



SUSSEX COUNTY LAND TRUST

Mowing Services Bid Proposal

2027 & 2028

Bid Contact

Eric Williams, Stewardship Manager

Sussex County Land Trust

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Invitation to bid for mowing and related grounds maintenance services at designated Sussex County Land Trust properties throughout Sussex County, Delaware.

Bid Due Date	Friday, October 30, 2026
Anticipated Contract Start Date	March 1, 2027
Contract Term	March 1, 2026 - December 1, 2028

1. Purpose

The Sussex County Land Trust (SCLT) is requesting proposals from qualified contractors to provide mowing and related grounds maintenance services at designated SCLT properties throughout Sussex County, Delaware.

The successful contractor will be responsible for providing mowing services at all properties included in this bid package. SCLT intends to select one contractor to perform the complete scope of work unless otherwise determined by SCLT.

All work performed under this contract will be coordinated through and subject to the direction of the SCLT Stewardship Manager. The intent is to provide reliable, consistent, and professional mowing services while recognizing that SCLT properties vary in size, use, terrain, and management objectives.

2. Properties Included

1. Wolfe House
2. Ickford Park
3. Stephen P. Hudson Park
4. Hopkins Preserve
5. Nanticoke Crossing Park
6. Forest of the Broadkill
7. Chase Oaks Preserve
8. Milton Crossing
9. Gills Neck Road Trail
10. Ard Na Gréine

A property map is included for each location and shall be considered part of the scope of work.

3. Mowing Schedule

Two-Week Rotation

Areas designated for regular mowing shall generally be mowed once every two weeks during the active mowing season. The Stewardship Manager may modify the schedule based on weather, ground conditions, grass growth, special events, property use, habitat or conservation considerations, maintenance requirements or other circumstances affecting a property.

Monthly Rotation

Areas designated for monthly mowing shall generally be mowed once each month during the active mowing season. The Stewardship Manager may modify the timing based on weather, ground conditions, grass growth, special events, property use, habitat or conservation considerations, maintenance requirements or other circumstances affecting a property.

As-Needed Mowing

Areas designated as As Needed shall not be mowed automatically. These areas shall only be mowed when specifically authorized by the SCLT Stewardship Manager. The contractor shall not perform or invoice SCLT for mowing in an as-needed area without prior authorization.

Special Mowing Standards

Areas designated in blue on the property maps are subject to the following property-specific mowing requirements:

- Grass clippings shall be removed from the lawn area.
- Clippings shall not be left in piles or windrows in the grass.
- All grass clippings shall be blown off the bike trail for the safety of trail users.
- Any grass that has grown or extended onto the bike trail shall be cut back to maintain a clean, clear trail edge.
- Branches and shrubs encroaching onto the bike path shall be trimmed back to maintain a clear and safe travel corridor.

4. Property Map Standards

The attached property maps identify mowing areas and other management considerations. Unless otherwise specifically noted on an individual map, the following standards apply:

RED	Two-Week Rotation - areas intended to be mowed approximately once every two weeks during the active mowing season.
GREEN	Monthly Rotation - areas intended to be mowed approximately once each month during the active mowing season.
PURPLE	As Needed - mow only when specifically authorized by the SCLT Stewardship Manager.
BLUE	Special Mowing Standards - see Section 3, Mowing Schedule.
YELLOW	Approximate Property Boundary - where shown. Not every property map includes a yellow boundary.
BLACK	DO NOT MOW - areas specifically excluded from mowing unless the Stewardship Manager provides specific authorization.
OTHER NOTES	Any additional labels, arrows or instructions shown on an individual property map shall be followed.

The attached maps are intended to identify mowing areas and areas excluded from mowing. Property boundary lines, where shown, are approximate and are provided for reference only. The maps are not surveys and shall not be interpreted as legal property boundary surveys.

The contractor shall mow only those areas designated for mowing on the applicable property map and as directed by the SCLT Stewardship Manager. If there is any uncertainty regarding a mowing boundary, excluded area or property condition, the contractor shall contact the Stewardship Manager before proceeding.

