

GREENSBORO HOUSING AUTHORITY

REQUEST FOR PROPOSALS

**LANDSCAPING AND LAWN MAINTENANCE
SERVICES**

LOCATION:

**Central Maintenance Property
1005 South Eugene Street
Greensboro, NC 27406**

May 2015

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Request for Proposals
For
LANDSCAPING AND LAWN MAINTENANCE SERVICES
For
Central Maintenance Property
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Introduction

The Greensboro Housing Authority (GHA) issues this Request for Proposals (RFP) from qualified contractors to provide labor, materials, and equipment to accomplish the work for landscaping and lawn maintenance for Central Maintenance Property, located at 1005 South Eugene Street, Greensboro, NC 27406. The contractor(s) or individual(s) doing so is automatically agreeing to abide by all terms and conditions listed herein and with the following attachments. GHA is currently operating under the HUD mandated asset management system. Depending on the proposals received GHA intends to issue one contract for the contract period, **July 1, 2015 through June 30, 2016 (12 months) with two one-year extension options.**

Scope of Services

GHA is seeking landscaping and lawn maintenance services for Central Maintenance Property. All Contractors information must be submitted on the “Landscaping and Lawn Maintenance Services Proposals Information Form”. The contractor shall be responsible to provide labor, materials, and equipment to accomplish the following work:

(NOTE: All Contractors information must be submitted on the “Landscaping, Lawn Maintenance Proposal Information Forms”)

Trash Pick-Up

1. Trash will be removed from mowing areas prior to mowing.
2. No paper or any objects to be ran over by mower.
3. Contractor is also responsible for trash and litter pick-up in common and natural areas on a weekly basis, even if mowing is not performed during that week due to weather or other seasonal issues.
4. Sites will be visited weekly during non-mowing conditions (draught or excessive rain) and non-mowing seasons to perform trash pick-up in common areas, grounds, and parking lots.

Mowing

1. Mow all turf areas weekly during the period of mid-March to mid-October and bi-weekly in the late fall or as needed during draught conditions (an estimated 35 mowing per site per season). Turf will be cut to no less a height than 2.5 inches. Any excess clippings, clumps, or windrows are to be removed so as to not damage turf. At no time will turf be allowed to become overgrown.
2. With prior notice because of weather, excess rain, or special GHA function Contractor may be required to provide touch up work as needed.

Trim Work

1. Trim work/edging to be done on a weekly time frame with mowing. Includes around buildings, trees, fences, sidewalks, parking areas, curbs and mulch beds.
2. Chemical edging will not be allowed to take the place of standard edging under any circumstances.
3. Chemical edging will be allowed in parking lots, natural areas, and sidewalk cracks.
4. Any property that has a fence, contractors must keep the fence clean from overgrowth and debris.
5. Contractor must be licensed for any applicable use of herbicides.

Any damage to turf or plants from chemical treatment/drift will be the contractor's responsibility to repair.

Clean Up

1. Remove grass clippings, leaves, debris from all sidewalks, curbs, parking areas, steps, etc. No grass clippings or debris to be blown into, flower beds, mulched or natural areas.
2. Sweep/blow dumpster pads and remove trash and litter. Sweeping and /or blowing can accomplish this.

Pruning Shrubs

1. Shrubs to be pruned in the Spring - April-May, Summer – July – Autumn – October. **Shrubs at no time will be allowed to become overgrown.** All shrub and hedge debris to be carried offsite. This will be performed on all shrubs except plant types that require pruning after flowering as in Azaleas etc. Small trees such as crape myrtles, camellias will not be sheared as a hedge. This is contrary to natural growth habit and only requires select pruning and suckering.

Leaf Clean Up

Leaves will be cleaned up on a weekly basis. Leaves will be removed from parking lots, sidewalks, curbs, grass areas, mulched natural areas, and flowerbeds. At no time in leaf season will leaves be allowed to lie on turf in a thickness as to be damaging to the grass. At no time will leaves be allowed to stay in parking lots, curbs, or around drains.

