

Wichita Falls Housing Authority

501 Webster, PO Box 544
Wichita Falls, TX 76307
Tel: (940) 723-8389
Fax: (940) 723-1680
Email: donnap@wfha.com

REQUEST FOR PROPOSALS

RFP # 2020-1011 FOR LAWN CARE and LAWN MAINTENANCE SERVICES (Tree service excluded from this contract)

Issued on: Sunday, October 11, 2020

Due Date: Tuesday, December 01, 2020 at 2:00 P.M.

Administered by: Donna Piper, Executive Director

SECTION I – INTRODUCTION and INTENT of RFP:

Notice to Vendors

The Housing Authority of the City of Wichita Falls (hereinafter “HA”). In keeping with its mandate to provide efficient and effective services, the HA is now soliciting **sealed 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 designated attachments in its entirety.

REQUEST FOR PROPOSAL Lawn Care and Lawn Maintenance Services

Proposals will be accepted until **Tuesday, December 01, 2020 at 2:00 P.M.** at the Wichita Falls Housing Authority in the Main Office Building, 501 Webster or P.O. Box 544, Wichita Falls, Texas 76306. Complete specifications and instructions are attached herewith.

The HA plans to contract for Lawn Care and Lawn Maintenance Services at all locations throughout the HA. This Request for Proposal is for Lawn Care and Lawn Maintenance Services ONLY. We expect the selected Contractor to begin work on January 01, 2021.

Proposal documents may be obtained from the front desk, at the Wichita Falls Housing Authority Office Building, 501 Webster, Wichita Falls, TX 76306.

Proposals shall be submitted on the standard forms furnished by the HA and shall be submitted in a sealed envelope identifying the Contractor’s name, the RFP title, and the RFP due date on the face of the envelope.

Submission of a proposal signifies the Contractor’s agreement that its’ proposal and the content thereof are valid and will become part of the contract that is negotiated between HA and the successful Contractor. All prices submitted with the proposal shall remain in effect for the contract period.

Sincerely,

Donna Piper

Wichita Falls HA
Executive Director

SECTION II – SCHEDULE:

WICHITA FALL HOUSING AUTHORITY

Lawn Care and Lawn Maintenance Services Request for Proposal Schedule (Tree service excluded from this contract)

Sunday, 11, & 18 October , 2020	RFP notices e-mailed, mailed to potential Contractors and placed local publication.
Thursday October 29, 2020 10:00 A.M.	Pre-proposal meeting and tour of facilities. Meeting begins at 10:00 A.M. in the Commissioners Meeting Room located in the HA main Administration Building, 501 Webster, Wichita Falls, TX 76306. Vendors must sign in.
Thursday November 12, 2020 5:00 P.M.	Last day for questions. Questions must be signed and submitted in writing by 5:00 P.M. Questions may be delivered either by mail, e-mail or fax.
Thursday November 19, 2020 5:00 P.M.	Last day Addendum will be posted. All questions will be clarified through an addendum. Addendum will be posted at The HA Main office by 5:00 P.M.
Tuesday December 01, 2020 2:00 P.M.	Proposal receipt deadline. Proposals opened. All proposals are due at the HA main Office by 2:00 PM. No late proposals will be accepted.
January 01, 2021	Contract term begins

SECTION III -- GENERAL CONDITIONS and FINANCIAL PROVISIONS:

CONTRACTOR QUALIFICAITONS: The successful Contractor must be properly licensed to do business within. Wichita Falls County. The successful Contractor shall have been in the Lawn Care and Lawn Maintenance business for a minimum of two (2) years. The Contractor shall have a person available during normal business working hours to address any problems or complaints.

PRICING: The Contractor warrants that the pricing stated herein shall remain firm for a period of one (1) year from the first day of the contract period. Pricing shall include all charges that may be imposed in fulfilling the terms of the contract.

HOURS: Hours of lawn care and lawn maintenance shall **ONLY** be performed from 7:00 A.M. until 7:00 P.M. Monday through Friday and 9:00 A.M. until 7:00 P.M. on Saturday. (No Sunday's or Holliday's)

TERMS OF CONTRACT: The initial contract term will be from January 01, 2021 through December 31, 2021. The contract will be renewable on an annual basis for up to three (3) additional fiscal years.

