



# Anderson Housing Authority

*Kimberly G. Townsend, Executive Director*

528 W. 11<sup>th</sup> Street, Anderson, IN 46016

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*Thomas J. Broderick, Jr., Mayor*

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## NOTICE TO BIDDERS

**Date:** March 1, 2021

**To:** All Interested Contractors

**From:** Kimberly Townsend, CEO/ED

**RE:** 2021 Mowing Program

Thank you for your interest in our mowing program. We appreciate your willingness to consider this wonderful contracting opportunity as a groundskeeper for our 178- unit housing portfolio. Please read through all of the attached information very carefully, as each and every section is important and necessary for bidding. The proposals will be judged not only on price, but other critical elements as well, which is outlined in the proposal documents.

Again, thanks for your interest and if you have any questions or concerns, please do not hesitate to contact Kevon Rensel 765-641-2620 ext. 107 or myself at 765-641-2620 ext. 114



The Anderson Housing Authority will accept proposals until April 1, 2021, 3:00 p.m. for their 2021 Mowing Program. Interested parties must possess liability insurance with limits of \$750,000-\$1,000,000, sufficient lawn equipment and the ability to maintain the grounds of apartments and single-family homes within the City of Anderson. Proposal documents may be obtained at the Anderson Housing Authority main office located at 528 W. 11<sup>th</sup> Street, Monday-Friday, 8:00 a.m. to 4:00 p.m. or online at [www.ahain.org](http://www.ahain.org). Interested parties will be required to attend a pre-bid conference on March 19, 2021, 10:00 a.m. at 2215 Fulton Street. For more information, please contact (765) 641-2620 ext. 107 Anderson Housing Authority is an equal opportunity employer.

Publish: March 4 & 11

**Lawn Care Request for Proposals**  
**Anderson Housing Authority**  
**528 W. 11<sup>th</sup> Street, Anderson IN 46016**

**Description of Work and Specifications**

The contracted service consists of grass mowing, trimming, and hard-surface sweeping of mowing debris for various Anderson Housing Authority properties; Westvale Manor, Lynnwood Apartments, Village in the Woods and scattered sites. This is a (1) ONE YEAR contract, beginning with the cutting season set forth by the Anderson Housing Authority for 2021. All work on this contract will be performed in accordance with the following conditions and/or requirements.

**I. Description of Properties**

A. The Contractor will be responsible for turf mowing at Westvale Manor Apartments, 2215 Fulton Street, Lynnwood Village Apartments, 1613 Miller Avenue; Village in the Woods, W. 16<sup>th</sup> St and Bennington Court, including various scattered single-family homes, including Abbott Apartments. The area to be cut will be delineated by the Maintenance Supervisor, however, it will be the Contractor's responsibility to examine the mowing area and determine the exact size of area to be mowed. Contractor must exercise all safety precautions when removing debris from properties

**II. Contractor's Duties**

The Contractor shall provide all equipment, fuel, lubricants, repairs, insurance, transportation, labor, etc. to accomplish the work specified herein.

A. Prior to mowing - the Contractor shall remove all trash from the area. The property staff routinely patrols the grounds for litter; however, it is the contractor's responsibility to remove any litter and debris encountered prior to mowing. Such items may include paper, plastic, glass, small tree sticks and branches, etc.

B. Mowing - Mowing height shall be a minimum of 2.5 inches and shall be completed in one day. Mowing patterns shall be such to avoid scalping the turf. Debris (grass clippings, oyster shell, gravel, etc.) discharge will be directed away from ornamental planting beds, vehicles, people, etc. Reduced speeds and care will be taken against turf, pedestrian, equipment or personnel damage and injury when mowing steep hillsides. The contractor is responsible for mowing all indicated turf areas including hillsides and seasonally wet turf areas. Mowing shall not be performed when the ground is excessively wet and clumping of clippings or damage to the turf occurs. It will be at the discretion of the Maintenance Supervisor to temporarily halt mowing or the use of specific equipment in the event of excessively wet ground, turf damage, hazardous conditions or excessive grass clumping occurs. Mowing will be performed in a manner that will not damage the turf or facilities on the property. The Contractor shall be responsible for repairing/replacing any property that he/she might damage.

C. Trimming and Sweeping - The contractor will trim around buildings, poles, fences, sidewalks and walkways, etc. on the same day as mowing. After mowing, the contractor will sweep or blow debris off pavement, hard surfaces, walks, steps, and wooden decks adjacent to the mowing area. All properties will require control of weeds in sidewalk joints and asphalt areas to sidewalk including curb control. \*Failure to control weeds and unwanted vegetation, may result in contract termination. It is advised to include this as part of the bid proposal.

