



**REQUEST FOR PROPOSALS**

**LAWN CARE AND GROUNDS MAINTENANCE**

Date Issued: March 27, 2024  
Due Date: April 17, 2024, 3:00 PM  
Contract Time: May 1, 2024 to October 31, 2024

**PART I – GENERAL**

Sealed proposals are requested from qualified contractors for lawn care and grounds maintenance for properties owned and managed by the Selma Housing Authority. Proposals will be accepted at the central offices of the Selma Housing Authority (SHA), 444 Washington Street, Selma, Alabama 36104, until the date and time noted above.

By response to this proposal, the contractor(s) or individual(s) doing so is thereby agrees to abide by all terms and conditions listed herein and with the following attachments. The SHA, intends to issue one contract for the contract period stated above (12 months) with two one-year extension options at its sole discretion.

The responsibility for submitting a response to this RFP at the Selma Housing Authority office on or before the stated time and date will be solely and strictly the responsibility of the respondent. The Housing Authority is not liable for any costs incurred by the offeror prior to issuance of a contract. The offeror shall wholly absorb all costs incurred in the preparation and presentation of the proposal.

Offerors should submit two (2) complete sets (one original and one copy) of their proposal, dated and signed by an official of the company. Proposals must be submitted in a sealed envelope that shows the company's name and address, and clearly written on the outside of the sealed envelope must be the words:

**"GROUNDS AND LANDSCAPING MAINTENANCE"  
DEADLINE Monday, April 17, 2024 at 3:00 p.m. (CDST)".**

Submittals received after deadline date and time will be determined unacceptable and remain unopened.

**Proposals will not be publicly opened.**

All proposals must be submitted in accordance with the conditions and instructions provided herein and must remain open for acceptance for thirty (30) days from the due date.

**1.1 Insurance**

All forms that require a signature or initials must bear an original initial or signature. Respondents shall enforce and maintain throughout the term of the contract:

1. Comprehensive General Liability Limits: \$1,000,000 combined single limit with the Selma Housing Authority named as additional insured with respect to the services being procured.



2. Workers Compensation: Please note that SHA requires all contractors, regardless of State law, that perform services on SHA properties to carry the State minimum coverage amount for workers compensation insurance coverage.
3. Automobile Liability Limits: \$1,000,000  
If such insurance is due to expire during the contract period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to SHA.

## **1.2 Acceptance of Proposals**

Proposals must be signed, sealed, and received in completed form at the SHA, no later than the proposal closing date and time as stated above or as modified by the SHA in writing. Proposals submitted after the designated closing date and time will not be accepted for any reason, and will be returned unopened to the originator.

SHA reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further considerations for failure to comply with the specifications of this RFP.

SHA also reserves the right to reject the proposal of respondents, who have previously failed to perform properly or to complete on time, a contract of similar nature; persons or firms who are not in a position to perform the contract, and alternatively, persons or firms who habitually, without just cause, have neglected the payment of bills or disregarded its obligations to providers of materials or employees.

## **1.3 Withdrawal of Proposals**

Proposals may be withdrawn, by means of a written request, or faxed requests dispatched by the respondent in time for delivery in the normal course of business prior to the time fixed for receipt, if written confirmation of withdrawal has the signature of the respondent. In addition, withdrawals must be postmarked prior to the date and time set for proposal opening. Negligence on the part to the respondent in preparing their proposal confers no right to make modifications or withdraw proposal after the due date and time.

## **1.4 Award of Contract**

A contract shall be awarded to the respondent submitting a proposal according to the evaluation criteria contained herein, provided the proposal is in the best interest of SHA. The respondent to whom the award is made will be notified at the earliest practical date.

## **1.5 HUD Debarment and Suspension List**

The respondents and all contractors' names or businesses must not appear on the HUD's Debarment and Suspension list.

## **1.6 Certification of Legal Entity**

Prior to execution of the contract agreement, the respondent shall certify that joint ventures, partnerships, team agreements, new corporations, or other entities that either exist or will be formally structured are, or will be, legal and binding under the laws of the State of Alabama of and the City of Selma, Alabama.



### 1.7 Cost Borne by Respondent

All cost related to the preparation of this RFP and any related activities are the responsibility of the respondent. SHA assumes no liability for any costs incurred by the respondent throughout the entire selection process.

