-kept lots make the community look better and support the Land Bank's mission.

The submission requirements and deadline for this Request for Proposals are included in the attached document. The selected contractor(s) will be awarded a one-year contract for the 2027 mowing season, with an option to renew for the 2028 season. *Please note: The start of the mowing season is determined by vegetation growth and is at the discretion of the Land Bank Director.

The Land Bank is an Affirmative Action/Equal Opportunity Employer. Section 3 Residents, Section 3 Businesses, Minority Business Enterprises, Women Business Enterprises, Small Business Enterprises, Service-Disabled Veteran Business Enterprises, and Labor Surplus Area Firms are encouraged to submit proposals.

Please submit Qualifications to:

Tara Patton, Housing Development Specialist
Tioga County Property Development Corporation
56 Main Street
Owego, NY 13827
pattont@tiogacountyny.gov

Attachments:

Request for Qualifications for Architectural & Engineering Design Services
Rating Sheet
EEO/MWBE Form
Non-Collusive Certificate
Insurance Specifications

A PARTNER OF

TEAM TIOGA

REQUEST FOR PROPOSAL
Lawn Maintenance Services

To Whom it May Concern:

The Tioga County Property Development Corporation (TCPDC) is looking for a reliable and professional contractor to provide lawn maintenance services for our properties across Tioga County, NY. We're not just looking for the lowest price, we want someone who takes pride in their work and can help us keep our properties looking clean, cared for, and appealing to the surrounding neighborhoods.

Right now, TCPDC owns 23 properties that need regular lawn maintenance. These include vacant lots and 4 with structures. Each property should be mowed and trimmed every three weeks, unless otherwise directed by the Land Bank Director. If a property is sold, the Land Bank Director will let the contractor know in writing when to stop maintenance at that location. The winning contractor should be dependable, providing consistent quality service, and can help us maintain these properties to a high standard across the county.

The Tioga County Property Development Corporation (a NYS Land Bank) was incorporated in 2017 and is a public benefit corporation chartered by the State of New York overseen by a nine-member board appointed by the Tioga County Legislature. Authorized under Article 16 of the Not-For-Profit-Corporation Law, TCPDC is empowered to acquire, demolish, rehabilitate, manage or develop tax-foreclosed, vacant or abandoned properties for the purpose of putting such properties back for productive reuse. TCPDC owns a variety of properties including vacant and improved lots, some with vacant structures. Many of these properties are located in the Village/Town of Owego and Berkshire, NY.

1. SCOPE OF SERVICES

- TCPDC is seeking proposals for lawn maintenance services at one or more locations listed in Section 2. TCPDC reserves the right to add or change locations during the contract term.
- Services include, but are not limited to:
 - Mowing all properties once every three weeks unless otherwise directed by Land Bank Director
 - Trimming around trees, shrubs, and other obstacles
 - Clean up and removal of fallen limbs and branches
- Parking areas, sidewalks, curbs and other hard surfaces shall be kept free of leaves, litter and debris. Accumulations of debris must be removed from the site and not blown onto adjacent property, street surfaces, or sewer drains.
- Undesired vegetation in sidewalks, curbs, cracks and other hard surfaces need maintained so there are no weeds growing in them.
- Ruts, holes and other disfigurement of mowed areas caused by mowing equipment shall be the responsibility of the Contractor to repair to original condition.

2. REQUIRED SUBMITTALS

LOCATIONS:

<u>Lot/Building Number</u>	<u>Street Name</u>	<u>City</u>	<u>Task Needed</u>
115-117	Chestnut Street	Owego, NY	Mow, trim & grounds cleanup
92-94,96-102, 107,110,112, 113,117, 119	Liberty Street	Owego, NY	Mow, trim & grounds cleanup
103	Liberty Street	Owego, NY	Mow, trim & grounds cleanup
37,39-41,43-45,47,49,54	Temple Street	Owego, NY	Mow, trim & grounds cleanup
247	Main Street	Owego, NY	Mow, trim & grounds cleanup
94, 98	Spencer Avenue	Owego, NY	Mow, trim & grounds cleanup
81	Hickories Park Avenue	Owego, NY	Mow, trim & grounds cleanup
81	North Avenue	Owego, NY	Trim & grounds cleanup
39	Railroad Avenue	Berkshire, NY	Mow, trim & grounds cleanup

