

February 5, 2026

Request for Bids

Lawn Fertilization & Herbicide

for the:

Dakota County CDA
1228 Town Centre Drive
Eagan, MN 55123

Contact:

Aaron Davis
Contract Services Specialist
Dakota County CDA
Office: (651) 675-4507
adavis@dakotacda.org



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Invitation-

REQUEST FOR BIDS (RFB)

**Lawn Fertilization & Herbicide
Dakota CDA, MN**

Qualified contractors are invited to submit a PRICE BID for the above noted services. The contract will be awarded to the qualified contractor with the low price bid.

Bid due: February 27, 2026 before 10:00 AM (CDT)
Contract start date: after April 15, 2026
Contract completion: This is a 1 year contract with the ability to renew for 2 more consecutive years. The contracts are separated into different property types.

This is an informal bid process. Bids can be e-mailed.

Brief description of the work- applying fertilizer & selective herbicides to our lawn areas at our listed sites.

For uniformity, please submit your bid on the **Bid Form** included in this Project Manual. All costs and alternates must be filled in; incomplete bids will be rejected. All price bids must be signed.

A bid bond and performance bond is required for project pricing over \$100,000.00 for the (1) year contract.

The CDA is exempt from the local .25% transit tax and MN state tax of 6.875%.

Colleen Loney Manor is subject to Davis-Bacon prevailing wages that are denoted by “public housing”. It should be noted that the principal contractor is responsible for full compliance with all the workers on-site (the contractor, subcontractors and any lower-tier subcontractors) with the labor standards provisions applicable to the project. Certified weekly payroll will be required to be submitted to CDA offices every week and includes paying construction labor on a weekly basis (a Davis-Bacon requirement).

Contractors or subcontractors that violate the labor standards provisions may face administrative sanction by HUD and/or DOL and may be subject to civil or criminal prosecution.

Contractor requirements:

The Contractor must be able to demonstrate that both the Contractor and its project superintendent have at least three years of experience with projects of the size and type of this one or larger. A list of at least three references and a minimum of three similar projects must be submitted to the CDA upon request.

The Contractor must have full knowledge of the services to be provided (as determined by the CDA). The Contractor must have a satisfactory credit standing, must have no delinquent tax liability, and must have the financial capability to perform under a contract for this project including the purchase of materials for the project. The Contractor must provide financial statements and credit references upon request.

The Contractor must not be in default on any contracts, must be in compliance with all tax laws of the State of Minnesota, must not be debarred by any institution or government agency as a result of performance of past contracts and must not be in violations of any provisions of contracts with the CDA.

The Contractor must not have been convicted of any criminal offense related to obtaining or attempting to obtain any public or private contract, or subcontract. The Contractor must not have been convicted, under any jurisdiction of law, for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense that, in the opinion of the CDA, is related to business integrity, honesty or performance under contract.

The Contractor must, if requested by the CDA, will submit evidence of ability to obtain the required insurance, must submit references and evidence of compliance with the above requirements within (72) hours of the request.

The Contractor agrees to provide any information requested by the CDA both before and during performance under a contract that the CDA feels is required to verify the Contractor's compliance with the conditions of the price bid, the requirements of the Project Manual or the conditions of the Contract.

All CDA properties are tobacco free work zones.

The Dakota County Community Development Agency:

The CDA reserves the right to reject any/all price bids received, and to waive any informalities and irregularities in this price bid request.

The CDA reserves the right to reject any contractor that, in the opinion of the CDA, does not meet the listed requirements or is not a responsible or qualified contractor, or does not otherwise have the capability to perform under a contract.

Information supplied to the CDA is subject to the Minnesota Data Privacy Act (MN stat 13.01 et seq) and shall become public unless it falls within one of the exemptions of the act and is identified as such by the Contractor. The CDA assumes no responsibility to defend any action by a third party seeking to access material deemed to not be public information. The CDA will release any information to comply with a court order. The CDA assumes no responsibility for any damages claimed by a Contractor as a result of release of information provided by the Contractor to the CDA.