### 1.8 Contact with SHA Staff, Board Members, and/or Residents

Beyond the above referenced written communications, respondents and their representatives may not make any other form of contact with SHA Staff, Board Members, or Residents. Any improper contact by or on behalf of Respondents may be grounds for disqualification.

### 1.9 Licenses

The awarded individual/firm shall have and maintain all required licenses necessary to conduct business in the City of Selma and the State of Alabama. All licenses must be kept up to date for the duration of this contract. Copies of all licenses must be provided to the SHA.

### 1.10 Respondent Responsibilities

Each respondent is presumed by SHA to have thoroughly studied this RFP and become familiar with the contents, locations, nature of requests, covered by the RFP. Any failure to understand completely any aspect of this RFP is the responsibility of the respondent.

### 1.11 No Claim Against SHA

The respondent shall not obtain, by submitting a proposal in response to this RFP, any claim against SHA or SHA's property for reason of all or any part of the following: the selection process; the rejection of any or all offers; the acceptance of any offer; entering into any agreements or the failure to enter any agreements; any statement, representations, acts or omissions of SHA or any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and any other matters arising out of the foregoing.

## PART II – SUBMISSION REQUIREMENTS

### 2.1 Company Information

Please furnish a brief history of your company including how long you have been in business.

### 2.2 Evaluation Criteria:

1. Experience of the contractor in all aspects of landscaping and lawn maintenance services on projects of similar size and scope. This criterion includes contractor's past performance for SHA whether it was satisfactory or unsatisfactory: **45 points**
  - A. Identify similar or related work performed for public housing authorities or other agencies that have been completed to date, or is currently active. Include projects completed or currently underway by the responding entity and/or each major participant in the proposal. For each project identified provide:
    1. Project name and address
    2. Contact person, title, phone number, email, fax and address
    3. Detailed description of Scope of Services
    4. The client for whom the respondent's services were performed
    5. The size of the project
    6. The services performed by the respondent on the project



7. The dollar value of the contract for the services
  8. The duration of the project including start and completion dates, or projected completion date if still active
  9. A reference contact for the project with name, address, email and phone number
- B. Identify past experience in performing work for public housing authorities or other agencies by the respondent and/or its participants.
  - C. Demonstrate ability to perform the services that are well regarded in the industry in terms of content, timeliness, and responsiveness.
  - D. If the respondent is a joint venture, or another entity formed solely for responding to this RFP, provide evidence of prior successful collaborations.
2. The contractor's capacity to handle this project in a timely manner addressing the following: **35 points**
- A. Provide information regarding staff experience and qualifications that demonstrates the respondent's capacity to perform the required services. Include an organizational chart that illustrates respondent's overall staffing approach for completing the required work. Include in the chart all key personnel, specialists, and consultants who will be assigned work under a contract potentially resulting from this RFP.
  - B. Unless otherwise stated within the RFP documents, the successful contractor may not use any subcontractors to accomplish any portion of the services described within the RFP documents or the contract without the prior written permission of SHA.
  - C. The subcontractor shall not enter into any sublet work assigned and contracted through the prime contractor. The prime contractor shall be responsible for the compliance by all subcontractors. A breach of this compliance may be grounds for termination of the contract and for debarment as a contractor and subcontractor.
3. Cost of Services: **20 points**. The cost will not be the sole determinant for award of contract.
- A. Respondents shall provide a firm total cost. The total cost shall be all-inclusive for the work proposed.
4. References: **0 points**
- A. Provide a list of clients, previous and current. This list must include the name and title of the contact person, with an address, email, phone number, and fax number.

### **PART III - SCOPE OF SERVICES**

Each respondent that submits a proposal shall be responsible for visiting each property at his discretion to research the existing conditions at each property for matters that affect the cost or performance of the services. Maintenance of plant materials shall include but not be limited to mowing, edging, pruning, fertilizing, watering and cleanup. Each respondent shall submit an all-inclusive cost proposal. The selected contractor shall furnish all labor, equipment, tools, services, fuel, chemicals, fertilizers, and skills required to maintain the lawn and landscaping in an attractive condition throughout the contract period. The intent is to maintain a Class A appearance of all properties listed herein:



1. GWC Homes
2. Rangedale Homes
3. Felix Heights
4. Rangedale Annex
5. Wilkinson Homes

#### **SEQUENCING AND SCHEDULING**

1. SHA shall facilitate the selected Contractor's services by providing access to the project premises during both regular business hours and as necessary, at other times so that the selected Contractor can conduct both regular maintenance, scheduled maintenance, and any special service(s). It is required that all work shall be performed during regular business hours unless specifically waived by the SHA.
2. The selected Contractor shall be responsible for all aspects of lawn and landscape maintenance during the term of the agreement. These services shall be carried out by trained service technician(s) at all times.

