



**Housing Authority of
the County of DeKalb**

Open the Door to Independence

Request for Proposal (RFP)

RFP 20-0073

March 19, 2020



**LAWN CARE
MAINTENANCE SERVICES**
*Public Housing Properties &
Non-Public Housing Properties*

THE HOUSING AUTHORITY OF THE COUNTY OF DEKALB REQUEST FOR PROPOSAL RFP 20-073

Project: Lawn Care Maintenance Services (April 15 – November 15, 2020)

Location: See Attached 2020 Proposal Sheet

The Housing Authority of the County of DeKalb (hereinafter, "HA") is a public entity that was formed in 1946 to provide federally subsidized housing and housing assistance to low-income families, within the County of DeKalb. The HA is headed by an Executive Director (ED) and is governed by a five-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and the HA's procurement policy.

Currently, the HA owns and/or manages: multi-family apartment complexes totaling 390 units, and administrates a total of 564 Section 8 Housing Choice Vouchers (for a total of 954). The HA currently 23 employees.

In keeping with its mandate to provide efficient and effective services, the HA is now soliciting proposals from qualified, licensed and insured entities to provide the above noted services to the HA. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any

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[HA CONTACT PERSON	Randy J. Bourdages Telephone [815-758-2692 x.122] Cell Phone [815-739-0010] rbourdages@dekcohousing.com
HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE	1. Access www.dekcohousing.com . 2. Click on <u>Procurement</u> at the top of the Home Page.
Proposal Bid Sheet Required	Find enclosed the <u>2020 Proposal Sheet</u> which requires the company to fill out and return by the deadline.
PROPOSAL SUBMITAL RETURN & DEADLINE	Tuesday, March 31, 2020 The Housing Authority of the County of DeKalb 310 N. 6 th Street, DeKalb, IL 60115 The Bid Proposal Sheet must be received by mail, email or Fax to the HA by no later than 2:00 PM on this date.

The HA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the HA to be in its best interests.

The HA reserves the right not to award a contract pursuant to this RFP.

The HA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).

The HA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.

The HA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the HA Contracting Officer (CO).

The HA reserves the right to negotiate the fees proposed by the proposer entity.

The HA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.

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The HA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

The HA shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the nahro.economicengine.com Internet System (hereinafter, the "noted Internet System" or the "System") and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the noted Internet System, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the HA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the HA, but not the prospective proposer, of any responsibility pertaining to such issue.

Current Contractor: The HA's currently was maintaining its own grounds for the past 6 years

Contract Period: The HA anticipates that it will initially award a contract for the period of 1 year with the option, at the HA's discretion, of 4 additional one-year option periods, for a maximum total of 5 years.

Scope of Work:

Lawn Care

1. Turf shall be cut to a height of to three inches as conditions dictate. Mowing shall be done frequently enough so that no more than one third of the blade is removed per cutting. This is to include trimming around trees, shrubs, buildings and curbs etc. Mowing equipment and patterns shall be employed to permit recycling of clippings where possible and present a neat appearance. Excess clippings shall be removed and blades on all equipment shall be sharp to prevent tearing of the grass blades.
2. Round #1 Fertilization – (April 1 – May 15) Application of a granular slow-release Nitrogen fertilizer with pre-emergent crabgrass inhibitor, and an application of a liquid Broadleaf weed control. Pending weather conditions. ***Pricing shall be provided alternate from the annual mowing cost.***
3. Round # 2 Fertilization (approximately September 1 – October 15) Application of a granular slow-release Nitrogen fertilizer and spot treatment with a liquid Broadleaf weed control. Pending weather conditions. ***Pricing shall be provided alternate from the annual mowing cost.***
4. Leaves shall be removed from all turf in the autumn

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5. Turf adjacent to walks shall be edge monthly.