CONTRACT AGREEMENT: All subsequent contract agreements as a result of an award, shall incorporate all terms, conditions, and specifications contained within, unless mutually amended in writing.

SIGNED PROPOSAL CONSIDERED AN OFFER: Receipt of a signed proposal shall be considered an offer on the part of the Contractor. The terms, conditions and specifications of this proposal will become part of the contract, if the proposal shall be deemed approved and accepted by HA. In the event of a default on the part of the Contractor after acceptance, The HA may take such action as it deems appropriate including legal action for damages or specific performance.

PAYMENT TERMS: Payment terms are NET 30 days following receipt of correct invoice. Invoices must be submitted to:

Wichita Falls Housing Authority
Attn: Donna Piper
501 Webster, P.O. Box 544
Wichita Falls, TX 76306

Wichita Falls Housing Authority is responsible for all payments to the Contractor under this contract.

SUBCONTRACTING: The Contractor shall not have the right or power to assign, subcontract, or transfer interest in this contract. The Contractor is prohibited from subcontracting any services covered in the scope of work.

CHANGES: The HA shall have the right, at any time, to alter the specifications to meet increased or decreased needs. If any such changes cause an increase or decrease in the cost or the time required for the performance, or otherwise affects any other provision of this agreement, an equitable adjustment shall be made and this agreement shall be modified in writing accordingly.

AVAILABILITY OF FUNDS: Any and all payments to the Contractor shall be deemed binding only to the extent of appropriated funds for the purpose set forth in this proposal.

NON-DISCRIMINATION: The Contractor shall not discriminate against any individuals and will take proactive measures to assure compliance with all Federal and State requirements concerning fair employment, employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination based upon age, race, color, religion, sex, national origin or disability.

GOVERNING LAWS: This contract is made under and shall be governed and construed in accordance with the laws of the State of Texas.

ADVERTISING: In submitting a proposal to HA, the Contractor agrees not to use the results of their proposal as a part of any commercial advertising without prior approval of the HA.

CONFIDENTIALITY OF PROPOSALS: In submitting a proposal the Contractor agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of the HA until after the award of the contract. Contractors not in compliance with the provision may, at the option of the HA, be disqualified from contract award. Only discussions authorized by the issuing agency are exempt from this provision.

ELABORATE PROPOSALS: Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired.

COST FOR PROPOSAL PREPARATION: Any costs incurred by Contractors in preparing or submitting proposals are the Contractors' sole responsibility. The HA will not reimburse any Contractor for any costs incurred prior to award of this contract.

TIME FOR ACCEPTANCE: Each proposal shall state that it is a firm offer which may be accepted within a period of 90 days following the submittal date, Tuesday December, 01, 2020. Although the contract is expected to be awarded prior to that time, the 90-day period is requested to allow for unforeseen delays.

RIGHT TO SUBMITTED MATERIAL: All responses, inquiries, or correspondence relating to or in reference to this Request for Proposals, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the Contractors shall become the property of HA when received.

COLLUSIVE BIDDING: The vendor's signature on the HA's "Request for Proposal (RFP)" is a guarantee that the prices quoted have been arrived at without collusion with other eligible Contractors and without effort to preclude HA from obtaining the lowest possible competitive price.

GENERAL INDEMNITY: The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify HA, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of HA or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by HA staff or HA officials (including the Executive Director, the Board of Commissioners, as well as HA officers, agents, and employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against the HA or HA officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amounts required in the general liability insurance requirements. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

CONFLICT OF INTEREST: All Contractors must disclose in writing with their proposal the name of any owner, officer, director, or agent who is also an employee of the HA. All Contractors must also disclose in writing with their proposal the name of any employee of the HA who owns, directly or indirectly, an interest of five percent (5%) or more in the Contractor's firm or any of its branches or subsidiaries. By submitting a proposal, the Contractor certifies that there is no relationship between the Contractor and any person or entity which is or gives the appearance of a conflict of interest related to this RFP.

ERRORS AND OMISSIONS: The Contractor shall not take advantage of any errors or omissions in this RFP. The Contractor shall promptly notify the HA of any omissions or errors found in this document.