Payment requests:

The CDA processes payment requests within (30) days on receipt. All invoices are to be emailed to AP@dakotacda.org. Payment requests must have all properly completed paperwork accompanying the request to be processed. The payments will be sent out via USPS and cannot be picked up.

Change orders:

All change order requests must have the signed (signed by both the contractor and CDA representative) change order paperwork prior to work taking place. Requests for change orders will not be allowed without the proper paperwork.

See the other sections of this RFB for further information and requirements.

Respectfully,

Aaron Davis

Contract Services Specialist

office: 651-675-4507

e-mail: adavis@dakotacda.org

SUPPLEMENTARY CONDITIONS FOR LAWN FERTILIZING & HERBICIDE APPLICATIONS

1. The contractor will be required to complete all work in a good, workmanlike manner in accordance with standard practices which are acceptable within the trade. The goal is to maintain lawn areas that are +95% weed free.
2. Any changes must be in writing and approved by the CDA, and the Contractor.
3. It is the responsibility of the contractor to determine all needs to complete the work.
4. All materials and labor shall be furnished by the contractor unless otherwise specified.
5. All materials shall be code approved. All work shall comply with existing codes.
6. The contractor must secure all necessary permits at their expense.
7. The contractor shall be responsible for all necessary inspections required prior to final Payment.
8. All bids must be good for 90 days.
9. **Billings** shall be submitted for each treatment cycle: spring, summer, and fall. The billing format shall follow the Supplement “A” lists for ease of verification and processing payment.
10. Contractor will **notify CDA in writing** at least two (2) weeks prior to application of chemical with a scheduled time and location.
11. CDA shall notify residents (if needed).
12. Contractor shall leave “**flags**” out on all lawn sites letting people know that chemical has been applied. A flag shall be placed at **Senior** sites near the main entry and at all driveway site entry(ies), at **Work Force** sites at all driveway site entry(ies) and at mailbox locations on work force sites.
13. The listed CDA properties will be made up of both occupied and vacant apartments/homes.
14. All work shall be performed by the Contractor and/or employees who are skilled in their trade and who are able to work in harmony with the employees of the Dakota County CDA, residents, and employees of other contractors who may be working at the units where work is to be done.
15. The contractor shall take adequate precautions for protection of all CDA buildings and residents’ property and shall be responsible for all damage resulting from work done under this contract. All repairs or replacements necessitated by such damage shall be accomplished at no extra cost to the CDA.
16. The contractor shall conduct all operations so as to maintain safe conditions at building entrances, walks and driveways. Fire lanes must be kept clear of contractor equipment and materials at all times.
17. Should the contract documents require work to be performed after regular working hours, or should **the contractor elect to perform work after regular working hours, the additional cost of such work** shall be borne by the contractor. Regular working hours are 8:00 AM – 4:30 PM Monday – Friday unless otherwise indicated or approved by the Dakota County CDA. The contractor shall not enter into disputes with residents of the Dakota County CDA properties.

18. The Contractor shall supply the CDA with direct dial, or cell phone number that can be used by the CDA to reach a company official or superintendent during normal working hours.
19. The CDA will furnish the contractor, without charge, all copies of the specifications reasonably necessary for the performance of the contract work.
20. Soil testing may be completed at Dakota County's request to establish soil baselines for nitrogen, phosphorus, potassium and pH levels. Program may be adjusted in accordance with results from soil testing lab.
21. Chemical applications must be completed by applicators that are Certified Pesticide Applicators that are licensed by the Minnesota Department of Agriculture. The applicators must be in uniform while performing the applications. All applicators must have passed a background investigation and drug-screen. **The applications must be completed when children and pets are not present.** Company must notify Dakota County CDA with a written notification 2 weeks prior to application and indicate which property will be treated and on what day the applications will be completed. All chemicals and applications shall meet state and local city codes.
22. Company must supply the Dakota County CDA with technical data, MSDS information or fertilizer data prior to first application. Also, if using other than the chemicals specified, bidding companies must include chemical substitute and which chemical it is replacing along with MSDS on the new product. Must have prior approval before due date for chemical substitution.
23. Chemical Applications & rates Allow 6-8 weeks between applications:
 - a. Spring (before May 10th)**

