

## Invitation to Bid for Lawn Services

Alleghany Highland Community Services is requesting proposals for Lawn Services at our below locations:

Administrative Office  
205 E. Hawthorne Street  
Covington, VA 24426

Alleghany Clubhouse  
421 Riverside Avenue  
Covington, VA 24426

Developmental Day Support Services  
550 Pine Street  
Clifton Forge, VA 24426

Developmental Services Administrative Office  
543 Church Street  
Clifton Forge, VA 24422

Friendship Residence  
433 Alleghany Street  
Clifton Forge, VA 24422

Merryfield Residence  
111 Horse Mountain View Road  
Covington, VA 24426

New Beginnings  
117 North Craig Avenue  
Covington, VA 24426

The Guinan Center  
311 South Monroe Avenue  
Covington, VA 24426

Lawn Services performed shall include, but not limited to; trash pickup, mowing, edging, weed eating, weed control, maintenance of shrubs and trees, and cleanup of leaves and yard trimmings. In addition, we require fertilizing and mulching at locations as needed. Proposals shall provide for these areas to be serviced no more than 30 times per year as follows: weekly the months of May, June, July, and August; bi-weekly the months of March, April, September, and October; and once a month if needed in January, February, November and December.

Trash Pickup – Prior to mowing, any noticeable trash shall be picked up and removed from the area to be mowed. Any trash collected must be disposed of in on site dumpster or taken by contractor.

Mowing – When mowing, please mow as close to the edges as safely as possible. In all areas, mow the right of way and ditches. The grass length should be cut to a height that is visually pleasant and not too short as to damage the grass. Use of properly sharpened mower blades to maintain healthy grass and equipment that is clean in order to not transfer foreign seeds or disease. Grass shall not be discharged against buildings, vehicles, or windows. All grass which is discharged shall be cleaned up to the satisfaction of Alleghany Highlands Community Services and the cities of Covington and Clifton Forge, VA and Alleghany County.

Edging – All grass areas outlined by curbs, sidewalks, driveways, and parking lots shall be edged and the grass overgrowth removed as needed. We recommend using weed eaters and not weed killer.

Trimming – All areas that are not accessible to riding lawn equipment shall be manually trimmed with a push mower. This includes grass between hedge areas, around tree bases, in ditches, around culverts, under fence lines, or around any immovable object.

Clean-Up – After all tasks are completed, a thorough removal of all grass trimmings, weeds, leaves, and yard trash shall be performed. We recommend using a leaf blower. Any excess piles of debris should be removed to prevent it from spreading back into treated areas. Particular attention should be given to the sidewalks and covered area leading back into the main entrance of the Administration Building.

**Any damage done to any of the properties of Alleghany Highlands Community Services locations listed above, selected contractor shall bear the cost of any necessary repairs.**

Lawn Service providers may view the properties at any time in order to prepare a proposal. Please check with the locations if during office hours, Monday-Friday, 8:30 am to 5:00 pm.

Contractor must be insured and must sign a business associate agreement with Alleghany Highlands Community Services.

Please provide a proposal for a Twelve (12) month contract from October 1, 2018 – September 30, 2019. Lawn Service contracts after this time period may be automatically renewed at the discretion of Alleghany Highlands Community Services.

Bids will only be accepted by mail, email, or hand delivered to our Admin office until the end of business on Tuesday, October 2, 2018 at 3:00 pm and must be sealed and marked “Bid for Landscape Services.”

Contact Information:  
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Executive Assistant  
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