



Lawn Care Services

RFQ 9.6.22: Lawn Care Services

Publication of Request: September 6, 2022

Submission of Response Deadline: October 3, 2022 at 3:00pm

The Housing Authority of the City of Fort Wayne is soliciting responses from Lawn Care Service companies, with at least five years' experience, for lawn care services for the Housing Authority of the City of Fort Wayne's properties from April 2022 – October 2022.

The scope of work must address all necessary labor, materials, equipment, transportation, and supervision necessary to complete the process. ***The Respondents to the RFQ are expected to provide the services outlined below and provide FWHA with a cost analysis and methodology to manage the following Scope of Work:***

The HA is seeking proposals from qualified, licensed and bonded entities to provide the following detailed landscaping services at the housing sites listed herein:

A. Spring and Fall Clean-Up

- i. Includes trash-pick up, leaves, branches, mulched beds, and other debris from under trees, shrubs, and grass areas throughout the development
- ii. As directed by the HA, to occur once in April and once in October

B. On-going Mowing and Trimming Services

- i. All turf areas shall be mowed weekly during the growing season from April through October with the exception of the vacant lots which are to be mowed bi-weekly. Mowing height will typically be 3 to 3½ inches. The HA reserves the right to limit cuts in drought or dry conditions with periods of minimal growth. The HA reserves the right to choose which specific days and times services are provided at each site (and will establish such during negotiations with the successful proposer).
- ii. All turf areas to be mowed will be policed for loose trash and debris prior to mowing.
- iii. All grass clippings will be either removed (vacuumed) or blown back onto turf from sidewalks, parking lots, trash enclosures, porches or other non-grass areas of the housing site, either that results in a neat appearance.
- iv. Any damage to electrical or sprinkler pipes and any other property (HA- or tenant-owned) from mowing, or other services performed by the contractor, will be the contractor's sole responsibility to repair in a timely manner (NOTE: Damaged sprinkler systems, including sprinkler heads, will be repaired prior to the contractor Leaving the site the day of the service).
- v. All properties shall be mechanically edged one time per month from April through October.

- vi. All turf areas inaccessible to mowing equipment will be trimmed prior to mowing as needed to maintain a neat, well-groomed appearance.

C. Fertilizing and Weed Control

- i. Weed control will be performed by hand and by pre/post-emergent treatments weekly.
- ii. Fertilizing of turf areas will be performed 3 times per growing season using a fertilizer suitable for the turf type on the housing sites. On average, 4 to 5lbs of actual nitrogen per 1000 square feet shall be applied per season.
- iii. Fertilizers, when applied to turf, will be removed from sidewalks and parking areas to prevent staining.
- iv. Contractor shall comply with all City of Fort Wayne, State of Indiana, and applicable federal Laws regarding application of any herbicide, pesticide or other agent to turf.

D. Pruning and Tree Trimming

- i. Pruning of shrubs (not to exceed 6' in height) on property and disposal of ensuing materials.

E. Contractor's responsibilities

- i. Equipment, Supplies; Materials: As a part of the proposed fees, the contractor shall supply any and all such items needed to provide the services detailed herein; meaning, the HA shall not pay any additional fees for such.
- ii. Safety: The contractor shall, at all times, ensure that all work provided by the contractor complies with all Local, FWHA, State and Federal rules pertaining to work place safety; meaning, the contractor shall, at all times, conduct business in such a manner as to protect its workers, HA residents, HA staff, and the public. Further, the contractor shall have full and sole responsibility to correct any such condition found unsafe by any authorized entity (including the HA), and, if such unsafe conditions result to any group named within this section, shall have full and sole responsibility to compensate such persons if so ordered by an authorized agency or a court having jurisdiction.
- iii. Additional Potential Labor that may be required. At some point during the contract period the HA may require the contractor to provide the additional services. The HA will dictate the days and times of such services, if

retained. The contractor will provide the services at the Additional Labor Rates detailed within the contractor's proposal.

