

Request for Proposals

Lawn Maintenance Services

The Housing and Redevelopment Authority of St. Cloud, MN (HRA) is accepting proposals from qualified individuals or firms to provide Lawn Maintenance Services at 17 HRA owned developments in St. Cloud (see attached property list). The scope of work includes providing labor and materials for lawn maintenance care to properties owned and operated by the HRA.

Respondents agree that there will not be discrimination as to race, sex, religion, color, age, creek, or national origin in regard to obligations, work and service performed under those terms of any contract ensuing from this RFP.

The HRA is an Equal Opportunity Employer.

The HRA is a Fair Housing Agency, and any contractor entering HRA property must comply with Fair Housing Laws.

Contractors will complete the Section 3 forms to show whether or not your business is a qualified Section 3 business.

Contractor will be required to provide documentation that the minimum HUD maintenance wages are being paid to employees.

Contractors must submit proof of insurance with each proposal.

RFPs can be picked up at the Office of the Housing and Redevelopment Authority of St. Cloud, MN located at 1225 West St. Germain Street in St. Cloud or by calling 320-202-3147.

Questions related to this proposal can be answered by **Paul Soenneker, Project Manager at 320-202-3147.**

All proposals are due to the HRA office no later than 1:00 pm on Wednesday March 4th, 2026.

Please mail them to:

St. Cloud HRA
1225 West Saint Germain Street
St. Cloud, MN 56301
Attention: Paul Soenneker

Or

Email to: psoenneker@stcloudhra.com

February 2, 2026

Scope of Proposal

The proposer shall be held to have examined the premises and site and specifications and to have satisfied themselves as to the condition of the premises, obstructions, the actual levels and other factors necessary for carrying out the work before the delivery of their proposal. The proposers shall also acquaint themselves with the character and extent of the Owner's operations in the area of the work, so that they may plan their services accordingly. No allowances or extra payment will be made to a Contractor for or on account of costs or expenses occasioned by failure to comply with the provisions of this paragraph or by reason of error or oversight on the part of the proposer or on account of interference by the Owner's or other Contractor's activities. It shall be expressly understood that the Owner's operations will take precedence over any other activity

Workmanship

Performance will be evaluated based upon the expectation of a neat, professional looking appearance of the grounds.

Where, not more specifically described in any of the various sections of these specifications, workmanship shall conform to all the methods and operations of best standards and accepted practices of the trade or trades involved and shall include all items required for completion of the services. Personnel skilled in their respective lines of work shall execute all work.

The Owner may request a meeting with the Contractor at any time for the purpose of evaluating the Contractor's performance. Items not completed to the satisfaction of the Owner will be corrected by the Contractor within a mutually agreed upon timeframe. Failure by the Contractor to remedy concerns of the Owner may result in the termination of this contract.

Mowing Services

Mowing shall be done at a minimum of weekly for the regular mowing season.

Mowing services shall be performed at times mutually agreed upon between Owner and Contractor. Contractor shall be responsible for complying with all local ordinances. Working times **cannot start before 8 am or work after 8 pm**. Contractor assumes all liability for complying with local ordinances. Any changes to be established schedule must have prior approval of the Owner and scheduled at the least disruptive time possible. All mowing shall be performed on same day at each site.

The contractor agrees that once mowing has begun on any date, mowing will be completed within twenty-four (24) hours, unless unusual weather prevents compliance.

All litter such as paper, cans, bottles, branches, etc., must be picked up and disposed of prior to mowing.

Mowing frequency shall be such that the grass cutting or clippings are not sufficient quantity to detract from the overall site appearance. If the time between cuttings must be extended for any reason, thereby causing an excessive amount of clippings on the lawn, the clippings shall be eliminated by whatever means are available to the Contractor and at no expense to the Owner.

Mowing shall be coordinated to prevent the depositing of mowing debris into planters, flowerbeds or landscaping around the buildings. Any clippings or debris blown into these areas shall be removed immediately.

All non-turf areas such as sidewalks, patios, entrances, planters, etc., shall be free of clippings and cutting debris by means of blowers, sweepers or other equipment.

Trimming

Trimming shall be done simultaneously with the mowing operation. Trimming (including ditches) is to be completed each time a site is mowed.