INSURANCE COVERAGE: During the term of the contract, the Contractor at their sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Contractor shall provide and maintain the following coverage and limits:

- **Worker's Compensation** - The Contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of Texas, as well as employer's liability coverage with minimum limits of \$150,000.00, for bodily injury per accident. This insurance must include and cover all of the Contractor's employees who are engaged in any work under this contract.
- **General Liability** – The Contractor shall provide and maintain General Liability Coverage at a rate no less than \$250,000 per occurrence for bodily injury, personal injury and property damage.
- **Automobile** - Automobile Liability Insurance to include liability coverage, covering all owned, hired and non-owned vehicles used in connection with this contract. The minimum combined single limit shall be \$150,000.00 bodily injury and property damage; \$150,000.00 uninsured/under insured motorist; and \$1,000.00 medical payment.

INSURANCE REQUIREMENTS: Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of Texas. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in Texas. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing Texas laws or this contract. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the contract.

OTHER INSURANCE PROVISIONS: The policy or policies are to contain, or be endorsed to contain, the following provisions:

- A. Contractor's insurance is to be considered primary for losses that occur as a direct result of the Contractor's actions.
- B. Coverage shall state that the Contractor's insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after 30 days' written notice.

The Contractor must include a copy of their insurance certificate with their proposal package. Upon award of this contract, the selected Contractor shall add Wichita Falls Housing Authority as a Certificate Holder to their insurance policy.

PROPOSAL OPENING: The proposal deadline is Tuesday, December 01, 2020 at 2:00 P.M. On that date and time, the package containing the proposals from each responding Contractor will be publicly opened. At that time the name of the Contractor and the cost(s) offered will be announced. This is an open and public meeting. Interested parties may attend. However, it must be noted that these costs and their components are subject to further evaluation for completeness and correctness. Therefore, the cost(s) announced at that time may not be an exact indicator of the Contractor's pricing position. Neither can the assumption be made that the Contractor with the lowest price offered will be awarded the contract. See **"EVALUATION CRITERIA"** and **"AWARD OF BID"** for further explanation on the components involved with the award of this contract.

EVALUATION CRITERIA: The HA, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. The proposals will be evaluated on a "best overall value" basis including, but not limited to, completeness and content of the proposal, pricing, quality, the Contractors ability to follow the specifications, the Contractors ability to provide a team of skilled, trained employees, the Contractors experience with similar projects and the Contractors responses to "Mandatory Issues". In addition to these considerations, the evaluators may request additional information, oral presentations or discussions with any or all of the responding Contractors to clarify elements of their proposal or to amplify the materials presented in any part of the proposal. However, Contractors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the Contractor.

The HA reserves the right to make independent investigations as to the qualifications of the Contractor. Such investigations may include contacting existing customers. Contractors should keep in mind that this is a Request for Proposals and not a request to contract. The HA reserves the unqualified right to accept or reject any and all proposals, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of the HA.

REFERENCE TO OTHER DATA: Only information which is received in response to this Request for Proposals will be evaluated. Reference to information previously submitted shall not be evaluated.

AWARD OF BID: The HA, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. Price will be a major consideration but will not be the determining factor in our selection. The award of this contract will be based and granted on **"BEST VALUE."** **"BEST VALUE"** will allow the HA to consider factors beyond pricing such as whether the responsible Contractor is able to meet and/or exceed the required specifications. **"BEST VALUE"** will permit and reflect prudent stewardship of public funds and trust. Award of the contract to one Contractor does not mean that the other proposals lacked merit. Award of the contract signifies that after all factors have been considered, the selected proposal was deemed most advantageous to the HA.

NOTIFICATION OF AWARD: After all prerequisites and specifications have been met by the Contractor and the award for Lawn Care and Lawn Maintenance Services has been made, the successful Contractor will be notified within ten (10) working days of this award. The HA will notify the successful Contractor in writing, either by a LETTER OF AWARD or a PURCHASE ORDER or both. VERBAL NOTIFICATION OF THE AWARD OF THIS CONTRACT IS NOT CONSIDERED A RELIABLE MODE OF NOTIFICATION AND, THEREFORE, WILL NOT BE RECOGNIZED AS AN OFFICIAL NOTIFICATION.

TERMINATION FOR CAUSE: The HA reserves the right to terminate this contract at any time for cause. The violation of any provision or condition contained in this contract, or the refusal, failure, or inability to carry out any provisions of this contract shall constitute sufficient grounds to terminate this contract for cause. Should the HA elect to terminate this contract for cause, the HA will notify the Contractor 30 days prior to the termination date and shall specify the cause for termination as well as the date the termination shall be effective. This termination notice will be issued via a written letter sent by certified U.S. mail. Immediate dismissals may be executed if deemed necessary by the HA.

