



HOUSING AUTHORITY *of Owensboro*

February 20, 2023

The Housing Authority of Owensboro is issuing a Request for Proposal for the Lawn Mowing and Landscaping Maintenance at six (6) apartment complex sites, four (4) single family homes and three (3) vacant lots. Contractors may submit a bid on one or more than one site. These services shall begin April 2023. Lawn mowing and landscaping contract shall be one (1) year with annual renewal option for up to a total of five (5) years.

RFP: Contractors shall deliver one (1) original copy of their proposal to

Housing Authority of Owensboro
Attn: Catherine Devine, Contract Administrator
2161 East 19th Street
Owensboro, KY 42303

BY 2:00 p.m. on March 16, 2023

**** Submit bids via email to catherine@owensborohousing.org with the subject line "Lawn and Landscaping Proposal". Hand delivered bids may be dropped off at the HAO office by 2:00 pm on March 16, 2023. All bids must clearly be marked "LAWN AND LANDSCAPING PROPOSAL" ****

A pre-proposal meeting will be held on March 2, 2023 at 2:00 p.m. at the Housing Authority of Owensboro Administrative Office, 2161 East 19th Street. Questions and comments shall be addressed at that time.

Proposals received after the above cited time may be refused and deemed ineligible for consideration at the HAO sole discretion.

The Housing Authority of Owensboro reserves the right to reject any and all proposals. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Contractor's qualifications and capabilities to provide the specified service.

Questions from contractors shall be accepted by the Contract Administrator via email or phone. Emails shall be submitted to catherine@owensborohousing.org or by phone 270-683-5365 x 215.

1.0 GENERAL

1.1 General Information

The lawn and landscaped areas must be maintained and serviced at the frequency and to the standards as detailed in these specifications at the following sites. The contractor shall furnish all labor and materials necessary to perform the mowing, landscaping and leaf maintenance tasks in the RFP. Failure to perform a task or to perform a task to the specified standard will result in reductions in the Contractor’s monthly invoice.

	<u>Approximate size</u>
Smith Homes, Hale Ave	8.6 acres
Walker Place, Sycamore Street	2.4 acres
908 & 912 W 8 th Street (vacant lots)	14,300 sf
Locke Apartments, Jackson, 8 th & 9 th Streets	3.3 acres
820 Leitchfield Road (Shop)	1.7 acres
1209 & 1211 E 9 th Street (vacant lots)	3900 sf
Churchill Park 2161 E. 19 th St.	17 acres
Baker Place	4.1 acres
Adams Village, Dieterle Drive North & South	5.9 acres
<u>Single Family Homes</u>	
400 Orchard Street	.11 acres
428 Orchard Street	.14 acres
1307 W 5 th Street	.07 acres
1323 W 5 th Street	.08 acres

All contractors are strongly encouraged to visit the sites of the proposed work in order to fully acquaint themselves with existing conditions. The failure or omission to receive and examine any documents, forms, addendums or other information, or to visit the sites shall in no way relieve any individual or business from any obligation with respect to the proposal or to the contract.

The Contractor will comply with all federal, state and local regulations, including but not limited to, all applicable OSHA requirements and the Americans with Disability Act.

The Contractor shall be responsible for any and all damages done to buildings, grounds, property of residents, injuries to residents or employees of the Housing Authority of Owensboro, or any person on property owned by the Housing Authority of Owensboro, made by the contractor. Any and all damage shall be restored to its original condition by the contractor.

Questions from contractors shall be accepted by the Contract Administrator via email or phone. Emails shall be submitted to catherine@owensborohousing.org or by phone 270-683-5365 x 215.

1.2 Quality Assurance

Landscape improvements, including mowing, seeding, fertilizing, weed control, shrub pruning, leaf removal and loose trash removal shall be performed by a single firm specializing in lawn and landscape maintenance work, with a minimum of three (3) years' experience in the industry. Subcontractors for specific work must be identified on the proposal and must be approved by the HAO office.

Contractor must provide copies of all licensing required by local, state, and/or federal regulations for application of fertilizer, pre-emergent and herbicide. Contractor must provide a copy of their City of Owensboro Occupational Business License.

Personnel employed by the Contractor shall be capable employees qualified in this type of work. A fully qualified work force shall be maintained throughout the period of this contract. All personnel shall receive close and continuing first-line supervision.

