



REQUEST FOR PROPOSAL- LANDSCAPING SPRING 2026

FAC-2025-LAND-001

PROPOSAL SUBMISSION DEADLINE: AUGUST 20TH, 2025

QUESTION SUBMISSION DEADLINE: AUGUST 13TH, 2025

Questions may be submitted in written form to:

Contact Name: Djumaye Dumay

Email address: ddumay@harmonyhealthcareli.org

INTRODUCTION

Harmony Healthcare Long Island (HHLI) is a not-for-profit federally qualified health center network comprising six comprehensive health centers and three school-based Health Centers. HHLI strives to improve the lives of those it serves by bringing needed primary care, prevention, and educational services into local communities across Nassau County.

The HHLI locations are situated in these high-need communities where a significant percentage of its service area population lives at or below 185% of the Federal Poverty Level (FPL).

HHLI currently operates health centers in Elmont, Freeport, Hempstead, Oceanside, Roosevelt, and Westbury/New Cassel. HHLI offers comprehensive services, including adult and pediatric medicine, women's health services (e.g., OB/GYN, mammography, and family planning), laboratory, radiology, dental, health screening for cancer, tuberculosis, sexually transmitted disease, nutrition, behavioral health, and enabling social services, such as WIC and Care Management. Our School-Based Health Center (SBHC) program provides health services within Freeport, Roosevelt, and Westbury high schools. These healthcare care locations are available to high school students currently enrolled in that institution.

HHLI provided care to 46,712 discreet patients and saw 176,049 annual visits in 2023. The mission of HHLI is to provide access to equitable, comprehensive, optimal healthcare by improving the overall wellness of all individuals in our communities and delivering high-quality extensive patient-centered care—our Vision: Creating healthier communities by transforming the healthcare system one person at a time.



PROJECT LOCATIONS

- 400 Oak Street, Garden City, NY 11530 (Proposal needs to be addressed to 400 Oak Street LLC)
- 101 South Bergen Place, Freeport, NY 11520
- 380 Nassau Road, Roosevelt, NY 11575
- 682 Union Avenue, Westbury, NY 11590.

PROJECT OBJECTIVE

The objective and goal for this project are to get RFPs for **Landscaping** services for Harmony Healthcare Long Island for the location listed above:

Landscaping Specifications

The following minimum specifications must be followed regarding maintaining the grounds: HHLI requires that contractors self-perform the work. No subcontractors will be allowed.

A. Grounds Maintenance

- a. All lawn/turf areas will be mowed and maintained at approximately 2 to 3 inches, weekly during the growing season.
- b. Edging along sidewalks, curbs, and flower beds
- c. Trimming around trees, fences, and other obstacles
- d. Removal of grass clippings and debris
- e. Edging along sidewalks, curbs, and flower beds.
- f. String trimming/weed whipping of all areas around buildings, signs, trees, mailboxes, light poles, parking lots, playgrounds, and other landscape items shall be done as needed.
- g. Trash and debris will be picked up before mowing, not mowed through or over.
- h. Blow out the parking lot on a weekly basis

B. Plant Care

- a. Pruning of shrubs, hedges, and trees
- b. Fertilization of turf and plant beds
- c. Weed control in turf and planting beds
- d. Apply mulch in April, July, and September

C. Seasonal Services

- a. Spring and Fall clean-up of lawn and shrub beds as needed. This includes but is not limited to leaves, sticks, branches, and trash.
- b. Seasonal planting of flowers and ornamental plants

D. Irrigation System Maintenance

- a. Inspection and adjustment of irrigation systems as required to ensure that grass and planting are receiving adequate water
- b. Report any deficiencies to Management.
 - i. **Winterization**
 - 1. Drain and blow out irrigation lines

All work is to be performed safely to ensure that the risk of injury to people or property damage can be avoided. Equipment will be operated at moderate speeds.

All work can be performed during normal daytime hours, providing that the power equipment is discontinued when and if children become present in the immediate area where the work is being done.

The bidder will agree to replace or repair anything damaged due to ground care practices. This includes but is not limited to damages to grounds, shrubbery, trees, benches, and curbs.

Please note that failure to perform work as outlined within the contract properly will result in immediate termination

SCHEDULED /TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

PROJECT PROPOSAL EXPECTATIONS

HHLI shall award the contract to the proposal that best accommodates the various project requirements. HHLI reserves the right to: (i) award any contract before the proposal deadline or before the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by HHLI no later than **AUGUST 20TH, 2025**, for consideration in the project proposal selection process.



PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based on the information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide qualified personnel with the knowledge and skills required to execute proposed services effectively and efficiently.
5. Overall cost-effectiveness of the proposal.

HHLI reserves the right to cancel, suspend, and/or discontinue any proposal at any time without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The proposal should be submitted via email to ddumay@harmonyhealthcaeli.org

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder's Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed.
6. Description of Bidder's company in terms of size, range, types of services offered, and clientele.
7. Bidder's principal officers (President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Manager) and the length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN) on the W-9 form.



9. Evidence of legal authority to conduct business in New York (business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Service(s), Cost Proposal Summary, and Breakdown

- Summary of schedule.
- A detailed list of all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.