TERMINATION WITHOUT CAUSE: The HA and the Contractor may terminate this contract without cause. Written notice of termination must be sent via certified U.S. mail no later than thirty (30) days prior to the termination date.

SECTION IV – EMPLOYEE GUIDELINES:

DRUG POLICY: The Contractor certifies that it maintains a drug free work place environment to ensure worker safety and workplace integrity. The Contractor further agrees their employees shall comply with the HA's Drug-Free Workplace Policy.

AUTHORIZED PERSONNEL: While engaged in the performance of these Lawn Care and Lawn Maintenance Services, only authorized employees of the Contractor are allowed at the HA location where the work is being performed. During the performance of these services, the Contractor employees are not to be accompanied in the work area by acquaintances, family members, associates or any other person(s) who are not a current, authorized employee(s) of the Contractor.

EMPLOYEE GUIDELINES: The Contractor shall use only qualified personnel to provide the required services. The Contractor shall be responsible for insuring that employees abide by all rules and regulations set forth for the buildings and grounds.

SECTION V – SAFETY:

SAFETY: The Contractor and any persons employed by the Contractor shall be required to adhere to all OSHA requirements and regulations that apply while performing any part of the work listed under the title "Scope of Work". The Contractor and any persons employed by the Contractor shall be required to wear the following safety items as required by OSHA regulations while performing any part of the work listed under the title "Scope of Work". These safety items are: steel-toed boots, gloves, hearing protection, and eye protection.

State and Federal Regulations: The Contractor shall perform all work in accordance with State and Federal safety regulations in regards to work zones, work areas, equipment, vehicles, tools and supplies. The Contractor shall provide all necessary and required work zone protective devices and traffic channeling devices as required under State and Federal safety regulations.

HA Maintenance Supervisors: The HA maintenance supervisors shall be given full access to inspect all aspects of the job, work zone, equipment, personal protective equipment and all areas and aspects of the job for compliance with OSHA, State, and Federal safety regulations. Should the HA Maintenance Supervisors identify any areas of concern, the Contractor shall, at his expense, address these concerns to the satisfaction of the HA's Maintenance Supervisors.

Should the Contractor fail to remedy any identified safety concerns, where feasible, the HA Maintenance Supervisors shall have functional authority to halt work until said safety concerns are corrected to the HA Maintenance Supervisors satisfaction.

Should the Contractor fail to remedy any verifiable safety concerns identified by the HA Maintenance Supervisors, at its' option may cancel any agreement, reserving for itself any remedies it may have for breach of contract.

Public Safety: The Contractor shall protect the safety and convenience of the general public. The Contractor shall perform work as needed and necessary to protect the general public from hazards.

SECTION VI -- SPECIAL CONDITIONS:

PRE-PROPOSAL MEETING AND FACILITY TOUR: A pre-proposal meeting will begin at the Wichita Falls Housing Authority Administration Building at 10:00 A.M. on Thursday, October 29, 2020. located at:
501 Webster
Wichita Falls, TX 76306

The purpose of this meeting is to discuss the project and to answer any questions potential Contractors may have. It is also requested that the Contractors tour the facilities referenced in this RFP during this pre-proposal meeting. This pre-bid meeting is not mandatory, but your attendance is strongly recommended. **No meetings or tours to review the Scope of Work for the Lawn Care and Lawn Maintenance Service will be held individually or separately before or after this pre-proposal meeting.**

CONTRACTOR SUPERVISION: The Contractor or the Contractor's authorized agent shall make sufficient routine inspections to ensure the Lawn Care and Lawn Maintenance work is performed as required by the contract. The Contractor and the Contractor's authorized agent must be literate and fluent in the English language, because of the necessity to read chemical labels, job instructions and signs, as well as the need for conversing with management personnel.

HISTORICALLY UNDERUTILIZED BUSINESSES: Pursuant to General Statute 143-48 and Executive Order #150, The HA invites and encourages participation in this Request for Proposals process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.