Contractor's supervisors shall be fully and adequately trained and have a minimum of two (2) years' experience in lawn and landscaping supervision sufficient in scope to meet the approval of the Contract Administrator. The HAO reserves the right to demand the replacement of Contractor's staff who does not meet the HAO's standards for safety, professionalism, or horticultural knowledge.

The Contractor shall always employ the quantity and quality of supervisors and laborers necessary for both effective and efficient management of lawn and landscaping operations. Provide contact list identifying the names, positions held, and mobile phone numbers of key personnel.

Contractor must attend meetings and site inspections of the grounds as requested.

1.3 Insurance Requirements

Prior to starting work the successful contractor shall provide the HAO with proof of the following insurance being in effect:

General Liability and Automobile Liability with a combined Single limit of \$500,000; and Workers Compensation Insurance in accordance with State and Territorial Laws.

1.4 Submittals

Proposal responses shall be submitted on the attached Proposal Form along with all required certifications, licenses and proof of insurance. All forms that require a signature or initials must bear an original initial or signature. All costs are to be final.

Proposal must include a minimum of three (3) professional references from projects of a similar size and scope. References must include current contact information: name, address, telephone and email address.

Proposals must be received no later than 2:00 pm on March 16, 2023 and clearly marked "Lawn and Landscape Proposal"

Please direct all questions regarding proposal submission to the Contract Administrator.

HAO reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further considerations for failure to comply with the specifications of this RFP.

HAO also reserves the right to reject the proposal of Respondents, who have previously failed to perform properly or to complete on time, a contract of similar nature, which is not able to perform the contract. Alternately, who habitually without just cause neglected the payment of bills or disregarded its obligations to subcontractors, providers of materials or employees.

Contract will be awarded to the Respondent submitting a proposal according to the evaluation criteria contained herein, provided the proposal is in the best interest of the HAO. The Respondent to whom the award is made will be notified at the earliest practical date.

1.5 Scope of Services

The successful Contractor shall be prepared to perform the following services, according to the work schedule outlined in the specifications below:

ALL LOCATIONS ---- WEEKLY --- from April 1st until October 31st:

- Trash pick-up and removal from the common areas, and grassy areas prior to mowing (the HAO has staff that picks up trash daily)
- Grassy areas mowed
- Grass trimmed, edged and weed eating of border and edges
- Concrete areas and parking lots are to be blown or swept to remove grass trimming after mowing and trimming daily (all trimmings must be blown off before leaving the site)

ALL LOCATIONS --- AS NEEDED --- from April 1st until October 15th

- Herbicides (provided by Contractor) will be sprayed as needed. Contractor will be responsible for making sure all mulched areas are free from weeds; as well as weeds growing inside shrubs, bushes and small trees.

ALL LOCATIONS --- MONTHLY --- from April 1st until November 30th

- Trim and prune ornamental trees, shrubbery and bushes a minimum of twice a year then as needed to keep all branches at least 6" away from building; remove leaves around the building and on the lawns to maintain a neat, uniform appearance. No tree limbs or shrubbery branches shall ever be touching a building.

ALL LOCATIONS --- MONTHLY --- from November 1st – January 31st

- Remove leaves from all shrubbery, bushes, sidewalks and parking lots. If mulching is not conducive to the amount of leaves on the ground, then they shall be raked, picked up and removed from site.

ALL LOCATIONS --- from April 1st to May 1st

- Mulch around buildings, trees, and bushes where existing mulch exists.

Mowing Schedule

Contractor shall submit a schedule to the Contract Administrator stating which day of the week mowing shall be performed based off the allotted time listed below:

<u>Site</u>	<u>Days to Mows</u>
Smith Homes	1-1/2 days
Walker Place & Lots	1 day
Locke Apartments & Lots	1 day
Churchill Park	3 days
Baker Place	1/2 day
Adams Village	1 day
Single Family Homes	1 day

If unable to mow on a scheduled day due to weather, contractor must notify the HAO office of the rescheduled date.

Lawn maintenance with power equipment shall not begin before 7 a.m., and must stop no later than 7 p.m. No work is to be performed on Sundays or holidays; Saturday work must be approved in advance due to nuisance for children and residents.

The HAO does not guarantee weekly mowings. If the HAO does not believe the grass has grown significantly to justify mowing, they may elect to skip that week or elect a different day for mowing.

