

REQUEST FOR PROPOSAL

Grounds Maintenance and Landscaping Services

2026 Calendar Year

Homes First

5203 Lacey Blvd SE, Suite A
Lacey, WA 98503
360-236-0920 | HomesFirst.org

RFP Issue Date: November 12, 2025

1. INTRODUCTION

Homes First is a nonprofit organization committed to providing stable, affordable housing to individuals and families in the Thurston County area. We own and manage a diverse portfolio of residential properties, including single-family homes, duplexes, triplexes, fourplexes, apartment complexes, and our administrative office.

We are seeking qualified landscaping and grounds maintenance contractors to provide comprehensive services for our properties throughout 2026. The selected contractor(s) will be responsible for maintaining the aesthetic appeal, safety, and functionality of all exterior grounds at our properties.

2. ORGANIZATION BACKGROUND

Homes First is dedicated to helping low-income households find and retain a home by providing quality affordable housing and supportive services. Our mission is to help individuals and families achieve housing stability and self-sufficiency. We currently operate multiple properties across Olympia, Lacey, Tumwater, and Shelton, Washington, serving diverse populations including families, seniors, people in recovery, youth exiting fostercare, and survivors of domestic violence.

3. SCOPE OF SERVICES

The selected contractor will provide grounds maintenance and landscaping services for all Homes First properties. Services shall include but are not limited to:

3.1 Regular Maintenance Services

- Lawn mowing, edging, and trimming (weekly during growing season, bi-weekly as appropriate)
- Weeding of landscape beds, walkways, and common areas
- Pruning and trimming of shrubs, hedges, and ornamental plants
- Removal of debris, litter, and organic waste from grounds
- Blowing and cleaning of walkways, parking areas, and entry areas
- Application of mulch to landscape beds (as needed)
- Irrigation system inspection and basic maintenance

3.2 Seasonal Services

- **Spring:** Cleanup of winter debris, preparation of beds, fertilization, aeration
- **Summer:** Regular maintenance, weed control, irrigation management
- **Fall:** Leaf removal, bed preparation, winterization of irrigation systems
- **Winter:** Storm debris removal, gutter cleaning (if applicable)

3.3 Additional Services (As Needed)

- Tree pruning and maintenance
- Landscape design and installation
- Drainage solutions
- Emergency response for storm damage or safety hazards
- Gravel and hardscape maintenance

4. PROPERTIES INCLUDED

The following properties are included in this RFP. Contractors should be prepared to provide services across all locations:

Olympia Properties

1. 3139 Quince St SE, Olympia WA 98501 (7-Unit Apartment Complex)
2. 510 Eastside St SE, Olympia WA 98501 (Triplex)
3. 501/503 18th Ave SE, Olympia WA 98501 (Duplex)
4. 813 Jefferson St SE, Olympia WA 98501 (Triplex)
5. 816 Avalon Court SE Unit 1, Olympia WA 98513 (Half Duplex)
6. 1702 Hays Ave NW, Olympia WA 98502 (Hays Field)
7. 721 O'Farrell Ave SE, Olympia WA 98501

Lacey Properties

8. 1308 Sleater-Kinney Rd SE, Lacey WA 98503 (6-Unit Apartment Complex)
9. 1314 Sleater-Kinney Rd SE, Lacey WA 98503 (Single Family Home)
10. 6120/6121 Glen Mary Lane SE, Lacey WA 98503 (2 Fourplex Units)
11. 1702 Magnolia St SE, Lacey WA 98503 (Fourplex)
12. 5203 Lacey Blvd SE, Lacey WA 98503 (Office)
13. 1606 Gemini St SE, Lacey WA 98503 (Single Family Home)
14. 4712 16th Ave SE, Lacey WA 98503 (Single Family Home)
15. 4913 22nd Ave SE, Unit B, Lacey WA 98503 (ADU)