5. General Scope of Work

The contractor shall furnish all labor, equipment, fuel, transportation and supervision necessary to complete the required mowing services. Work shall include, where applicable:

- Mowing designated turf, grass, trails, access areas and open spaces.
- Trimming around signs, posts, fences, gates, kiosks, benches, buildings and similar features within designated mowing areas.
- Maintaining a neat transition between mowed and unmowed areas.
- Avoiding damage to trees, shrubs, plantings, fences, signs, structures, and other SCLT improvements.
- Keeping grass clippings off roads, sidewalks, trails, parking areas, and other improved surfaces.

- Removing or dispersing excessive grass clumps resulting from mowing.
- Maintaining mowing equipment in safe operating condition.
- Following all property-specific instructions provided by SCLT.

Unless specifically authorized, mowing equipment shall not enter wetlands, restoration areas, agricultural fields, sensitive habitat areas or areas identified as Do Not Mow.

6. Mowing Quality Standards

- Maintain an appropriate mowing height for the site and conditions.
- Avoid scalping turf or creating unnecessary rutting.
- Use equipment appropriate for the terrain and mowing area.
- Avoid mowing when conditions are excessively wet and equipment could damage the property.
- Avoid throwing grass, stones or debris toward vehicles, buildings, roads or neighboring properties.
- Exercise additional care around young trees, restoration plantings and other conservation improvements.
- Notify the Stewardship Manager if fallen trees, erosion, dumping, vandalism, damaged infrastructure or other unusual conditions are observed.

Damage caused by careless or improper mowing operations shall be reported immediately to the Stewardship Manager.

7. Weather and Site Conditions

SCLT recognizes that mowing schedules are affected by weather. The contractor shall use reasonable judgment regarding ground conditions and shall not operate equipment when doing so is likely to cause rutting, soil compaction, trail damage, turf damage or damage to wetland or environmentally sensitive areas.

When mowing must be delayed because of weather or site conditions, the contractor shall communicate with the Stewardship Manager. A delayed two-week mowing shall not automatically be performed if the next scheduled mowing is approaching; the contractor and Stewardship Manager will determine the appropriate schedule.

8. As-Needed Work Authorization

All purple-designated areas and other work identified as As Needed require authorization from the Stewardship Manager. Authorization may be provided by email, text message, telephone, or another mutually agreed-upon method.

The contractor shall provide a price per mowing occurrence for each as-needed area/property as part of the bid. SCLT is not obligated to authorize any minimum number of as-needed mowing occurrences during the contract period.

9. Contractor Responsibilities

- Accept responsibility for servicing all properties included in the contract.
- Designate a primary contact person for SCLT and coordinate directly with the Stewardship Manager.
- Maintain appropriate equipment for the size and conditions of the properties.
- Ensure that employees and subcontractors understand SCLT property-specific requirements.
- Follow the mowing maps and Stewardship Manager instructions.
- Immediately report property damage, safety concerns, or unusual conditions.
- Maintain required licenses and insurance and comply with applicable federal, state and local laws.

- Operate equipment safely and professionally and be responsible for the actions of employees and approved subcontractors.

Subcontracting of significant portions of the contract shall be disclosed to SCLT before work begins.

10. Protection of SCLT Property and Natural Resources

Many SCLT properties are managed for conservation, recreation, habitat protection and public benefit. The contractor shall exercise care to protect trees and shrubs, native vegetation, wildlife habitat, wetlands, restoration areas, agricultural areas, trails, signs, kiosks, gates, fences, benches, buildings, parking areas and other SCLT infrastructure.

Mowing outside designated areas without authorization is prohibited. The contractor shall immediately notify the Stewardship Manager of any accidental damage.

11. Property Access

The contractor is responsible for becoming familiar with access conditions at each property. Some properties may have gates, restricted entrances, narrow access points, pedestrian activity or other conditions requiring additional care. SCLT will provide access instructions when necessary.

The contractor shall not block public roads, neighboring driveways, emergency access or public trails unnecessarily while performing work.