2.0 GUIDELINES FOR MATERIALS AND EXECUTION

2.1 Herbicide

It is the intent as a benchmark of the HAO's minimum standards for maintenance, repair and improvements. However, the HAO respects the Contractor as a professional and as such, will take under considerations, any and all recommendations made by the Contractor.

Contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance of lawns and landscaping, as specified herein. It is the intent of the HAO that these sites be maintained in a resource-efficient, sustainable and cost-effective manner.

Maintenance shall consist of removal of old mulch (as needed), pruning, mowing, weed/insect/disease control, litter control and any other procedures consistent with good horticultural practice necessary to ensure normal, vigorous, and healthy growth of lawns and landscape plantings.

Contractor shall visually inspect all landscape areas monthly from April through October to identify potential pest problems. Pest problems include insect, disease, and weed infestations. The presence of a pest does not necessarily mean there is a problem. Contractor shall keep written record of pests identified and areas where problems may be developing.

Control of Weeds: Use cultural methods (mulch, proper pruning) to encourage plant health and growth and discourage weeds. Keep planter beds and tree wells free of weeds and debris on a rotational basis, weekly throughout the year by hand pulling or other mechanical means. Entire site shall be weeded by hand or mechanical weeding methods that remove the roots EVERY WEEK. Ground covers are to be trimmed so they meet but do not grow over walkways or outside any of the planters.

2.2 Mowing

All grass will be mowed with professional quality mulching mower equipment. Pricing assumes that bagging and removing clippings will be required only when excessive leaf debris is present, grass is too long to mulch, or when moisture conditions are too high to allow effective mulching without substantial clumping of grass debris.

Alternate mowing direction where feasible every mowing. Maintain a uniform lawn height free from scalping. **Mow in directions away from apartment entry doors and A/C units. Avoid blowing clippings directly onto porches.**

Prior to mowing remove all litter and debris from lawn areas. Formal grass areas shall be mowed per the above schedule and maintained at a height of no less than 3-1/2 inches and no more than 4 inches. Coordinate mowing schedule with Contract Administrator.

Clippings will be swept or blown from hardscapes after each mowing. No clippings shall be left on sidewalks, parking lots, porches, etc. overnight. Sweeping is encouraged on the porches at Adams Village and Baker Place apartments.

Mechanically trim all edges weekly. Edges include all formal lawn perimeters and tree wells in lawn areas. Trim all formal lawn areas that cannot be reached by a mower after each mowing. Areas to be trimmed include any lawn adjacent to poles, signs, bollards, trees, walls and all other obstacles. Perform trimming to the same height as mowing. Clean debris from hardscapes and non-grassy landscape areas, remove larger debris.

Contractor is responsible for any damage incurred as a result of trimmer or edger to any HAO property or its resident's properties and must repair or replace any such damage at no cost to the HAO.

2.3 Application of mulch

Any diseased or insect infected mulch is to be removed from the bed prior to re-mulching. The HAO and the contractor will jointly inspect the mulch beds and determine where and if new mulch is required. This decision shall be made by performing a representative sampling of the beds at each site and turning the beds to observe the quality of the mulch, and whether the turned mulch maintains a height of between three and four inches.

If the representative sampling shows that the mulch is in good condition and the minimum height is maintained, then no additional mulch shall be required at the site. If not, then the mulch shall be renewed as provided in this section.

It is the responsibility of the contractor to use their best efforts to obtain clean, seed and insect free, shredded hardwood mulch on an annual basis.

The successful contractor shall use his knowledge and expertise to assure all mulch shall be placed so as not to damage or hinder growth of plant materials. Prior to adding new mulch to existing beds, the beds are to be examined for weeds, vines, etc., and sprayed with a systemic weed control agent to eradicate and prevent future growth of weeds.

Fences and decks at Locke Apartments and painted fencing at Smith Homes shall be sprayed with a weed killer to prevent paint peeling and damage to the fencing when trimming. The Contractor must spray in a manner so that only a three (3) to six (6) inch strip of grass and/or weeds are destroyed. More than six (6) inches of dead grass area is not acceptable.

2.4 Leaf and Branch Removal

In the fall, leaf removal shall occur at each visit needed to prevent smothering of grass and groundcovers and excessive clumping when mulch mowing. If mulching is not conducive to the amount of leaves on the ground, then they will need to be raked and removed from the site.

