



NEW ST. HURRICANE

MISSIONARY BAPTIST CHURCH

"A Place Where You Can Grow"

Date:

Subject: *Invitation to Bid on Lawn Care*

Bid Closing Date _____ **April 26th** _____ **Time** _____ **2pm** _____

This letter extends to your firm an invitation to submit a bid to provide labor, machines, equipment and insurance for lawn care located at 3319 S. Ohio Pine Bluff Arkansas. Sealed bids for the above will be received at the New St Hurricane Missionary Baptist Church office at 3319 S. Ohio St. up to the bid opening date and time specified above, at which time, bids will be opened and publicly read. The church reserves the right to reject any and all bids and waive formalities.

Instructions and specifications are attached. Please note that bids are to be submitted on New St. Hurricane bid form, typed or printed in ink.

If you should have any questions concerning this Request for Sealed Bid, contact Roland Watley at 870.536.8337 or 870.872.9186. Any changes to the instruction and specifications will be in the form of a written addendum.

Thank you for your interest.

New St. Hurricane Trustee Ministry

Encl: (Specifications)

CC: Pastor Easter

**NEW SAINT HURRICANE MISSIONARY BAPTIST CHURCH
INSTRUCTIONS AND SPECIFICATIONS FORM**

MOWING GRASS AND LANDSCAPE AROUND BUILDINGS

☐ A New Saint Hurricane Missionary Baptist Church Building

1. Mow grass and remove grass close to the building
2. Remove grass in the Shrubbery area
3. Weed eat around building, sidewalks and curbs
4. Remove cut grass and weeds from the premise.

BID PRICE \$ _____ each time

☐ B Cemetery

1. Mow grass and weed eat around markers and counter stones.
2. Remove cut grass and weeds from the premise.
3. Area covered approximately 193 ft. X 251 ft.

BID PRICE \$ _____ each time

☐ C HURRICANE HYPE CENTER

1. Mow grass on east, west and south of building. East approximately 391 ft., South side approximately 391 ft. Small area near street-west side
2. Weed eat around building, sidewalks and curbs
3. Remove cut grass and weeds from the premise.

BID PRICE \$ _____ each time

**☐ D Recreation Area-South of the Cemetery, East of the Hurricane
HYPE Center**

1. Mow grass and weeds in area approximately 242 ft. X 315 ft.
 2. Remove cut grass and weeds from the premise.
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D. Bid Price \$ _____

E Property Located on Ohio Street between 29th and 30th Street to Pennsylvania Street

1. Bush Hogg and weed eat on Ohio Street front area. Approximately 75' X 111'. Cut grass to drainage.
2. Cut grass along ditch on Pennsylvania Street
3. Cut grass along ditch up to drainage on 30th Street
4. Remove dead limbs from the premise.

Bid Price \$ _____

F. Food Distribution Center

1. Mow grass west of the building

Bid Price \$ _____

G. Weeding and Seasonal Mulching Landscape beds at the Church and Hurricane HYPE Center

1. Trim all hedges and shrubs
2. Remove unwanted, dead or damaged plants, shrubs or trees in landscape area and potentially planting new ones.
3. Monitoring and maintaining plant health, recommending new updates for beautification.

Bid Price on the Church \$ _____

Bid Price on the HYPE Center \$ _____

Terms and Conditions

1. Each bidder is expected to give a bid on each item.
 2. The lawn service is required to begin and finished on a Friday or Saturday.
 3. The successful bidder will receive a work order on when to start lawn service by a designated trustee.
 4. The successful bidder will present an invoice to the designated trustee for him/her to approve or disapprove the work for payment.
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5. Payment for services render will be within ten (10) days.
6. Updating the office of problems or issues.

We will have a **walk-through** on XXXXXXXX

WE STRONGLY ENCOURAGE YOU TO PARTICIAPTE.

Name _____

Address _____

City and State _____

Signature _____

Title _____

Price good for _____ days

**PLEASE ATTACH THIS SHEET TO PAGE ONE, AND
TYPE OF WRITE BID ON THE FRONT OF YOUR
ENVELOPE**