12. Communication and Reporting

The contractor shall report directly to the SCLT Stewardship Manager and maintain reasonable communication regarding completion of scheduled mowing, weather delays, access issues, equipment-related delays, property damage, fallen trees or obstructions, dumping or vandalism, safety concerns, conditions requiring SCLT attention and questions regarding mowing boundaries.

SCLT may request a simple mowing log showing the property, date of service and type of service performed.

13. Pricing Requirements

Contractors shall provide pricing by property. Pricing shall clearly distinguish between:

- Regular Two-Week Rotation - price per mowing occurrence for each property containing regularly scheduled mowing areas.
- Monthly Rotation - price per mowing occurrence for each property containing monthly mowing areas.
- As-Needed Mowing - price per authorized mowing occurrence for each property containing as-needed mowing areas.

Pricing shall include all costs associated with completing the work, including labor, equipment, fuel, transportation, routine trimming, supervision, insurance, overhead and other costs necessary to complete the scope. SCLT shall not be charged additional mobilization or travel fees unless specifically identified in the contractor's bid and accepted by SCLT.

14. Bid Pricing Sheet

Property	Two-Week Rotation Price Per Visit	Monthly Rotation Price Per Visit	As-Needed Price Per Authorized Visit
Wolfe House	\$	N/A	N/A
Ickford Park	\$	\$	\$
Stephen P. Hudson Park	\$	N/A	\$
Hopkins Preserve	\$	N/A	\$
Nanticoke Crossing Park	\$	N/A	\$
Forest of the Broadkill	N/A	N/A	\$
Chase Oaks Preserve	N/A	N/A	\$
Milton Crossing	N/A	N/A	N/A
Gills Neck Road Trail	\$	N/A	N/A
Ard Na Gréine	\$	N/A	N/A

Hourly rate for additional work specifically authorized by the Stewardship Manager: _____

Other charges or exceptions: _____

15. Site Inspection

Contractors are encouraged to inspect the properties before submitting a bid. Submission of a bid indicates that the contractor has reviewed the scope of work and property maps and is satisfied that sufficient information has been provided to prepare the proposal.

Questions regarding mowing boundaries or property-specific requirements should be submitted to the Stewardship Manager before the bid deadline. SCLT may arrange a pre-bid property tour if determined necessary.

16. Insurance and Safety

The successful contractor shall maintain appropriate insurance coverage throughout the contract period. SCLT may require documentation of Commercial General Liability Insurance, Automobile Liability Insurance, Workers' Compensation Insurance as applicable, and other coverage reasonably required by SCLT. Proof of insurance shall be provided before work begins.

The contractor is responsible for following applicable workplace and equipment safety standards.

17. Contract Term

Beginning: March 1, 2026

Ending: December 1, 2028

Any extension or renewal of the agreement shall be subject to mutual agreement between SCLT and the contractor. SCLT reserves the right to modify mowing frequency or discontinue mowing at an individual property if property management needs change during the contract period.

18. Invoicing

Invoices shall identify the property name, date of mowing, type of service performed, amount charged and any specifically authorized additional work. Monthly and as-needed mowing must be clearly identified separately from regular two-week mowing. Invoices shall be submitted according to SCLT's normal payment procedures.

19. Bid Evaluation

SCLT reserves the right to consider factors other than price when selecting a contractor, including overall cost, experience, equipment capabilities, reliability, references, ability to service all properties, understanding of conservation properties, communication, safety record, quality of previous work and ability to respond to Stewardship Manager requests.

SCLT is not obligated to select the lowest bidder. SCLT reserves the right to reject any or all bids, waive minor irregularities, and select the proposal determined to be in the best interest of the Sussex County Land Trust.

20. Contractor References

Reference 1

Name/Organization: _____

Contact Person: _____

Phone/Email: _____

Reference 2

Name/Organization: _____

Contact Person: _____

Phone/Email: _____

Reference 3

Name/Organization: _____

Contact Person: _____

Phone/Email: _____

21. Contractor Information

Company Name: _____

Contact Person: _____

Business Address: _____

Telephone: _____

Email: _____

Years in Business: _____

Number of Employees/Crew Members Available: _____

Primary Equipment Proposed for This Contract:

22. Contractor Certification

By submitting this proposal, the contractor acknowledges that they have reviewed the bid specifications and available property maps and understand the scope of work. The contractor agrees that, if selected, they will provide mowing services in accordance with this bid package and the direction of the Sussex County Land Trust Stewardship Manager.