Aerate - Lime & Fertilize - Grass Seed

1. Aerate yard, fertilize, lime and seed twice a year. Spring and Autumn.
Lime – 40 lbs. per 1000 square ft., Fertilize rate – 18-24-12 @ 5.5 lbs. Per 1000 sq. ft.
2. Overseed thin or bare areas only with multi blend fescue, sunshade mix. Grass seed to be applied in the Autumn, September, October, November.
Quantity for over seeding per the NC Cooperative Extension Services:
1 to 2 Pounds of Grass Seed per 1000 square feet
4 to 6 Pounds of Grass Seed per 1000 square feet if it is a new lawn.

General Notes

1. Precautions will be taken to prevent harm to personnel and damage to property resulting from flying debris. Contractor is responsible for the cost of reimbursement or repairs.
2. Care to be taken to prevent damage to trees, shrubs, buildings and personal belongings while mowing. Contractor is responsible for cost of reimbursement or repairs.
3. GHA expects “Quality of Service”.

One Time Initial Fence Clean Up

Before or during the initial routine landscaping and lawn maintenance service, GHA is seeking a one-time clean-up of the fence surrounding the Central Maintenance buildings. The contractor shall removal all vines and vegetation growth from the fence and all trash surrounding it. The one-time service should be quoted separately in the Cost of Services section.

After the one time clean-up has concluded the contractor is expected to maintain the fence from vegetation growth and trash during routine landscaping and lawn maintenance.

Weekly Evaluation – Note that the site manager using Attachment A “Lawn Care Scope of Work Checklist” will evaluate the contractor’s quality and level of service weekly.

Locations

The following is the location included in this RFP. It shall be the responsibility of the Contractor to visit each referenced site to obtain the necessary site data and to verify all data relative to the existing site conditions necessary to prepare his RFP. GHA takes **NO** responsibility for the data needed and not included in the specifications as required for the submission of a realistic RFP. Annual pricing for the quotation work shall be submitted by site as provided in this RFP. No other combination of pricing will be accepted.

Physical Location:

Central Maintenance Property
1005 South Eugene Street
Greensboro, NC 27406



Instructions and Notice for Proposals

1. General

The instructions below provide guidance for the preparation and submission of proposals. Their purpose is to establish the requirements; format and content of proposals so that proposals are complete, contain all essential information and can be evaluated fairly. The following represents the extent of the instructions and conditions:

2. Inquires

Inquiries concerning the RFP should be submitted in writing to the issuing office:

Greensboro Housing Authority
450 North Church Street
Greensboro, North Carolina 27401
Attention: John Brittain, IT and Financial Controls Manager
Email: jbrittain@gha-nc.org

3. Submission

Proposals shall be submitted in **original** and **three (3) copies** to enable the Evaluation Committee to thoroughly evaluate the proposals and to arrive at a sound determination as to whether or not the contractor can meet the requirements set forth in this RFP. Proposals shall be submitted in sealed envelopes and marked "Landscaping, Lawn Maintenance, and Snow Removal Proposal". **All proposals shall be received no later than 2:00 p.m. local time on Thursday, June 4, 2015**, and submitted to the address identified in paragraph 2.1 above. **Faxed or email proposals shall not be accepted.** Since proposals are submitted in confidence and may contain proprietary information, they are not opened publicly. After the closing date, all proposals received are opened and evaluated in confidence. Proposals and any changes to those proposals are shown only to PHA personnel who have been authorized by the Contracting Officer as having a legitimate interest in them on the condition that information in the proposals will not be released to anyone who has not been so authorized. Faxed or emailed proposals shall not be accepted. All proposals shall be valid for 90 days.

All proposal information must be submitted on the attached "Landscaping and Lawn Maintenance Services for Central Maintenance Facility Proposal Information Forms".

4. Acknowledgment of Amendments

Contractors shall acknowledge in their proposals, receipt of amendment(s) to this RFP by signing the document on the acknowledgment line of the amendment. A contractor's failure to acknowledge an amendment may result in rejection of the offer.

