

# Landscaping RFP Template

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## **RFP Information**

Issue date:

Proposal submission deadline:

Expected decision date:

## **Contact Information**

### **Primary contact**

Company name:

Contact name:

Title/position:

Email address:

Phone number:

### **Secondary contact**

Contact name:

Title/position:

Email address:

Phone number:



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## Property Information

**Address:**

**City, State, Zip:**

**Property type:**

Commercial

Residential

Complex

HOA

Municipal

Industrial

Other:

**Total property size (*sq ft/acres*):**

**Current landscaping status:**

Established

Needs renovation

New construction



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## Scope of Work

**Services required (check all that apply):**

### **Maintenance services**

- Lawn mowing and edging
- Trimming and pruning
- Weeding and bed maintenance
- Mulching
- Fertilization and weed control
- Irrigation system maintenance
- Leaf removal
- Other:

### **Seasonal services**

- Spring cleanup
- Fall cleanup
- Snow removal
- Ice management
- Holiday lighting/decorations
- Other:



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### **Enhancement services**

- Landscape design
- Plant installation
- Tree planting
- Hardscaping (patios, walkways, etc.)
- Irrigation system installation
- Lighting installation
- Other:

**Additional information on services needed:**



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## Service Frequency and Timing

**Desired start date:**

**Service frequency:**

- Weekly
- Bi-weekly
- Monthly
- Seasonal
- One-time project
- Other:

**Contract duration**

- One-time project
- Short-term (specify):
- Seasonal (specify season):
- Annual contract
- Multi-year contract (specify):

**Preferred service days and times:**



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## Budget

- Under \$5,000
- \$5,000 – \$15,000
- \$15,000 – \$30,000
- \$30,000 – \$50,000
- Over \$50,000
- Budget cap: \$
- No specific budget established

## Billing preference:

- Monthly
- Per service
- Quarterly
- Annual
- Other:



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## Site Access and Special Requirements

### Site access information:

Business operating hours:

After-hours access required:  Yes  No

Gate codes or key access needed:  Yes  No

Email address:

Parking availability for crew/equipment:

### On-site contact (if different from above)

Contact name:

Phone number:

### Required certifications or licenses:

General liability insurance (minimum coverage: \$\_\_\_\_\_)

Workers' compensation insurance

Licensed/certified applicators for chemicals

Bonded

Specific industry certifications:



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## Evaluation Criteria

Please indicate how proposals will be evaluated (rank in order of importance, 1 being most important):

- \_\_\_\_\_ Price/Cost competitiveness
- \_\_\_\_\_ Experience and references
- \_\_\_\_\_ Quality of work/portfolio
- \_\_\_\_\_ Service offerings and capabilities
- \_\_\_\_\_ Certifications and insurance
- \_\_\_\_\_ Equipment and technology
- \_\_\_\_\_ Environmental/sustainable practices
- \_\_\_\_\_ Response time and availability
- \_\_\_\_\_ Other:

**References required:**  Yes (How many? \_\_\_\_\_)  No

**Site visit required before proposal:**  Yes  No

**Preferred date/time for site visit:**



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## **Additional Information**

Current landscaping challenges or concerns:

Specific project goals or objectives:

Any other relevant information:



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## Submission Instructions

Please submit your proposal by:

Submission method:

- Email to:
- Mail to:
- Online portal:

Required proposal component:

- Detailed scope of work and pricing
- Company profile and credentials
- References
- Insurance certificates
- Portfolio or examples of similar work
- Other:

