



**TOWN OF YORKTOWN
363 UNDERHILL AVENUE
YORKTOWN HEIGHTS, NY 10598**

**INVITATION TO BID
2026 – 2027 LAWN CARE SERVICE FOR TOWN OF YORKTOWN
PARK/BEACH DISTRICTS**

All contacts/inquiries from bidders related to this Bid should be directed to the designated contact listed below:

Town Clerk: Diana Quast

All contacts/inquiries shall be made by email to the following address:

dquast@yorktownny.gov

This Bid is posted on the Town of Yorktown website:

<https://www.yorktownny.gov/town-departments/town-clerk/bids-rfps/>

Electronic copies of the Bid are not acceptable.

INFORMATION FOR BIDDERS

SCOPE OF WORK

The work required under this contract provides lawn maintenance/care services for Park/Beach Districts properties in the Town of Yorktown in accordance with the attached specifications. Services shall be provided for all properties listed in the bid proposal forms. Bidders shall submit prices for individual properties where specified. The Bidder shall furnish all labor, equipment, supervision and ancillary support necessary to complete the work.

The agreement resulting from this Request for Bids will include all services including the furnishing of all materials, including bags, equipment, labor and incidentals to perform the maintenance in accordance with the specifications herein under the direction of the park district contract list provided or his/her authorized designee.

The awarded vendor shall designate a foreman and/or representative to act as coordinator between the Town and the awarded vendor. Awarded vendor shall provide town contact with a cell phone number and email address for the person administrating the contract.

FORM OF PROPOSAL

Sealed bids must be sent to:

Town of Yorktown
Town Clerk's Office
363 Underhill Avenue
Yorktown Heights, NY 10598

Please mark sealed envelope **"2026 PARK/BEACH DISTRICT BID"**

Bid's Due: 11:00 a.m. – Friday, May 15, 2026

Bid Opening Date & Time: 11:00 a.m. – Friday, May 15, 2026

Any questions should be directed to the Town Clerk, Diana Quast, dquast@yorktownny.gov

PRE-BID SITE WALK

It is recommended that prospective bidders visit the properties. A site visit date of May 5, 2026 between the hours of 10:00 A.M. – 3:00 P.M. have been established. A representative from each park/beach district will be available. Any questions should be held and remitted to the Town Clerk, Diana Quast, dquast@yorktownny.gov.

BID SUBMISSION REQUIREMENTS

A valid Bid must include the complete Bid package with the following executed documents:

1. Proposal
2. Non-Collusion Affidavit
3. Contractor's Reference List
4. General Municipal Law, Sections 103-a & 103-d

Failure to submit all required documents may result in rejection of the Bid.

BIDDER'S ACCEPTANCE

Submission of a Bid constitutes the Bidder's full acceptance of all Contract terms and conditions, acknowledgement of site inspection, and agreement to enter into a Contract with the Town of Yorktown.

BID ACCEPTANCE

The Town of Yorktown reserves the right to reject any and all Bids, waive any informalities, or award the Contract in the Town's best interest.

BID AWARD

Awards of contract may be made EITHER on the basis of the lowest net unit price for each park district or on the basis of the lowest total bid, whichever is deemed the best interests of the Town of Yorktown or reject any or all bids.

BID PRICES

It is understood that contract prices shall hold firm and prevail for the actual quantities required and ordered as needed during the life of the contract whether more or less than estimated quantities. Quantities as listed on the bid sheets are estimated for bidding purposes only. Award of contract shall be for the quantities actually ordered as needed during the contract period.

Unit prices quoted shall be net exclusive of all taxes; and must include all transportation, delivery and unloading costs fully prepaid F.O.B. destination, inside delivery (if applicable).

The prices awarded shall not be subject to any increase during the life of the contract.

VENDOR QUALIFICATIONS

- Bidder must have been engaged in the lawn maintenance trade for a minimum of five (5) years.
- Bidders must demonstrate experience on projects of similar scope and size.

- Bidders shall submit three (3) professional references for comparable work completed and maintained for a minimum of three (3) years.

LIABILITY AND INDEMNIFICATION

The Contractor shall indemnify and hold harmless the Town of Yorktown from any and all claims, damages or liabilities arising from the performance of the work. The Contractor shall repair, at no cost to the Town, any damage to the Town of surrounding property caused by the Contractor or its employees.

PREVAILING WAGE – LAWN CARE SERVICES

Per the New York State Department of Labor, park and beaches are not covered and **LAWN CARE SERVICES WOULD NOT BE SUBJECT** to prevailing wages for lawn care services.

