

**TO:** ALL LAWNCARE COMPANIES  
**FROM:** KRIS DOWNEY, PROPERTY & ASSETS MANAGER  
**SUBJECT:** 2018 LAWN CARE  
**DATE:** 2/23/2018

Project NOW, Inc. CAA, is seeking bids for the upcoming spring and summer season. If you are interested in bidding for the lawn care please **submit no later than 4:00 PM on Friday, March 23, 2018**. Please place your bid in a SEALED envelope marked "Lawn Care Bids" to Project NOW, Inc. CAA at 418 19<sup>th</sup> St. Rock Island, IL 61201, Attn: Finance/Michelle Ingersoll. **BIDS ARE TO BE BROUGHT UPSTAIRS TO THE FINANCE DEPARTMENT.**

**Scope of Work:**

1. Mow grass once every ten days. Mow grass to 2"-3", mulch grass and clippings.
2. Bids will include trimming/edging as needed, clearing sidewalks after mowing and removal of weeds in fence line and along foundation walls.
3. Bushes and trees will be trimmed at Project NOW's discretion. Contractors will be notified when bushes and trees need to be trimmed.

**Please see attached worksheet with properties listed. Bids will be awarded by County.**

Thank you in advance for your anticipated bid. Please make sure that you are quoting a separate price for each property for our accounting purposes. A copy of your proof of insurance will need to be submitted at the time the winning bid is selected.

Sincerely,

Kris Downey, Property & Assets Manager