

**RIVER ROUGE HOUSING COMMISSION
INVITATION TO BIDDERS
LAWN MAINTENANCE & LANDSCAPING SERVICES**

Date available for download: May 16, 2018
www.riverrougehousing.com

Pre-Bid meeting: June 5, 2018 @ 12:00

Hyacinth Court Location

460 ½ Lenoir ct.

River Rouge, MI. 48218

Proposal due date: June 15, 2018 @ 2:00pm

Issued by:

River Rouge Housing Commission

180 Visger Road

River Rouge, MI. 48218

RIVER ROUGE HOUSING COMMISSION

Lawn Maintenance and Landscaping Services

I. INTRODUCTION

The River Rouge Housing Commission, hereafter referred to as RRHC, is governed by a board of five Commissioners who are appointed by the Mayor of River Rouge. Our main purpose is to provide affordable housing to low and income families, senior citizens and disabled individuals. We also provide self-sufficiency programs and non-discriminatory housing assistance services. Lawn Maintenance and Landscaping Services are an essential service and represent an important role in the overall mission and functions of the RRHC.

II. PURPOSE

The purpose of this Invitation to Bidders is to solicit responses from interested, qualified, companies/individuals to provide Lawn Maintenance and Landscaping Services for the RRHC's 300 public housing dwelling units, the curb side, rear area of the RRHC main office, and the Hyacinth Court II Community Center (including the parking lot), located at 460 ½ Lenoir Ct., River Rouge, Michigan.

III. BOARD

The powers of the RRHC are vested in its Board of Commissioners.

IV. ADMINISTRATIVE PERSONNEL

Lori D. Long is the Executive Director of the RRHC.

V. SCOPE OF SERVICES

Respondents will be expected to provide Lawn Maintenance and Landscaping Services as outlined in this Invitation to Bidders.

VI. PROPOSAL CONDITIONS/INSTRUCTIONS TO BIDDERS

1. Contact Information. This Invitation to Bidders is being issued, as will any addenda by the RRHC. The contact person for the RRHC is:

Lori D. Long, Executive Director
180 Visger Road
River Rouge, MI 48218
(313) 382-1414 –phone

that they have the necessary financial resources to provide the proposed supply/service as described in the Specifications.

34. The RRHC will reject the qualifications of any bidder who is suspended and/or debarred by HUD from providing services to public housing authorities and reserves the right to reject the proposal of any bidder who has previously failed to perform any contract for the RRHC or who is in arrears to the RRHC.
35. The RRHC reserves the right to accept other than the lowest price offer and to reject all proposals that are not responsive to this request.
36. References. Must be completed and submitted with proposal. (See Reference Page)
37. The RRHC operates under a public information law, which permits access to most records and documents.
38. Freedom of Information Act. Proposals will be available for public inspection after the award announcement, except to the extent that a bidder designates trade secrets or other proprietary data to be confidential. Material designated as confidential must be readily separable from the remainder of the proposal to facilitate public inspection of the non-confidential portion of the proposal. A bidder's designation of material as confidential will not necessarily be conclusive and the bidder may be required to provide justification why such material should not be disclosed, on request, under the Michigan Freedom of Information Act.

Neither a proposal in its entirety, nor a cost proposal will be considered confidential/proprietary. Any proposal marked as such will be deemed non-responsive and eliminated from further consideration

If the bidder fails to identify proprietary information, it agrees by submission of its response that those sections shall be deemed nonproprietary and may be made available upon public request after a contract award.

39. Termination for Convenience. The RRHC may terminate a contract, in whole or in part, whenever the RRHC determines that such termination is in the best interest of the RRHC, without showing cause, upon giving at least thirty (30) days written notice to the vendor.
40. Termination by Default. When the vendor has not performed or has unsatisfactorily performed the contract, the RRHC may terminate the contract for default. Upon termination for default, payment will be withheld at the discretion of the RRHC. Failure on the part of a vendor to fulfill the contractual obligations shall be considered just cause for termination of the contract. The vendor will be paid for work satisfactorily performed prior to termination less any excess costs incurred by the RRHC in procuring and completing the work.

