

**KEENE HOUSING
REQUEST FOR PROPOSALS:
Lawn Care/Landscaping Services**

Keene Housing (KH), located in Keene, New Hampshire, hereby invites Proposals from Lawn Care/Landscaping Companies for a contract for varied duties on multiple properties as described on Exhibit "A"

Background of Keene Housing

Keene Housing (KH) is a public housing authority chartered by the City of Keene. It has been designated by the U. S. Department of Housing and Urban Development (HUD) as "high performing" for its strong and innovative management, maintenance, and capital programs. It is currently one of less than forty housing authorities nationally participating in the HUD's Moving to Work Deregulation Demonstration Program.

KH's focus is on leveraging its resources and securing new funding sources to: 1) ensure the long-term viability and preservation of its existing affordable housing portfolio; 2) minimize future energy and maintenance costs at its properties, and 3) expand the supply of affordable housing in the region to address the unmet need among low-income households. To support these efforts, KH intends to contract with qualified expert(s) to provide a range of affordable housing development consulting services.

Keene Housing owns (either directly or through affiliate organizations) more than 500 apartments in Keene and Swanzey. These range from downtown properties listed on the National Historic Register to properties constructed less than 10 years ago. Keene Housing is required by HUD to use certain procurement practices, and often uses federal or state funds which carry their own procurement or design requirements. In all Keene Housing projects, accurate cost projections and holding construction projects within the budget are very important. In addition, many projects have deadlines imposed by funding sources.

Required Qualifications:

1. Evidence of the Lawn care/Landscaping Companies ability to perform the work, as indicated by number of service people, amount of equipment, evidence that business is currently registered in the state, general liability, commercial automobile liability and workers compensation insurance.
2. Capability to provide professional services in a timely manner;
3. Past performance
4. Certified statement that the business is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State or local agency.

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Number of Contracts and Contract Length: Any contract(s) will have a one-year term with two possible two-year extensions.

Non-Mandatory Site Walk: There will be a Non-Mandatory Site Walk of all KH Properties on Wednesday Sept 26, 2019 starting at 27 Ivy Drive (Brookbend East), Keene NH beginning sharply at 7:30 a.m. While it is not mandatory, we highly suggest you attend to get all your questions answered.

KH Properties that require lawn care/landscaping are as follows: 27 Ivy Drive (Brookbend East); 82 Meadow Road (Brookbend West); Key Road (Ashbrook) 45 Damon Court, 309 Water Street, 537,539 West Street, 17,19 Roxbury Court, 71-75 Cottage Street; 191); 836 West Swanzey Road West Swanzey (Riverbend) and 851 West Swanzey Road West Swanzey (Evergreen Knoll)

Keene Housing Contract Requirements: Three documents will be appended to and become part of the Contract for Lawn Care/Landscaping Services:

1. HUD Form 51915-A (Contract Provisions Required by Federal Law or Owner Contract)
2. This RFP in its entirety; and
3. The Proposal Submission from the selected firm.

Proposal Submission Requirements & Deadline

The selected firm must be prepared to begin providing Lawn Care/Landscaping Services to KH within 30 days of the date of contract award.

Proposers must submit one (1) original and three (3) copies of their proposals to KH's Central Office no later than **2:00 PM on Thursday Oct 10, 2019**. Proposals should follow the outline presented below. All proposals that are not received by the deadline will be considered late and will be returned to the proposer unopened.

KH is interested in proposals that, if awarded, would provide KH residents and voucher holders substantive work opportunities or related training opportunities.

Equal Opportunity/Affirmative Action: Keene Housing is an Equal Opportunity/Affirmative Action Agency. Women and Minority Owned businesses are encouraged to apply. All unsuccessful proposers will be notified.

KH reserves the right to waive as any informality, any irregularities in submittals, and/or reject any and all submittals.

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Proposals should follow the outline presented below.

1. **Transmittal Letter/Introduction** which must, at a minimum, contain the following:

- ☐ Identification of the offering firm, including name, mailing address, e-mail address and telephone number;
- ☐ A statement to the effect that the proposal shall remain valid for a period of not less than sixty (60) days from the due date for proposals;
- ☐ Proof of insurance.
- ☐ Certified statement that the Lawn care/Landscaping company is not debarred or suspended or otherwise prohibited from professional practice by any Federal, State, or local agency.
- ☐ Signature of a person authorized to bind the offering firm to the terms of the proposal.

2. **Scope of Work**

Scope of work to include but not limited to:

- ☐ See Exhibit A

3. **Price**

- ☐ The Maximum Not to Exceed total fee for all of Exhibit A for the entire Season:
\$_____
- ☐ Number of Service Personnel:
- ☐ Licenses and/or Certifications as applicable:
- ☐ Other pricing, services or information not covered above to be considered:

Submit proposals by the specified date and time to:

Keene Housing
Attn: Terri Royce
Confidential: Lawn Care/Landscaping RFP
831 Court Street
Keene, NH 03431

4. Evaluation Criteria

Keene Housing will review proposals and check references. It may choose to interview one or more proposers. KH will evaluate proposals received using the criteria below.

Criteria	Maximum Points
Demonstrated successful experience and capability of the proposed firm in providing the services described in this Request for Proposals. Ability of the firm to complete all phases of the work.	40
Demonstrated experience of the firm	30
Price	30

KEENE HOUSING PROPERTIES

LAWNCARE for RFP 2019

	mowing (20x)	spring clean up	fall clean up	edge	mulch	sweep	weeding	trimming hedges,bushes & low hanging branches (3x)	Fert/Lime (a)	works (b)	Edge Damage (c)	2019 TOTAL
205 KAHF												\$0
West St												\$0
Roxbury Ct												\$0
Water St												\$0
Damon Ct												\$0
702 BB East												\$0
704 BB West												\$0
901 Ash Brook												\$0
801 Cottage St												\$0
703 Riverbend												\$0
701 Evergreen												\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

(a) includes (5x) lawn, (1x) Lime, (2x) Tree & Shrubs, insect/weed control and extra truegreen

(b) includes aerating, plugs, thatching, reseeding

(c) assumes hydroseed @ \$.0825 per sq foot