PREVAILING WAGE – *FOR APPLICABLE PROJECTS ONLY

All vendors submitting bids are required to conform to all current NYS prevailing wage laws, the Town has applied for and has received a PRC number for this project, which has been included with this document as an attachment. The successful vendor(s) is/are responsible for complying with all current labor rates and regulations throughout the duration of any contract resulting from this document. Current rates are available by calling the NYS Department of Labor at (585) 258-4505.

The Town will only pay and the vendor agrees to only charge prevailing wage rates to those employees of any organization that are required by New York state law to receive said rates in the course doing work for the Town. Payments may not be made to any vendor covered under this contract prior the vendor supplying the Town with certified payrolls in accordance with New York State Department of Labor regulations.

The contractor agrees to verify all rates with the New York state department of Labor prior to submitting a proposal and prior to doing any work for the Town as well as to establish which of those workers involved in any part of a contract for the Town are required by law to receive said rates.

Corporations and Partnerships submitting proposals are hereby informed that ALL personnel working on this project must be paid the prevailing rate or above in accordance with the current New York State Labor Laws in effect during the course of the project. This includes all owners, partners and other management and other employees as required.

No payments will be made to any vendor covered under this contract prior the vendor supplying the Town with certified payrolls & **NYS DOL certification (if applicable)** in accordance with New York State Department of Labor regulations.

NOTE: Vendors currently on the NYS Labor Department Debarred list will not be considered for

award of this contract. By submitting a bid for consideration, the vendor is indicating to the County that they are currently in good standing with the NYS Department of Labor at the time of the bid.

Fed ID# _____

PAYMENT TERMS & INVOICING

The Town requires purchase orders for all work. No work is to commence until the purchase order has been established.

Invoices remitted will include dates of service and location work. Each invoice shall be remitted to the appropriate park/beach district contact as indicated in the listing attached. Net payment terms are 60 days from date of invoice. The Town will not be assessed any late fees.

For optional work that requires certified payroll, all NYS Department of Labor documentation must be in place.

INSURANCE REQUIREMENTS

The successful company must furnish the Town with Certificates of Insurance and Endorsement prior to commencement of work. The required coverage shall not be less than the following:

Workers Compensation (C-105.2)	Statutory Requirements
NYS Disability Coverage (DB-120)	Statutory Requirements
General Liability	\$2,000,000
Commercial Automobile Liability	\$1,000,000
Endorsement Page (CG 20 10/CG 20 26)	Lists the Town of Yorktown as additionally insured on a primary and non-contributory basis
Endorsement	30-days' prior notice of cancellation

Insurance certificates and endorsement shall name the Town of Yorktown as an additional insured party, and shall state that all coverage be primary to any other insurance coverage held by the Town, and be accompanied by an endorsement.

LAWN MAINTENANCE SPECIFICATIONS

The Contractor shall provide grounds maintenance and seasonal cleanup services for the following Town of Yorktown Park and Beach District facilities:

LOCATIONS

- AMAZON PARK (AP)
 - Wenonah Trail, Mohegan Lake, NY 10547
- MOHEGAN BEACH (MB)
 - Mohegan Lake, NY 10547
- MOHEGAN HIGHLANDS (MH) Beach & Tennis Courts Field
 - Mohegan Lake, NY 10547
- MOHEGAN LAKE IMPROVEMENT DISTRICT (MLID)
 - Mohegan Lake, NY 10547
- SHRUB OAK COMMUNITY PARK (SC)
 - Shrub Oak, NY 10588
- SHRUB OAK LAKE ESTATES (SL)
 - Mohegan Lake, NY 10547

TIME FRAME

June through December 2026 (7 months) & January through December 2027 (12 months)

SPRING CLEANING

A one-time Spring cleaning will be required by April 30th or a mutually agreed to date by the park district contact or his/her designee. This cleaning shall include, but not be limited to:

- Removal of all leaves, branches, and sticks from the property
- Raking of all lawn areas using steel rakes
- Pruning of bushes and shrubs, where necessary
- Blowing of all grounds using electric-powered leaf blowers
- Loading, removal, and off-site disposal of all debris
- Lawn cutting, if needed
- Mulching, if needed
- Weed whacking, if needed

SERVICES PERFORMED WEEKLY, BIWEEKLY OR MONTHLY

Weekly/Bi-Weekly/Monthly maintenance to include:

- Mowing all lawn areas
- Trimming and edging of lawn and landscaped areas
- Vine removal/trimming, if needed
- Blowing all grounds using leaf blowers

- Removal of papers, litter, and debris
- Weed whacking to clean up edges
- Pruning of bushes and shrubs, when necessary
- Loading, removal, and off-site disposal of all debris
- Weeding

FINAL FALL CLEAN-UP

A one-time final fall cleanup will be required by end of November or a mutually agreed to date by the park district contact or his/her designee. This cleaning shall include, but not limited to:

- Complete removal of all fallen leaves
- Final lawn cut
- Loading debris onto a truck using a leaf vacuum
- Off-site disposal of all debris
- Weed whacking, if needed

OPTIONAL SERVICES

Some locations have beaches or areas that will require beach sand procurement and/or spreading. Beach sand may be purchased elsewhere and only necessitate spreading.