18-0-11 Fertilizer. Additive: 6% stabilized nitrogen (derived from dicyandiamide)
Rate of application:
1.1 lb/1000sf of nitrogen (derived from urea)
3.1 lb/1000sf of potassium (derived from potash)
Pre-emergent herbicide: Prodiamine 65wdg at .75lbs per acre
(<http://www.quali-pro.com/media/files/products/Quali-Pro-Prodiamine-65WDG-Revised-8-24-09-.pdf>)
Post emergent: Triplet broadleaf 1.2oz/1000 sf (<http://www.cdms.net/LDat/mp45Q005.pdf>)
 - b. Summer (about July 10th)**

18-0-11 Fertilizer. Additive: 6% stabilized nitrogen (derived from dicyandiamide)
Rate of application:
1.1 lb/1000sf of nitrogen (derived from urea)
3.1 lb/1000sf of potassium (derived from potash)
Post emergent: Triplet broadleaf 1.2oz/1000 sf (<http://www.cdms.net/LDat/mp45Q005.pdf>)
 - c. Fall (about September 10th)**

18-0-11 Fertilizer Additive: 6% stabilized nitrogen (derived from dicyandiamide)
Rate of application:
.75 lb/1000 of nitrogen (derived from urea)
.50 lb/1000 of potassium (derived from potash)
Post emergent: Triplet broadleaf 1.2oz/1000sf (<http://www.cdms.net/LDat/mp45Q005.pdf>)

24. Contractor shall be responsible for further applications (at their expense) if broadleaf weeds, or crab grass is present after chemical application.
25. Company must supply a list of work staff and list equipment to be used.
26. Soil testing may be completed at Dakota County's request to establish soil baselines for nitrogen, phosphorus, potassium and pH levels. Program may be adjusted in accordance with results from soil testing lab.
27. Applications must be completed by applicators that are Certified Pesticide Applicators that are licensed by the Minnesota Department of Agriculture. The applicators must be in uniform while performing the applications. All applicators must have passed a background investigation and drug-screen. The applications must be completed when children and pets are not present. Company must notify Dakota County CDA with a written notification 2 weeks prior to application and indicate which property will be treated and on what day the applications will be completed. All chemicals and applications shall meet state and local city codes.
28. The contractor must supply the Dakota County CDA with technical data, MSDS information or fertilizer data prior to first application. Also, if using other than the chemicals specified, bidding companies must include chemical substitute and which chemical it is replacing along with MSDS on the new product. Must have prior approval before due date for chemical substitution. MSDS must be delivered to the CDA at or prior to the signing of the contract.
29. The contractor must supply a list of work staff and list equipment to be used.
30. The attached Contractor Worksheet (which each individual property) must be filled out to be a complete bid. Properties may be added or removed from this list.
31. Lawn treatments shall not be applied when it is raining or when winds are greater than 15 mph.
32. Lawn treatments that have not dried and washed away by rain will need to be re-applied.

BID FORM (SUBMIT TO CDA)**Forward to:**

Dakota County CDA
Attn: Aaron Davis
1228 Town Centre Drive
Eagan, Minnesota 55123

I. Base Price:

The undersigned, having carefully examined the Project Manual prepared by The Dakota County CDA for the following work:

Lawn Fertilizer & Herbicide Treatments (Dakota CDA), Minnesota, being familiar with the local conditions affecting the cost of the work, hereby proposes to furnish all labor, material, equipment, tools, transportation, taxes and services necessary to complete the work. The Davis–Bacon labor rates are to be applied to public housing sites. The work to be in accordance with the Project Manual for the following sums. The costs are to include yearly inspections, (6) year maintenance and recharge, (12) year hydrostatic testing and re-charge for each respective grouping of senior, work force, and public housing line cost:

Type of Housing	1 st Year (2026)	2 nd Year (2027)	3 rd Year (2028)
Senior Housing			
Workforce Housing			
Public Housing			
Section 18 Housing			
Lincoln Place			
CDA Office			
Gateway Place			
Nicols Point			
NSP Sites			
TOTAL			

II. Alternates:

Alternates must be filled out to be a completed/valid form. Price for work includes: to be done regular work hours (not overtime), trip to site, taxes and any permits. Prices for alternates to be maintained for years 1-3 of the contract period unless otherwise noted.