5. Default by Contractor

In the event of default by the successful contractor, GHA may procure the services specified from other sources. The contractor agrees to reimburse GHA for any additional costs incurred as a result of such default.

6. Awards

GHA reserves the right to cancel this RFP or to reject, in whole or in part, any and all proposals received in response to this RFP, upon its determination that such cancellation or rejection is in the best interests of GHA. GHA further reserves the right to waive any minor informality's in any proposals received if it is in the public interest to do so. The decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFP, shall be at the absolute, sole discretion of GHA.

GHA reserves the right to and make award to a single contractor or to make awards to multiple contractors.

7. Complete and Accurate Submission

A contractor's failure to provide accurate information in response to this RFP may disqualify the contractor from further participation in the landscaping and lawn maintenance services selection process.

A proposal may be corrected, modified, or withdrawn, provided that the correction, modification, or request for withdrawal is made by the contractor in writing and is received at the place prior to the date and time designated in the RFP for final receipt of proposals. After such date and time, the contractor may not change any provision of its proposal in a manner prejudicial to the interests of GHA and/or fair competition.

8. Retention

All proposals are the property of the Greensboro Housing Authority, shall be retained by GHA, and shall not be returned to the contractor.

9. Insurance

Within ten (10) days after the award of the contract and prior to the commencement of work, the Contractor shall furnish GHA with evidence showing that the following insurance is in force and will cover all operations of the contract:

- Worker's Compensation Insurance – in accordance with state law, for all employees working on the project.
- Contractors Liability in limits not less than \$100,000/\$300,000 bodily injury and \$100,000 property damage, or as required by law. This insurance should protect the Contractor against claims for personal injury, death, and damage to the property of others. This insurance shall cover the use of all equipment and vehicles on the work site.
- Automobile Liability in limits not less than \$100,000 bodily injury and \$50,000 property damage.

All insurance shall be carried with companies that are financially responsible. If such insurance is due to expire during the contract period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to GHA.

10. Subcontractors

- Unless otherwise stated within the RFP documents, the successful contractor may not use any subcontractors to accomplish any portion of the services described within the RFP documents or the contract without the prior written permission of GHA.
- The subcontractor shall not enter into any sublet work assigned and contracted through the prime contractor. The prime contractor shall be responsible for the compliance by all subcontractors. A breach of this compliance may be grounds for termination of the contract and for debarment as a contractor and subcontractor.

11. References

At least three references, including company name, contract person, addresses and telephone number, ail addresses of public housing authorities and/or similar organizations for whom has been performed within the past three years, must be submitted as part of the proposal. (Refer to Section V, Proposal Information Form, page 11).

12. Required Documents

1. Certified statement that neither the firm nor members of the firm are debarred, suspended or otherwise prohibited from professional practice by any federal, state, or local oversight, regulatory or law enforcement authority.
2. Statement that the firm is financially sound and has financial resources sufficient to successfully execute this prospective project in the time frame outlined.
3. Statement that the firm operates in full compliance with all applicable civil rights and nondiscrimination statutes, executive orders, rules and regulations.
4. Statement evidencing firm's knowledge of federal, state and local codes, especially as they relate to this project.
5. Affidavit of non-collusion.
6. HUD Forms 5369, 5369-B and 5369-C (attached).
7. HUD Forms 5370-C (attached)
8. Certification of intention to comply with Section 3 requirements
9. U. S. Department of Labor Wage and Hour Division Form (WH-347 – attached).

Evaluation Process and Criteria

All proposals will be evaluated based on the evaluation criteria outlined below. The Evaluation Committee will review all proposals according to the evaluation factors and points and determine which proposals are competitive and which are noncompetitive. Those proposals determined to be competitive will be further evaluated and scored. Negotiations may be held with one or more proposer with negotiations resulting in a contract for services.