In addition, some locations with beach and lake areas may require additional services on an as needed basis, including but not limited to:

- Dam & storm drain maintenance, for example clearing of debris after a storm or other times

OPTIONAL SERVICES – MOHEGAN LAKE IMPROVEMENT DISTRICT

On demand pickup and removal within one week of notification of lake weeds harvested from the lake, located at the Mohegan Lake Improvement District boat ramp at base of beach parking lot 3092 High Street, maximum of four times per year between June 1 and September 30.

GENERAL CONDITIONS

- All labor, equipment, materials, and disposal costs are included in the bid pricing.
- Contractor shall comply with all applicable Town, State, and Federal regulations.
- Work shall be coordinated so as not to interfere with park/beach operations.
- Proper signage on company vehicles and proper vestige by company employees
- The contractor will trim, as required, with a weed whacker around all trees, posts, fences, benches, garbage cans, planting beds, raised gardens signs and other such park/beach items.
- It is preferred that the Contractor not cut grass in the rain but, if it becomes necessary, the Contractor is required to remove all clumped grass from the site.
- No mowing/trimming Saturday, Sunday or Town holidays unless agreed upon ahead of time.

TERM OF CONTRACT

The contract shall be awarded for a term of one 19 months (June 2026 – December 2027) with an option to renew the agreement for an additional three (3) years in one-year intervals, upon mutual consent.

PROFESSIONAL REFERENCES

(Please list 3)

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

LOCATION SPECIFICATIONS BREAKDOWN PER LOCATION

SPRING CLEANING (2027 SEASON)

A one-time Spring cleaning will be required by April 30th or a mutually agreed to date by the park district contact or his/her designee. This cleaning shall include, but not be limited to:

- Removal of all leaves, branches, and sticks from the property
- Raking of all lawn areas using steel rakes
- Pruning of bushes and shrubs where necessary
- Blowing of all grounds using electric-powered leaf blowers
- Loading, removal, and off-site disposal of all debris
- Lawn cutting, if needed
- Mulching, if needed
- Weed whacking, if needed

SERVICES PERFORMED WEEKLY, BIWEEKLY OR MONTHLY (2026 & 2027)

Weekly/Biweekly/Monthly maintenance to include:

- Mowing all lawn areas
- Trimming and edging of lawn and landscaped areas
- Vine removal/trimming, if needed
- Blowing all grounds using leaf blowers
- Removal of papers, litter, and debris
- Weed whacking to clean up edges
- Pruning of bushes and shrubs when necessary
- Loading, removal, and off-site disposal of all debris
- Weeding

FINAL FALL CLEAN-UP (2026 & 2027)

A one-time final fall cleanup will be required by end of November or a mutually agreed to date by the park district contact or his/her designee. This cleaning shall include, but not limited to:

- Complete removal of all fallen leaves
- Final lawn cut
- Loading debris onto a truck using a leaf vacuum
- Off-site disposal of all debris
- Weed whacking, if needed

OPTIONAL SERVICES

Some locations have beaches or areas that will require beach sand procurement and/or spreading. Beach sand may be purchased elsewhere and only necessitate spreading.

In addition, some locations with beach and lake areas may require additional services on an as needed basis, including but not limited to:

- Dam & storm drain maintenance, for example clearing of debris after a storm or other times

OPTIONAL SERVICES – MOHEGAN LAKE IMPROVEMENT DISTRICT

On demand pickup and removal (within one week of notification) of lake weeds harvested from the lake, located at the Mohegan Lake Improvement District boat ramp at base of beach parking lot 3092 High Street, maximum of four (4) times per year between June 1 and September 30.

BELOW ARE THE PARK DISTRICTS TO BID ON. PLEASE FILL OUT COMPLETELY FOR THE LOCATIONS YOU ARE INTERESTED IN. PLEASE NOTE EVEN THOUGH TOTALS ARE REQUESTED, THIS IS AN APPROXIMATE TOTAL. EACH SERVICE CHARGED IS BASED ON ACTUAL SERVICES PERFORMED AT THE INDIVIDUAL BID ITEM RATE.

Please indicate locations being Bid on and the applicable frequency of services and rate per year.

For Optional Services, please see lists provided on page 10.

Any questions should be directed to the Town Clerk prior to final submission.