1. Provide a price for an extra (4th) lawn treatment at a typical senior site with 60+ units.

	1 st year (2026)	2 nd year (2027)	3 rd year (2028)
Add	_____	_____	_____

2. Provide a price for an extra (4th) lawn treatment at a typical family site with 30+ units.

	1 st year (2026)	2 nd year (2027)	3 rd year (2028)
Add	_____	_____	_____

3. Provide a price for an extra (4th) lawn treatment at a typical public housing site with 16 units.

	1 st year (2026)	2 nd year (2027)	3 rd year (2028)
Add	_____	_____	_____

III. GENERAL

- A. Accompanying this bid is bid security in the form of a _____ amount of \$ _____. The bid security noted above includes the combination total of the base bid plus the total of all alternates. The undersigned agrees that if this bid is accepted and the undersigned refuses to enter into a Contract with the CDA on the terms stated in this Bid or fails to furnish satisfactory Performance and Payment Bonds in accordance with the Bidding Documents, this bid security shall be forfeited to the CDA, not as a penalty, but as liquidated damages.
- B. The undersigned agrees, if awarded the Contract, to enter into a Contract with the CDA and will execute the Agreement and furnish satisfactory Performance and Payments Bonds in accordance with the Bidding Documents.
- C. The undersigned agrees that this bid may not be withdrawn for a period of (60) calendar days immediately following the date of receipt of bids. It is understood that the CDA reserves the right to reject any or all bids, to waive any informality or irregularity in any bid received and to accept any alternate in any order or combination.
- D. Addenda Nos. _____ have been received and incorporated in this Bid.
(required to be filled in)
- E. I have reviewed the site conditions, the project manual/requirements, and required submittals in providing the costs for the noted services:

Legal Name of Person, Firm or Organization _____

Name _____

Address _____

By _____ Title _____

CONTRACTOR'S QUALIFICATION STATEMENT

SUBMITTED BY _____ CORPORATION _____
ADDRESS _____ PARTNERSHIP _____

PRINCIPAL OFFICE _____ INDIVIDUAL _____
PHONE _____ OTHER _____

(NOTE: Attach separate sheets as necessary)

1. How many years has your organization been in business?
2. How many years has your organization been in business under its present business name? _____
- 3: If a corporation, answer the following:
Date of incorporation: _____
State of incorporation: _____
President's name: _____
Vice-President's name: _____
Secretary's name: _____
Treasurer's name: _____
4. If individual or partnership, answer the following:
Date of organization: _____
Name and address of all partners: _____
5. We normally perform _____% of the work with our own forces
6. Have you ever failed to complete any work awarded to you? If so, note when, where, and why:

7. List your equipment: _____

8. List your principal subcontractors: _____
9. List your principal suppliers: _____
10. List your bank references: _____
11. List three completed projects who may be contacted as references, type or work address, phone number and contact name.
- a. _____
- b.. _____
- c. _____
12. List insurance requirements
- Name of insurance company: _____
- Name of insurance agent: _____
- Agent phone number: _____
13. Are you licensed by the State of Minnesota? _____
- List other licenses held: _____

I certify that the above is true and complete and I authorize the Dakota County CDA to verify any information on this statement.

