



# The Housing Authority of the City of Jefferson

1040 Myrtle Avenue  
P.O. Box 1029  
Jefferson City, Missouri 65102

2012  
GROUNDS CARE SERVICE  
AND  
SNOW REMOVAL SERVICE

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## **I. General Information**

The Housing Authority of the City of Jefferson is a federally funded agency that has been providing affordable housing to Jefferson City families since 1957. It operates 317 units of Public Housing, manages 301 units of Low Income Tax Credit housing and 120 Section 8 New Construction Units. Many of these units are in multi-story buildings with large lots.

The Housing Authority invites all qualified and licensed Vendors to prepare and submit proposals in accordance with the requirements listed below. However, this RFP does not commit the Housing Authority to selection of any submitted proposal or to enter into a contract with any firm. It is anticipated that if the Housing Authority does enter into a contract(s), the contract(s) will be for one year with an option to renew for three additional one year periods. A standard Housing Authority contract for services will be used. All costs incurred in the preparation and submission of a response are the responsibility of the Proposer. Contractors may submit a proposal for Grounds Care or for Snow Removal or for both services.

The Housing Authority reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids and to accept or negotiate cost, terms or conditions of any bid determined by the Housing Authority to be in its best interest. Proposers must provide names and contact information for any subcontractor to which proposer plans to assign work during the course of the contract period. Contractor may not sell, transfer, assign or otherwise dispose of the contract without consent of the Housing Authority.

## **II. Project Overview – Grounds Care**

The Housing Authority is seeking the Proposals from qualified companies to provide lawn care services for Housing Authority owned or managed properties. Bidders must have at least three year's experience in commercial or multi-residential grounds keeping. Vendor should provide all services customarily done for lawn care. **These services include but are not limited to:**

- Mowing Lawns
- Trimming around curbs, flower beds, sidewalks and signs
- Weed Control
- Hill and Fence Line Maintenance
- Litter, lawn waste and tree limb removal.

The contractor must furnish and maintain all labor, supervision, equipment and supplies necessary to perform the services within the allotted time frame. The contractor may rent or own any of the equipment. The contractor shall not use any products, supplies or equipment which may be injurious or damaging to the surface on which is applied. The contractor may not use any equipment or chemical in a way not recommended by its manufacturer.

- a. **Lawn mowing** shall be conducted according to the schedule listed on Attachment D *Estimated Lawn Mowing Schedule*. It is intended to be a general guide for the mowing season and may vary depending on the rate of grass growth during the season. Therefore, the Housing Authority reserves the right to change the schedule at any time. Sixteen to eighteen mowing cycles could be necessary. Mowing is to begin as determined by the Housing Authority. **The Housing Authority will notify contractor each time a mowing cycle is to begin. The Housing Authority will tell contractor which properties need litter control during weeks when mowing is not necessary.**
- b. Contractor shall cut grass to a height of between two and one half inches and four inches high. Mowed areas shall extend to the property lines or tree lines of all properties as shown on Attachment E *Maps of Housing Authority Owned or Managed Properties*. Bidders must field verify all sites before submitting a bid.
- c. The contractor shall cut all hillsides and embankments with every mowing unless instructed otherwise by the Housing Authority. Steep embankments shall be maintained with either a brush hog attachment on a bobcat or with hand held weed trimmers.
- d. The contractor shall not cut lawns wet from rain or heavy dew or muddy areas where equipment will leave tracks or ruts.
- e. Any damage to grass or soil caused by contractors equipment, vehicles or employees must be repaired, filled, seeded, and straw covered as needed at contractor's expense. This damage includes, but is not limited to ruts, tracking, and grass mowed down to the soil line. Contractor must replace any trees or decorative plantings damaged beyond repair during the course of work.
- f. Contractor's employees must operate all equipment in a safe manner according to manufacturer's instructions and applicable safety laws to protect both Housing Authority property, tenants and employees and the contractor's equipment and employees.
- g. Contractor may not operate equipment at speeds that leave grass with a bent or swept appearance or that leave areas uncut.
- h. Contractor must avoid blocking driveways or entrances so that tenants, Housing Authority personnel and the public have access to the property at all times.
- i. **Weed Control** including cutting, trimming, and/or removal of all weeds shall be part of each mowing. Weeds and grass shall be cut and controlled around sidewalks, steps, curbs, shrubbery, dumpsters, fences, buildings, gardens, trees, and other locations as determined by the Housing Authority. No vines or weeds may be allowed to grow next to or up the sides of buildings, tree trunks or fences. Chemical weed killer with a dye additive shall be applied to rock embankments and around sidewalks, streets, curbs, parking areas, dumpsters and fences every other mowing or as directed by the Housing Authority. Weeds in flowerbeds or decorative landscaping areas must be hand pulled. Chemical weed killer may not be used around trees, shrubs, flowers or other decorative plantings.