41. Avoidance of Conflict of Interest and Confidentiality. The contractor may provide Lawn Maintenance and Landscaping Services to other organizations in Michigan and elsewhere. In order to preserve the trust and confidence of their client, the contractor adheres to a set of principles that enables them to perform their work in a manner that is free of real or perceived conflicts of interests. These principles are as follows:
 - a. Contractor will not discuss, distribute or use in any way the data or information acquired in the course of providing services without prior approval by the RRHC.
 - b. Contractor will not undertake a specific activity which may be viewed as adverse to the interests of another client without obtaining the agreement of both parties.
42. Proposal conditions/instructions to bidders, specifications/requirements may become part of a contract for this service.
43. Any bidder awarded a contract to perform work in the City of River Rouge will make every effort to employ its labor force from the project area and the surrounding community.
44. The purpose of Section 3 of the Housing and Development Act of 1968 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low-income persons particularly persons who are recipients of HUD assistance for housing.
45. Federal Labor Standards, including federal minimum wage requirements and all other required wage rates as set forth in any wage rate determination apply. HUD compliance requirements for the project include goals for local and minority business and employment opportunity.

VII. PROPOSAL PURPOSE AND SCOPE/GENERAL

In the following, River Rouge Housing Commission will be referred to as "RRHC" and the Lawn Maintenance and Landscaping contractor as "Contractor".

Responsibilities:

The Contractor shall be responsible to work under the direction of the RRHC and to the satisfaction of the RRHC Board of Commissioners. All rules, regulations, ordinances and laws of the City of River Rouge, Wayne County, and the State of Michigan, concerning lawn maintenance and landscaping services shall be strictly adhered to.

Period of Contract:

RRHC intends to award a one (1) year contract.

Contract Cancellation:

This contract may be terminated at the option of either party by written notice given at least thirty (30) days prior to termination.

VIII. PROPOSAL SPECIFICATIONS

If there are any questions regarding the following specifications, please contact:

Lori D. Long, Executive Director
180 Visger Road
River Rouge, MI 48218

Accounts, Audit and Records:

The Contractor shall maintain books, records, documents and other evidence of all work done by Contractor under this contract. The Contractor shall make available to the RRHC all books, records, documents and other evidence of all work done by Contractor under this contract immediately upon request, during the period of this "contract."

Scope of Lawn Maintenance and Landscaping Services:

The following are to be considered minimum requirements:

1. The lawn maintenance and landscaping services to be performed by Contractor will in general consist of cutting and fertilizing all areas within the RRHC's 300 public housing dwelling units, the curb side, rear area of the RRHC main office, and the Hyacinth Court II Community Center (including the parking lot), located at 460 ½ Lenoir Ct., River Rouge, Michigan.
2. All lawns will be cut to a length to give a uniform appearance.
3. The shrubbery in the front of the Office of the RRHC will be trimmed and pruned once per month, or as requested by the RRHC. Landscape edging and wood chips will be repaired/replaced or added as necessary so the end result will give a well groomed appearance.
4. Contractor will cut and remove overgrowth along metal fence areas throughout the 300 public housing dwelling units as well as weed whack around the base of the buildings, porches, clothes-line poles, flower beds, parking pads and parking bumpers.

5. Shrubbery located on the front, rear and sides of the one (1) bedroom units located on Kleinow, Lenoir Court, Polk and Goodell will be trimmed and pruned once per month, or as requested by the RRHC.
6. Contractor shall leave no grass clippings on porches, main sidewalks or approach walks to the units.
7. Three (3) weed control applications will be included in the three (3) fertilizing applications. Additional weed control applications will be at the direction of the RRHC.
8. Contractor will edge main walkways, approach walkways, front and rear of units, curbside grass strip areas of all 300 public housing dwelling units and triangle area of Superior Court and Lenoir Court after each grass cutting, or as requested by the RRHC.
9. **LAWN SPRINKLERS IF APPLICABLE.** Contractor will maintain underground sprinkler system in Superior Court and Lenoir Court. Maintenance of the sprinkler system is defined as the replacement/repair of any sprinkler head(s), broken or plugged water line(s), inoperable timer control(s), directional flow adjustment of sprinkler spray pattern and winterizing system at the end of the grass cutting season.
10. Landscape edging.
11. Flowers, flowering bushes and flower beds.
12. Landscape shrubbery and displays.
13. The Contractor shall provide all labor, supervision, materials, tools, products, parts, and equipment necessary to accomplish the lawn maintenance and landscaping services as directed by the RRHC.
14. Contractor shall maintain all licenses required by federal, state and local laws to carry out said lawn maintenance and landscaping services.
15. Contractor warrants compliance with all HUD regulations and all federal, state, and local laws, statutes, ordinances, building codes, rules, and the orders and decrees of any courts and administrative bodies or offices which may be applicable to performance of services under these specifications. Fees and/or costs associated with such compliance are the responsibility of the contractor and not payable by the RRHC.
16. The Contractor must treat all information it obtains by performance under the contract as private/confidential information as provided under state and federal law.