Contractor/Company: _____

Authorized Representative: _____

Signature: _____

Date: _____

23. Property Map Exhibits

The following maps are attached and considered part of this bid package. Individual property-map instructions take precedence if additional markings or instructions are shown.

Exhibit A - Wolfe House Mowing Map

Exhibit B - Ickford Park Mowing Map

Exhibit C - Stephen P. Hudson Park Mowing Map

Exhibit D - Hopkins Preserve Mowing Map

Exhibit E - Nanticoke Crossing Park Mowing Map

Exhibit F - Forest of the Broadkill Mowing Map

Exhibit G - Chase Oaks Preserve Mowing Map

Exhibit H - Milton Crossing Mowing Map

Exhibit I - Gills Neck Road Trail Mowing Map

Exhibit J - Ard Na Gréine Mowing Map

Bid Contact: Eric Williams, Stewardship Manager | Sussex County Land Trust | 302-233-2844 | bid@sclandtrust.org

Exhibit A - Wolfe House Mowing Map

Site Location: 36070 Wolfe Neck Rd, Rehoboth Beach, DE 19971

Map Key: Red = Two-Week Rotation | Green = Monthly Rotation | Purple = As Needed (Stewardship Manager Authorization) | Blue = Special Mowing Standards | Black = Do Not Mow