- a. Purchase Order Basis: The HA will only order such additional services by use of a fully completed Purchase Order

F. HUD Maintenance Wage Rates Determination (MWRD)

- i. HUD has determined that, for non-construction maintenance work (work not covered by Davis-Bacon requirements), the HA must ensure that contractors do not pay its employees that perform such work for the HA at a rate less than the rates listed on the HUD MWRD. Therefore, by submitting a proposal, each proposer is thereby agreeing to and verifying that he/she will not pay his/her employees at rates less than detailed within the following Table No. 4. Please note that, as detailed within Section 10.10 of HUD Procurement Handbook 7460.8 REV 2 (most specifically within Section 10.10.E therein), the contractor will not be required to submit certified payrolls; however, the contractor must make its payroll records available to either the HA or HUD on request, and failure on the part of the contractor to comply with this requirement will be the sole responsibility of the contractor, including any ensuing penalties, court costs, or wages due to employees as a result of the contractor's failure to comply.

Classification	HUD-Determined Rate
Building Maintenance Person I	\$11.55

❖ *This Scope of Work is used to gain an understanding of Respondent services and costs and may not be the full scope of a future contract with chosen Respondent.*

The HA intends to retain the successful proposer pursuant to a "Best Value" basis, not a "Low Proposal" basis ("Best Value," in that the HA will, as detailed within the following Section, consider factors other than just cost in making the award decision). Responses should be provided in the following format and securely bound in a three-ring binder. Responses should be received as one (1) original, three (3) copies, and one (1) electronic version (via disk or flash drive). Page separators/tabs should clearly identify each section to facilitate quick reference and comparison to the material submitted by other respondents. Brevity will be appreciated. Responses should address all items requested in this RFQ including, but not limited to, the following:

A. Letter of Transmittal:

1. Include a letter of transmittal bearing the signature of an authorized representative of the respondent and the name and email address of the individual authorized to negotiate services and costs with the FWHA.

B. Tab 1—Vendor Information:

1. Provide general information that best represents the respondent's company.
2. Describe those factors that differentiate the respondent's service from other such vendors.
3. Provide proof that the respondent has at least \$500,000 of General Liability, \$500,000 of Automobile Liability and \$1,000,000 of Professional Liability Insurance, including errors and omissions.
4. Affirm that your organization is properly licensed to perform this type of service in the State of Indiana.

C. Tab 2—Capacity to Provide Professional Services in a Timely Manner:

1. Describe the methodology that the respondent proposes to provide the services described in the Scope of Work. Include information on proposed staffing and the equipment that will be applied to provide these services.
2. Describe the specific deliverables that the respondent will provide supported by a timeline for providing these deliverables.
3. State whether your organization is national, regional or local. State the local address of your firm.

D. Tab 3—Staff Experience and Organization:

1. Show the experience of the key personnel anticipated to be assigned to this project relative to projects of similar size and nature. (Experience with public housing authorities is essential.) Specifically, show the

experience that these key personnel have working with each other on previous projects.

2. Provide a staffing plan of who will be responsible for the specific tasks identified in the Scope of Work.

E. Tab 4—Organizational Experience:

1. Demonstrate the respondent's experience in projects similar in scope and complexity as described in this solicitation within the last five (5) years.

F. Tab 5—Costs and Fees:

Costs and Fees should NOT be inserted into the binder and shall be sealed in a separate envelope and placed in the front pocket of each binder.

1. Provide a detailed fee schedule which lists each service and corresponding cost separately. Also provide a total cost for all services combined. Fee schedule should include information on: e.g., hourly rates, travel costs, per diem, fees, and other miscellaneous cost. Reasonableness and comparison of costs offered will be considered by the evaluation team. (Note: All pricing and proposed services are subject to later negotiation.)

G. Tab 6—Submission of Required Documents:

1. Provide at least, three references for the recent projects that are similar to the services requested in this RFQ. Provide name of point of contact, entity, telephone number, and title of references.