17. The Contractor agrees to perform all lawn maintenance and landscaping services according to the directives of the RRHC. The Contractor further agrees that should any question of policy or law be encountered, it will contact the RRHC immediately for guidance.
18. The Contractor shall employ experienced, neat and courteous help.
19. The Contractor shall conduct its lawn maintenance and landscaping services with the utmost professionalism and at no time use any threats, intimidation or harassment or violate any other applicable governmental law, regulation or guideline.
20. Contractor shall have proof of ownership or legal control of proper equipment to perform lawn maintenance and landscaping services to the satisfaction of the RRHC.
21. All disputes or complaints concerning the lawn maintenance and landscaping services shall be reported to the Executive Director, Lori D. Long or his agent. The Executive Director or his agent shall make a thorough investigation and decision, which will be binding on all parties.
22. The Contractor shall state in writing, their entire fee proposal prior to the signing of this agreement. No change in the fee proposal will be acceptable without prior written authorization of the RRHC. The total price for the goods provided by the Contractor and/or for the services provided shall be the bid price as awarded.
23. The Contractor will bill the RRHC monthly for its lawn maintenance and landscaping services. The RRHC will pay Contractor for all authorized work performed at the prices contained in the Contractor's bid documents within thirty (30) days of receipt of the invoices. The RRHC shall be obligated to pay only those invoices for which the Contractor has submitted justifiable verification of the charges in a form acceptable to the RRHC.
24. Time and coordination is the essence of any lawn maintenance and landscaping services contract. If the Contractor does not proceed with the lawn maintenance and landscaping services with such diligence as will ensure their completion within the specified time periods (including approved extensions) the RRHC may terminate any contract and take over and complete the lawn maintenance and landscaping services.
25. The Agreement may be terminated at the option of either party by written notice given at least thirty (30) days prior to termination.
26. In the event that Contractor or Contractor's employees and/or agent, by act or omission, cause damage to any RRHC facility or property or any RRHC resident's property, the RRHC, having notified Contractor in writing, shall have

the right to charge Contractor for the reasonable cost of repairs or restoration, at the RRHC's option.

27. The RRHC has the authority to halt any work in process, if in its opinion, problems exist that must be corrected.
28. The Contractor agrees to comply with, abide by, and be bound to the terms and conditions of its contract with the RRHC.
29. The resulting contract will be entered into within the State of Michigan and the law of said state, whether substantive or procedural, shall apply to the contract, and all statutory, charter and ordinance provisions that are applicable to public contracts within the County of Wayne and the State of Michigan shall be followed with respect to the contract.

IX. PROPOSAL SPECIAL REQUIREMENTS

Indemnification:

To the full extent permitted by law, the selected company shall defend, indemnify, and hold harmless the RRHC, its employees, agents and officials, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred by the RRHC, court costs, interest, defense costs, including expert witness fees and any other costs or expenses of any kind whatsoever in relation to, as a consequence or arising out of, or in any way attributable, in whole or in part, to the performance of this agreement.

References:

In order to demonstrate to the RRHC Board of Commissioners that the Contractor is responsible, the Contractor must have satisfactorily performed services of a similar nature to those required by these specifications. The names, addresses and phone numbers of each reference must be submitted with the proposal.

Ability to Handle Work:

The Contractor must demonstrate his/her/its ability and techniques used to perform the lawn maintenance and landscaping services work.

X. PROPOSAL EVALUATION/ADDITIONAL INFORMATION/SUBMITTALS

The following criteria will prevail:

1. Contractor can meet specifications outlined above.

2. Cost.
3. Experience and credentials of the firm.
4. Reference responses.

Additional Information

1. A Pre-Bid Conference will be held at the Hyacinth Court II Community Center located at 460 ½ Lenoir Ct., River Rouge, Michigan 48218.
2. No pleas of ignorance of conditions that might exist, or of difficulties that may be encountered in the execution of work under this contract, as a result of the bidder's failure to make prudent examinations and investigations, will be accepted as an excuse for any failure and/or omissions on the part of the Contractor to fulfill all requirements of the bid documents, and will not be accepted as a basis for a claim of extra compensation, damages, or for an extension of time for completion.
3. The contents of the proposal may become Contractor obligations.
4. The bidder may add additional statements believed to be of interest of the evaluators.
5. The bidder may be contacted for possible discussion of your proposal.

