

REQUEST FOR PROPOSAL: LAWN MAINTENANCE SERVICES

Hidden Oaks Homeowners Association
PO Box 2008
Gulfport, MS 39505
hiddenoakshoa@easyhoa.email
(228) 460-0220

January 18, 2026

To Whom it may concern:

The Hidden Oaks Homeowners Association is seeking proposals from qualified and experienced lawn maintenance service providers to fulfill our lawn maintenance needs. We invite your company to submit a proposal for the provision of lawn maintenance services as outlined below.

1. Project Overview:

- 1.1 The scope of work includes regular lawn maintenance services for the common areas of Hidden Oaks Homeowners Association.
- 1.2 The common areas comprise of the following within the community:
 - Two main entrances (East and West)
 - Thirty townhomes
 - Two playgrounds (Hidden Oaks @ Addison and Libby Lane)
 - Four open lots (Lawton @ Dunvegan, Lawton @ Churchwood, McCloud and Easement lot into Turtle Creek)
 - One right of way (Lawton cul-de-sac)
 - Median in cul-de-sac on Dunvegan Dr.
 - Median on Hidden Oaks Dr. around Oak Tree
- 1.3 The contract duration will be for April through November for a period of eight months with the option for renewal upon mutual agreement.

2. Services Required:

- 2.1 The selected lawn maintenance service provider shall be responsible for the following services:
 - a. Lawn mowing, trimming, and edging on a regular schedule.
 - b. Weed control and removal from landscaped areas and pathways.
 - c. Leaf and debris cleanup and removal from common areas.
 - d. Fertilization and weed treatment as necessary.
 - e. Shrub trimming twice per year.
 - f. Other related services as required for maintaining the aesthetic appeal and health of the common areas.

3. Proposal Submission:

- 3.1 Interested lawn maintenance service providers are requested to submit a proposal that includes the following information:
 - a. **Company Information:** Provide proof of insurance, bond and licensing

- b. **Scope of Services:** Clearly outline the services your company will provide as per the requirements mentioned in Section 2.
- c. **Schedule:** Provide a proposed schedule for lawn maintenance activities, including frequency and estimated timeframes for each service.
- d. **Pricing:** Present a detailed pricing structure for your services, including any additional costs or options.
- e. **References:** Include references from previous clients who can verify the quality and reliability of your services.

4. **Proposal Evaluation:**

4.1 The evaluation of proposals will be based on the following criteria:

- a. Experience and Qualifications
- b. Demonstrated Capability to Meet Requirements
- c. Quality and Methodology of Services
- d. Pricing and Cost-effectiveness
- e. References and Client Feedback

5. **Proposal Submission Deadline:**

5.1 Proposals must be received no later than March 12, 2026. Late submissions may not be considered for evaluation.

5.2 The bid will be awarded during the Hidden Oaks board meeting on April 9, 2026 at 14082 US-49 N, Gulfport, MS 39503 at 6:00pm.

6. **Contact Information:**

6.1 For any inquiries or clarification regarding this Request for Proposal, please contact Hidden Oaks Homeowners Association, PO Box 2008 Gulfport, MS 39505, hidenoakshoa@easyhoa.email, (228) 460-0220.

We look forward to receiving your proposal and potentially working with your company to enhance the beauty and maintenance of our community. Please note that this Request for Proposal does not create any obligation on the part of Hidden Oaks Homeowners Association to select a particular service provider.

Thank you for your interest and prompt attention to this matter.

Sincerely,

Dafne Hess
President
Hidden Oaks Homeowners Association