



**ERIE  
LAND BANK**

# JOINT REQUEST FOR PROPOSALS

## Maintenance Services – 2026 Season

City of Erie, Pennsylvania

Proposals being accepted by:

Redevelopment Authority of the City of Erie  
Erie Land Bank

Inquiries and Proposals should be directed to:

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Redevelopment Authority of the City of Erie  
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Erie, PA 16501  
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E-Mail: [asnippert@redeveloperie.org](mailto:asnippert@redeveloperie.org)

Proposals due by:

**Thursday, March 19, 2026**

## **1. Overview**

The Redevelopment Authority of the City of Erie (RACE) and the Erie Land Bank (ELB) are jointly seeking qualified contractors to provide lawn maintenance services for vacant properties owned by each entity within the City of Erie for the 2026 mowing season.

This joint solicitation is intended to streamline procurement, ensure consistent service standards, and achieve cost efficiencies across both organizations.

**IMPORTANT:** Separate contracts will be executed between the selected contractor and each entity.

## **2. Contracting Structure**

- One RFP and bid submission
- One pricing structure
- Two separate contracts:
  - Redevelopment Authority of the City of Erie
  - Erie Land Bank

Each entity will:

- Maintain its own property list
- Issue service authorizations
- Receive invoices
- Process payments independently

## **3. Contract Term & Renewal Options**

Base Term: April 2026 – October 31, 2026

This contract is for one mowing season with the option for RACE and ELB, at their sole discretion, to renew the contract for up to five (5) additional mowing seasons under the same terms and conditions.

### **3.1. Renewal Conditions**

Renewals may be exercised annually based on:

- Satisfactory contractor performance
- Continued funding availability
- Price reasonableness and market conditions
- Approval by each entity's governing board

RACE and ELB reserve the right to re-solicit services at any time if renewal is not deemed in the best interest of either entity.

#### **4. Estimated Property Counts**

Entity Estimated Properties

RACE 125–140

ELB 50–75

Total 175–215

Property counts may fluctuate due to acquisition and disposition.

Complete property lists may be obtained by contacting:

PropertyInquiry@redeveloperie.org

#### **5. Scope of Work**

##### **5.1 Debris Removal**

Contractor shall remove visible debris prior to mowing, including:

- Bottles, cans, litter
- Small branches and brush

Large debris must be reported to the authorizing entity for direction.

##### **5.2 Mowing Requirements**

Grass shall be cut to a maximum height of 4 inches.

Lots must be mowed completely to all property lines, including:

- Rear and side lot boundaries
- Areas behind structures
- Edges adjoining neighboring parcels
- Full width between sidewalk and street

Typical mowing schedule:

- May & June: Twice per month
- July & August: Once per month
- April, September, October: As directed

Failure to mow the full parcel may result in non-payment for that service cycle.

##### **5.3 Trimming**

Contractor shall trim around:

- Structures and foundations
- Trees and stumps
- Fences, posts, and utility poles
- Sidewalks and curbs

#### **5.4 Site Protection**

Contractor must prevent damage to:

- Sidewalks
- Streets
- Adjacent properties

Any damage caused by operations shall be the responsibility of the contractor.

#### **5.5 Safety & Compliance**

Contractor must:

- Follow OSHA regulations
- Maintain safe work practices
- Avoid obstructing public rights-of-way

### **6. Service Authorization & Coordination**

Each entity will:

- Provide property lists
- Authorize mowing events
- Issue service instructions

Contractor must track services by entity.

### **7. Invoicing Requirements**

Invoices must be submitted separately to each entity and include:

- Entity name (RACE or ELB)
- Date of service
- Property addresses serviced
- Unit price and total amount

Payments issued within 30 days of approval.

## **8. Contractor Requirements**

Contractor must:

- Provide all equipment and labor
- Maintain insurance:
  - General Liability
  - Auto
  - Workers' Compensation
- Name both RACE and ELB as Certificate Holders
- Be in good standing with local, state, and federal agencies

## **9. Pricing Format**

Provide one unit price applicable to both entities.

Unit Price Per Property Per Cut: \$\_\_\_\_\_

## **10. Enforcement & Performance Standards**

Contractor is responsible for verifying property boundaries and ensuring full coverage of each parcel.

The following may result in invoice adjustment, non-payment, or contract termination:

- Partial mowing or skipped areas
- Failure to mow to property lines
- Repeated service deficiencies
- Failure to follow safety or site protection requirements

RACE and ELB reserve the right to document deficiencies and require corrective action within a specified timeframe.

## **11. Evaluation Criteria**

Proposals will be evaluated using a best-value approach. Award will be made to the proposer whose submission is determined to provide the best value to RACE and ELB, considering the following factors:

### **1. Cost Competitiveness**

Reasonableness of unit pricing and overall value.

## **2. Demonstrated Capacity & Reliability**

- Adequacy of staffing and equipment
- Ability to service full inventory
- Responsiveness and communication

## **3. Past Performance (Significant Weight)**

Past performance with RACE, ELB, or other clients will be a significant factor, including:

- Quality of completed work
- Compliance with scope requirements
- Adherence to schedules
- Responsiveness to corrective actions
- Invoice accuracy
- Overall professionalism

RACE and ELB reserve the right to consider documented performance history.

## **4. Community Presence & Local Impact**

Consideration may be given to:

- Businesses located within the City of Erie
- Contractors employing City residents
- Demonstrated investment in City neighborhoods
- Ability to provide timely service due to proximity

Local presence will not be the sole basis for award but may be considered as part of overall value and responsiveness.

## **12. Submission Requirements**

Proposals must include:

- Completed bidder information
- Unit pricing
- Proof of insurance
- References (optional but encouraged)

**BIDDER INFORMATION FORM  
LAWN MAINTENANCE SERVICES – 2026  
Proposals Due: March 19, 2026.**

REQUIRED FOR ALL PERSONS OR ORGANIZATIONS RESPONDING TO A REQUEST FOR PROPOSAL (RFP):

Name of Company: \_\_\_\_\_

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

\_\_\_\_\_

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

Person Responsible for

Proposal: \_\_\_\_\_

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

Email address: \_\_\_\_\_

Federal Tax ID (or SS# if

Individual): \_\_\_\_\_

**PRICE QUOTES:**                    \$ \_\_\_\_\_

Cost per lot for lawn maintenance, including current and future property lists, **PER MOWING EVENT.**

**Optional:**

- Additional trimming beyond standard scope: \$ \_\_\_\_\_
- Vacant lot cleanup (if requested): \$ \_\_\_\_\_

**NOTE:** The Redevelopment Authority of the City of Erie and Erie Land Bank reserves the right to reject any or all bids and award the contract in the best interests of the organizations.