Submittals

Contractor must submit the following information:

1. Answers to the following:
 - a. Provide an overview of your company, emphasizing its qualifications and major organizational strengths;
 - b. Describe your firm's experience and credentials to perform the above-stated lawn maintenance and landscaping services for the RRHC;
 - c. Identify the specific individuals who would be assigned to work with the RRHC and specify which person would be the primary contact person with the RRHC;
 - d. Provide specific cost(s) for the rendering of the lawn maintenance and landscaping services and clearly specify if any additional expenses will be charged to the RRHC in connection with this proposal.

2. A minimum of three (3) references. Contractor will provide company name, contact person and telephone number.
3. Copy of certificate of insurance for the firm.
4. Completed Forms. (See pg. 5 ¶ 16).

XI. REFERENCES

The vendor must furnish at least three (3) references where similar services were performed from persons/organizations who can attest to the quality of prior work performed:

1. Company Name: _____
Street Address: _____
City/State/Zip Code: _____
Contact Person: _____
Phone No.: _____
2. Company Name: _____
Street Address: _____
City/State/Zip Code: _____
Contact Person: _____
Phone No.: _____
3. Company Name: _____
Street Address: _____
City/State/Zip Code: _____
Contact Person: _____
Phone No.: _____

XII. RRHC's PROFESSIONAL SERVICE VENDOR'S INSURANCE REQUIREMENTS

The Contractor assumes all responsibility for damages and losses to life and property in the execution of this work and shall furnish certificates of insurance that both the Contractor and the RRHC are adequately insured against all damages within the limits of liability as stated herein. Contractor shall protect and hold harmless the RRHC against all claims resulting from the execution of the work, including such claims relating to labor, material, equipment, invention and patented articles used in the work.

A. Proof of Insurance

The Contractor shall furnish the RRHC with satisfactory proof of insurance (e.g. certificate of insurance, binder, copy of policy declaration page) prior to being awarded a contract.

B. Required Coverage

Liability policies, except for professional liability policies, shall include the RRHC as an Additional Insured.

Workers' Compensation

Coverage for its employees sufficient to meet State of Michigan requirements.

Commercial General Liability

Coverage which includes contractual liability, personal injury, broad form property damage, extended liability and, where applicable, products liability coverage, with a combined single limit for bodily injury and property damage of not less than one million dollars (\$1,000,000.00) per occurrence.

Comprehensive Automobile Liability

Coverage which includes contractual liability coverage and coverage for all owned, hired, and non-owned vehicles with a combined single limit for bodily injury and property damage of not less than one million dollars (\$1,000,000.00) per occurrence.

Professional Liability

Includes contractual liability for each twelve month period:

Each Wrongful Act/Omission \$1,000,000;
Aggregate \$1,000,000.

1. The foregoing policies shall be evidenced by a certificate of insurance acceptable to the RRHC. Such certificate shall be issued by an insurance carrier with an A.M. Best rating of "A-" or better and delivered to the RRHC prior to the performance of any services hereunder. Such insurance certificate shall provide that the coverage evidenced thereby shall not be substantially modified or canceled without thirty (30) days' prior written notice to the RRHC. Additional certificates, evidencing renewal of such policies during the time period they are required to be kept in effect, shall be delivered to the RRHC no less than thirty (30) days prior to the expiration of the term of any required coverage.
2. Upon the request of the RRHC, the Contractor shall deliver to the RRHC copies of all policies listed in the foregoing paragraphs once a year, upon renewal, or upon procurement in the case of new or additional coverage, whichever occurs first. Claims-made policies shall not be acceptable to the RRHC for any of the insurance coverage required herein, except for Professional Liability. If the Professional Liability policy is canceled or not renewed, the substitute policy shall have a commencement date retroactive to the date upon which the Contractor commenced performing its services under this Agreement.
3. The Contractor agrees that the RRHC shall have no responsibility to verify the Contractor's compliance with any insurance requirements contained in this Agreement or otherwise.
4. All notices, certificates, and policies referred to in this (Article, Section, Division, etc.) shall be sent to: River Rouge Housing Commission office, 180 Visger Road, River Rouge, MI 48218.
5. In the event of a lapse or reduction in the required insurance coverage, the contractor shall cease operations and shall not resume operations until new insurance is in force.