H. Tab 7—Section 3:

1. Preference points will be given to any respondent that can attest to being a Section 3, MBE or WBE Business Entity. Please provide an Employee listing if Section 3 is applicable.

RESPONSE EVALUATION:

1. Evaluation Factors: The following factors will be utilized by FWHA to evaluate each Response submittal received; award of points for each listed factor will be based upon the documentation that the respondent submits within his/her Response submittal:

NO.	Max Point Value	Factor Type	Factor Description
1	15 Points	Objective	The PROPOSED COSTS the respondent proposes to charge FWHA to complete the required work.
2	15 Points	Subjective	The respondent's DEMONSTRATED UNDERSTANDING of the REQUIREMENT;
3	10 Points	Subjective	The APPROPRIATENESS of the TECHNICAL APPROACH (including labor categories, estimated hours and skill mix) and the QUALITY of the WORK PLAN
4	20 Points	Subjective	The respondent's TECHNICAL CAPABILITIES (in terms of personnel, equipment and materials) and the MANAGEMENT PLAN (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).
5	35 Points	Subjective	The respondent's DEMONSTRATED EXPERIENCE in performing similar work and the respondent's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.
6	5 Points	Subjective	The OVERALL QUALITY AND PROFESSIONAL APPEARANCE OF THE RESPONSE SUBMITTED, based upon the opinion of the evaluators.
	100 POINTS		TOTAL POINTS (other than preference points)

- 1.1 Preference Evaluation Factor: The following factors will be utilized to evaluate each Response submittal received:

NO.	Max Point Value	Factor Type	Factor Description
7	5 Points	Objective	SECTION 3 BUSINESS PREFERENCE PARTICIPATION: A firm must qualify for Section 3 status.
7a	5 POINTS	Objective	MBE PREFERENCE PARTICIPATION: A firm must qualify for MBE status.
7b	5 POINTS	Objective	WBE PREFERENCE PARTICIPATION: A firm must qualify for WBE status.
	15 POINTS		MAXIMUM PREFERENCE POINTS (additional)

115 TOTAL POSSIBLE POINTS

FWHA's RESERVATION OF RIGHTS:

Definitions:

Respondent – Company or individual responding to the RFQ

Contractor – Company or individual who is awarded the contract

FWHA reserves the right to:

1. FWHA reserves the right to reject any or all Responses, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by the FWHA to be in its best interests.
2. FWHA reserves the right not to award a contract pursuant to this RFQ.
3. FWHA reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon fourteen (14) days written notice to the successful Respondent(s).
4. FWHA reserves the right to determine the days, hours and locations that the successful Respondent(s) shall provide the services called for in this RFQ.
5. FWHA reserves the right to retain all Responses submitted and not permit withdrawal for a period of sixty (60) days subsequent to the deadline for receiving Responses without the written consent of the FWHA Contract Administrator (CA).
6. FWHA reserves the right to negotiate the fees proposed by the Respondent entity. If such negotiations are not, in the opinion of FWHA's CA, successfully concluded within a reasonable timeframe as determined by FWHA, FWHA shall retain the right to end such negotiations.
7. FWHA reserves the right to reject and not consider any Response that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete Responses and/or Responses offering alternate or non-requested services.
8. FWHA shall have no obligation to compensate any Respondent for any costs incurred in responding to this RFQ.
9. FWHA shall reserve the right to at any time during the RFQ or contract process to prohibit any further participation by a respondent or reject any Response submitted that does not conform to any of the requirements detailed herein. Each prospective respondent further agrees that he/she will inform FWHA's CA in writing within five (5) days of the discovery of any item that is issued thereafter by FWHA that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve FWHA, but not the prospective respondent, of any responsibility pertaining to such issue.
10. FWHA reserves the right, prior to award, to revise, change, alter or amend any of the instructions, terms, conditions, and/or specifications identified within the RFQ documents issued, within any attachment or drawing, or within any addenda issued. All addenda will be posted on FWHA's website www.fwha.org under Business

Opportunities. Such changes that are issued before the Response submission deadline shall be binding upon all prospective respondents.