SECTION VII – PROPOSAL INFORMATION:

- Proposals for LAWN CARE and LAWN MAINTENANCE SERVICES will be received by The HA until Thursday, November 20, 2020 at 2:00 P.M. Proposals may be submitted by mail or delivered in person. **NO** faxed proposals will be accepted. We must receive all proposals at the following location PRIOR to the date and time specified. Any proposal received after the date and time prescribed shall **NOT** be considered for award and the proposal shall be returned to the Contractor.

Each proposal must be submitted in a sealed envelope, addressed to:

Wichita Falls Housing Authority
Attn: Donna Piper
501 Webster/P.O. Box 544
Wichita Falls, TX 76306

- Each sealed envelope containing a proposal must be plainly marked with the **“CONTRACTOR’S NAME”, “RFP TITLE”, “ and the “RFP OPENING DATE & TIME”.**
- All proposals must be submitted on the required forms. All blank spaces for bid prices must be completed in ink or typewritten. The Bid Forms must be completed, signed, and dated by an official of the company authorized to bind the firm. Unsigned proposals will not be considered. Proposals must consist of one (1) original and one (1) copy. These proposals shall be marked as such – Original and Copy.
- Questions regarding this RFP must be submitted in writing directly to Donna Piper, donnap@wfha.com
- All questions in the “Mandatory Questions to be Answered” must be fully addressed in your proposal.
- The successful Contractor shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions, which can affect the work or the cost thereof. Accuracy of the Contractors proposal should be based on information provided during the pre-proposal meeting, site visitations and a careful review of the RFP specifications including any addenda. After proposals have been submitted, the Contractor shall not assert there was a misunderstanding concerning the quantity or nature of the work to be performed in an effort to alter their responsibility to successfully perform the work without additional expense to the HA.
- The Contractor to whom this project is awarded shall execute a written contract with the Wichita Falls HA to perform the work as outlined in these specifications and in accordance with all the conditions as described in this RFP.
- Each Contractor and their employees are expected to be trained and experienced in Lawn Care and Lawn Maintenance Services on a large scale. When submitting a proposal, the Contractor should include a statement of experience where Lawn Care and Lawn Maintenance Services have been performed in similar work situations and environments.

- The HA may make such investigations deemed necessary to determine the ability of the Contractor to perform the services outlined in these specifications. If requested, the Contractor shall provide the HA with all such information and data for this purpose. The HA reserves the right to reject any and all proposal if the evidence submitted by or derived from an investigation of such Contractor fails to satisfy to the HA that the Contractor is properly qualified to carry out the obligations of the contract and to complete the work specified in this RFP.
- A conditional or qualified proposal will not be accepted.

SECTION VIII – MANDATORY ISSUES:

1. **List or detail all pertinent information and data that would indicate the ability of your organization to satisfactorily fulfill the work as outlined in this Request for Proposals.**
2. **Has a member of your management team personally inspected the proposed work sites? Please include a copy of your complete plan for the performance of specified work?**
3. **How will your company supervise your employees during the performance of the work?**

SECTION X -- SCOPE OF WORK: **(Tree service excluded from this contract)**

CONTRACTOR RESPONSIBILITIES: The chosen Contractor shall provide the management, supervision, and manpower necessary to provide the Lawn Care and Lawn Maintenance Services, as detailed in this proposal. All work shall be performed in a professional and workmanlike manner.

1. This contract is for one (1) year with renewal options for three (3) additional, one-year periods taking into account all pricing, terms and conditions remain the same. (This could be a 4-year contract).
2. One contract will be awarded for all sites.
3. The Maintenance Department heads, Mike Craib or David Waddell, shall be the Contract Administrator and the point of contact regarding services to be performed, supplies needed, submission of the self-reporting forms, and invoicing.
4. There will be a self-reporting model included with this contract. These reports are to be submitted each month to the Contract Administrator. One set of reports will be provided. All other reports are the responsibility of the Contractor. This report is essentially a "checklist" stating that work has been done and is to be signed by the Contractor.

YARD MAINTENANCE PRODUCTS: All equipment shall be supplied by the Contractor and be approved for the appropriate working conditions. Equipment may be inspected by the Housing Authority.