PROPOSAL CERTIFICATION

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same service that it meets or exceeds all the specifications contained herein, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and federal law, and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this proposal, all specifications as stated, all bid prices, and certify that I am authorized to sign for the bidder:

Vendor: _____

Street Address: _____

City/State/Zip Code: _____

Phone No.: _____

Fax No.: _____

E-mail: _____

Web site: _____

Signature: _____

Signer's Name Printed: _____

Title: _____

Date Certified: _____

PROPOSAL SUMMARY

Bidder states the following constitutes Bidder's Total cost for the following services per the conditions and specifications/requirements in this proposal All Service prices will be determined by the quantities in the Scope of Work.

SCOPE OF WORK

LAWN MAINTENANCE AND LANDSCAPING

Price to Cut Units (Front and Back) Cleaning Up After Mowing Without Grass Catcher	\$ _____ Cost Per Unit
Price to Cut Units (Front and Back) Mowing with Grass Catcher	\$ _____ Cost Per Unit
Price to Cut Grass Along Brick Wall In Superior Ct. and Lenoir Ct.	\$ _____ Cost Per Cut
Total Price to Cut 300 Units (Front and Back) Cleaning Up After Mowing	\$ _____ Total Cost
Price to Provide Grass Edging for 300 Units Main Walkways, Approach Walkways, Front and Rear, Curbside Grass Strip Area	\$ _____ Twice Monthly
Price to Fertilize Grass (Front, Back and Curbside Strip) 300 Units (Weed and Feed)	\$ _____ Cost Per Application

Price to Cut Grass at Main Office (Includes Rear of Building and Curbside Strip) \$ _____ Cost Per Cut

Price to Cut Grass and Trim Shrubbery at Hyacinth Court II Parking Lot \$ _____ Cost Per Cut

Price to Fertilize Grass at Hyacinth Court II Parking Lot (Weed and Feed) \$ _____ Cost Per Application

Price to Fertilize Grass at Main Office (Rear of Building and Curbside Strip (Weed and Feed) \$ _____ Cost Per Application

Trimming of Bushes/Over Growth \$ _____ Per Bush

Tree Trimming Big Trees \$ _____ Per Tree

Tree Trimming Small Trees \$ _____ Per Tree

Raking/removal of debris front & back of units \$ _____ Cost Per Yard

UNIT LOCATIONS

- Polk Street
- Beechwood Street
- Kleinow Street
- Goodell Street
- Superior Ct.
- Lenoir Ct.

Main Office of the RRHC – 180 Visger Road, River Rouge, MI 48218

Hyacinth Ct. II Parking Lot – 460 ½ Lenoir Ct., River Rouge, MI 48218

Along the brick wall (approximately 200 yards long and ten feet wide) in Superior Ct. & Lenoir Ct.

TOTAL BID PROPOSAL FOR MOWING

1. 300 Units (Front and Rear) without grass catcher \$ _____ Cost Per Cut
2. 300 Units (Front and Rear) with grass catcher \$ _____ Cost Per Cut
3. Main Office (Rear of Building and Curbside Strip) – without grass catcher \$ _____ Cost Per Cut
4. Hyacinth Ct. II Parking Lot – without grass catcher \$ _____ Cost Per Cut
5. Brick Wall in Superior Ct. and Lenoir Ct. – without grass catcher \$ _____ Cost Per Cut

TOTAL BID PROPOSAL TO FERTILIZE (Weed and Feed)

- 1. 300 Units (Front and Rear) \$ _____ Cost Per Application
- 2. Main Office (Rear of Building and Curbside Strip) \$ _____ Cost Per Application
- 3. Hyacinth Ct. II Parking Lot \$ _____ Cost Per Application
- 4. Brick Wall in Superior Ct. and Lenoir Ct. \$ _____ Cost Per Application

TOTAL BID PROPOSAL TO PROVIDE GRASS EDGING

- 1. 300 Units (Front and Rear) \$ _____ Twice Monthly
- 2. Main Office (Rear of Building and Curbside Strip) \$ _____ Cost Per Cut

TOTAL BID PROPOSAL TO MAINTAIN AND REPAIR AS NEEDED SPRINKLER SYSTEMS IN SUPERIOR CT. AND LENOIR CT.

(Includes Winterizing) \$ _____ Total Cost Per Season

TOTAL BID PROPOSAL TO INSTALL SOD IN LOCATION SPECIFIED BY EXECUTIVE DIRECTOR

\$ _____ Cost Per Sq. Yd.

TOTAL BID PROPOSAL TO SEED BARREN AREA SPECIFIED BY EXECUTIVE DIRECTOR

\$ _____ Cost Per Sq. Yd

Please list any other bid prices for any common lawn maintenance and landscaping services not listed that you can perform
