

2015 MOWING, LANDSCAPE AND GROUNDS MAINTENANCE
SPECIFICATIONS



**Request for Proposals
For Landscape and Grounds Maintenance Services
for
The Sanford Housing Authority
RFP#15-008**

**Sanford Housing Authority
Request for Proposals**

The Sanford Housing Authority, a recipient of federal assistance through the U.S. Department of Housing and Urban Development (HUD), seeks proposals, in accordance with 24 CFR 85.36, for the procurement of a Landscape and Grounds Maintenance Contract for its public housing developments.

Qualified contractors are invited to submit a proposal no later than **Tuesday, May 5, 2015 at 4:00 p.m.**

Complete details of this Request for Proposals may be obtained by contacting Shannon McLean, Executive Director, Sanford Housing Authority; email to smclean@shanc.org.

The SHA is an equal opportunity agency. The SHA solicits and encourages Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation in all of its contracts.

Proposals should be submitted to Sanford Housing Authority, Attention Shannon McLean, P.O. Box 636, Sanford, NC 27331, no later than Tuesday, May 5, 2015. Proposals must be clearly marked "Landscape and Grounds Maintenance Services".

Shannon McLean
Executive Director

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Executive Summary

The Sanford Housing Authority and its Affiliates (the Owner) own occupied parcels throughout the City of Sanford.

The objective of the mowing, landscape and grounds maintenance contract is to maintain the landscape and grounds in a weed-free environment where the grass is cut and edged with the clippings removed from the sidewalks and the shrubs are neatly trimmed. The Owner anticipates the award of a one year contract.

If you have questions regarding this solicitation, please contact the Executive Director, Ms. Shannon McLean at 919-776-7655, extension 222. Respondents are encouraged to visit the properties prior to submitting bids. A site visit is scheduled for Wednesday, April 29, 2015 at 9:00 a.m., at 1000 Carthage Street, Sanford, NC 27330.

A pre-service/pre-contract execution meeting is required with the site property manager and designated maintenance staff to discuss Owner's expectations.

Scope of Work:

The Contractor is to provide all labor, materials, and equipment necessary to successfully complete the mowing, landscape and grounds maintenance specifications for all of the Owner's property. Scheduled mowings are to be conducted between 7:00AM – 4:00PM Monday thru Friday. Each development and/or individual properties are to be completed in no more than 48 hours.

- a. The Owner hereby request bids for services at eight (8) developments, and the Central Office. The Owner reserves the right to specify which developments and/or individual properties to services and how often.
- b. The term of service will be for one year and approximately 22 mowings per community and for the Central Office location. The Owner specifically reserves the right to increase or decrease the number of mowings at its sole option depending upon factors of funding levels, weather, and appearance.

<u>Month</u>	<u>Approximate Number of Mowings</u>
March	1
April	3
May	3
June	3
July	3
August	3

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*September	2
*October	2
*November	2
**December	0

*During the months of September through November, Contractor shall remove leaves as requested by site property manager or designated maintenance staff; this is in addition to the mowings.

** During the month of December, Contractor shall perform up to two leaf removals.

- c. Contractors must bid per unit prices. Contractor must provide the cost to mow each development grounds upon verifying conditions affecting the work before bidding. The contracts will be awarded to the best-qualified and responsible bidder(s), providing the most advantageous proposal, in the best interest of the Owner. Contractors must provide evidence and display the ability to provide the services. Below are the developments by AMPs:

AMP 1 - a) Foushee Heights
 b) Linden Heights
 c) Utley Plaza

AMP 2 - a) Matthews Court
 b) Stewart Manor

AMP 3 - a) Garden Street
 b) Gilmore Terrace
 c) Harris Court

GROUP 4 - a) Central Office Location

Contractor must further adhere to the requirements/items listed in the proceeding sections.

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Debris:

Contractor must pick up trash, limbs, rocks, bottles, broken glass, debris, etc. before mowing.

Equipment:

Contractor must be able to provide all equipment, materials, supplies, labor, fuel, and other resources needed to complete the mowing of all developments and/or individual properties once within no more than five (5) calendar days, excluding rain days.

Fallen Limbs:

All fallen limbs, four inches (4") or less will be placed by the nearest dumpster. At individual properties contact Owner with estimate of debris removal. Limbs larger than four inches (4") will be reported to the Owner's site property manager and maintenance designated maintenance staff.

Turf Management:

All lawns and grounds will be mowed, trimmed, and edged, and clippings, etc. will be blown from the hard surfaces each mowing.

Mowing:

All lawns are to be uniformly cut at a height between 3" and 4" each mowing, unless otherwise specified by the site property manager or maintenance designated maintenance staff. Uneven cuts or missed areas are unacceptable. All cut grass must be mechanically blown off all sidewalks, streets, curbs, stairwells, parking areas, etc. **Contractor must notify site property manager or maintenance designated maintenance staff prior to mowing so that Owner vehicles can be relocated in order to prevent vehicle damage.**

Trimming:

Grass and other vegetation that was not cut by the lawn mowing equipment will be trimmed to a height of 3" to 4". This will include and not be limited to the perimeter of buildings, trees, shrubs, posts, fences, and the like. All grass will be eradicated from hard surface cracks and joints.

