WARREN HOUSING AUTHORITY

Request for Proposals
Landscaping Services at Kickemuit Village
Specifications

Bid Opening: November 25, 2026, 10:00AM

Bid Opening Location: Warren Housing Authority
20 Libby Lane, Warren, RI 02885

Contact:
Virginia Dutra
Executive Director
401-245-7019 ext. 11

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Notice is hereby given that, Warren Housing Authority, Warren, Rhode Island hereinafter called the "Owner" or "WHA" will receive sealed bids for "Landscaping Services at Kickemuit Village", Warren Housing Authority, Warren, Rhode Island.

Bidders are invited to submit separate sealed Bids labeled "Landscaping Services at Kickemuit Village". The sealed bid proposals shall be delivered before 10:00AM, local time, on November 25, 2026, to the Warren Housing Authority, Main Office, 20 Libby Lane, Warren, Rhode Island 02885. Bid proposals received after the above time will not be accepted. Warren Housing Authority reserves the right to reject any or all Proposals.

All processes and communications will be completed by mail and/or email. Sealed Proposals may be submitted via USPS mail or via the Document Drop-Box located in the Main Office vestibule at 20 Libby Lane, Warren, RI.

Proposal specifications will be available on or after November 12, 2026, on Warren Housing Authority's website at https://www.warrenhousing.org/request-for-proposal-opportunities/ or by email request to Virginia Dutra, Executive Director, at **vdutra@warrenhousing.org.**

Individuals requesting interpreter services for the hearing impaired must notify the Warren Housing Authority at (401) 245-7019 seventy-two (72) hours prior to the bid opening.

"Warren Housing Authority is an Equal Employment Opportunity/Affirmative Action Employer"

Virginia Dutra
Executive Director

Warren Times Gazette: November 11, 2026
Solicitation Number: 20261111a
State of Rhode Island: Division of Purchases

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Mowing, Trimming and Blowing

1. All turf areas will be mowed, and clippings shall be removed. Grass will be cut at a height of approximately 3-4 inches throughout the year but left slightly longer during the summer months to allow the turf to remain healthy during the summer months.
2. Trimming of the lawn areas not accessible by mowers will be trimmed with line trimmers at each service visit or as needed, unless otherwise noted.
3. All lawn clippings and debris will be removed from doorway entrances, sidewalks, patios, sidewalk gutters and driveways after each service visit.
4. Edging and trimming must be completed with each lawn service.
5. A post-completion walk through must be done after each visit by the landscaping provider to ensure no staining or property damage has occurred, and all residual debris has been removed. Landscaping provider must provide a post- service worksheet to the Executive Director or Maintenance Supervisor detailing work completed and citing damage, if any, that occurred.

Spring Cleanup

1. Flowerbeds will be cleared of any weeds, debris, leaves, etc.
2. A bladed edger will be used on all edges of flower beds
3. Remove old mulch if spring application will result in a depth in excess of 3 inches.
4. All new mulch will be "Aged Hemlock". If this color is not available, authorization for substitution must be given by the Maintenance Supervisor.
5. Mulch will be installed at a minimum depth of approximately 2 inches at the time of installation.
6. A garden weed preventer, such as Preen, to be used in all flower beds.

Plant and Shrub Care

1. Plants will be pruned and trimmed annually at the discretion of the Executive Director or Maintenance Supervisor
2. Fruit trees will be maintained and pruned during the appropriate pruning months. Landscaping provider shall make care suggestions to Executive Director in event of tree sickness/natural damage.

Fall Cleanup

1. Flowerbeds will be cleared of any weeds, debris, leaves, etc.
2. Flower bed edges will be trimmed
3. Final leaf cleanup shall be completed when **all** leaves have fallen.
4. Any plants or annuals that need to be cut to the ground will be done at this time

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Additional Property Maintenance

1. Perimeter fencing of approximately one thousand fifty-six (1056) feet of galvanized chain link fencing will be clean and removed of any vegetation and plant growth within a set schedule as agreed upon by the Executive Director and Maintenance Supervisor. All fence maintenance must be pre-approved by the Executive Director or the Maintenance Supervisor. To be maintained no more than twice per season,
2. Maintenance of waterfront abutting the Kickemuit Reservoir to include annual shrub trimming, tree pruning, and weed removal/treatment.
3. Maintenance creek bed to include weed whacking and weed removal, weekly/bi-weekly as needed and agreed upon by Executive Director and Maintenance Supervisor.
4. Sidewalk/Curbing gutter way along the north side of Libby Lane must also be maintained and cleared of debris.
5. Appropriate fertilizer will be applied within a set schedule as agreed upon by the Executive Director and the landscaping provider
6. Prior notice must be given to Executive Director and Maintenance Supervisor prior to fertilization

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Bid Submission Form

Bid submissions should include an itemized listing of services based on weekly maintenance services for 28 weeks of service per year. Contracts will be for a three (3) year period at the discretion of the WHA this contract may be extended to a term of 5 years.

Weekly Maintenance (April-October)
# of Services :28
Price per Service: _____ Total Weekly Proposed Maintenance Cost: _____

Spring Clean-Up (April)

Total Spring Clean-Up Cost _____

Fall Clean-Up (October)

Total Fall Clean-Up Cost _____

Trimming and Pruning Cost: _____

Mulching Cost: _____

Fertilizer Cost: _____

Fence Maintenance: _____

Additional Property Maintenance:

_____

_____

Additional Services or Fees not

listed:_____

Weather Related Emergency Services

Rate per hour: _____

Total Cost Proposed Per Year: _____

20 Libby Lane ● Warren, RI 02885 ● Phone: 401-245-7019 ● Fax: 401-245-1392