2026 Lawn Maintenance Season Request for Proposal (Below Bid Threshold)

Issuing Entity: Bethlehem Township Schools
County: Hunterdon County, New Jersey
RFP Issue Date: March 18, 2026
Proposal Due Date: April 7, 2026, 3:00 p.m.

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the Bethlehem Township Board of Education ("BOE") seeks Request for Proposals ("RFP") for lawn maintenance services at the Thoms B. Conley & Ethel Hoppock Schools, effective April 15-October 15, 2026.

Thomas B. Conley Elementary School: Thomas B Conley School 940 Iron Bridge Road Asbury NJ, 08802

Ethel Hoppock Middle School: Ethel Hoppock School 280 Asbury west Portal Road Asbury NJ, 08802

Prospective bidders shall contact Stuart Schendel, Head of Buildings and Grounds, at Sschendel@btschools.org and coordinate a site visit to the sites above to completely familiarize themselves with existing conditions. This is not required but highly recommended to ensure all prospective bidders do understand all existing conditions.

Mowing & Turf Maintenance:

- Mow all grass areas regularly to maintain a neat, uniform appearance. Frequency: as needed to maintain grass approx. 2 ½ inches high. Any debris that might be on turf areas will be picked up before cutting begins.
- String-trim /edge all sidewalks, curbs fence and other obstacles
- Blow off all paved areas to remove grass clippings
- Tree branches and organic debris will be removed from all grounds with each cut.
- All services are to be performed either before or after school *or* at a time when children are not present in the designated service areas. The Head of Buildings and Grounds shall approve a consistent weekly schedule for all services. All deviations shall be pre-approved by the Head of Buildings and Grounds.

General

- All chemical products utilized shall fully comply with appropriate laws and applied by licensed personnel. Prior to application of any chemical products, contractor shall notify the Head of Buildings and Grounds
- All work shall be performed by trained and properly supervised personnel. Equipment shall be provided to permit the timely completion of all operations.
- Adhere to all local, state, and federal environmental regulations
- Ensure that equipment and practices do not pose any safety risks to students or staff.
- Maintain insurance and licensing required for the performance of the services.
- Foreman on job site will meet as needed with Head of Buildings and Grounds to discuss any concerns or needs.
- The BOE may terminate this Agreement at any time before the expiration of the original term, or any extension thereof. Services may be terminated by the BOE upon thirty (30) days written notice. The Contractor shall immediately discontinue all services provided under the Agreement on the actual date of termination. Services may be terminated by the Contractor upon sixty (60) days written notice. The BOE shall compensate the Contractor for all services provided before the actual date of termination

Proposal Evaluation Criteria

- Proposed pricing and cost-effectiveness.
- Experience and qualifications of the company.
- Approach to maintaining school grounds and ensuring safety.
- Compliance with insurance and licensing requirements.
- Positive feedback from references.

The contract will be awarded to the vendor whose proposal is most advantageous to the district, price and other factors considered.

Proposal Requirements

Proposals must be received no later than 3:00 PM, April 7, 2026. Please place a copy of your proposal with ALL required components (see below) in a sealed envelope and deliver to:

Kirby Hendershot

Bethlehem Township School District

280 Asbury-West Portal Road, Asbury, NJ 08802

Late proposals will not be accepted. The sealed envelope/proposal must include:

- Company name, address, and contact information.
- Overview of the company's experience in providing lawn maintenance services
- Provide at least two references from previous or current clients, preferably from schools or similar institutions.
- A list of Equipment Owned
- A list of names of employees assigned to our site
- 2026 Total Cost for April 15st through October 15th and any additional charge for extra services (cuttings beyond October 15)
- Paperwork to include Certificate of Insurance, NJ Business Certificate, Political Contribution Disclosure form, W9

Signed:_____ Name (printed): _____

Title: _____ Company Name: _____

School Business Administrator; Kirby Hendershot

Head of Buildings and Grounds; Stuart Schendel