



# FORT DUPONT

SHAPED BY HISTORY & ANCHORED IN NATURE

**FORT DUPONT REDEVELOPMENT AND  
PRESERVATION CORPORATION (FDRPC)**

**LAWN CUTTING SERVICES**

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## **1. Introduction**

### **1.1 Purpose**

Fort DuPont Redevelopment and Preservation Corporation is seeking proposals from qualified contractors to provide lawn care services for designated properties.

### **1.2 Background**

Fort DuPont Redevelopment and Preservation Corporation (FDRPC) manages several properties and landscaped areas that require regular lawn mowing, trimming, edging, and general grounds maintenance.

## **2. Scope of Services**

Contractor shall provide all labor, equipment, supervision, and materials necessary to perform lawn care services.

### **2.1 Lawn Mowing**

- Mow all designated lawn areas on a weekly or bi-weekly schedule.
- Maintain grass height between 2.5 – 4 inches.
- Avoid scalping or damaging turf.

### **2.2 Trimming and Edging**

- Trim grass around trees, posts, fences, and buildings.
- Edge sidewalks, curbs, and paved areas.

### **2.3 Debris Removal**

- Remove grass clippings from paved surfaces.
- Leave all areas clean after service visits.

### **2.4 Equipment Requirements**

Contractor shall supply commercial mowing and trimming equipment in safe operating condition.

## **3. Proposal Submission Requirements**

### **3.1 Proposal Format**

Proposals must follow the structure outlined in this RFP and include all required components. Incomplete or conditional proposals may be rejected.

### **3.1.1 Submission Requirements**

Proposals shall be submitted in a sealed envelope and must include a cover letter, company background, relevant experience, references, and a completed pricing form. Proposals must be clear, concise, and fully responsive.

### **3.1.2 Cover Letter & Authorization**

Each proposal shall include a signed cover letter on company letterhead from an individual authorized to bind the Vendor to a contract.

### **3.1.3 Compliance & Acknowledgement**

Submission of a proposal constitutes acknowledgment that the Vendor has reviewed and agrees to all terms, conditions, and requirements of this RFP.

### **3.1.4 Copies & Validity**

Vendors shall submit three (4) copies of the proposal. Pricing shall remain firm through **April 24, 2026**. Proposals may be withdrawn prior to the submission deadline.

### **3.2 Required Information**

Provide company contact information, experience, equipment list, and staff qualifications.

### **3.3 Business References**

Provide at least three references using Appendix A.

## **4. Procurement Process**

### **4.1 Proposal Evaluation**

Experience 30%, Pricing 40%, References 20%, Completeness 10%.

### **4.2 Questions and Answers**

Submit any questions no later than April 2, 2026.

All questions must be submitted in accordance with the instructions in this RFP, and responses will be provided to all prospective vendors.

### **4.3 Proposal Submission**

Deadline: **4/17/2026**

Submit to:

Fort Dupont Redevelopment and Preservation Corporation  
P.O. Box 521  
Delaware City, DE 19706

**4.4 Procurement schedule**

The following dates and milestones apply to this RFP and subsequent contract award. Vendors are advised that these dates and milestones are not absolute and may change due to unplanned events during the bid proposal and award process.

Activity	Due Date
RFP Availability to Vendors	March 27, 2026
Questions and Answers Period	April 2, 2026
Proposals Due (No later than)	April 17, 2026, 11:59 p.m. EDT
Public Proposal Opening	April 17, 2026, 12:00 p.m. EDT
Contract Award	No later than April 24, 2026

**5. General Terms and Conditions**

Organization reserves the right to reject any or all proposals.

**5.1 Insurance Requirements**

General Liability: \$1,000,000 per occurrence  
 Workers Compensation as required by law.

**5.2 Contract Term**

**5.2.1 Initial Term**

The initial contract term shall be one (1) year, beginning **April 24, 2026**.

**5.2.2 Renewal Options**

The contract may be renewed for up to two (2) additional one-year periods, subject to mutual agreement between the Vendor and FDRPC.

**5.2.3 Renewal Notice**

Renewal negotiations may be initiated no later than ninety (90) days prior to the expiration of the current contract term.

**5.2.4 Extension**

FDRPC reserves the right to extend the contract on a month-to-month basis for up to three (3) months following expiration.

### **5.3 Award and Execution of Contract**

#### **5.3.1 Consideration of Proposals**

FDRPC reserves the right to waive minor irregularities, reject any or all proposals (in whole or in part), request additional proposals, or cancel the procurement if deemed in its best interest.

#### **5.3.2 Material Guaranty**

The selected Vendor may be required to provide details on the origin, composition, and manufacture of materials, including samples for review and testing upon request.

#### **5.3.3 Award of Contract**

The contract will be awarded, or all proposals rejected, within ninety (90) days of the proposal opening.

#### **5.3.4 Execution of Contract**

The awarded Vendor(s) shall execute a formal contract within twenty (20) days of receiving the official notice of award.

#### **5.3.5 Warranty**

The Vendor(s) shall provide standard warranties covering materials, workmanship, and performance consistent with industry practice and applicable to public sector clients.

## **6. Service Standards**

### **6.1 Rain Delay Policy**

If weather prevents scheduled mowing, contractor must complete service within 48 hours.

### **6.2 Response Time**

Contractor must respond to service requests within two business days.

### **6.3 Performance Standards**

Grass height maintained within contract range, debris removed, and property left in clean condition.

FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION

**Appendix A – Business References Form**

Company Name	Contact Person	Phone	Services Provided	Years Worked
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Click on attachment: Sample Business reference form



**Appendix B – Proposal Reply Requirements**

- Cover letter
- Company background
- Relevant experience
- Completed pricing form- Appendix D
- Completed references form- Appendix A

**Appendix C – Scope of Work Details**

Includes mowing, trimming, edging, debris removal, and safe work practices.

**Appendix D – Pricing Form**

Service Area	Frequency	Price per Cut	Estimated Seasonal Total
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**Appendix E – Map of Weekly and Bi-Weekly Lawn Cutting Areas**

Attach map showing service areas and mowing frequency.

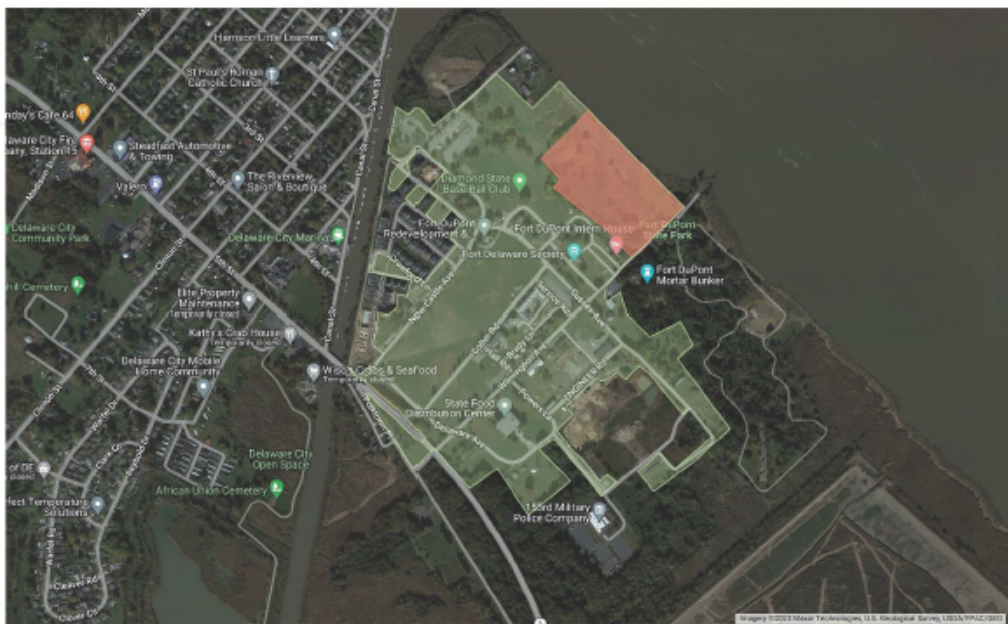
# Mowing Contract Map

## Mowing

Mowing Areas



Bi-Weekly Mowing



## Appendix A – Business Reference Form

Instructions: Provide three (3) business references for similar services performed within the past five (5) years.

### Vendor Information

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

Primary Contact: \_\_\_\_\_

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

### Reference 1

Client Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Services:  Lawn Care  Landscaping  Cleanup  Other: \_\_\_\_\_

Contract Value: \_\_\_\_\_ Dates: \_\_\_\_\_

Project Description: \_\_\_\_\_

### Reference 2

Client Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Services:  Lawn Care  Landscaping  Cleanup  Other: \_\_\_\_\_

Contract Value: \_\_\_\_\_ Dates: \_\_\_\_\_

Project Description: \_\_\_\_\_

### Reference 3

Client Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Services:  Lawn Care  Landscaping  Cleanup  Other: \_\_\_\_\_

Contract Value: \_\_\_\_\_ Dates: \_\_\_\_\_

Project Description: \_\_\_\_\_

**Certification**

I certify that the information provided is accurate and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Company Name

Company Address

City, State, Zip

# Estimate

Date	Estimate #

Name / Address
Fort Dupont Redevelopment & Preservation Corporation P.O. Box 521 Delaware City, 19706

Project

Description	Qty	Rate	Total
Grass cutting at Fort Dupont			
Area # 1			
Area # 2			
Area # 3			
Area # 4			
Area # 5			
Area # 6			
Area # 7			
Area # 8			
Area # 9			
Area # 10			
		<b>Total</b>	