2.5 Pruning/Trimming

Personnel employed by the Contractor for pruning shall be qualified in this type of work. Contractor shall be responsible for pruning of all landscape shrubbery on each site a minimum of twice a year per horticultural guidelines of the shrub type. All shrubbery and tree branches shall be at least six (6) inches away from the building and must not grow above windows.. Bi-weekly pruning may be required in order to satisfy this requirement.

The Contractor shall remove and dispose of all debris that has accumulated in the bed areas. This debris shall include but not limited to: leaves, paper, trash, dead plant debris, etc. All debris shall be disposed of off-site. HAO dumpsters are off limits.

3.0 PAYMENT TO CONTRACTOR

3.1 Invoicing

Contractor shall submit one invoice to the Contract Administrator by the 5th of the month for work performed the previous month. Checks will be mailed by the 18th of the month. Any invoices received after the 5th of the month cannot be guaranteed to be paid by the 18th.

Each invoice shall include the following information:

- Site name where work was performed
- Date work was performed
- Description of work performed
- Itemized cost

The Contract Administrator shall review the invoice and any necessary reductions which must be made in accordance with the conditions of the Contract. Should the Contractor's invoice not include all necessary reductions, the invoice shall be reduced by the amount of the non-included reductions and processed for payment. The Contractor shall be supplied with copies of documentation supporting those reductions.

3.2 Reductions in Pay

Reductions for below standard work will be made if, after the first documented notification, the Contractor has not corrected the deficiency and HAO's workers are assigned to perform the tasks or were not completed at all by the Contractor.

Reductions for non-performance will be made if the task is not done and the HAO worker has to be assigned immediately to perform the task.

Reductions will be based on the hourly billing rate of the HAO employee, plus benefits, times the hours required for the HAO worker to perform the task. If the work was not performed by the contractor and was just omitted, a deduction based on percentage of the overall monthly bill minus the work not completed will be calculated and the bill adjusted accordingly.

3.3 Changes to Scope of Work and Termination of Contract

The Contract Administrator at any time may have to change the scope of the contract by written contract modification. On the designated effective date, the Contractor shall make the required changes in his/her operation.

Upon receiving notice of the change, the Contractor's monthly invoice shall be adjusted if necessary to reflect the value of the change in the services under this contract.

The HAO may cancel the contract at any time for any reason upon giving 30 days written notice to the Contractor.

The HAO shall have the right to cancel this agreement immediately without prior notice for any breach of any provision of the contract if not cured within 7 days from written notice from the HAO.

3.4 Inspections and Approval of Work

The HAO will demand strict conformance to the standards and frequency specified. The Contract Administrator or his/her designee will inspect all completed work and will ascertain that the tasks have been satisfactorily accomplished.

The Contract Administrator or his/her designee will enforce the standards of this contract.

4.0 PROCUREMENT PROCESS

4.1 Proposal Evaluation/Contract Award

Proposals received in response to this solicitation will be evaluated using the following evaluation process.

- a. During the evaluation process, technical proposals will be evaluated and scored by an Evaluation Committee appointed by the Executive Director.
- b. Scoring will be based on predetermined Evaluation Criteria. The available points associated with each area of consideration are shown below in item 4.2.

- c. The results of the evaluation of both technical and cost proposals will be used to determine those proposals to be considered in the competitive range.
- d. Proposals will be considered acceptable if they have a minimum score of 85 points or above.
- e. Cost proposals will be considered acceptable if the proposed cost is clearly not excessive compared to the proposed costs of other Respondents with acceptable technical proposals.
- f. Respondents with acceptable technical and cost proposals may be requested to supply additional information to assist in completing the due diligence review. Failure to satisfactorily complete the due diligence review within the timeframe established by HAO will result in disqualification of Respondents proposal.

Scoring will be based upon how well the proposal meets the criteria established in this RFP.

HAO reserves the right to make no award or decline to enter negotiations should it believe that no Respondent to this RFP would be capable of delivering the necessary level of service within an acceptable price range and/or the time period.