Trimming shall be done in all areas that are inaccessible to mowing equipment. This includes parking lots, garage aprons, sidewalks, fence lines, ditches, back stops, play areas, playground equipment, under fixed bleachers, next to buildings where established plantings are not present and around all other obstacles to provide a neat and even appearance to the entire site.

Care shall be used when trimming around trees and wooden posts to prevent damage to these items.

NOTE: Creeks development, trimming of the growth from edge of lawn to city road (ditch area) and area behind units 7 thru 12 shall be done one time per month to cut down all growth.

Shrub and Tree Trimming – Two times service per year

At a time agreed upon by both the HRA and the lawn service:

1. Remove dead, damaged and diseased portions of plants.
2. Prune trees and shrubs to maintain their natural shape and to keep branches an acceptable height above landscaping & turf.
3. Trees and shrubs are not to be allowed to grow together unless designed to do so as a hedge.
4. Trees will be pruned to avoid conflict with vehicular or pedestrian traffic.
5. Shrubs around buildings will be kept pruned to no higher than the building windowsills and not touching building walls.
6. Trees, shrubs and ground cover must be kept off fire hydrants, signs, and fences, walls, sitting areas, walkways and driveway.

Herbicide (weed killer) – One time service per month

Herbicide is to be applied to all areas where landscape material (mulch) has been placed, dumpster areas, mailboxes, sidewalks, garage aprons, driveways, curbing and areas around buildings (including garages). Contractor shall operate all equipment and apply all herbicides in a safe manner consistent with product labeling and instructions.

Care shall be used when applying herbicide around trees and shrubs to prevent damage to these items.

Spring and Fall Clean up

At the beginning of the season prior to the mowing of the lawn, contractor to conduct a spring clean up to include picking up all leaves, garbage, sticks, old flowers etc. from the yard to look clean and ready to be mowed.

At the end of the mowing season, contractor to remove all leaves, debris and branches from yards to look clean and ready for winter.

The contractor will be responsible to keep the property mowed and looking good for the entire lawn mowing season spring through the fall. There is a lump sum paid out in six equal payments made monthly, from May – October, if services are needed before or after these dates, contractor is responsible to complete and to have included in price. Please make note on monthly bill when shrub and tree trimming was completed and when herbicide has been applied. If agreeable to both the HRA and the contractor, this agreement may, at the end of the initial period, be extended for an additional two years.

Contracts will be awarded for each development for the season. You can provide a quote for one or all properties you are interested in.

Development Name: _____

PROPOSAL (one for each Development)

GROUND MAINTENANCE SERVICES

Services Requested:

1. Lawn mowing, trimming, two-time shrub and tree pruning, monthly herbicide application, spring and fall clean-up for entire season. (lump sum)

2. Per hour rate for "as-needed" service \$ _____

Contractor

Business Name: _____

Contact Name: _____

Contact Numbers: _____

ATTACHMENT A – DEVELOPMENTS

Housing and Redevelopment Authority of St. Cloud, MN (HRA) Properties Owned and / or Managed all located in the City of St. Cloud

Al Loehr Apartments **
4055 12th St. N.

Cedar Townhomes **
3455 – 3477 14th Street N.

Eastwood Apartments
530 3rd Street NE

Flintwood Townhomes
5702 – 5724 Flintwood Drive

HRA Office Building **
1225 W St Germain Street

Quarry Ridge Townhomes
2005 – 2027 Quarry Road

Swisshelm Village One **
316 Laudenbach Court

Westwood Village One **
770 Savanna Avenue

Wilson Apartments **
41 NE 3rd Avenue

Vacant City Lots – Done 2 times per month
152 19th Ave No

Large Vacant Lot – Done 2 times per month
1073 – 1083 Manor Ct. (1 large vacant lot)

Large Vacant Lots – Done four times per summer, equally spaced apart (One time in May, June, July and August) – Lump sum per time

WW3 – 814 Savanna Ave - Vacant lot and ditch area

SH3 – 310 Laudenbach CT – Vacant lot

1618 Pine Cone Rd – Vacant lot

Meadows Edge Parcels – 5 Vacant lots

(1000 - 1010) (1003 – 1013) (1014 – 1024) (1017 – 1027) (1031 – 1041) Manor Ct.

NOTE: Vacant lots may be added or deleted throughout the term of the contract

** indicates lawn irrigation system installed at site