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

ALL LOCATIONS – WEEKLY OR AS NEEDED BASIS -- from MARCH 01st until SEPTEMBER 30st:

- Keep all shrubs from growing into the fences.
- Keep all Shrubs six inches off the buildings and from growing over the sidewalks.
- Trash and litter pick-up and removal from the parking lot(s), sidewalks, courtyard(s), and grassed area prior to mowing.
- Grassed areas mowed to include the park area and slopes.
- Grass trimmed, edge all borders, edges on all sidewalks and driveways.
- Concrete areas, parking lots are to be blown or swept to remove grass trimming, dirt and leaves after mowing and trimming.
- Remove all dead shrubs as needed to include the park areas and slopes.
- Mow the main office at 501 Webster and 1300 Mill Street office with a push mower.
- Plant flowers and maintain year around at the main office 501 Webster and at the front entrance at Lincoln and MLK. Contractor will provide all flowers and mulch.
- Trim and prune shrubbery, and bushes; remove leaves around the buildings and on the lawns to maintain a neat, uniform appearance. Including park areas and slopes.
- Clean up fallen leaves, leaves to be pickup on a bi-weekly basis.
- Keep the flower bed at 1300 North Mill Street free of weeds and debris.

(Tree service excluded from this contract)

ALL LOCATIONS – BI-WEEKLY OR AS NEEDED BASIS -- from OCTOBER 1st until FEBRUARY 28th:

- Keep all shrubs from growing into the fences.
- Keep all Shrubs six inches off the buildings and from growing over the sidewalks.
- Trim and prune shrubbery, and bushes; remove leaves around the buildings and on the lawns to maintain a neat uniform appearance. Including park areas and slopes. Keep all trees off the roofs
- Trash and litter pick-up and removal from the parking lot(s), sidewalks, courtyard(s), and grassed area prior to mowing.
- Grassed areas mowed to include the park area and slopes.
- Grass trimmed, edge all borders and edges on the sidewalks and driveways.
- Concrete areas and parking lots are to be blown or swept to remove grass trimming, dirt and leaves after mowing and trimming.
- Remove all dead shrubs as needed to include the park areas and slopes.
- Mow the main office at 501 Webster and 1300 Mill Street office with a push mower.
- Clean up fallen leaves, leaves to be pickup on a bi-weekly basis.
- Keep the flower bed at 1300 North Mill Street free of weeds and debris.

ALL LOCATIONS --Spring & Fall Clean UP:

- Includes trash pick-up, leaves, branches and other debris from under trees, shrubs and grass areas. As needed basis.
- Remove all dead shrubs as needed to include the park areas and slopes.

(Tree service excluded from this contract)

SECTION XI -- REPORTS:

ADMINISTRATION BUILDING

Month: _____

This report must be completed with both Property Managers on a monthly basis.
Please provide the date that work was completed.

WEEKLY (March 01th -September 30st):

Date

_____	_____	Trash and litter pick-up and removal from the parking lot(s), sidewalks, courtyard(s), and grassed area prior to mowing.
_____	_____	Trash and litter pick-up and removal from the parking lot(s), sidewalks, courtyard(s), and grassed area prior to mowing.
_____	_____	Grassed areas mowed.
_____	_____	Grass trimmed, edge all borders and edges.
_____	_____	Concrete areas and parking lots are to be blown or swept to remove grass trimming after mowing and trimming.
_____	_____	Remove all dead shrubs as needed to include the park areas and slopes.
_____	_____	Trim and prune shrubbery, and bushes; remove leaves around the building and lawns to maintain a neat, uniform appearance, including park areas and slopes

BI-WEEKLY (October 1st – February 28th):

Date

_____	_____	Trash and litter pick-up and removal from the parking lot(s), sidewalks, courtyard(s), and grassed area prior to mowing.
_____	_____	Grassed areas mowed.
_____	_____	Grass trimmed, edged all borders and edges. Keep sidewalks clear of dirt and gravel.
_____	_____	Concrete areas and parking lots are to be blown or swept to remove grass trimming after mowing and trimming.
_____	_____	Remove all dead shrubs as needed to include the park areas and slopes
_____	_____	Trim and prune shrubbery, and bushes; remove leaves around the

buildings and lawns to maintain a neat, uniform appearance, including park areas and slopes.

WINTER HARDWOOD CARE (December 1st – February 28th):

Date

Trim and prune shrubbery, and bushes; remove leaves around the buildings and lawns to maintain a neat, uniform appearance.

Spring or Fall Clean:

Date

Spring or Fall Clean Up.

