



Request for Quote (RFQ)

Landscaping Services for the Mexico Beach Welcome Center

Published: August 26, 2026

Overview

The Mexico Beach Community Development Council, Inc. (MBCDC) is requesting written quotes from qualified landscaping companies to provide routine landscape maintenance services for the Mexico Beach Welcome Center located at 102 Canal Parkway, Mexico Beach, Florida.

The selected contractor shall provide all labor, equipment, materials, and transportation necessary to perform the services described in this Request for Quote (RFQ). Services are expected to include routine lawn maintenance, landscape bed maintenance, shrub pruning, irrigation inspections, weed and pest control, seasonal clean-up, and other related services described in this RFQ.

Quote Submission Requirements

Quotes must be received no later than **2:00pm (CT) on October 2, 2026.**

Late submissions may not be considered.

Submit quotes electronically to:

Kimberly Shoaf, President/CEO

Mexico Beach Community Development Council, Inc.

kimberly@mexicobeach.com

(850) 648-8196

Each quote shall include:

1. Company name, address, phone number, and primary contact
2. Completed Price Proposal Form
3. Completed References Form
4. Completed Vendor Certification
5. Proof of Business License and Liability Insurance

The MBCDC currently receives landscaping services for this property. Vendors are encouraged to visit the site to determine the scope of work before submitting a quote.

Any costs incurred in the preparation and submission of a quote shall be the sole responsibility of the vendor and will not be reimbursed by the MBCDC.

Questions regarding this RFQ should be submitted by email to kimberly@mexicobeach.com.



Award of Contract

Length of contract will be set during negotiations with awarded company. A tentative term is a three-year consecutive term with one, one-year extension. MBCDC reserves the right to reject any or all quotes, waive informalities, and award the contract in the best interest of the organization.

Selection will be based on, but not limited to:

- Price
- Experience
- References
- Ability to perform the work
- Responsiveness to this RFQ

Failure to submit all requested information may result in the quote being considered non-responsive.



Scope of Work

The contractor shall provide routine landscape maintenance for the Mexico Beach Welcome Center. Services shall include, but are not limited to, the following:

- **Lawn Maintenance**
 - Mow all turf approximately twenty-four (24) times annually, or as directed by the MBCDC.
 - Edge sidewalks, curbs, and landscape beds.
 - Trim around buildings, signs, trees, fencing, and other obstacles.
 - Remove litter, sticks and debris prior to mowing.
 - Blow grass clippings from sidewalks, parking areas, and entrances after each service.
- **Landscape Bed Maintenance**
 - Weed all landscape beds.
 - Apply herbicide as needed for weed control.
 - Remove leaves and landscape debris.
 - Maintain clean bed edges.
 - Monitor the health of landscape materials and notify MBCDC of any concerns.
- **Tree & Shrub Maintenance**
 - Prune shrubs seasonally to maintain appearance and existing growth pattern.
 - Cut back vegetation encroaching on parking areas, sidewalks, or buildings.
 - Remove dead, diseased, or damaged limbs and branches.
 - Major tree pruning shall only be performed with prior approval from MBCDC.
 - All landscape debris shall be removed from the property.
- **Irrigation**
 - Inspect irrigation during routine service visits.
 - Notify MBCDC of broken or damaged sprinkler heads, leaks, timer issues, or other deficiencies.
 - Make minor adjustments as needed.
- ***Weed & Pest Control**
 - Treat weeds throughout the property as necessary.
 - Monitor turf and plant material for insects or diseases.
 - Notify MBCDC when additional treatment is recommended.
 - *If service is not offered under company umbrella, list out name of company that would provide services, including rate and frequency on Price Proposal Form.
- **Seasonal Clean-up**
 - Perform as needed, including leaf removal, removal of accumulated debris, general landscape general landscape grooming, and additional trimming as necessary.
- **Communication**
 - If weather or unforeseen circumstances prevent scheduled service, notify MBCDC as soon as possible to reschedule.
 - Any property damage or maintenance concerns shall be reported immediately.



Price Proposal Form

Vendor Name: _____

Address: _____

Primary Contact: _____

Phone: _____ Email: _____

The undersigned proposes to provide landscaping services for the Mexico Beach Welcome Center in accordance with the requirements of this RFQ.

Description	Cost
Annual Landscaping Services	\$
OR Monthly Landscaping Services	\$

(Please provide either a monthly or annual price.)

Optional Additional Services:

Service	Rate
Hourly labor (outside scope)	\$ /hour
Additional straw/mulch installation	\$
Plant replacement (if requested)	Cost + % or \$
Irrigation repairs (materials not included)	\$ /hour

*Exceptions or Comments:

Proposed Contract Start Date:



References: Please provide three (3) references for similar landscaping services.

Reference #1

Organization/Name:
Address:
Contact Name:
Phone Number:

Reference #2

Organization/Name:
Address:
Contact Name:
Phone Number:

Reference #3

Organization/Name:
Address:
Contact Name:
Phone Number:



Vendor Certification

The undersigned certifies that:

- ☐ The information provided in this quote is true and accurate.
- ☐ The company has reviewed the Scope of Work and is capable of providing the requested services.
- ☐ The company maintains all required licenses and insurance necessary to perform this work.
- ☐ The company has **not** defaulted on any contract within the past five (5) years.

If the company has defaulted on a contract, please explain:

The company is currently involved in litigation that could affect its ability to perform this contract.

☐ Yes

☐ No

If yes, explain:

Will all work be performed by your company's employees?

☐ Yes

☐ No (If no, please explain)

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____ Date: _____