

PHA Request for Proposal (RFP) – LANDSCAPING SERVICES
Dated posted: April 8, 2026

The Princeton Housing Authority (PHA) is seeking proposals from qualified contractors to provide **LANDSCAPING SERVICES** in connection with the PHA's housing developments.

The landscaping firm will provide the PHA with landscaping services from approximately May 2026 through November 2026. Services shall include (but not be limited to): grass cutting, blowing leaves and collecting leaves, hedge trimming, edging, mulching trees and flower beds within the following developments:

1. Hageman Homes (Clay Stay and Henry Pannell Center)
15-83 Clay Street
2. Karin Court
1-16 Karin Court
3. Lloyd Terrace (Spruce Circle)
179-215 Spruce Circle
4. Redding Circle
101-412 Redding Circle Senior; 11-68 Redding Circle Family

A walk through for the above four (4) sites will be held at 10:00 AM on Monday, April 13, 2026 starting outside the office located at 179 Spruce Circle, Princeton, NJ 08540. The tour will include all sites, parking lots, grounds and walkways, and other related locations that would require landscaping.

Questions may be submitted to Peggy Brookes via email at pbrookes@princetonhousing.org and should contain the subject line: "LANDSCAPING SERVICES RFP".

Proposals should be submitted via email with the subject line "LANDSCAPING SERVICES RFP" no later than 3:00 PM on Monday April 20, 2026 to the following PHA staff:

Peggy Brookes - pbrookes@princetonhousing.org and
Cc: Tyler Martin – tmartin@princetonhousing.org

These **Instructions to Proposers** consist of 11 parts:

[Section 1.0 About the PHA](#)

[Section 2.0 Scope of Services](#)

[Section 3.0 Evaluation Criteria](#)

[Section 4.0 Qualification Statement](#)

[Section 5.0 Proposal Format](#)

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[Section 7.0 Instructions to Offerers](#)

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and Voluntary Exclusion](#)

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PHA RFP: LANDSCAPING SERVICES

Section 1.0 About the PHA

The PHA is a public body organized and operating according to the laws of the State of New Jersey to own and operate rental-assisted housing. The PHA operates five (5) affordable developments located within Princeton, New Jersey.

The PHA employs 7 full-time and 2 part-time staff with an annual operating budget of approximately \$2 million dollars. All staff and management serve under the direction of an Interim Executive Director who is hired by the Board of Commissioners to run the housing authority's operations. The seven-member Board of Commissioners meets eleven times per year to hold their regular meetings. Special meeting(s) are called on an as needed basis.

Section 2.0 Scope of Services

The landscaping services firm will provide the PHA with landscaping services from (approximately) May 2026 through November, 2026. Services shall include (but not be limited to): a spring clean-up; a fall clean-up; weekly services of grass cutting, weed removal, hedge trimming, and edging; and mulching trees and flower beds within the following developments:

1. Hageman Homes (Clay Stay & Henry F Pannell Learning Center)
2. Lloyd Terrace (Spruce Circle)
3. Karin Court
4. Redding Circle

Weekly Service (every 7 to 10 days) shall include: Cutting the grass in all areas, trimming all sidewalk & curb edges, removing weeds from flower beds, and trimming all shrubs and bushes. All grass cuttings are to be removed from lawns, sidewalks, and driveways are to be swept clean of cuttings. Grass & weeds growing between sidewalk sections shall be removed by mechanical or chemical means using vegetation control.

Spring clean-up shall include, but not be limited to: collection and removal of all leaves, branches, rubbish, etc.; application of weed killer (dandelions, crab grass, etc.) and mulching all bedded areas and around tree bases.

Fall clean-up shall include, but not be limited to: collection and removal and off-site disposal of all leaves & branches from all developments.

If any chemicals are used, they must be of a biodegradable nature, and harmless to humans as well as animals. All chemicals shall be applied in accordance with the manufacturer's schedule and application instructions.

The contractor shall furnish all labor and material, services, and equipment necessary to perform and complete the contract. *All contractor billing shall be accompanied with an itemization of the scope and the days that the work was undertaken.*

Section 3.0 Evaluation Criteria

Proposals will be evaluated according to the following weighted evaluation criteria:

Criterion #1:

Degree to which respondent meets the qualifications and experience requirements listed in the Scope of Service.

(Assign weight of 0% to 80%)

Criterion #2:

Acceptability of proposed fee/ billing rates.

(Assign weight of 0% to 20%)

TOTAL SCORE

Section 4.0 Qualification Statement

Each bidder shall submit a Statement of Qualifications with the proposal, which shall include the following:

1. Firm's name, address, and telephone number
2. Date firm was established
3. **Statement of Ownership** (see Section 11.0)
4. Names and titles of principles
5. List of previous Public Housing or other Public contracts work.