- j. **Litter Removal** from the areas to be mowed shall be part of each mowing. Litter must be picked up before grass is mowed. Litter includes, but is not limited to: grass clippings, weeds, loose trash, bagged trash, broken glass, fallen tree limbs, , cardboard boxes, cans, bottles, and broken toys. Litter must be picked up every week, even if grass is not to be mowed. Contractor may dispose of trash and debris in Housing Authority Dumpsters.
- k. **Grounds Maintenance** shall be performed as necessary and cost must be part of each of mowing. Contractor shall use a bobcat with a bucket to remove all rocks that have fallen from rock embankments or as requested by the Housing Authority.
- l. **Tree Maintenance** shall be a part of each mowing. It includes removal of fallen tree limbs from grounds and trimming of tree branches so remaining branches are at least six feet off the ground as directed by the Housing Authority.
- m. Each week sweep foyer, stairs and landings of each floor of 23 four-unit apartment buildings, then mop foyer and landings. Spot Clean or mop stairs as necessary. Clean glass entry doors and side windows. Vendor must provide all supplies, cleaning products and equipment. Water is not available at the individual buildings, due to the condition of the outside faucets. However, vendor may get water at Housing Authority Maintenance shop. Vendor must dispose of dirty mop water outside where it will not constitute a slipping or freezing hazard. Trash and dirt swept from foyers may be deposited in Housing Authority tenant dumpsters. Addresses are: 798, 802, 804, 806, 808 East Elm; 603 Linn; 606 Locust; 1009, 1019, 1021, 1021, 1031, 1101, 1107 Buena Vista; 1030, 1032, 1034, 1417, 1407, 1405, 1403, 1401, 1021, 1009 Elizabeth Streets.
- n. Contractor is responsible for all damage caused to Housing Authority owned or managed property or tenant property caused by contractor's equipment or work practices.

### III. Project Overview – Snow Removal

The Housing Authority of the City of Jefferson is accepting bids for Snow Removal at all Housing Authority owned or managed properties. The Housing Authority seeks to enter into an agreement with a contractor for as needed, on call services to remove snow and ice from parking lots and walkways. The Housing Authority will assign snow removal at one, a combination, or all of the properties listed in Attachment A. The contractor shall provide all labor, supervision, materials, equipment, fuel and other items necessary to complete the work as specified. The Housing Authority will supply ice melting chemicals and salt for the contractor's use.

- a. Contractor shall begin snow removal when the snow is at a depth of approximately two inches (2") and only after notification from the Housing Authority.
- b. Contractor shall plow all parking lots and attempt to avoid blocking cars, entrances, driveways and dumpster areas.
- c. Contractor shall clear ice and snow from all sidewalks, steps, stoops and ramps.
- d. Contractor must have personnel and equipment, including trucks, bobcats, spreaders and plows sufficient to complete work necessary to remove snow and ice in a reasonable time period.

- e. The contractor must obtain prior approval from the Housing Authority before applying chemical treatments including salt or cinders. Additional chemical treatments may be requested by the Authority.
- f. Contractor is responsible for all damage caused to Housing Authority owned or managed property or tenant property caused by contractor's equipment or work practices.
- g. Hourly rates for snow removal shall not vary according to the time or day that work will be performed.
- h. All plowing vehicles must be registered, insured and meet all Missouri Department of Transportation Vehicle Requirements.
- i. Contractor shall perform all work in a neat and professional manner.

