

**REQUEST FOR QUOTATIONS  
DECEMBER 15, 2015**

**BOROUGH OF GIBBSBORO  
49 KIRKWOOD ROAD  
GIBBSBORO, NJ 08026  
856-783-6655, EXT. 105  
FAX 856-782-8694**

**QUOTATIONS DUE BY JANUARY 5, 2016 AT 11 A.M.**

**Scope of Services: On-Request Lawn Mowing Services**

When authorized by the Governing Body, the successful bidder will be notified by the Borough to provide lawn mowing services to specified properties located in the Borough of Gibbsboro within 48 hours of the request. Services will include weeding and/or edging *only if requested* by the Borough.

The successful bidder will supply their own equipment and fuel. A mulching mower may be used to eliminate lawn waste. The successful bidder will be responsible for removing all lawn waste from the premises.

The successful bidder will be required to take before and after digital photos of the property identified for lawn services and transmit the photos electronically to [deputyclerk@gibbsborotownhall.com](mailto:deputyclerk@gibbsborotownhall.com) along with an invoice for the services performed. Payment will not be processed until the photos and the invoice are received.

**Length of Contract:** January 7, 2016 through December 31, 2016

**Quotation:** In order to evaluate the quotations received, provide the pricing for the following services that will be in effect during the contract period.

|   |                         |
|---|-------------------------|
| Lawn mowing of properties less than .25 acres:          | \$ _____                |
| Lawn mowing of properties between .25 and 0.5 acres:    | \$ _____                |
| Lawn mowing of properties between .5 and 1.0 acres:     | \$ _____                |
| Lawn mowing of properties between 1.0 and 1.5 acres:    | \$ _____                |
| If greater than 1.5 acres, additional price per ½ acre: | \$ _____ / addtl ½ acre |

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Hourly rate for weeding (if necessary): \$ \_\_\_\_\_ / hour

Hourly rate for edging (if necessary): \$ \_\_\_\_\_ / hour

NOTE: The Borough of Gibbsboro does not guarantee that any minimum amount of work will be requested.

The contractor must supply the contact information for two individuals that can be contacted when services are needed:

Contact 1 – Name: \_\_\_\_\_

Contact 1 – Phone Number: \_\_\_\_\_  
Cell or Office

Contact 2 – Name: \_\_\_\_\_

Contact 2 – Phone Number: \_\_\_\_\_  
Cell or Office

SUBMIT QUOTATION IN A SEALED ENVELOPE BY TUESDAY, JANUARY 5, 2016 AT 11 A.M. TO THE OFFICE OF BOROUGH CLERK LOCATED AT 49 KIRKWOOD ROAD, GIBBSBORO, NJ 08026

MARK THE SEALED ENVELOPE  
“GIBBSBORO RFQ-ON REQUEST LAWN SERVICES”

COMPANY NAME: \_\_\_\_\_

POINT OF CONTACT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

NEW JERSEY BUSINESS REGISTRATION CERTIFICATE: ATTACHED \_\_\_\_\_

W-9: ATTACHED \_\_\_\_\_

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Questions about this request? 856-783-6655 x102 or [deputyclerk@gibbsborotownhall.com](mailto:deputyclerk@gibbsborotownhall.com).

By signing below the company representative indicates his/her understanding that the services being requested in the Request for Quotation are for On-Request Lawn Services. The contractor agrees to respond to the Borough of Gibbsboro's request for services within 48 hours of notification and understands that the Borough of Gibbsboro is not guarantee any minimum amount of work.

COMPANY REPRESENTATIVE SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_