4.2 Evaluation Criteria

I. Organizational Capacity

30 Points

- a. Respondent's organizational capacity will be evaluated through an assessment of the Respondent's staff, specialists', and consultants' experience and qualifications. In addition, the Respondent's ability to perform the work in a timely manner will be evaluated through a review of previous performance on similar projects, as well as current and rejected capacity and workload.
- b. Maximum consideration will be given to those Respondents having staff with the greatest amount of experience in performing work as required herein, and who can demonstrate sufficient capacity to perform the work timely given current and projected workload.

II. Relevant Experience and Past Performance

25 Points

- a. Relevant experience and past performance will be evaluated through, and assessment of previous, similarly related projects completed to date.

- b. Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a documented track record of successfully completing projects of the same type required by this RFP.
- c. Maximum consideration will also be given to those Respondents who exhibit a successful track record of performing similar services for public housing authorities.

III. Respondent’s Approach and Response to Scope of Service 25 Points

- a. The Respondent’s approach and response to the Scope of Service will be evaluated through an assessment of the proposed approach for each element of work identified in the Scope of Service.
- b. Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a clear and prudent plan for performing the required work within the established timeframe.

IV. Proposal Cost 20 Points

- a. Proposal cost will be evaluated through a careful analysis of cost compared to the other Respondents proposals.
- b. Maximum consideration will be given to those Respondents, who demonstrate through their submittals, the ability to perform the required work at minimum cost to the HAO.

4.3 Summary of Evaluation Criteria

	<u>Evaluation Criteria Points</u>
Technical:	
Organizational Capacity	30 Points
Relevant Experience and Past Performance	25 Points
Respondent’s Approach/ Response to Scope of Service	25 Points
Proposal Cost	<u>20 Points</u>
Total	100 Points

PROPOSAL FORM FOR LAWN AND LANDSCAPING

(You may bid on one or all sites)

BIDS DUE MARCH 16, 2023 BY 2:00 PM

All bids must be clearly marked "Lawn and Landscaping Proposal"

	Price per Mow	Estimated Cost per Season
Smith Homes - Hale Ave/4th/3rd		
Price per weekly mowing/edging \$ <input style="width:100px;" type="text"/>	X 26 (estimated # of mowings ea season)	\$ <input style="width:100px;" type="text"/>
Price for all Landscaping -----		\$ <input style="width:100px;" type="text"/>
Total		\$ <input style="width:100px;" type="text"/>

Walker Place - Sycamore Street		
To include vacant lots at 908-912 W 8th St		
Price per weekly mowing/edging \$ <input style="width:100px;" type="text"/>	X 26 (estimated # of mowings ea season)	\$ <input style="width:100px;" type="text"/>
Price for all Landscaping -----		\$ <input style="width:100px;" type="text"/>
Total		\$ <input style="width:100px;" type="text"/>

Churchill Park & Baker Place		
Price per weekly mowing/edging \$ <input style="width:100px;" type="text"/>	X 26 (estimated # of mowings ea season)	\$ <input style="width:100px;" type="text"/>
Price for all landscaping -----		\$ <input style="width:100px;" type="text"/>
Total		\$ <input style="width:100px;" type="text"/>

Locke Apartments - 8th St/Oglesby		
To include vacant lots at 1209 E 9th and 820 Leitchfield Road (shop/playground) -		
Price per weekly mowing/edging \$ <input style="width:100px;" type="text"/>	X 26 (estimated # of mowings ea season)	\$ <input style="width:100px;" type="text"/>
Price for all landscaping -----		\$ <input style="width:100px;" type="text"/>
Total		\$ <input style="width:100px;" type="text"/>

Adams Village - Dieterle Drive N/S		
Price per weekly mowing/edging \$ <input style="width:100px;" type="text"/>	X 26 (estimated # of mowings ea season)	\$ <input style="width:100px;" type="text"/>
Price for all landscaping -----		\$ <input style="width:100px;" type="text"/>
Total		\$ <input style="width:100px;" type="text"/>

Single Family Homes		
Price per weekly mowing/edging \$ <input style="width:100px;" type="text"/>	X 26 (estimated # of mowings ea season)	\$ <input style="width:100px;" type="text"/>
Price for all landscaping -----		\$ <input style="width:100px;" type="text"/>
Total		\$ <input style="width:100px;" type="text"/>

Company Name _____

Address _____

City, State, Zip _____

Contact person _____

Email Address _____

Phone # _____

By signing this Bid Form I attest that I am authorized to act on behalf of this company and agree to the specifications set forth.

Signature _____

Date _____