Edging:

All of the hard surfaces will be edged and trimmed to ensure that the dimensions of the hard surfaces are defined, and present a manicured appearance each time the lawn is mowed and trimmed. The curbs and downspout splash blocks are considered hard surfaces. Contractor must edge and trim grass around buildings, trees, shrubs, posts, fences, sidewalks, drives and the like each mowing.

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Blowing:

All grass clippings will be blown off, removed by hand or by other means from sidewalks and other hard surfaces, to include porches. **Contractor must notify the site property manager or maintenance designated maintenance staff prior to mowing so that Owner vehicles can be relocated in order to prevent vehicle damage.**

Weed Control:

All parking lots, sidewalks, stairwells, curbs, splash blocks, fence lines, and buildings and the like may be sprayed with a non-restricted systemic herbicide or manually removed to ensure no growth during the duration of the contract period. When herbicide is applied to any areas, a maximum of 4" contact is desired. The maximum of 6" is allowable on fence each side of fence lines. All applicators will hold an N. C. Public Pesticide Operator's License.

Leaf Pick-Up:

Contractor shall pick up all leaves prior to moving. All leaves shall be removed from the premises.

Residents' Personal Plant Beds:

If a resident appears to maintain their own plant beds and bushes, avoid pruning or cutting any plants without consulting the Owner's site property manager or maintenance designated maintenance staff. Resident planting areas, which are not maintained or that are more than 4 feet from the building, will be reported to the Owner's site property manager and designated maintenance staff.

Pruning:

All pruning of bushes and shrubs shall be done to the National Arborist Association Standards ANSI A300.

Shrubs and Bushes:

All shrubs and bushes will be pruned to a height of four feet high or to the bottom of the windowsill. Shrubs and bushes in common areas or smaller than four feet high will be trimmed to a natural, manicured appearance. In no instance shall shrubs, bushes and/or vegetation contact structures or fences.

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Volunteer Vegetation Growth:

All volunteer vegetation referred to as vines, suckers, volunteers, saplings, etc. are to be removed.

Payments:

- a. Contractor will submit an itemized invoice with the site upon completing each mowing.
- b. Completed payroll sheets are required with each invoice.
- c. The Owner's designated site representative(s) will inspect all work and payments will be issued (net 30 days) upon satisfactory completion. Owner reserves the right to withhold payment until work is satisfactorily completed. Reasons for not accepting the Contractors' work may include, but is not limited to:
 - not trimming or edging the site/parcels
 - leaving patches of uncut grass
 - overrunning cutting schedule
 - failure to pick up trash and debris before cutting
 - creating safety hazards to residents when cutting
 - failure to maintain required insurance
 - failure to provide payroll sheets

Safety:

- a. Resident safety must be the Contractor's prime concern. Contractor must operate equipment in a safe manner, avoid mowing around residents where rocks may be thrown from equipment, and stringently adhering to recognized, OSHA, and other safety standards.
- b. Contractor is specifically prevented from using side or rear discharge mowers without the factory recommended safety guards. Mowers with mulching blades and decks are preferred.

Termination of Agreement:

The Owner has the right to terminate this contract for any reason by giving thirty days written notice to the Contractor and paying for all previous work successfully completed up and until the date of contract termination. If the Contractor has a claim against the Owner, the Contractor must submit the claim in writing within thirty days of the occurrence. The Owner's Executive Director or designee will render a final decision.

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Permits and Codes:

The Contractor shall give all notices and comply with all applicable laws, ordinances, codes, rules, and regulations. All work shall comply with all applicable codes and regulations as amended by any waivers.

The Contractor shall secure and pay for all permits, fees, and licenses necessary for the proper execution and completion of the work.

Insurance:

Contractor must have and keep in force during the term of the service the following insurance as a minimum:

- a. Worker's Compensation in accordance with North Carolina Worker's Compensation requirements.
- b. Minimum General and Public Liability Insurance of \$500,000 bodily injury and \$500,000 property damage to protect the Contractor and the Owner. Owner must be listed as a Rider to the insurance policy.
- c. Automobile Liability on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000. Owner must be listed as a Rider to the insurance policy.

References:

List of a minimum of three (3) references within the past three years where similar type of work and comparable job size(s) was (were) performed. Include phone numbers and/or email addresses of references.

Contract Documents:

The Contract shall consist of the following component parts:

1. Instructions to Offerors – Non-Construction HUD-5369 B (8/93)
2. Certifications and Representations of Offerors - Non-Construction Contract (HUD-5369-C)(8/93)
3. General Conditions for Non Construction Contracts – Section I & II (HUD 5370-C) (10-2006)
4. Request for Proposals (this document, which includes the Scope of Work)
5. Non-Collusive Affidavit
6. Wage Rates
7. Certificate of Insurance

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This document, together with the other documents enumerated in Article V above, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract.

FORM OF BID
RFP #15-008
LANDSCAPING AND GROUNDS MAINTENANCE SERVICES

Groups	Service Area	Price Per Mowing	Price Per Leaf Removal
AMP 1	Foushee Heights	\$	\$
	Linden Heights		
	Utley Plaza	\$	\$
AMP 2	Matthew Court	\$	\$
	Stewart Manor	\$	\$
AMP 3	Garden Street	\$	\$
	Gilmore Terrace	\$	\$
	Harris Court	\$	\$
Group 4	SHA Central Office Location	\$	\$