Section 5.0 Proposal Format

The proposal should contain the following:

1. A complete **Proposal Submission Form** (See Section 6.0).
2. Completed and signed **Instructions to Offerors** (see Section 7.0) with all attachments signed and included.
3. A signed and notarized **Certification of Non-Debarment, Suspension, Ineligibility, and Voluntary Exclusion** (see Section 8.0)
4. A signed copy of the **Certifications and Representations of Offerors**. (See Section 9.0)
5. A signed copy of the **Proposer's Certification** (see Section 10.0) on the proposer's letterhead.
6. A signed and notarized **Statement of Ownership** (see Section 11.0)
7. A copy of the Business Registration Certificate issued by the State of New Jersey should be included with your proposal. If the proposer is a partnership,

all companies (or individuals) involved in the partnership should provide certificate(s).

8. Contracts with an anticipated value over \$17,500.00 dollars (in the annual aggregate) must be awarded pursuant to the fair and open award process as required by a fair and open award process as required by the New Jersey Pay-To-Play law (N.J.S.A. 19:44 A-20. Et seq.).
9. The Affirmative Action language required by P.L. 1975, C 127 (N.J.A.C 17:27), which language is incorporated herein by reference.

All costs in connection with the preparation and submission of the proposal shall be paid by the proposer.

It is the intention of the PHA to make this RFP, the proposal response, and written correspondence part of the contract.

The PHA reserves the right to decide whether a proposal is or is not acceptable in terms of meeting the requirements of the RFP. The PHA reserves the right to accept or reject proposals received and may negotiate with proposers regarding the terms of their proposals or parts thereof.

Section 6.0 Proposal Submission Form

1) Name/Address of Firm: _____

2) Telephone Number: _____

3) Primary Contact Person's Name, Email and Cell Phone Number: _____

4) Weekly Service, Spring Clean-Up and Fall Clean-up **Fees by Development**

Hageman Homes (Clay Street and Henry F. Pannell Center)	
Weekly Service Fee	\$
Spring Clean-up Fee	\$
Fall Clean-up Fee	\$
Lloyd Terrace (Spruce Circle)	
Weekly Service Fee	\$
Spring Clean-up Fee	\$
Fall Clean-up Fee	\$
Redding Circle	
Weekly Service Fee	\$
Spring Clean-up Fee	\$
Fall Clean-up Fee	\$
Karin Court	
Weekly Service Fee	\$
Spring Clean-up Fee	\$
Fall Clean-up Fee	\$

5) The contractor will be using subcontractors: ____Yes ____No (If 'Yes', attach the list)

6) Provide five (5) references (name and contact number/email) documenting the experience requirement:

1.

2.

3.

4.

5.

Section 7.0 Instructions to Offerors

Completion and/or submission of the following items is mandatory:

**Read, Initialed
Item and Submitted**

- Email Submission of response to epeterson@princetonhousing.org _____
- A [Qualification Statement](#) _____
- Support for [Evaluation Criteria](#) _____
- [Proposal Submission Form](#) _____
- [Statement of Ownership](#) _____
- [Affirmative Action Compliance Notice](#) _____
- [HUD-5369](#) _____
- [Disclosure of Investment Activities in Russia-Belarus & Iran](#) _____
- New Jersey Business Registration Certificate of Insurance _____
- Declaration Page of Professional Liability Insurance _____

The undersigned hereby acknowledges that they have completed and/or submitted the above-listed mandatory items. The undersigned also hereby acknowledges that the PHA may, in its discretion, reject any proposal as non-responsive for the failure to include any of the above-listed mandatory items.

Name of Company

Name of Respondent's Agent Title of Respondent's Agent

Signature of Respondent's Agent Date

Section 8.0 Certification of Non-Debarment, Suspension, Ineligibility, and Voluntary Exclusion

I, _____ (name of affiant), residing in
_____ (name of municipality) in the County of
_____ and State of _____

of full age, being duly sworn according to law on my oath depose and say that

_____ (name of firm) and/or its principals
have never, at any time, been suspended, debarred, declared ineligible, or voluntarily
excluded by the Department of Housing and Urban Development, the Department
of Justice, the General Services Administration, the Internal Revenue Service, or any
other federal agency or the Federal Government, and/or the New Jersey
Department of Labor or any other state agency or the State of New Jersey.

Signature of Respondent's Agent

Section 9.0 Certifications and Representations of Offerers

AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The contractor and the Princeton Housing Authority ("PHA") do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "act") (42 U.S.C 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind of nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, if any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the agreement or otherwise at law.

Section 10.0 Proposer's Certification

The following certification should be signed, dated, and submitted on the firm's letterhead with the proposer's completed proposal for this RFP:

I certify to the best of my belief and knowledge that neither I nor the firm I represent has been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or State Government from doing business with such Department or Agency.

Signature

Date

Section 11.0 Statement of Ownership

Name of Business: _____

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned. **OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

Partnership
Company
Sole Proprietorship

Limited Liability
 Corporation

Limited Partnership
Partnership

Limited Liability
 Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____ Name: _____

Home Address: _____ Home Address: _____

% of Ownership: _____ % of Ownership: _____

Name: _____ Name: _____

Home Address: _____ Home Address: _____

% of Ownership: _____ % of Ownership: _____

Signature of Respondent's Agent