

ROXBORO HOUSING AUTHORITY
INVITATION FOR BIDS
LAWN CARE SERVICES --NC060-0012022

Roxboro Housing Authority (RHA), located at 500 Mt. Bethel Church St., Roxboro, N.C., will receive sealed bids **no later than 3 p.m. on Thurs., Mar. 24, 2022**, for lawn care services. A pre-bid meeting at the location above shall take place Thurs., Mar.17, 2022, at 11 a.m. The meeting is not mandatory but is highly recommended for attendance.

SCOPE OF WORK:

Grass-cutting, weed eating, edging of sidewalk, driveways and walkways, and clean all streets, sidewalks free of trash and other debris.

Apply herbicide as needed on sidewalks, walkways and streets.

Pick up paper, trash and debris before mowing/weed eating.

Sweep/vacuum/blow streets, walkways, front and back porches and parking lots.

Note: This is for an average of every 10 days and based upon a per cut fee.

Trim shrubbery and apply mulch as needed as directed by the Housing Authority.

Grounds include all Housing Authority-owned land, grass areas, parks, parking lots, sidewalks, and drainage areas.

Bids shall be a fixed firm price inclusive of all contractor costs, including but not limited to material, labor, equipment, taxes, permits, insurance and any other expense incurred by the contractor while performing lawn care services for the Housing Authority. In addition, provide a firm fixed price for the following: shrubbery trimming, mulching, leaf removal and snow removal per Housing Authority site.

The contractor shall investigate each site and conditions affecting the work and satisfy it as to the general and local conditions, which can affect the work or its cost.

The contractor shall be responsible for protecting existing grounds and facilities and for any damage there to because of their actions/lack of actions.

Grass-cutting season shall commence no later than **April 15, 2022**, and shall end no later than **Nov. 15, 2022**

Lawn Care Specifications

Section A

Terms and Conditions

General

The bid submitted by a contractor to obtain a requirements service contract shall include materials, supplies, labor, equipment and all other needs to perform services to meet the scope of work contained in this invitation for bids document. All services provided that are not included as part of the scope of work will not be paid for by the Roxboro Housing Authority on the contract assigned for these specifications. A separate contract must be executed to start additional requirements. At least \$1 million of liability insurance must be maintained throughout the contract. Invoices submitted for additional tasks performed at the job site, which are not a part of this contract, will not be paid by the Roxboro Housing Authority.

Type of Bid Requested

The contract will be awarded to the most responsive and responsible bidder, providing the most advantageous package in the best interest of the Housing Authority. It is the responsibility of the contractor to provide evidence and demonstrate the ability to provide the services. If applicable, award of more than one contractor will be at the discretion of the Housing Authority. There will be a tour of the properties, which are affected by these contract specifications.

All the contracts for these services will normally be for a nine-month period. However, the contract may be extended at the discretion of the Housing Authority and agreed to by the contractor.

Scheduling of Events

The contractor shall provide a monthly schedule five days prior to the beginning of the month for the Executive Director or his/her designee. The schedule shall have the proposed days (10-day cycle) that the contractor will be working in each development. Should inclement weather prohibit staying on schedule, please notify the Housing Authority immediately to readjust the schedule.

Safety

The contractor and the employees of the contractor shall comply with all applicable OSHA, regulations. Should the contractor and the employees of the contractor fail to comply, all ensuing liability, including fines, shall be the responsibility of the contractor. Property damaged or persons injured during the performance of the contract are the sole responsibility of the contractor to make restitution.

Contractor's Responsibility

The contractor shall respond to all shortcomings of the contract specifications or lists detailing work that needs to be completed to maintain the contract specifications by the next workday. If the contract specifications are not maintained, the Housing Authority may hire another contractor or do the work with the in-house labor at a cost of \$25/hr. The money used for this purpose shall be deducted from the contractor's monthly invoice. This measure will normally be applied after the contractor has been notified twice within the contract month for the same non-compliance with the contract specifications as well as cancellation of contract.

Contract Cancellation:

Contract cancellation requires a 30-day notice by the contractor or the Housing Authority. In case the contractor, at any time during the process of the work, fails or neglects to supply sufficient materials or qualified workmen, or abandons the work, or become insolvent or bankrupt, or for any other case defaults in the prompt performance of this agreement, the property owner shall have the power and authority to terminate the agreement after first giving the contractor five calendar days of notice in writing.

Section B

TURF MANAGEMENT

All lawn/grounds shall be mowed, trimmed, mechanically edged, clippings and residue blown from hard surfaces at a minimum of one every 10 calendar days throughout the mowing season.

Mowing

The grass shall be cut uniformly at a height of 2 ½ to 3 inches at least every 10 days. Uneven cuts or missed areas are unacceptable.

Trimming

Grass and other vegetation, which was not cut by the lawn mowing equipment, will be trimmed to 2 ½ to 3 inches. This will include but not be limited to the areas in and around the perimeter of buildings, shrubs and planting and other borders.

Edging

Edge and trim all hard surfaces to ensure that the dimension of the hard surfaces to present a manicured appearance each time the lawn is mowed and trimmed. All sidewalks, dumpster pads, curbs, gutters and other hard surfaces or similar construction are to be considered as a hard surface.

Blowing

All grass, dirt, grass clippings and other debris will be blown off or removed by hand or by other means from the sidewalks, out of the gutters and of the curbs each time the lawn is cut or maintained by the contractor.

Weed Control

Planting areas and natural areas will be sprayed with a non-restrictive use herbicide (no Round Up). Sidewalks, curbs, around houses only (no wider than two inches).

NC Pesticide License is required within 30 days of upon signing contract.

Section C

Bid Form

I hereby propose to provide full and complete lawn care services for the Roxboro Housing Authority. I understand that payment is within 30 days on invoice submission. I shall adhere to the terms of conditions, turf management and prices listed below to perform said duties:

Locations **Per Cut/Service Fees (Do not put totals here; per service fee only)**

	<u>Grass Cutting</u>	<u>Mulching</u>	<u>Leaf Removal</u>
Harris	\$ _____	\$ _____	\$ _____
Gardens			
Green	\$ _____	\$ _____	\$ _____
Gardens			
Lee Gardens	\$ _____	\$ _____	\$ _____
Weatherly	\$ _____	\$ _____	\$ _____
Heights			
Totals	\$ _____	\$ _____	\$ _____

Submitted By

Company Name

Signature

Date

Title