- **AMAZON PARK (AP) - Wenonah Trail, Mohegan Lake, NY 10547**

Service	# of Weekly	# of Biweekly	# of Monthly	Rate	Total	Season
Spring Clean Up – Rate per year						2027
Weekly, Biweekly or Monthly Services – indicate frequency						2026-2027
Fall Clean up – Rate per year						2026-2027
Optional Services *Hourly Rate						2026-2027
<i>For below – please list hourly rate x estimated number of hours</i>						
	Estimated # of hours			Rate	Total	
Sand Spreading *(prevailing wage applies)						2026-2027
				TOTAL		

Decline to Bid on this location

• **MOHEGAN BEACH (MB) - Mohegan Lake, NY 10547**

Service	# of Weekly	# of Biweekly	# of Monthly	Rate	Total	Season
Spring Clean Up – Rate per year						2027
Weekly, Biweekly or Monthly Services – indicate frequency						2026-2027
Fall Clean up – Rate per year						2026-2027
Optional Services *Hourly Rate						2026-2027
<i>For below – please list hourly rate x estimated number of hours</i>						
	Estimated # of hours			Rate	Total	
Sand Spreading *(prevailing wage applies)						2026-2027
				TOTAL		

Decline to Bid on this location

• **MOHEGAN HIGHLANDS (MH) Beach & Tennis Courts - Mohegan Lake, NY 10547**

Service	# of Weekly	# of Biweekly	# of Monthly	Rate	Total	Season
Spring Clean Up – Rate per year						2027
Weekly, Biweekly or Monthly Services – indicate frequency						2026-2027
Fall Clean up – Rate per year						2026-2027
Optional Services *Hourly Rate						2026-2027
<i>For below – please list hourly rate x estimated number of hours</i>						
	Estimated # of hours			Rate	Total	
Sand Spreading *(prevailing wage applies)						2026-2027
				TOTAL		

Decline to Bid on this location

• **MOHEGAN LAKE IMPROVEMENT DISTRICT (MLID) – 3092 High Street, Mohegan Lake, NY 10588**

Service	Price per Cubic Yard	Season
Optional Services – Pick up and disposal of lake weeds harvested from lake Four (4) times maximum per year between June 1 st – September 30 th		2026-2027

Decline to Bid on this location

• **SHRUB OAK COMMUNITY PARK (SC) - Shrub Oak, NY 10588**

Service	# of Weekly	# of Biweekly	# of Monthly	Rate	Total	Season
Spring Clean Up – Rate per year						2027
Weekly, Biweekly or Monthly Services – indicate frequency						2026-2027
Fall Clean up – Rate per year						2026-2027
Optional Services *Hourly Rate						2026-2027
<i>For below – please list hourly rate x estimated number of hours</i>						
	Estimated # of hours			Rate	Total	
Sand Spreading *(prevailing wage applies)						2026-2027
				TOTAL		

Decline to Bid on this location

• **SHRUB OAK LAKE ESTATES (SL) - Mohegan Lake, NY 10547**

Service	# of Weekly	# of Biweekly	# of Monthly	Rate	Total	Season
Spring Clean Up – Rate per year						2027
Weekly, Biweekly or Monthly Services – indicate frequency						2026-2027
Fall Clean up – Rate per year						2026-2027
Optional Services *Hourly Rate						2026-2027
<i>For below – please list hourly rate x estimated number of hours</i>						
	Estimated # of hours			Rate	Total	
Sand Spreading *(prevailing wage applies)						2026-2027
				TOTAL		

Decline to Bid on this location

GRAND TOTAL = _____

NOTE – BID MAY BE AWARDED PER PARK DISTRICT LOCATION OR BY TOTAL CONTRACT

PARK/BEACH DISTRICT CONTACTS

Once awarded, the following are the contacts for the park/beach districts to remit invoices and for general contact information for services.

Any Bid questions should be directed to the Town Clerk, Diana Quast, dquast@yorktownny.gov

- AMAZON PARK (AP)
Fran Higgins
1609 Wenonah Trail
Mohegan Lake, NY 10547
franyakerhiggins@gmail.com
- MOHEGAN BEACH (MB)
Patrick Byrne
1497 Inspiration Road
Mohegan Lake, NY 10547
byrne.pat@gmail.com
- MOHEGAN HIGHLANDS (MH) BEACH & TENNIS COURTS FIELD
Melissa McCarthy
1583 Kimble Avenue
Mohegan Lake, NY 10547
mfraser129@gmail.com
- MOHEGAN LAKE IMPROVEMENT DISTRICT (MLID)
Ken Belfer
1770 Amazon Road
Mohegan Lake, NY 10547
kenbelfer1@gmail.com
- SHRUB OAK COMMUNITY PARK (SC)
Florence Chang
1264 Williams Drive
Shrub Oak, NY 10588
frcsopca@gmail.com
- SHRUB OAK LAKE ESTATES (SL)
DeEtta Laino
3625 Cooper Street
Mohegan Lake, NY 10547
chechema@aol.com