Shrub, Evergreen and Groundcover Beds

1. All beds shall be kept in a neat and weed-free manner to include cultivation, hand weeding and the use of herbicide on an as needed basis.
2. All shrub and evergreen beds shall be pruned One **(1)** time per season or as need be to develop the natural form of the plant.
3. Turf adjacent to beds shall be edged early spring to prevent encroachment of turf and present a neat appearance.
4. Leaves shall be removed from beds in autumn.

Trees and Lawn Evergreens (up to 3" trunk diameter)

1. All trees and lawn evergreens shall be pruned to remove dead or damaged branches and develop the natural form of the plant.
2. A cultivated and edged ring shall be maintained at the base of all lawn trees One time per season or as needed, where applicable.

Miscellaneous

1. A general spring clean up shall be provided to remove debris that has accumulated over the winter.
2. Gravel beds shall be maintained in a neat and weed free manner.
3. Perennial beds shall be maintained in a neat and weed free manner.
4. Work not included shall be done when requested in writing from the owner at the Contractor's then-current rates.

General

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1. All work shall be performed by trained, supervised personnel in accordance with accepted horticultural practices. Licensed personnel will apply chemicals.
2. Material shall be applied in accordance with manufacturer directions. Where alternate products are available, the environmental impact of the products shall govern which is used.
3. Adequate personnel and equipment shall be provided to permit the timely completion of all operations.
4. Landscape debris shall be removed from the site at the end of each day at no additional charge.
5. Certificates of insurance from the Contractor naming the Association as an additional insured on all applicable policies shall be provided to the Association prior to the commencement of any work on the property. Said insurance shall also contain a provision indicating that the Association will be entitled to notice of any termination or cancellation of any of the policies no less than thirty (30) days prior to the date of such termination or cancellation. Failure of the Contractor to maintain adequate insurance shall be deemed to be a material breach of the Agreement and authorize the Association to terminate this Agreement immediately until such time that Contractor can provide adequate proof that the insurance has been reinstated as required by the Association and its insurance carrier.

If you would like to set up an appointment to visit the site(s) please contact Randy Bourdages at any of the contact telephone numbers below.

Work Included: Without limiting the generality of the foregoing included the following.

1. Field Measurement
2. Test Installation
3. Installation
4. Coordination
5. Clean-Up
6. Insurance Certificate
7. We are Sales Tax Exempt E9980-0802-05
8. **Deadline – March 31, 2020**

**Send To: Randy Bourdages
Capital Projects, Contracts & Procurement Manager
Housing Authority of the County of DeKalb
310 N 6th Street
DeKalb IL 60115
Phone: 815-758-2692 ext. 122 Cell: 815-739-0010 Fax 815-758-4190**

* All Work Performed According to Federal, State, and Local Uniform Building Codes

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**2020 Proposal Sheet
Lawn Care Services**

Property	ALTERNATES			Lawn Care Per Week	Total 34 Weeks
	Extra Moving	1 Spring Fertilizer	1 Fall Fertilizer		
Taylor Street Plaza 507 E Taylor Street DeKalb					
Gurler Apartments 307-313 Gurler DeKalb					
Garden Estates 234 Garden Street DeKalb					
Garden Estates 234 Garden Street DeKalb					
Lewis Court 720,730,760,802 14 th & 1428 Lewis St DeKalb					
Dresser Court Apts. 965 Dresser Road DeKalb					
Civic Apartments 350 Grant Street Sycamore					
Mason Court 275 N Cross Street Sycamore					

In the case of any discrepancy between the "Total Amount Quoted" and the recalculated sum of adding each of the individual quote amounts entered (e.g. the Proposer makes a mistake in adding the amount to arrive at a Total Amount Quoted), the HACD reserves the right to select the price most beneficial to the HACD.

The undersigned Proposer hereby quotes the above amounts to complete the required work (print clearly and legibly!). Further, by submitting this proposal

Company Name: _____ Date ____/____/____

Address (Street; City; State; Zip) _____