Evaluation Criteria

1. Experience of the contractor in all aspects of landscaping and lawn maintenance services on projects of similar size and scope. This criteria includes contractor's past performance for GHA whether it was satisfactory or unsatisfactory: 45 points
2. The contractor's capacity to handle this project in a timely manner: 35 points
3. Cost of Services: 20 points. The cost will not be the sole determinant for award of contract.
4. References

Payment Procedure

Greensboro Housing Authority has the following policy for payment on invoices. In order to be paid on schedule, the invoice must be received by GHA with all supporting documentation attached by 5:00 p.m. on the last working day of the month and will be paid on/or before the 15th day of the following month. Invoices received later than the due date will not be paid until the following scheduled payment date.

The GHA will procure the applicable goods or services by issuance of a contract.

**Greensboro Housing Authority Landscaping
and Lawn Maintenance Services Proposal
Information Form**

Information to be submitted to the Greensboro Housing Authority (GHA) by contractors for consideration for the landscaping and lawn maintenance RFP:

I. Contractor Information:

Contractor's Name:

(Note: If you have conducted business under any other name in the last five years, list that name also.)

Address & Telephone:

Email Address:

Representative:

II. Experience with Project of Similar Size and Scope

III. Landscaping and Lawn Maintenance Equipment

List of Equipment (make and model to be dedicated to this contract):

Landscaping and Lawn Maintenance Manpower

List of Manpower to be dedicated to this contract:

V. References:

References: Below, list three references names, addresses and telephone numbers of parties for whom comparable work has been performed in the past three years. First time contractors are to include a list of a minimum of three current references.

1.

2.

3.

VI. Cost of Services:

	Contract 7/01/2015 – 6/30/2016	Extension Option 7/01/2016- 6/30/2017	Extension Option 7/01/2016- 6/30/2017
Central Maintenance Property (Routine)			

One Time Service	Cost
Fence Clean-Up	

LAWN CARE SCOPE OF WORK CHECKLIST

Community _____
 Contractor _____

Month Ending _____

<u>WEEKLY</u>		1st	2nd	3rd	4th	5th
1.	Mow all turf areas. Care will be taken to prevent damage to trees and shrubs. An estimated twenty-eight mowing's will be performed per season. *					
2.	Trim around buildings, trees, fences, cracks in sidewalks, parking lots and curbs/gutters.					
3.	Remove grass clippings from all walks, patios and parking areas.					
4.	Trash will be picked up prior to mowing.					
5.	Visit sites during non-mowing conditions/seasons (drought or excessive rain) for trash pickup.					
7.	Edge all walks and curbs					
8.	All fencing clean from overgrowth, weeds, debris					

SPRING/SUMMER

		Mar	Apr	May	Jun	Jul	Aug
1.	Prune shrubs. Spring - April-May, Summer – July						
2.	Maintain weed control in mulched natural areas.						
3.	Prune flowering shrubs and trees after blooming.						
4.	Prune evergreens after new growth.						
5.	Prune hollies (can be done at anytime).						
6.	All lawns, curbs and walkways will be neatly trimmed and edged. Chemical edging agents will only be used in beds and walkway cracks.						
7.	Turf will be cut no less a height than 2.5 inches.						
8.	Remove excessive cuttings (no wind rows)						
9.	Walkways and roads will be swept or blown after each mowing.						

FALL/WINTER							
		Sep	Oct	Nov	Dec	Jan	Feb
1.	Prune shrubs. Fall - October						
2.	Aerate, over seed and fertilize (use ten parts nitrogen, phosphates and potash) **						
3.	Maintain weed control in mulched natural areas.						
4.	Perform leaf clean up as needed. Leafs will have to be hauled off.						

NOTE: Indicate Y for yes (work done) or N for no (work not done).

* Precautions will be taken to prevent harm to personnel and damage to property resulting from flying debris.

** Contractor shall use fescue #31 for reseeding; if GHA chooses to use Bermuda or another mixture, the difference in cost will be negotiated. Application shall be at the rate recommended by the North Carolina State Department of Agriculture.

Housing Manager Signature/Date