SIGNED:

Contractor

Date

*** This is the self-reporting model on this contract. Completed reports shall be submitted to the Contract Administrator at the end of each month. One complete set of reports will be provided to the Contractor to whom the project is awarded. Duplication of these reports is the responsibility of the Contractor. This is essentially a “checklist” stating that work has been done and is to be signed by the Contractor.

SECTION XI -- CONTRACTOR INFORMATION:

1. Owner of the Company _____
2. Location of the Company _____
3. List the number of years in business _____
4. Is your business full or part-time? _____
5. List the number of people employed on a regular basis. _____
6. Do you maintain an office that is staffed during normal daily working hours?

7. Who is the contact person in the event your firm is awarded the contract?

- E-mail Address: _____
8. List at least four (4) references of firms (not residences) in which your company has provided lawn care and maintenance services within the past two (2) years.

Company Name	Contact Name	Telephone Number

**Wichita falls Housing Authority
501 Webster
Wichita Falls, TX 76306**

REQUEST FOR PROPOSAL (RFP)

RFP TITLE: **Lawn Care and Lawn Maintenance Services** RFP NUMBER: **2020-1011**

Issue Date: Monday, October 11, 2020 Executive Director & Telephone
Donna Piper
(940) 723-8389

PROPOSAL DUE DATE & TIME:

Tuesday, December 01, 2020 2:00 P.M.

NOTE: Proposals received after the opening date and time will not be accepted.

The Wichita Falls Housing Authority solicits your company to submit a proposal on the above referenced project. By signing this form, the Contractor signifies their acceptance of all terms, conditions, and specifications set forth in this Request for Proposals. All proposals must have an authorized signature in the space provided below. Two (2) copies of your proposal must be sealed and delivered to: The WFHA, Administration Office, 501 Webster, Wichita Falls, TX 76306 before the RFP deadline. The package containing proposals for this project must reference the "CONTRACTOR'S NAME", "RFP TITLE", and the "RFP OPENING DATE & TIME". **NO** faxed proposals will be accepted. The WFHA will not be responsible for late or lost bids by the U.S. Postal office or any other delivery services used by the Contractor. Proposals may not be withdrawn for a period of sixty (60) days after the bid opening unless otherwise specified.

THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR PROPOSAL. PROPOSALS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE CONTRACTOR.

COMPANY NAME:

MAILING ADDRESS:

CITY, STATE, ZIP:

EMPLOYER'S FEDERAL IDENTIFICATION NUMBER (FEIN):

TELEPHONE NUMBER:

FAX NUMBER:

I CERTIFY THAT THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER CONTRACTOR SUBMITTING A PROPOSAL FOR THE SAME SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP AS OR FOR THE CONTRACTOR.

AUTHORIZED SIGNATURE:

TYPED OR PRINTED NAME:

TITLE: _____ DATE: _____

Lawn Care and Lawn Maintenance Services

PROPOSAL FORM

PART I: Proposal (Tree service excluded from this contract)

Please submit the total bid amount to perform lawn care and lawn maintenance services, per year and per service provided as specified in this RFP.

<u>LOCATION</u>	<u>SERVICE PROVIDED</u>	<u>BID AMOUNT</u>
ADMINISTRATION BUILDING	Weekly Lawn Maintenance	\$
	Bi- weekly Lawn Maintenance	\$
	Spring & Fall Clean-Up	\$
	Winter Hardwood Care	\$
All Other Locations	Weekly Lawn Maintenance	\$
	Bi-Weekly Lawn Maintenance	\$
	Spring & Fall Clean-Up	\$
	Winter Hardwood Care	\$
	Grand total :	\$

PART II: Addenda Acknowledgements (if applicable)

PART III: Cost Proposal/Execution of Proposal

By submitting this proposal, the potential Contractor certifies the following:

- This proposal is signed by an authorized representative of the firm.
- The Contractor can obtain insurance certificates as required within 10 calendar days after notice of award.
- The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
- All labor costs, direct and indirect, have been determined and included in the proposed cost.
- The Contractor has attended the pre-proposal meeting and site visits and is aware of prevailing conditions associated with performing these services.
- The potential Contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions. If exceptions exist, they must be listed on a separate numbered sheet

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, to perform the services in accordance with the specifications and conditions in this RFP at the prices quoted, if this proposal is accepted within 90 days from the date of the opening.

CONTRACTOR: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____ FAX: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

E-MAIL: _____

BY: _____

Signature

Typed or printed name

Title

Date

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.