11. In the case of rejection of all Responses, FWHA reserves the right to advertise for new Responses or to proceed to do the work otherwise, if in the judgment of FWHA, the best interest of FWHA will be promoted.
12. FWHA reserves the right to, without any liability; cancel the award of any Response(s) at any time before the execution of the contract documents by all parties.
13. FWHA reserves the right to reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability to FWHA, if:
 - 13.1 Funding is not available,
 - 13.2 Legal restrictions are placed upon the expenditure of monies for this category of service or supplies; or,
 - 13.3 FWHA's requirements in good faith change after award of the contract.
14. FWHA reserves the right to make an award to more than one respondent based on ratings and to award with or without negotiations or a "Best and Final Offer" (BAFO).
15. FWHA reserves the right to require additional information from all respondents to determine level of responsibility. Such information shall be submitted in the form required by FWHA within two (2) days of written request.
16. FWHA reserves the right to amend the contract any time prior to contract execution.
17. FWHA reserves the right to require the Contractor to keep accurate timesheets for all employees assigned to perform any project, task, or assignment resulting from this RFQ and any resulting contract.
18. FWHA reserves the right to contact any individuals, entities, or organizations that have had a business relationship with the respondent regardless of their inclusion in the reference section of the Response submittal.
19. In the event any resulting contract is breached, prematurely terminated or cancelled due to non- performance and/or withdrawal by the Contractor, FWHA reserves the right to seek monetary restitution (to include but not limited to withholding of monies owed) from the Contractor to cover costs for interim services and/or cover the difference of a higher cost (difference between existing Contracted rate and new Contract rate) beginning the date of Contractor's termination, breach and/or cancellation through the contract expiration date.
20. FWHA reserves the right to require the Contractor to replace any employee, subcontractor, or other individuals and/or entities, found to be unacceptable, performing work under any contract resulting from this RFQ. Replacement shall occur within two (2) days of notification by FWHA.
21. FWHA must maintain appropriate records (payrolls, work orders, job descriptions, training program materials and apprentice/trainee registrations and any other data related to the employment and utilization of maintenance laborers and mechanics) which must be preserved for no less than three years or until resolution of any

dispute. Employers under contract to FWHA to provide maintenance work must submit to FWHA their original employment records as described above or agree to retain the original employment records for three years or until resolution of any dispute subject to this solicitation.

Any suspected discrepancies should be brought to the attention of FWHA prior to submitting a proposal. Any questions should be brought to the attention of Dan Kuleff at 260.410.2980, Monday through Thursday, between the hours of 7:00 a.m. and 4:30 p.m. and Fridays between the hours of 8:00a.m. to 12:00pm.

Please contact Dan Kuleff at (260) 410-2980 to schedule a site visit.

All responses must be received by FWHA to attention Dan Kuleff by **3:00 pm, October 3, 2022 with a Lawn Service Pricing Sheet** detailing the cost based on the outlined in the scope.

Lawn Service Pricing

Contractor Name:

Weekly Mowing & Monthly Edging

Property	
Brooklyn Manor	\$ -
McCormick	\$ -
Beacon	\$ -
Brookmill	\$ -
Miami	\$ -
Brooklyn Pointe	\$ -
Tall Oaks	\$ -
Whispering Oaks	\$ -
Maumee	\$ -
River Cove	\$ -
North Highlands	\$ -
Admin Office	\$ -
SSV	\$ -
Hillcrest	\$ -
Vacant Lots	\$ -
Total wkly mowing	\$ -
Total Ann. Mowing	\$ -

