



# Clarion County Housing and Redevelopment Authority

8 West Main Street, Clarion, PA 16214

Voice/TTY: (814) 226-8910

Fax: (814) 226-6039

Email: [ccha@clarionhousing.com](mailto:ccha@clarionhousing.com)

Website: [clarionhousing.com](http://clarionhousing.com)

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## Request for Proposal (RFP) Lawn Care and Trimming Services

Clarion County Housing Authority  
8 West Main Street, Clarion, PA 16214  
Phone: (814) 226-8910 Ext: 110

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### 1. Instructions for Proposing

#### 1.1 Proposal Submission

- Proposals will be accepted **until 4:30 p.m. prevailing time on April 2, 2026.**
- Proposals received after this date and time will be returned unopened.
- The successful proposal will be selected based on a combination of cost of services and qualifications.

#### 1.2 Proposal Requirements

- Submitted proposals must include these instructions, the Contract, and the qualifications submitted in response to the Qualification Sheet.
- These documents become part of the Agreement with the successful lawn care company.

#### 1.3 Contract

- A formal Contract will be executed between the Clarion County Housing Authority (CCHA) and the selected lawn care company.
- The Contractor must review and sign the CCHA Confidentiality Policy and Drug-Free Workplace Policy upon execution of the Contract.

#### 1.4 Payment

- Payment will be made monthly, based on invoiced services.

#### 1.5 Rights Reserved

- CCHA reserves the right to reject any or all proposals, or parts thereof, waive minor informalities, and accept the proposal most advantageous to the Authority.

Clarion County Housing Authority prohibits discrimination in all of its activities on the basis of race, color, national origin, gender, religion, age, familial status, marital status, handicap or disability.

This institution is an equal opportunity housing provider and employer. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TTD).





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## PROPOSAL FOR BID OF LAWN CARE AND TRIMMING SERVICES

### 2. Proposal Form

#### Proposal for Bid of Lawn Care and Trimming Services

The undersigned, having reviewed local conditions affecting the cost of services and having examined the Specifications, Contract documents, and any Addenda, hereby proposes to furnish all labor, tools, equipment, and services including emergency services required to perform lawn care and trimming for CCHA in accordance with the Specifications and Contract documents. The proposal pricing must remain firm for two years of the contract period.

<b>Property</b>	<b>Price Per Service (\$)</b>
Administrative Building	\$ _____
Edenburg Court	\$ _____
Cherry Run Estates	\$ _____
Medardo Estates	\$ _____
Hillside Apartments	\$ _____
Penn Court Apartments	\$ _____
Boundary Street	\$ _____
Community Center	\$ _____

#### Contract Term:

- Two (2) years at the above prices (**July 1, 2026 through June 30, 2028**), with an option for the Housing Authority **to renew for a third year** (July 1, 2028 through June 30, 2029) for the sum of:

<b>Property</b>	<b>Price Per Service (\$)</b>
Administrative Building	\$ _____
Edenburg Court	\$ _____
Cherry Run Estates	\$ _____
Medardo Estates	\$ _____
Hillside Apartments	\$ _____
Penn Court Apartments	\$ _____
Boundary Street	\$ _____
Community Center	\$ _____

You must clearly indicate the proposal increase, if any, on this form. If pricing will remain the same you must indicate that as well. No lines on the proposal form may be left blank. Any proposal containing blank fields will not be considered for award.

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### 3. Proposal Terms

- The Housing Authority reserves the right to reject any or all proposals.
- If written notice of the acceptance of this Proposal is mailed, faxed, or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter, before this Proposal is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form.
- The undersigned affirms that no collusion occurred in the preparation or submission of this proposal.
- If your proposal is accepted, you will be required to provide the Housing Authority with a Certificate of Insurance prior to the start of any work. It must show coverage for workers comp, commercial general liability, and automobile liability. All insurance must be carried by companies that are financially responsible and authorized to do business in the Commonwealth of Pennsylvania. Certificates of Insurance must also provide that coverage cannot be cancelled or non-renewed without at least (30) thirty days prior written notice to the Housing Authority and Insured.

### 4. Equal Opportunity Representation

The bidder represents that they:

- ( ) Have, ( ) Have not participated in previous contracts or subcontracts subject to the Equal Opportunity Clause as per Executive Orders 10925 or 11114.
- ( ) Have, ( ) Have not filed all required compliance reports.

Representations from proposed subcontractors will be obtained prior to subcontract awards. A compliance report will be submitted if required.

\_\_\_\_\_ Date

\_\_\_\_\_ Name of Bidder

Official Address: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

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Any questions or concerns, Contact Kelly Simpson, Project Manager, at 814-226-8910 Ext:110 or [kellysimpson@clarionhousing.com](mailto:kellysimpson@clarionhousing.com)

## Property List

Property	Address	Units	Type
Administrative Office	8 West Main St, Clarion, PA 16214	N/A	Office & Adjacent Parking Lot
Cherry Run Estates	Chestnut St, Rimersburg, PA 16248	24	Elderly/Disabled Housing (1-bedroom)
Edenburg Court	700 White Ave, Knox, PA 16232	30	Elderly/Disabled Housing (1-bedroom)
Hillside Apartments	Robinwood Dr, Clarion, PA 16214	64	Family Housing (2-bedroom)
Medardo Estates	Atchison Way, Rimersburg, PA 16248	20	Family Housing (2-3 bedroom)
Penn Court Apartments	144 Penn Ave, Clarion, PA 16214	40	Family Housing (2-3 bedroom)
Boundary Street	600 & 604 Boundary St, Clarion, PA 16214	1+2	Family Housing
Community Center	22 South 2nd St, Clarion, PA 16214	N/A+ 3	Community Center

Total: 7 properties + 1 Administrative Building with adjacent parking lot.

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