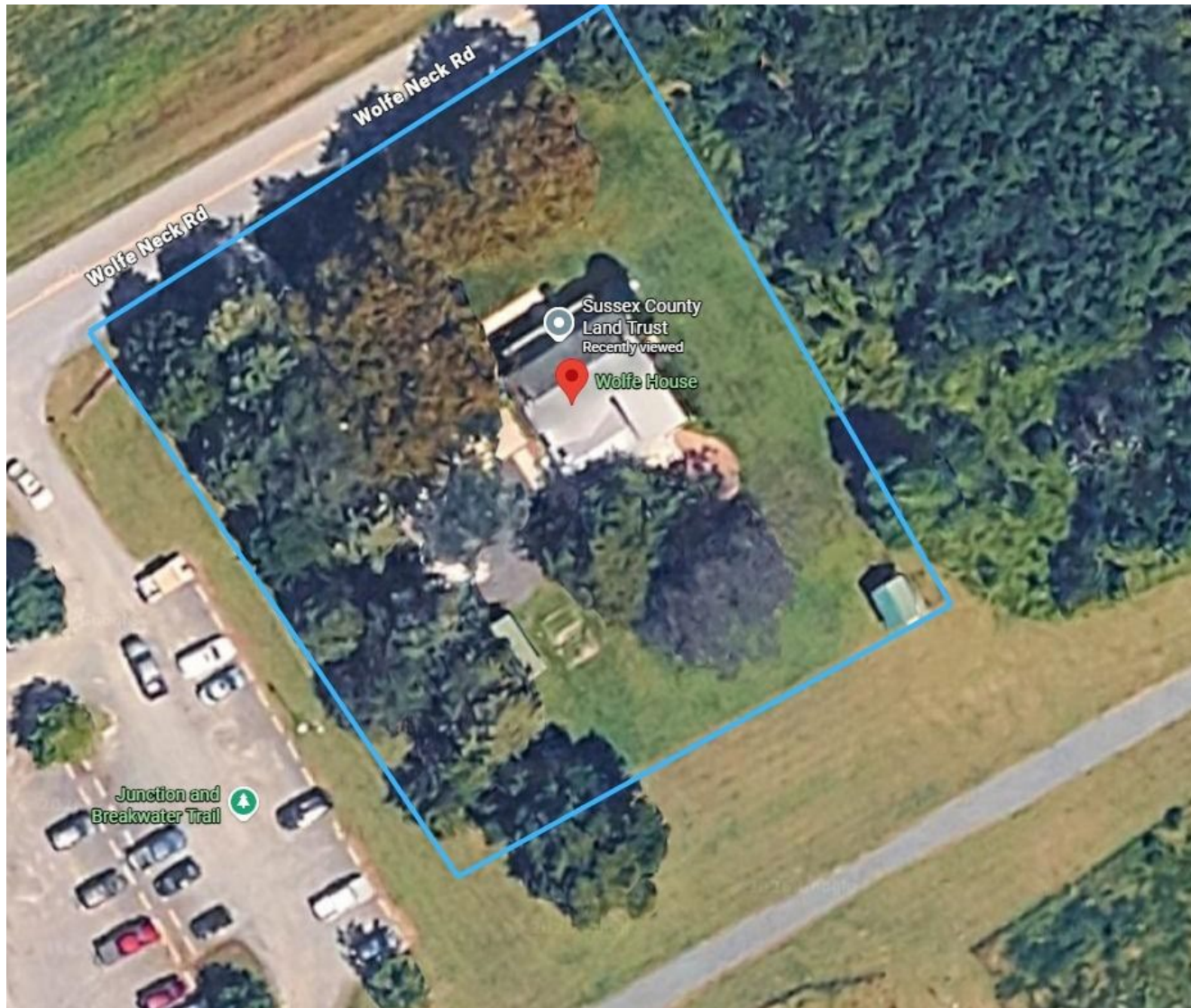


Exhibit B - Ickford Park Mowing Map

Site Location: 21475 Atlanta Rd, Seaford, DE 19973

Map Key: Red = Two-Week Rotation / Green = Monthly Rotation / Purple = As Needed (Stewardship Manager Authorization) / Yellow = Approximate Property Boundary, Where Shown / Black = Do Not Mow



Exhibit C - Stephen P. Hudson Park Mowing Map

Site Location: 18482 Cool Spring Rd, Milton, DE 19968

Map Key: Red = Two-Week Rotation / Green = Monthly Rotation / Purple = As Needed (Stewardship Manager Authorization) / Yellow = Approximate Property Boundary, Where Shown / Black = Do Not Mow



Exhibit D - Hopkins Preserve Mowing Map

Site Location: Sweetbriar Road, Lewes, DE 19958 (no assigned street number; see map)

Map Key: Red = Two-Week Rotation / Green = Monthly Rotation / Purple = As Needed (Stewardship Manager Authorization) / Yellow = Approximate Property Boundary, Where Shown / Black = Do Not Mow