Signature_____Date_____

Submit to the CDA

All CDA Properties 2026

Senior Housing

						Contractor Fill-in			
Property Name	Address	City	Zip	Type	Units	Turf SF	Spring	Summer	Fall
Winsor Plaza	20827 Howland Ave.	Lakeville	55044	Senior	64				
Eagle Ridge Place	12600 Eagle Ridge Drive	Burnsville	55337	Senior	60				
Oakwoods of Eagan	2065 Park Center Drive	Eagan	55122	Senior	65				
Haskell Court	140 E. Haskell	West St. Paul	55118	Senior	42				
Mississippi Terrace	301 Ramsey Street	Hastings	55033	Senior	40				
Carmen Court	5825 Carmen Ave.	IGH	55076	Senior	51				
Orchard Square	7375 157th Street West	Apple Valley	55124	Senior	50				
Parkview Plaza	730 South Plaza Drive	Mendota Heights	55120	Senior	65				
River Heights Terrace	1720 Thompson Ave.	South St. Paul	55075	Senior	54				
Cameo Place	3101 Lower 147th Street	Rosemount	55068	Senior	44				
O'Leary Manor	1220 Town Centre Drive	Eagan	55123	Senior	65				
Park Ridge Place	330 E. Burnsville Parkway	Burnsville	55337	Senior	66				
Cortland Square	7385-157th Street West	Apple Valley	55124	Senior	60				
Main Street Manor	8725-209th Street	Lakeville	55044	Senior	51				
Cahill Commons	5840 Cahill Avenue	IGH	55076	Senior	60				
Village Commons	720 Linden Street	Mendota Heights	55118	Senior	60				
Lakeside Pointe	1200 Town Centre Drive	Eagan	55123	Senior	60				
The Dakota	900 So. Robert Street	West St. Paul	55118	Senior	59				
Rivertown Court	1791 South Frontage Road	Hastings	55033	Senior	63				
Dakota Heights	337 - 15th Ave. N.	South St. Paul	55075	Senior	56				
Oakwoods East	2061 Park Center Drive	Eagan	55122	Senior	55				
Crossroads Commons	17725 Glasgow Avenue	Lakeville	55044	Senior	87				
Cobblestone Square	15847 Emperor Ave	Apple Valley	55124	Senior	60				
Thompson Heights	1350 Thompson Avenue	South St. Paul	55075	Senior	60				
Vermillion River Crossing	21400 DuShane Parkway	Farmington	55024	Senior	66				
Hillcrest Pointe	9170 Cahill Ave.	Inver Grove Hts.	55076	Senior	66				
Cambrian Commons	14736 Cambrian Ave.	Rosemount	55068	Senior	60				
Argonne Hills	17688 Junelle Path	Lakeville	55044	Senior	62				
Sub-totals (Senior)									
									TOTAL

Submit to the CDA

Work Force Housing (Family)						Contractor Fill-in			
Property Name	Address	City	Zip	Type	Units	Turf SF	Spring	Summer	Fall
Parkside	1401-1441 122nd Street	Burnsville	55337	WF	22				
Glenbrook	12525-12639 Glenbrook Way	Apple Valley	55124	WF	39				
Spruce Pointe	7801-7873 Chandler Lane	IGH	55076	WF	24				
Oak Ridge	1613-1671 Oak Ridge Circle	Eagan	55122	WF	42				
Pleasant Ridge	1324-1348 No. Frontage Rd.	Hastings	55033	WF	31				
Cedar Valley	17326-17358 Glacier Way	Lakeville	55044	WF	30				
Chasewood	7260-7310 W. 155th Street	Apple Valley	55124	WF	27				
Country Lane	7754-7870 210th Street West	Lakeville	55044	WF	29				
Hillside Gables	2400-2448 Lexington Ave.	Mendota Heights	55120	WF	24				
Marketplace	1601-1699 So. Frontage Rd.	Hastings	55033	WF	28				
Heart of the City	129 E. Travelers Trail	Burnsville	55337	WF	34				
Erin Place	4551 Villa Parkway #F	Eagan	55122	WF	34				
Prairie Crossing	20336 Icefall Trail	Lakeville	55044	WF	40				
Lafayette	4900 Bongard Way	IGH	55076	WF	30				
West Village	1725-1789 So. Frontage Rd.	Hastings	55033	WF	21				
Carbury Hills	13430 - 13591 Carbury Way	Rosemount	55068	WF	32				
Twin Ponds	Twin Ponds Circle	Farmington	55024	WF	51				
Meadowlark	20904 - 20997 Holiday Ave	Lakeville	55044	WF	40				
Quarry View	15366-15482 Emblem Way	Apple Valley	55124	WF	45				
Northwood	Oak & Maple Streets, Aspen Ct.	Eagan	55123	WF	50				
Inver Hills	8350-8389 Bravo way	IGH	55076	WF	24				
Riverview	3160-3214 Riverview Ave.	Eagan	55121	WF	27				
Lakeshore	1302-1444 Shoreline Dr.	Eagan	55121	WF	50				
Keystone Crossing	20688-20696 Keystone Ave.	Lakeville	55044	WF	36				
Prestwick	14101 14160 Addison Way	Rosemount	55068	WF	36				
Denmark Townhomes	22301-22354 Demark Trail	Farmington	55024	WF	40				
Sub-totals (Workforce)									
									TOTAL