- Please indicate whether you are interested in bidding on the whole contract or only a portion of the Land Bank's property inventory and describe the details of any current or past contracts your company has had that would compare to this volume of scattered locations.
- Describe your capacity (current staffing and future staffing if awarded the contract) and how you plan to carry out the work being bid on. Do you plan to use your own employees or subcontract labor?
- Describe the equipment that you currently own and any additional equipment you plan to purchase if awarded the contract.
- Quote a:
 - standard unit price for routine mowing of vacant lots,
 - standard unit price for routine mowing of a lot with a structure, and
 - an hourly rate for non-routine work such as brush removal, which will be requested by the Land Bank on an as-needed basis.

Standard unit prices should include removal of up to ½ cubic yard of debris from each lot (general trash/litter) at each mowing.

- Provide names and contact information for two (2) professional references.

3. INSURANCE REQUIREMENTS

**Please see attached insurance requirements.*

4. PROPOSAL EVALUATION

The Land Bank shall apply the following evaluation criteria for selecting a contractor(s). Such criteria are not necessarily listed in order of importance. The Land Bank reserves the right to weigh its evaluation criteria in any manner it deems appropriate.

Criteria	Max Points
• Proposer's capacity and capability to provide the services	20
• Evaluation of the professional qualifications, personal background and resume(s) of individuals involved in providing the services	20
• Proposer's experience to perform the proposed services	20
• Past record of performance	20
• Ability to rapidly mobilize	20

Once contractors are evaluated on the above criteria, a committee of the Land Bank's Board of Directors will invite contractors to interview.

5. SCHEDULING AND COMPLETION

Please submit questions to Tara Patton, Housing Development Specialist at pattont@tiogacountyny.gov by 5:00PM on 10/2/2026. It is anticipated that a contract will be awarded by 10/28/2026 to the lowest responsible bidder. This is an as-needed contract for one -year mowing season, with an optional one-year mutual agreed upon renewal at the same terms and conditions.

6. PROPOSAL SUBMISSION

Upon receipt of proposals, submittals will be reviewed by a Committee comprised of Land Bank Board Members and/or appointees. TCPDC may invite several qualified contractors to interview for a more detailed in-depth evaluation of qualifications and ability to meet the terms of the proposed contract. The contractors interviewed will be asked to address their professional expertise as a part of their interview with the planned scope of services outlined above. Contractors should be willing and able to provide additional information that may be required by the selection committee.

Interested contractors should submit all required submittals to Tara Patton, Housing Development Specialist, by 5:00PM on 10/16/2026 by mail, hand delivery, or email as follows:

Email: pattont@tiogacountyny.gov

By Mail or Hand Delivery

Tioga County Property Development
Corporation
Attn: Tara Patton
56 Main Street
Owego, NY 13827

Please do not hesitate to call with questions at (607) 687- 8267.

Sincerely,

Tara Patton
Housing Development Specialist

NON-COLLUSIVE BIDDING CERTIFICATION

Special Note:

BIDDER MUST RETURN THIS FORM WITH THE PROPOSAL FORM

TO THE TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION:

In accordance with Section 103D of the New York State General Municipal Law, the Undersigned declares that, in submitting this Proposal, he/she is or they are the only person(s) interested in said Proposal that it is made without any connection with any person making another Proposal for the same Contract; that the Proposal is, in all respects, fair and without Collusion, Fraud or Mental Reservation; and that no officials of the Tioga County Property Development Corp. or any person in the employ of the Tioga County Property Development Corp., is directly or indirectly interested in said Proposal or in the Supplies, Materials, Equipment or Work to which it relates, or in any portion of the profits thereof.