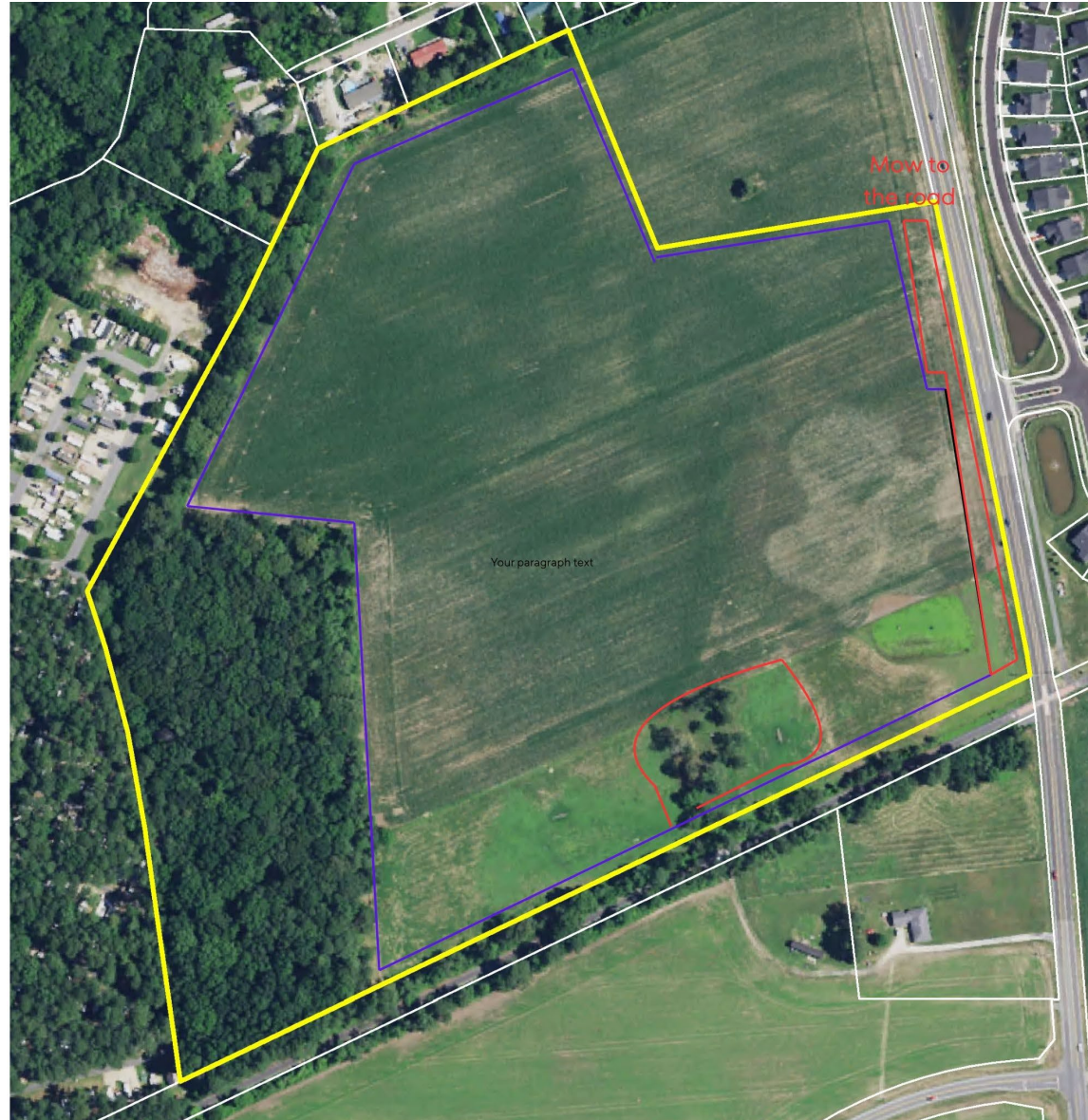


Exhibit E - Nanticoke Crossing Park Mowing Map

Site Location: 28498 Dot Ave, Seaford, DE 19973

Map Key: Red = Two-Week Rotation / Green = Monthly Rotation / Purple = As Needed (Stewardship Manager Authorization) / Yellow = Approximate Property Boundary, Where Shown / Black = Do Not Mow



Exhibit F - Forest of the Broadkill Mowing Map

Site Location: Shingle Point Rd at Gravel Hill Rd (DE 30), Milton, DE 19968

Map Key: Red = Two-Week Rotation / Green = Monthly Rotation / Purple = As Needed (Stewardship Manager Authorization) / Yellow = Approximate Property Boundary, Where Shown / Black = Do Not Mow



Exhibit G - Chase Oaks Preserve Mowing Map

Site Location: Robinsonville Road, Lewes, DE 19958 (see map; no verified street number)

Map Key: Red = Two-Week Rotation / Green = Monthly Rotation / Purple = As Needed (Stewardship Manager Authorization) / Yellow = Approximate Property Boundary, Where Shown / Black = Do Not Mow