**IV. Minimum Requirements**

- a. Respondents must have a License to do business in Jefferson City.
- b. During contract period, Contractor must maintain all insurance policies listed in Attachment L *Supplemental General Conditions*.
- c. Proposals must be completed in ink or typewritten. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.
- d. All items listed in Section VII *Contents of Proposal* must be completed and submitted.

The Authority will consider factors to include but not limited to:

- a. Whether the Proposer has the appropriate expertise, personnel, and equipment to provide the services sought under the RFP.
- b. Estimated response time.
- c. Proposer's reputation for timely, quality performance.
- d. Whether the Proposer is in good standing with the State of Missouri and conducts its business in an ethical manner.
- e. The Proposer's fee schedule.

Sealed proposals must be labeled "2012 Grounds Care Service" or "2012 Snow Removal Service" and may be sent via mail, overnight courier or hand delivered to:

**The Housing Authority of the City of Jefferson  
P.O. Box 1029  
1040 Myrtle Avenue  
Jefferson City, MO 65102**

Proposals will remain sealed and will be opened on January 11, 2012.

**V. Timeline**

- a. Issue RFP – December 19, 2011.
- b. Pre-proposal Meeting and Tour of Sites – December 22, 2011, 1: 00 P.M.
- c. Deadline for submission of proposals – January 11, 2012, 2:00 P.M.
- d. Evaluation and selection of best proposal – January 12, 2012.
- e. Submission of selected proposal to the Authority's Board of Commissioners – On or about January 17, 2012.
- f. Notice of Award – On or about January 18, 2012.

## **VI. Instructions**

Each proposer must submit one original and one copy of its Proposal in an envelope marked "Snow Removal" or "Grounds Care". Each Proposal must be signed and dated. Proposals submitted by one proposer for both projects must be in separate marked envelopes. By submitting a signed Proposal, the Proposer certifies that the information in it is materially complete, truthful and accurate. Proposer shall be bound by the information, including quoted fees, contained in its Proposal. Proposals may be withdrawn, by submission of written request at any time before 1:30 P.M. the date of the deadline for submission of proposals.

Written questions about the RFP may be submitted no later than January 9, 2012 at 4:30 P.M. to: Paul Sullivan at [pesullivan@embargo.com](mailto:pesullivan@embargo.com). Except as provided in this RFP and as otherwise necessary for conducting business operations previously established with the Authority, Proposers may not communicate with Authority personnel who are involved in the review, evaluation or selection of Proposals. Such prohibited communication may result in disqualification of a Proposal.

## **VII. Contents of Proposal**

- a. Name of Proposer's Firm, Company or Partnership along with names of any parent, subsidiary or affiliate company, address of company's offices, location of office(s) that will provide services to the Authority. Names of Proposer's primary and alternate contact persons and their contact information.
- b. Proposer's Tax Identification Number and Certificate of Authority to do business in the State of Missouri and the City of Jefferson.
- c. A list of all relevant licenses held by Proposer or its personnel.
- d. The name, title, and contact information and of the personnel who will be assigned to the Housing Authority's account.
- e. Completed Attachment B *Contractor Bid Form for Lawn Care Service* or Attachment C *Contractor Bid Form for Snow Removal Service*.
- f. Completed Attachment F *Statement of Bidder's Qualifications*
- g. Completed Attachment G *Non-collusive Affidavit*
- h. Completed Attachment H HUD form 92010 *Equal Employment Certification*
- i. A listing of insurance carried as referenced in Attachment L *Supplemental General Conditions*.
- j. Completed Attachment J HUD form 5369-C *Certifications and Representations of Offerors, Non-Construction Contracts*.
- k. Three client references with contact information, dates of services provided, a brief description of services provided and a statement expressing permission for the Housing Authority of the City of Jefferson to contact each reference and request information regarding the performance of the Proposer.