Submit to the CDA

Public Housing

						Contractor Fill-in			
Property Name	Address	City	Zip	Type	Units	Turf SF	Spring	Summer	Fall
Colleen Loney Manor	1675 Livingston Avenue	West St. Paul	55118	PH	80				
McKay Manor	7630-7660 142nd Street	Apple Valley	55124	PH	16				
Ideal Way Townhomes	20008-20022 Ideal Way	Lakeville	55044	PH	8				
Glazier Townhomes	14631-14659 Glazier Avenue	Apple Valley	55124	PH	15				
Portland North	13801-13811 Portland Ave. S.	Burnsville	55337	PH	16				
Portland South	14151-14181 Portland Ave. S.	Burnsville	55337	PH	16				
145th & Biscayne	14580-14602 Biscayne Avenue	Rosemount	55068	PH	12				
145th & Biscayne	2470-2484 145th Street	Rosemount	55068	PH	8				
Oliver/Terrace	12908-12916 Oliver Avenue	Burnsville	55337	PH	10				
Oliver/Terrace	2300-2310 Terrace Drive	Burnsville	55337	PH	6				
Pleasant 4 plex	610 Pleasant Drive	Hastings	55033	PH	4				
Pleasant 4 plex	650 Pleasant Drive	Hastings	55033	PH	4				
PH 4 Plex	2231-2237 Old County Road 34	Burnsville	55337	PH	4				
PH 4 Plex	14321-14325 Hayes Road	Apple Valley	55124	PH	2				
PH 4 Plex	8272-8276 143rd Street	Apple Valley	55124	PH	2				
Sub-totals (Public Housing)									TOTAL

Other

						Contractor Fill-in			
Property Name	Address	City	Zip	Type	Units	Turf SF	Spring	Summer	Fall
Lincoln Place	1997 Gold Trail	Eagan	55122	youth	25				
CDA Office Building	1228 Town Centre Drive	Eagan	55123	office	N/A				
Nicols Pointe	4012 Nicols Road	Eagan	55122	adult	24				
Gateway	895 Robert St.	West St. Paul	55118	adult	36				
Gateway Vacant Lot	next to Gateway 895 Robert Street	West St. Paul	55118	vacant	0				
Sub-totals (other)									TOTAL

Demo-Dispo Sites

						Contractor Fill-in			
Property Name	Address	City	Zip	Type	Units	Turf SF	Spring	Summer	Fall
	13974-13976 Holyoke Path South	Apple Valley	55124		2				
	5637 144th Street	Apple Valley	55124		1				
	5884 139th Street	Apple Valley	55124		1				
	13174-13176 Foliage Avenue	Apple Valley	55124		2				
	15351 Drexel Way	Apple Valley	55124		1				
	13007-13009 County Road 5	Burnsville	55337		2				
	2804-2806 Rolling Oaks Road	Burnsville	55337		2				

Submit to the CDA

[illegible]

Submit to the CDA

NSP Sites						Contractor Fill-in				TOTAL
Property Name	Address	City	Zip	Type	Units	Turf SF	Spring	Summer	Fall	
NSP House	283 Hurley	W St Paul	55118		1					
NSP 4 Plex	14349-14355 Hayes	Apple Valley	55124		1					
		Sub-totals (NSP)								