

**\*\*Purchases between \$2,500.00 - \$15,000.00\*\***



**Request for Quotes – 2021 Lawn Maintenance Service**

**Release Date – 10/1/21**

The Early Learning Coalition of Marion County (ELCMC) is informally soliciting a request for quotes for Lawn Service for the period of 11/1/2021 to 10/31/2024 based on satisfactory service and price, for the ELCMC office located at **2300 SW 17<sup>th</sup> Road, Ocala, FL 34471.**

Respondents must submit their responses in writing so that they will arrive at the address listed below no later than 10/15/21. Responses should be labeled "Lawn Service RFQ". Include a contact name, company, street mailing address, phone and email address. Email submissions will be acknowledged via return email.

**Quotes should be emailed/delivered to:**

Marcelle Easter  
Early Learning Coalition of Marion County, Inc.  
2300 SW 17<sup>th</sup> Rd  
Ocala, FL  
Phone: (352) 369-2315  
Email: [measter@elc-marion.org](mailto:measter@elc-marion.org)

**Requirements:**

Business License – copy needed  
Business Insurances – copy needed  
Workers Comp – copy needed  
Commercial business references – beneficial

ELCMC shall have the right to terminate this agreement if it fails to receive funding appropriate to continue operation. In such event, ELCMC shall give 30 days' advance written notice of intent to do so, of, if funding is not established to allow such, then such shorter period of notice as is possible, provided, however, that notice in no event shall be less than 30 days.

ELCMC is funded, in part, by the State of Florida, Department of Education, Office of Early Learning.

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**ALL WORK MUST BE PERFORMED OUTSIDE OF NORMAL ELCMC BUSINESS HOURS WHICH ARE MONDAY-FRIDAY, 7 AM to 5:30 PM. and occasional evenings and Saturday mornings. Vendor's responsibility to coordinate with ELCMC staff member.**

**SCOPE OF WORK:**

All limbs, branches, leaves, weeds must be removed from the property by the vendor. Debris, such as paper products, may be placed in the ELCMC dumpster.

- Pickup and dispose of all trash on the grounds including retention area; do not mow over trash
- Mow all applicable areas including retention area (retention area may be weedeated)
- Trim all shrubbery including smaller trees in front and sides
- Weedeat open bed areas in the front and sides and all edges of sidewalks, parking lot, curbs, building, etc.
- Blow off and remove debris from all parking areas and sidewalks including sidewalk adjacent to road - DO NOT blow leaves, debris, etc. into the five HVAC units on the property or near vehicles

Retention area gates are to be closed after work performed.

Months of June, July, and August work to be performed weekly.

Months of September through May work to be performed biweekly.

Any Additional lawn maintenance services will be requested, per advance quote, throughout the year such as tree trimming, pressure washing sidewalks, and spraying for weeds.