Shelton Properties

16. 414-416/420 S 7th St, Shelton WA 98584

5. CONTRACTOR QUALIFICATIONS

Qualified contractors must meet the following minimum requirements:

- Valid Washington State business license
- Current general liability insurance (minimum \$1,000,000 coverage)
- Workers' compensation insurance for all employees
- Minimum 3 years of experience providing commercial or multi-family property landscaping services
- Valid pesticide applicator license (if applicable)
- Reliable equipment and vehicles to service all properties
- Ability to respond to emergency service requests within 24 hours
- At least three verifiable references from current or previous commercial clients

6. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must be submitted in writing and include the following information:

6.1 Company Information

- Company name, address, phone, email, and website
- Years in business and organizational structure
- Number of employees and relevant certifications
- Proof of insurance and licenses

6.2 Experience and References

- Description of relevant experience with multi-family or affordable housing properties
- Minimum three client references with contact information
- Portfolio or photos of completed projects

6.3 Service Plan

- Detailed description of services to be provided
- Proposed service schedule and frequency
- Staffing plan and supervision approach
- Equipment and materials to be used
- Environmental and sustainability practices
- Emergency response procedures

6.4 Pricing

Provide detailed pricing for the following:

- Monthly base rate for regular maintenance services (per property or as a total)
- Seasonal service pricing (spring cleanup, fall leaf removal, etc.)
- Hourly rates for additional services not covered by base rate
- Any volume discounts or package pricing options
- Payment terms and billing schedule

7. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

Criteria	Weight	Description
Qualifications & Experience	30%	Years in business, relevant experience, references, certifications
Service Plan Quality	25%	Comprehensiveness, flexibility, environmental practices
Pricing	25%	Cost competitiveness, value for services, transparency
Responsiveness & Communication	20%	Timeliness of proposal, clarity, customer service approach

Homes First reserves the right to reject any or all proposals, to waive irregularities, and to accept the proposal deemed most advantageous to the organization.

8. TIMELINE AND KEY DATES

Milestone	Date
RFP Issue Date	November 12, 2025
Questions Due	November 28 2025
Proposal Submission Deadline	December 5, 2025 by 5:00 PM PST
Interviews (if required)	December 8-12, 2025
Contract Award Notification	December 19, 2025
Contract Start Date	January 1, 2026

9. SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically via email to:

Rachael Childs

Deputy Director

deputy@homesfirst.org

360-236-0920 x209

Email Subject Line: "2026 Landscaping Services Proposal - [Your Company Name]"

Proposals should be submitted as a single PDF document. File size should not exceed 10 MB. If you have additional materials that exceed this limit, please contact the above email to arrange alternate delivery.

Questions and Clarifications

All questions regarding this RFP must be submitted in writing to deputy@homesfirst.org by November 25, 2025. Responses to questions will be provided to all prospective bidders who have expressed interest in submitting a proposal.

10. CONTRACT TERMS

The selected contractor will enter into a service agreement with Homes First for the 2026 calendar year. Key contract terms include:

- **Contract Period:** January 1, 2026 - December 31, 2026
- **Option to Renew:** Two (2) one-year renewal options upon mutual agreement
- **Payment Terms:** Net 30 days from receipt of invoice
- **Performance Standards:** Detailed service level expectations to be outlined in contract
- **Termination:** Either party may terminate with 30 days written notice
- **Indemnification:** Contractor shall indemnify and hold harmless Homes First

11. ADDITIONAL INFORMATION

Site visits to properties may be arranged upon request. Please contact Rachael Childs to schedule property tours.

Homes First is an equal opportunity employer and encourages proposals from minority-owned, women-owned, and veteran-owned businesses.

We appreciate your interest in partnering with Homes First to maintain beautiful, safe, and welcoming communities for our residents.

Thank you for your proposal.

Attachments:

- Property Portfolio Map (available upon request)
- Sample Service Agreement (available upon request)
- Insurance Requirements Detail Sheet (available upon request)