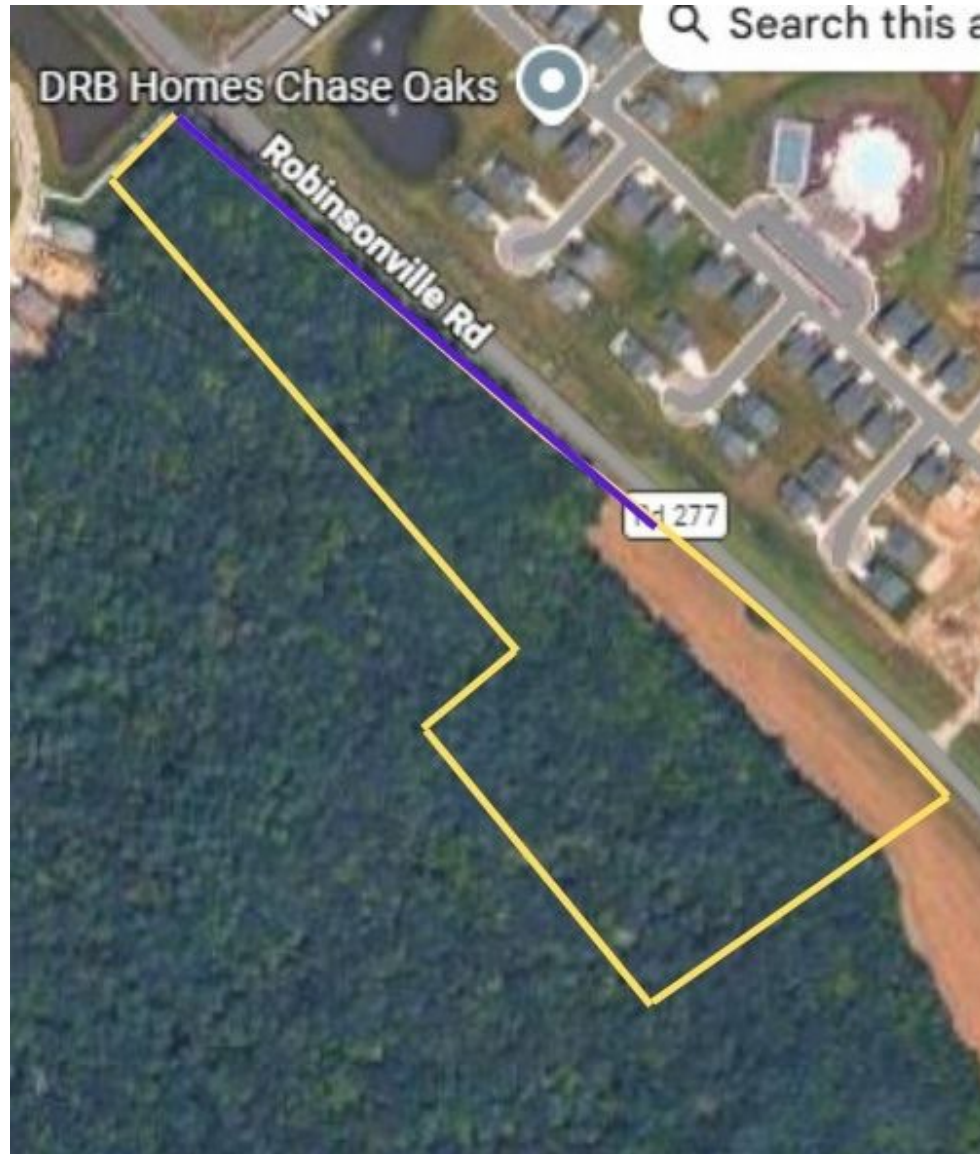


Exhibit H - Milton Crossing Mowing Map

Site Location: Route 1 South, Milton, DE 19968 (see map; no assigned street number)

Map Key: Red = Two-Week Rotation / Green = Monthly Rotation / Purple = As Needed (Stewardship Manager Authorization) / Yellow = Approximate Property Boundary, Where Shown / Black = Do Not Mow



Exhibit I - Gills Neck Road Trail Mowing Map

Site Location: Gills Neck Road, Lewes, DE 19958, between Gills Neck Road and Theodore C. Freeman Highway

Map Key: Red = Two-Week Rotation | Green = Monthly Rotation | Purple = As Needed (Stewardship Manager Authorization) | Blue = Special Mowing Standards | Yellow = Approximate Property Boundary, Where Shown | Black = Do Not Mow