Spring/Fall Clean Up

Property	
Brooklyn Manor	\$ -
McCormick	\$ -
Beacon	\$ -
Brookmill	\$ -
Miami	\$ -
Brooklyn Pointe	\$ -
Tall Oaks	\$ -
Whispering Oaks	\$ -
Maumee	\$ -
River Cove	\$ -
North Highlands	\$ -
Admin Office	\$ -
SSV	\$ -
Hillcrest	\$ -
Vacant Lots	\$ -
Totals	\$ -

Fertilization & Bed Maintenance and tree/shrub pruning

Property	
Brooklyn Manor	\$ -
McCormick	\$ -
Beacon	\$ -
Brookmill	\$ -
Miami	\$ -
Brooklyn Pointe	\$ -
Tall Oaks	\$ -
Whispering Oaks	\$ -
Maumee	\$ -
River Cove	\$ -
North Highlands	\$ -
Admin Office	\$ -
SSV	\$ -
Hillcrest	\$ -
Vacant Lots	\$ -
Totals	\$ -

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2. FWHA reserves the right not to award a contract pursuant to this RFQ.
3. FWHA reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon fourteen (14) days written notice to the successful Respondent(s).
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5. FWHA reserves the right to retain all Responses submitted and not permit withdrawal for a period of sixty (60) days subsequent to the deadline for receiving Responses without the written consent of the FWHA Contract Administrator (CA).
6. FWHA reserves the right to negotiate the fees proposed by the Respondent entity. If such negotiations are not, in the opinion of FWHA's CA, successfully concluded within a reasonable timeframe as determined by FWHA. FWHA shall retain the right to end such negotiations.
7. FWHA reserves the right to reject and not consider any Response that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete Responses and/or Responses offering alternate or non-requested services.

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8. submitted that does not conform to any of the requirements detailed herein. Each prospective respondent further agrees that he/she will inform FWHA's CA in writing within five (5) days of the discovery of any item that is issued thereafter by FWHA that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve FWHA, but not the prospective respondent, of any responsibility pertaining to such issue.
9. FWHA reserves the right, prior to award, to revise, change, alter or amend any of the instructions, terms, conditions, and/or specifications identified within the RFQ documents issued, within any attachment or drawing, or within any addenda issued. All addenda will be posted on FWHA's website www.fwaha.org under Business Opportunities. Such changes that are issued before the Response submission deadline shall be binding upon all prospective respondents.
10. In the case of rejection of all Responses, FWHA reserves the right to advertise for new Responses or to proceed to do the work otherwise, if in the judgment of FWHA, the best interest of FWHA will be promoted.
11. FWHA reserves the right to, without any liability; cancel the award of any Response(s) at any time before the execution of the contract documents by all parties.
12. FWHA reserves the right to reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability to FWHA, if:
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260.267.9305 Administration
260.267.9306 Housing Choice Voucher
260.267.9307 Public Housing
260.267.9308 Accounting

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18. In the event any resulting contract is breached, prematurely terminated or cancelled due to non-performance and/or withdrawal by the Contractor, FWHA reserves the right to seek monetary restitution (to include but not limited to withholding of monies owed) from the Contractor to cover costs for interim services and/or cover the difference of a higher cost (difference between existing Contracted rate and new Contract rate) beginning the date of Contractor’s termination, breach and/or cancellation through the contract expiration date.

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19. FWHA reserves the right to require the Contractor to replace any employee, subcontractor, or other individuals and/or entities, found to be unacceptable, performing work under any contract resulting from this RFQ. Replacement shall occur within two (2) days of notification by FWHA.

20. FWHA must maintain appropriate records (payrolls, work orders, job descriptions, training program materials and apprentice/trainee registrations and any other data related to the employment and utilization of maintenance laborers and mechanics) which must be preserved for no less than three years or until resolution of any dispute. Employers under contract to FWHA to provide maintenance work must submit to FWHA their original employment records as described above or agree to retain the original employment records for three years or until resolution of any dispute subject to this solicitation.

The deadline for the submission of this Response is September 30, 2022 by 12:00 PM ET.

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