

# **Request For Proposals**

## **Grounds Maintenance Cayce Housing Authority**

### **Cayce RFP – 202010**

#### **Addendum #1**

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##### **Provides:**

- Scope of work
- Quality
- Specifications
- Evaluation criteria
- Package format

Addendum acknowledgement must be marked on submission

## SPECIFICATIONS

### SCOPE OF WORK

Provide all labor, materials, tools, equipment, permits, taxes, insurance and skills required to perform all operations to complete the ground maintenance services according to the specifications listed in this RFP. The Contractor will provide the management, supervision and manpower necessary to provide the ground maintenance services listed in this RFP. All work will be performed in a professional and workmanship manner

### QUANTITY

During the contract period, the Contractor will perform services per attached specifications at sites identified weekly during the months of May through October, bi-weekly during the months of March, April, November and December and once per month in January and February.

### SPECIFICATIONS

1. Mow all CHA grounds within property lines to a height of 2-1/2 inches, with adjustments made for periods of high heat and little rainfall on the schedule agreed to between CHA and the Contractor. All CHA grounds areas will be cut and trimmed. The areas to be mowed will include grassed areas between streets and sidewalks as identified on mapped areas to include all embankments. Embankments that are too steep to cut with mowers will be cut with trimmers to a height of 4"-6". All ground cover areas, planting beds and mulched areas, sidewalks, walkways, curb areas around objects and structures, parking and any other non-mowing areas will be kept free of weeds throughout the contract period. Weed control can be established manually, mechanically or chemically. Weed control will be addressed at each mowing.
2. The contractor will, prior to each mowing, ensure that all trash is clear of mowing operations. In the event any trash has been missed prior to mowing, the contractor shall immediately remove same from the grounds leaving a clean cut area. Trash shall be collected in plastic bags and placed in dumpsters located in the community being mowed. Mowing of grounds will include trimming grass where mowing operations are not possible to include grass between cracks and around any planting beds. Grass shall be blown from the sidewalks, walkways, parking areas and all other hard surfaces after each mow and/or trim.
3. The contractor shall edge all sidewalks and walkways and all other hard surface areas and clean up resulting debris and deposit it in dumpsters on site. This work will be performed each time the area is mowed.
4. Shrubs, plants and trees will be trimmed and pruned every month or as needed to promote their proper health and growth. Lower tree limbs will be maintained at a

height of eight feet over the ground. Planting will be trimmed as needed at each mowing so that no plants are allowed to extend over sidewalks or into entranceways. Shrubs are to be trimmed seasonally as needed to maintain their health and proper growth and to keep up curb appeal and maintained so as not to allow contact with the buildings. It will be the responsibility of the contractor to remove trimmings to an approved dumping area in accordance with any applicable local laws set forth by the State, County or City governments. Trimmings will not be left on CHA property.

5. Fertilization and application of insecticide will be done in March, June and September by the contractor. All turf areas, shrubs and plantings will be treated as needed to maintain proper pest control.
6. The contractor will install a total of twenty (20) flats of annuals for each entrance each year. Annuals will be installed 4 times per year (seasonally). CHA will be responsible for the purchase of the annuals.
7. Pre-emergent will be performed by the contractor in late February and early March.
8. All planting beds and all shrubs and tree bases will be top dressed with bark mulch and straw twice per year. **List this cost separately on bid form and bill annually.**
9. The contractor will assess all sites annually for absent turf and soil erosion, especially around buildings areas, walkways and stairwells, or anywhere that soil erosion could cause a tripping hazard for the residents. This is to be done prior to any rainy season. The contractor will provide CHA with this evaluation in May of each year with a cost estimate for materials and labor for dirt and sod necessary to correct soil eroded areas.
10. If the grounds do not require mowing the contractor will be responsible for removal of leaves.
11. The contractor will be responsible for the periodical inspection of the irrigation system. Contractor will evaluate all systems upon initiation of the contract, make sure that adequate coverage is in the correct areas, ensure all clocks, valves and heads are functioning as required and check for leaks. CHA will ensure that all systems are functioning properly at contract initiation but ongoing maintenance during the contract will be the responsibility of the contractor. Ongoing maintenance of irrigation systems will include the adjustment or replacement of heads, cleaning of nozzles and valves, monitoring of irrigation schedules and systems to ensure systems are operating effectively. Contractor will be responsible for any damage done to irrigation systems during the course of the contract.
12. The manager of the site will be contacted on the day of or by 9:00 am of the next day after services have been performed so that the work can be inspected. The successful contractor will be given a cell phone number of the manager in charge of the site and also the cell phone number for the Director of Public Housing as a contact in case the manager is unavailable.