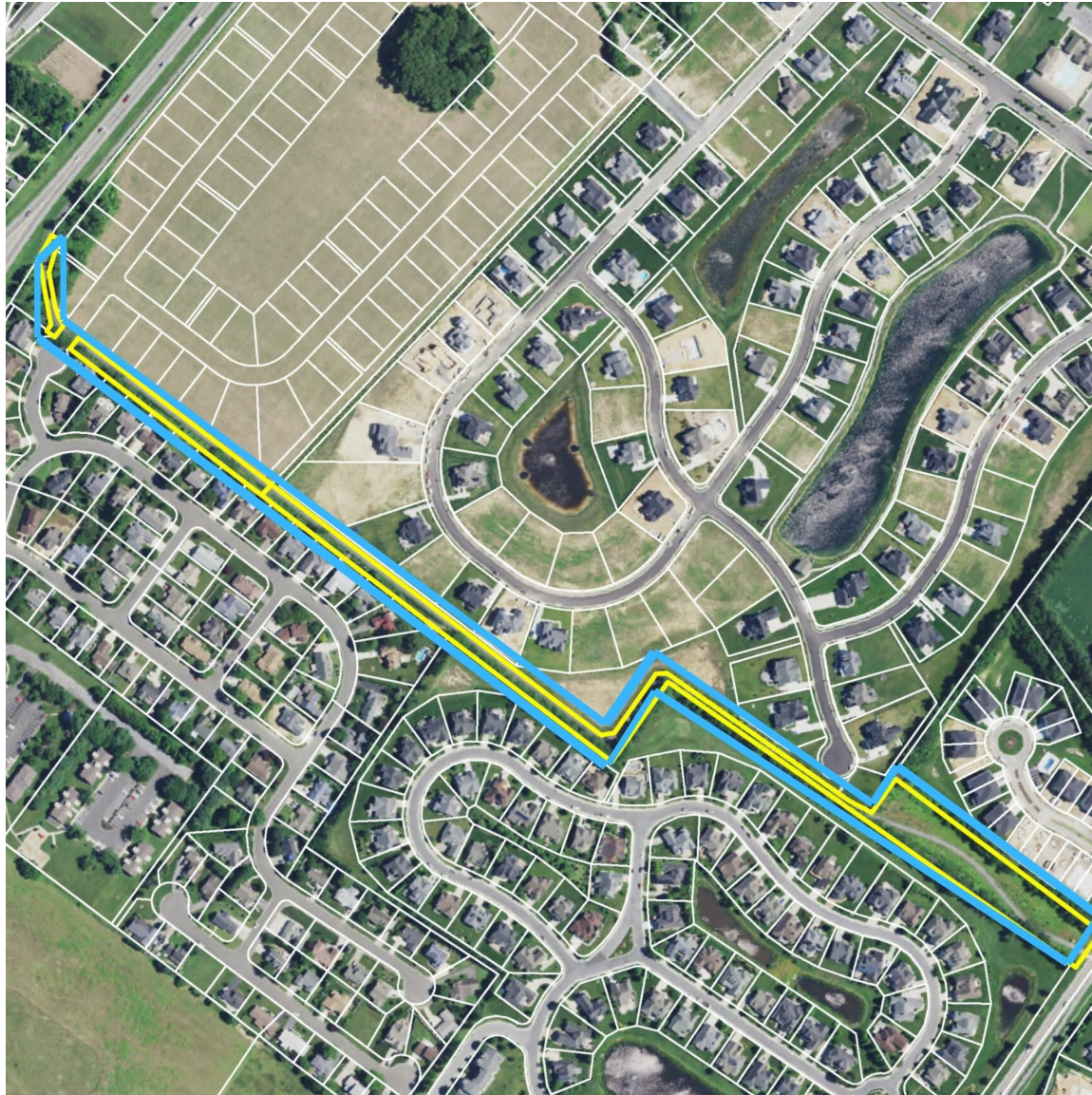


Exhibit J - Ard Na Gréine Mowing Map

Site Location: New Road / Donovan's Road area, Lewes, DE 19958 (private access; see map)

Map Key: Red = Two-Week Rotation / Green = Monthly Rotation / Purple = As Needed (Stewardship Manager Authorization) / Yellow = Approximate Property Boundary, Where Shown / Black = Do Not Mow