#### **TURF MAINTANANCE**

1. Lawns shall be mowed at the appropriate height to keep a neat appearance. Considering the topography, the selected Contractor shall be required to use the proper mowing equipment to provide a high-quality cut and minimize the occurrence of unnecessary scalping due to uneven terrain.
2. Excessive clippings shall be collected and removed from the job site at the end of each visit. Clippings shall not be left overnight for removal the following day. The use of bagging attachments is recommended but not required.
3. Permanent fixtures in the turf areas are to be trimmed with weed-eaters to avoid unsightly growth at the base. Care shall be taken at all times when operating around fixtures to prevent damage to them.
4. Edging and trimming along bed edges and tree wells shall be done to keep a neat appearance.
5. Hard edging shall be performed with mechanical edgers or weedeaters along curbs and walk ways. Mow strips shall be treated with a non-selective herbicide as needed.
6. Edging that cannot be addressed during regular visits, due to vehicle obstructions, shall be discussed with SHA to achieve a solution.
7. Well-balanced fertilizer shall be used to maintain a healthy green color and shall be applied based upon the selected Contractor's knowledge and needs of the area. Fertilization should occur at a minimum of four (4 times) a year or at Contractor's discretion during the following times: Early Spring (February), Late Spring (March), Summer (August) and Fall (November).
8. All lawn areas shall be treated with crabgrass prevention and broadleaf weed control products as necessary.
9. During routine maintenance visits, the selected Contractor shall be responsible for removing trash and debris from the property.
10. Curbs and sidewalks shall be cleaned with mechanical blowers and/or brooms to maintain a neat appearance. At no time and under no conditions shall clippings, sand, gravel, leaves, or any other matter be blown, swept, shoveled, or in any other manner placed in storm sewers.
11. Heavy accumulations of sand, gravel, or leaves shall be removed with a shovel or broom if blowers provide unsatisfactory results. At no time and under no conditions shall clippings, sand, gravel, leaves, or any other



matter be blown, swept, shoveled, or in any other manner placed in storm sewers.

12. Perform lawn cutting services at the above listed properties as indicated in the Cost Breakdown.
13. The number of mowings, trimmings, edgings, and cleanups are based on two per month for March through October (16 total) plus one per month for November through February (4 total) for a grand total of 20.
14. Provide a cost for each site and a grand total of all sites on the cost breakdown sheet. The breakdown is for SHA internal bookkeeping purposes only.

#### **TREE AND SHRUB MAINTENANCE**

1. All plant and tree material shall be pruned in a manner to provide a neat natural appearance at a minimum of four feet above the ground.
2. Limbs that obstruct buildings, walkways, or vehicular traffic shall be removed. Eight feet of clear height shall be maintained over sidewalks.
3. Shearing and selective pruning techniques shall be left to the discretion of the selected Contractor.
4. Shrubs shall be pruned to retain their natural shape, to promote bloom, and to meet accepted horticultural practices.
5. Growth shall be kept from encroaching on signs, walkways, driveways, and ventilation units.
6. All formal hedges shall be sheared to maintain desired shape and height.
7. Ornamental flowering trees are to be pruned at the proper time of year to encourage maximum flower production.
8. Dead or damaged portions of plants shall be removed whenever possible.
9. All plant material will be fertilized with a balanced slow-release fertilizer in the dormant season and supplemented throughout the year as necessary to maintain vigorous healthy plant material.
10. The selected Contractor shall monitor trees and shrubs for signs of disease and insect infestations. If plants are affected appropriate recommendations for treatment shall be submitted to SHA. When insect and/or disease problems are detected, legally approved chemicals shall be used to treat the problem.
11. Deep cut selective pruning and hard cutbacks shall be performed on plant material during winter months, for corrective and restorative purposes. Owner shall be informed before any drastic cutbacks are performed.
12. All mulched shrub beds, maintained natural areas and walking paths, shall be treated with pre-emergence and post-emergence chemicals to control weeds. Weeds more than two inches (2") tall shall be removed by hand and disposed of. Weeds less than two inches (2") tall shall be treated with legally approved post-emergence herbicides.
13. Legal disposal of all pruning debris shall be the responsibility of the selected Contractor.
14. No debris shall be disposed of on-site without the expressed permission of the SHA.