NON-COLLUSIVE BIDDING CERTIFICATION: (Section 103d, as amended)

1. By submission of this Proposal, each Bidder and each Person signing on behalf of any Bidder certifies, and in the case of a Joint Proposal, each Party thereto, certifies as to its own organization, under penalty of perjury, that, to the best knowledge and belief:
 - A. The prices in this Proposal have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices, with any other Bidder or with any Competitor.
 - B. Unless otherwise required by law, the prices which have been quoted in this Proposal, have not been knowingly disclosed by the Bidder and will not knowingly be disclosed, by the Bidder prior to Proposal Opening, either directly or indirectly, to any Bidder or to any Competitor.
 - C. No attempt has been made or will be made, by the Bidder, to induce any other person, partnership or corporation to submit or not submit a Proposal, with the purpose or restricting competition.

NAME OF BIDDER

SIGNATURE OF SIGNER

TITLE

NOTE:

A Proposal shall not be considered for award nor shall any award be made where: Paragraph 1, Subparagraphs A, B and C above, have not been complied with, providing however, that, if in any case, the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish, with the Proposal, a signed statement which sets forth, in detail, the reason therefore.

Where Paragraph 1, Subparagraphs A, B and C above, have not been complied with, the Proposal shall not be considered for award nor shall any award to made, unless, the Head of the Purchasing Unit of the political subdivision, public department, agency or official thereof, to which the Proposal is made, or his/her designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a Bidder has published price lists, rates or tariffs covering items being procured; informed prospective customers of proposed or pending publications of new or revised price lists for such items or has sold the same items to other customers at the same prices as being Proposed; does not constitute, without more, a disclosure within the meaning of paragraph 1, subparagraphs A, B & C.

NON-COLLUSIVE AFFIDAVIT

STATE OF NEW YORK _____)

)ss.

COUNTY OF _____)

being first duly sworn, deposes and says that:

A. He/She is owner, partner, officer, representative or agent of:

the Bidder that has submitted the attached Quotation.

B. He/She is fully informed respecting the preparation and contents of the attached Quotation and of all pertinent circumstances respecting such Quotation;

C. Such quotation is genuine and is not a collusive or sham Quotation;

D. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived, agreed, directly or indirectly, with any other Bidder, firm or person, to submit a collusive or sham Proposal, in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Quotation or that of any other Bidder, or to fix any overhead, profit or cost element of the quote price or the quoted price of any other Bidder or to secure, through any collusion, conspiracy, connivance or unlawful agreement, any advantage against the Local Public Agency or any person interested in the proposed Contract, and;

E. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest, including this Affiant.

(Signed): _____

Subscribed and sworn to before me

this ____ day of _____ 20

My Commission expires:

TCPDC General Liability Insurance Requirements for Contractors

- a. Commercial General Liability insurance (including contractual and contractor's protective liability coverage) with combined single limits of \$1,000,000 per occurrence/per location, and \$2,000,000 in the aggregate for bodily injury and property damage; Aggregate limit must be per project.

Proof of additional insured coverage shall be evidenced through a carrier issued endorsement (ISO CG20 10 11 85 or equivalent)

- b. Automobile Liability coverage including owned and hired vehicles with a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage;
- c. Worker's Compensation and Employer's Liability insurance in compliance with all applicable New York State laws and regulations and Disability Benefits, if required by law.
- d. Professional Liability insurance in an amount not less than One Million Dollars (\$1,000,000) on either a per-occurrence of claims—made coverage basis.

Proof of additional insured coverage shall be evidence through a carrier issued endorsement.

Certificates must list the Tioga County Property Development Corporation, Housing Trust Fund Corporation, and The State of New York as additional insured with Waiver of Subrogation included. Location of the property(ies) must be listed on the description of certificate.

1. The certificate face shall:

- Indicate coverage(s) other than Workers' Compensation & Disability) and minimum amounts required
- Provide that the coverage(s) shall not be cancelled, terminated or materially changed (including an insurance limits reduction) unless thirty (30) days prior written notice has been given to the TCPDC
- Disclose all policy exclusions
- Disclose the amount of self-insured retention or deductibles; deductible must not exceed \$10,000
- Show Products & completed operation
- Certificate must be signed by an authorized representative of the insurance carrier

2. Proof of Worker's Compensation Coverage must be provided on WCB form C-105.2

3. Proof of NYS Disability Coverage must be provided on WCB form DB-120.1 Or DB-820