

# Request For Proposals

LAWN CARE SERVICES

RIDGEDALE APARTMENTS

LAKESIDE PARK

DELANEY HEIGHTS

NORTH CENTRAL HEIGHTS

CORNELL COLONY

APHA

21 Tulane Dr

AVON PARK, FLORIDA

The Avon Park Housing Authority is hereby accepting proposals for Lawn Care Services for the above referenced properties. Attached to this notification are maps of the property defining the areas to be serviced. The specifications for the scope of lawn care services are as follows;

## MOWING SPECIFICATIONS

- 1). Mow all areas defined on the site map not less than once monthly (NORTH CENTRAL HEIGHTS, CORNELL COLONY – twice monthly) during slow growth seasonal periods (November, December, January and February)
- 2). Mow all areas defined on the site map not less than twice monthly (NORTH CENTRAL HEIGHTS, CORNELL COLONY – weekly) during high growth seasonal periods (March, April, May, June, July, August, September and October).
  - a). Edges around buildings, trees and equipment will be maintained with herbicide to prevent damage. Any damage from mowers or trimmers is the responsibility of the contractor.
  - b). Blowing to be done at each mowing including; walks, drives, steps, porches and patios. Debris not to be blown into streets.
- 3). All property borders & fence lines, sidewalks and roadway edges must be weed-cut/serviced at each mowing cycle.
  - a). Weeds in walks, drives, parking lots to be maintained weed free.
- 4). Grass height standard following mowing service shall not exceed 2 inches.
- 5). All debris/litter must be picked up prior to mowing/edging servicing.

**Specifics to each property:**

**North Central Heights, Cornell Colony:** Herbicide beds to be kept weed free. Community center lawn, beds, shrubs/trees and sprinkled parking island maintenance; Weed free and growth trimmed to owner specified size/height at mature growth.

Proposed servicing fee will be based on a flat monthly fee. Servicing invoices will be billed by contractor at month end, with APHA payments for service rendered to contractor within 2 weeks of receipt of invoice.

Insurance & License Requirements: The Contractor shall furnish to the APHA prior to engagement of services the following items; 1). Copy of City Occupational Business License- Commercial Lawn Care Services, 2). General Liability Insurance Certificate; \$1M minimal coverage, APHA named co-insured.

Minimum Wage Rates: Contractor must demonstrate throughout the course of this contract that the pay rate paid to the contractor's workforce meets or exceeds the minimum Wage Rate, by work classification, as stated in the U.S.D.H.U.D. Determination schedule (**HUD FORM 52158**) attached to this solicitation.

Demonstrated Ability to Perform: Contractor must provide the APHA three current customer contact references for validation of satisfactory service performance.

It is anticipated that contract(s) awarded under this solicitation will begin June 1, 2017.

## **SUBMISSION OF BID PROPOSAL**

Prospective Bidders must submit their bid proposal in accordance with the instructions and terms hereunder to arrive at the office location identified within the solicitation on or before the specified time and date for receipt of bids.

By submission of a bid proposal the Bidder agrees to be bound by the terms and conditions of this solicitation. The APHA will not give consideration to any bid proposal received after the specified time. The APHA will return late bid proposals "unopened" to the specific return address identified on the envelope.

One (1) original and three (1) copy of the Bid Package and the executed, typewritten bid proposal on company letterhead, including all required attachments, certifications and other pertinent information, must be submitted. Bid proposals should be mailed or hand delivered to the following location by 4:30pm EDT on April 27, 2017:

### **Avon Park Housing Authority**

Attn: Tracey Rudy, CEO

P.O. Box 1327 (21 Tulane Drive)

Avon Park, Florida 33826

Bid proposals must be signed by a person duly authorized to do so, and in case signed by an employee or agent of the company the principal's properly written authorization providing signature authority on behalf of the company to such employee or agent must accompany the bid.