#### **GROUND COVER & BEDS**

1. Open ground between plants shall be kept weed-free using mechanical or chemical methods.
2. All plant material shall be free of insect and disease. At all times public and environmental safety is to be considered when applying pesticides.
3. Groundcovers shall be fertilized, with a complete fertilizer, as appropriate and as recommended.



4. Litter and debris shall be removed and legally disposed of during maintenance visits in order to ensure a neat appearance.
5. Soil surfaces shall be raked smooth and cultivated regularly.
6. Vines shall be trimmed neatly against supporting structures and kept within bounds.
7. Groundcovers shall be kept trimmed within curbs and along walkways. They shall not be allowed to grow into or through shrubs or other plantings.
8. Sign faces and windows shall be kept clear of encroaching growth.
9. Mulch all areas as needed.
10. Perform flower bed maintenance to include replacement of flowers as needed. Replacement of flowers in all areas but not limited to outside of office building and around community signs.
11. Replace pine straw and/or mulch flower beds, trees, and shrubbery (as needed).

#### **EXTERIOR COLOR MAINTENANCE**

1. Dead blooms, including stems, declining foliage, and plant debris shall be removed to encourage continued blooming and maintain a neat appearance
2. Plants shall be fertilized with either a balanced liquid or bloom-inducing fertilizer to promote lushness and colorful displays.
3. The selected Contractor shall be responsible for monitoring the water needs of all seasonal color beds and coordinating them appropriately.
4. The selected Contractor shall arrange for and oversee watering of the planters and un-irrigated beds.
5. Plants shall be monitored for the presence of insects or diseases and shall be treated accordingly. An Integrated Pest Management (IPM) strategy, emphasizing least toxic choices, preventative cultural practices and most effective and cost-efficient results shall be implemented.
6. Plants shall be watered as required to promote optimum growth. The selected Contractor shall make provisions to provide watering services up to two times per week for non-irrigated areas such as containers.
7. Soil shall be cultivated periodically to promote adequate aeration and to counteract the effects of soil compaction. Soil surfaces shall be left smooth to maintain a neat appearance.
8. Litter shall be removed as color is generally in a focal area. Color beds and containers shall not be void of plant material at any time. Should any plant material need to be replaced due to any type of damage a proposal for replacement shall be submitted and approved by SHA prior to replacement installation.

#### **OTHER SERVICES**

1. All fence lines at all properties listed herein shall be trimmed and kept free of debris and plant materials.
2. Spring Clean-Up shall be included in the pricing and performed as follows: include, but not be limited to, leaf removal from all beds, turning flower beds as appropriate, removal of winter wrapping and removal of sand and gravel from beds and lawns.
3. Fall Clean-Up shall be completed in late fall after all leaves have fallen from the trees in the area. Fall Clean-up shall be included in the pricing and performed as follows: shall include, but not be limited to, leaf removal from all areas of the property, removal of all dead annual, cutting back of perennial plantings appropriately, wrapping trees to prevent sunscald, covering of beds necessary to protect plants.



**Ground Maintenance Services - Cost Breakdown**

For the Period: May 1, 2024 - October 31, 2024

**ACCEPTED BY THE CONTRACTOR:**

Contractor: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ACCEPTED BY THE SELMA HOUSING AUTHORITY:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Ground Maintenance Services - Cost Breakdown**

Property	Mowing	Trim	Edge	Clean-up	Turf Weed Control	Fertilized Turf	Weed	Flowers and Mulch	Prune	Bush hog	Weed Control Spray	Insect & Disease Control	Leaf Removal	Total Cost Per Site
GWC Homes Dr. Martin Luther King, Jr. Street	12	12	12	12	2	2	2	1	1		2	1	2	
Rangedale Homes Marie Foster Street	12	12	12	12	2	2	2	1	1		2	1	2	
Felix Heights Medical Center Parkway	12	12	12	12	2	2	2	1	1		2	1	2	
Rangedale Annex	12	12	12	12	2	2	2	1	1		2	1	2	
Wilkinson Homes	12	12	12	12	2	2	2	1	1		2	1	2	
<b>Total Annual Cost</b>														