D. Safety - The Contractor shall exercise care to ensure that grass clippings are blown away walkways, steps, road surfaces, and similar areas. Contractors will be required to have safety discharge chutes on all mowers. Mowers without safety discharge chutes will, at the discretion of the Maintenance Supervisor, be removed from mowing service.

### III. Mowing Season, Frequency and Work Schedule

A. Mowing Season - The mowing season will begin, as weather and grass conditions and the Anderson Housing Authority dictate. General expectations are the season will start in early May and end in early November.

B. Frequency – All properties are to be cut one (1) time per week or unless otherwise specified by the Facilities Director with a minimum one-day notice. As the season winds down or in the event of drought like conditions, mowing may be halted and at that time, mowing shall immediately cease and resume upon notice by AHA. Failure to adhere to any changes in the frequency will result in the invoice not being paid.

C. Hours of Work – Hours of mowing are between 8:00 a.m. and 5:00 p.m. Monday thru Friday. No off-hours mowing or weekend mowing is permitted without permission from the Maintenance Supervisor. In the event of rainfall, excessively wet ground, equipment failure or other causes that prohibits mowing on the scheduled day, mowing MUST be performed on the next calendar day that mowing is possible. The Maintenance Supervisor MUST be notified prior to 7:30 AM if the contractor is unable to perform mowing or of any proposed schedule changes that deviate from the established service day.

### IV. Additional Conditions

A. Public Interaction - Contractors must be aware of any public use of the property and grounds, and take adequate measures to ensure public safety.

B. Equipment – Equipment shall be kept in peak operating condition and not emit excessive noise and exhaust. Due to the high visibility and aesthetic nature of the developments, cutting blades will be kept sharp at all times to ensure a clean cut and even appearance. The contractor will provide equipment to provide all mowing and trimming operations (power riding mowers, string trimmers, push mowers, power blowers, etc.).

C. Contractor Personnel – The contractor's personnel shall have a neat, uniform and professional appearance at all times including visible identification that states name of individual and/or company. All equipment must be operated in a safe and intelligent manner and by people sixteen (16) years of age or older. There shall be no roughhousing, foul language or rude behavior while performing mowing.

D. Daily Mowing Contract Supervising Authority: **Kevon Rensel, Facilities Director, Anderson Housing Authority**

### V. Bid Information

A. Critical Contractor Evaluation Elements - The contract will be awarded based on the following critical elements:

1. Price – The lowest bidder will receive top preference for contract award provided all of the additional criteria are met.
2. Three years of experience mowing required. Experience performing mowing in complex landscape situations containing varied high visibility ornamental plantings, high traffic turf, heavy pedestrian traffic, experience in working near the public, etc. Provide three references.
3. List the equipment and number of personnel to be used is a requirement for this bid package. This project is covered by Section III regulations that will be further explained during the contract signing.
4. Forms - The Contractor shall submit bids per enclosed bid forms.

5. Insurance - Provide proof of current general liability insurance for property damage for a minimum of \$300,00 and workmen's compensation for all employees.
6. Bid Deadline - Bids will be accepted until April 1, 2021, at 528 W. 11th Street, Anderson, IN 46016 and must be in a sealed envelope. Bids are NOT to be emailed or faxed. Failure to provide bid in a sealed envelope will result in the bid being disqualified for consideration
7. Billing - The Contractor shall submit bills for service no later than the 10th day of the month of service.

# Anderson Housing Authority 2021 Mowing Program

**MOWING SERVICES BID FORM – Due April 1, 2021 by 3:00 p.m. (No bids will be accepted after this deadline)**

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ Phone Number \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address: \_\_\_\_\_

Federal ID# \_\_\_\_\_

**PROPERTY PRICE/MOWING**

1. Lynnwood Village Apartments                      \$ \_\_\_\_\_

Includes: Maintenance of Flower Beds and retention wall on south lot

2. Westvale Manor Apartments                      \$ \_\_\_\_\_

3. Scattered Sites    \$ \_\_\_\_\_

4. Village in the Woods                                      \$ \_\_\_\_\_

\* Including Pond Perimeter

5. Abbott Apartments Courtyard                      \$ \_\_\_\_\_

**Total for all 5 sites:**                                      \$ \_\_\_\_\_

6. Scattered Properties (price per lot)                      \$ \_\_\_\_\_

\* Ivy and vegetation on sides of homes and fences