13. Prices are to be submitted on a per cut basis and **include all costs for items stated** above except where otherwise noted. All payments will be made on a per cut basis. CHA anticipates 26 cuts.
14. In the event of a storm or hurricane the contractor will be responsible for the timely assessment of necessary post storm cleanup of all landscaped areas, and the clearing of easily removable landscape materials in roadways and walkways and common areas. The contractor will give CHA a detailed estimate for the repair and removal of downed or dangerous tree limbs, and/or the removal of dead trees, to include removal and disposal. This estimate will be billed separately and is subject to prior approval by CHA. Unapproved costs will not be reimbursed.
15. Performance of the contract can only be done Monday – Fridays 8am -5pm. All work associated with an individual cutting must be completed with a 2-day cycle.
16. Work will be inspected by CHA staff after completion. Contractor must notify staff that work has been completed within the timeframe listed in item number 11.
17. The contractor will supply grass seed, fertilizer, lime, pine needles, mulch and herbicides needed to perform the ground maintenance services.

## REQUEST FOR PROPOSAL EVALUATION CRITERIA

The items below will be used as evaluation criteria for the RFP. A selection committee will review and evaluate all proposals. It is critical that the responses provide complete and accurate information and it is stated clearly.

### Point Value

#### **Organizational Capacity**

**20**

Proposals must contain evidence of the Contractor's experience and abilities in the areas specified in the Scope of Work and the contractor's capacity to perform the work in a timely manner.

#### **Qualifications of Key Personnel**

**20**

A complete listing of all key personnel who will be assigned to this contract must include their relevant experience, qualifications, roles, responsibilities, and leadership.

#### **Approach and Response to the Specifications**

**20**

Provide a detailed narrative that demonstrates the approach for each element of work identified, address how services will be immediately provided upon execution of a contract, and provide a narrative and calendar indicating in weeks how the work will proceed under the contract

#### **Costs**

**20**

Provide a firm total cost along with a detailed breakdown of total cost; show all expenditures.

#### **Past performance in terms of quality control and service**

**10**

Past record of performance with respect to such factors as cost controls, quality of work, and ability to meet schedules.

#### **References**

**10**

Contractor must provide a minimum of three references from where services. These references must be identified by the project name and address; contact person with title, telephone number, email, detailed description of scope of work performed, size of the project and cost.

**TOTAL**

**100**

Proposals must be organized as follows:

Cover Letter

Title Page

Table of Contents

Approach to the Scope of Work

Experience and Performance History

References (Exhibit A)

Key Personnel

Proof of all Required Insurance

Proposed Schedule (Exhibit B)

Pricing Schedule (Exhibit C)

The Contractor must provide the required information both as to itself and any other person, including any corporation, partnership, contractor, joint venture, consortium, or individual which the Contractor intends to assign to a key management role in the material responsibilities under this contract.

Cover Letter must contain the following information:

- A brief identification of the roles of all the team members
- Principal contact person for the Contractor and an alternate contact person together with addresses, telephone, and email addresses
- A clear statement indicating that the attached proposal constitutes a clear and binding offer by the Contractor
- A clear statement indicating that all information in support of the proposal is accurate, truthful, and factual.

Title Page must contain the following information:

- Name and identification number of this RFP
- Name, title, company, mailing address, phone numbers of the person(s) authorized to commit the Contractor to contractual arrangements

Approach to the Scope of Work:

- A thorough description of the overall approach to providing ground maintenance services
- Description of why this is the best approach for services rendered