



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

LAWNCARE, LANDSCAPING & LEAF REMOVAL SERVICES

Clermont Metropolitan Housing Authority (CMHA) is accepting quotes from qualified contractors for lawn care services (on as needed basis) at various CMHA public housing properties located throughout Clermont County including its Administrative Office. The contractors or individuals doing so automatically agreeing to abide by all terms and conditions listed herein and with the following attachments.

Quotes must be made on the proposal form provided by CMHA. Additional copies of the proposal forms are available at our Administrative Office located at 65 S Market St Batavia, OH or at CMHA's website at www.clermontmha.org. CMHA reserves the right to waive any informality in the request for quotes, to reject any or all quotes; and to award the contract in a manner which it considers to be in the best interest of the PHA.

Deadline for Submission

You can submit the quotes to CMHA at 65 S Market St Batavia, OH or via fax to 513-732-0851 or by email to amorlatt@clermontmha.org. All forms and relevant documents for this quote must be signed and submitted no later than **10 a.m. on January 31, 2021.**

Retention

All documents upon submission become the property of the CMHA and shall not be returned to the proposer.

Frequency

The prices submitted should be calculated on a per service basis. All taxes, miscellaneous fees, permits, etc. shall be included in the stated price on the Proposal Form. CMHA is a non-profit entity that is exempt from taxes and will furnish a tax-exempt certification upon request.

Contract Term

The contract term will be for two years, effective **April 1, 2021 through March 31, 2023** with the Authority having the option to renew for one additional year based on agreement of both parties.

Site Visit

Each submitter may visit the site of the listed locations and fully acquaint oneself with the conditions relating to the property to be serviced, so that they may fully understand the facilities, difficulties, and restrictions.

Complaints

All complaints concerning unfinished or unsatisfactory work will be forwarded by telephone to the contractor by the Authority. If these complaints are not resolved or satisfactory arrangements are not made within twenty-four hours following the time of the complaint, the Authority may, at its sole discretion, have the work completed in another manner and the cost of such work shall be deducted from the payment of the contractor.



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

Assignment

Unless otherwise agreed upon in writing by the Authority, the contractor shall not assign the contract to any other party. No subcontracting of the work will be permitted.

Payment Schedule

The contractor is to submit an invoice for work performed within 2 weeks of services performed. All invoices will be submitted to the Maintenance Supervisor prior to payment. Payment will be bi-weekly, subject to the acceptable completion of work.

Hold Harmless Clause

Contractor will hold the owner harmless from all negligent actions the contractor of his/her employees' cause.

Property Damage

Contractor agrees to take extreme care not to damage or destroy Authority or resident's property, including but not limited to personal, building and vehicles. Should any damage occur the contractor is expected to correct the issue to the complete satisfaction of CMHA prior to final contract payment. Precautions will be taken to prevent harm to personnel and damage to property resulting from flying debris. Contractor is responsible for the cost of reimbursement or repairs. Care to be taken to prevent damage to trees, shrubs, buildings, and personal belongings while mowing. Contractor is responsible for cost of reimbursement or repairs.

Breach of Contract

Any breach of this contract will result in the Authority withholding payment to the contractor until satisfactory results are obtained.

Default by Proposer

In the event of default by the successful proposer, CMHA may procure the services specified from other sources. The proposer agrees to reimburse CMHA for any additional costs incurred because of such default.

Termination

Regarding cancellation rights, this contract is subject to a seven (7) day written notice of cancellation by either party. In this event, a complete accounting of services performed, and payments received may be submitted by the contractor to the Authority for approval.

Awards

CMHA reserves the right to cancel this award or to reject, in whole or in part, all proposals received in response to this request, upon its determination that such cancellation or rejection is in the best interests of CMHA. CMHA further reserves the right to waive any minor informality's in any proposals received if it is in the public interest to do so. The decision as to who shall receive a contract award, or whether an award shall be made because of this award,



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

shall be at the absolute, sole discretion of CMHA. CMHA reserves the right to and make award to a single contractor or to make awards to multiple contractors.

Liability & Indemnification

The successful contractor will be required to furnish certification of insurance indicating that the following coverages are procured and maintained.

- Workers' Compensation and Employer's Liability Insurance.
- Public Liability and Property Damage Liability Insurance, including contractual liability and property damage.
- Vehicle Liability Insurance covering all owned non-owned or hired vehicles, with limits not less than \$500,000/\$500,000 for personal injury and \$500,000/\$500,000 for property damage.

All insurance shall be carried with companies that are financially responsible. 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 CMHA any time CMHA makes a request.

The successful Contractor shall, at its own expense, protect, defend, indemnify, save, and hold harmless the PHA officers, employees and agents from all claims, damages, lawsuits, costs, and expenses including, but not limited to, all costs from administrative proceedings, court costs, and attorney fees that the PHA may incur because of the acts, omissions or negligence of the contractor or its employees' agents or subcontractors that may arise out of the agreement.

Complete and Accurate Submissions

A contractor's failure to provide accurate information in response to this award may disqualify the contractor from further participation in the landscaping and lawn maintenance services selection process.

General Specifications/Scope of Work (SOW):

Initial Spring Clean Up & Mulching

At the beginning of the growing season, the contractor may provide an initial spring clean-up of all CMHA sites that will consist of the following:

1. Remove all leaves, branches, stones, litter, and debris from all grass areas, lawns, and mulch beds. Remove piles of debris from all sidewalks, common areas, curbs, and parking lots.
2. Checking tree-line for any deadwood and communicate with the M&MS for any limbs that need to be removed. Any tree that needs to be felled will be negotiated separately to this offering.
3. Shrubs are to be kept pruned to their intended form. Hedges shall be trimmed frequently to keep pace with growth rate of the plantings.
4. Weed, edge, and mulch all appropriate landscape beds including any trees, shrubs, or other existing garden beds.
5. A new complete layer of mulch is required during the Spring Clean-up. Black Gold



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

mulch, or similar, shall be used by the contractor when any mulching is required. Any mulch used shall be fibrous, and consistent in nature. The mulch shall be free of dirt, sand, gravel, or any other material inconsistent with the purpose of the mulch. Existing mulch beds shall be maintained at a minimum mulch depth of two (2) inches.

6. Repair minor lawn damage from snow plowing, etc.
7. Remove all winter damage from the trees, shrubs, etc.
8. Any property that has a fence, contractors must remove any debris from fence line.

This work will be completed before March 31st, weather permitting. The schedule is to be coordinated with the designated by the CMHA Modernization & Maintenance Supervisor (M&MS).

General Lawn Services

CMHA anticipates between 20-30 Mows/Trims at each location (*see special instructions with regards to Scattered Site properties*).

1. Walk through property before cutting lawns to pick-up and remove litter or any other noticeable impediments prior to mowing. No paper or any other object will be run over by mower.
2. Cut and maintain all grass to a height of 2 ½" to 3". Approximately 20 – 25 cuts per year. At no time will turf be allowed to become overgrown.
3. Any excess clippings, clumps, or windrows are to be removed to not damage turf. The use of bagging equipment is recommended, but not required. No clippings shall be left overnight for removal the following day.
4. Overseed thin or bare areas only with multi blend fescue, sunshade mix. Grass seed to be applied in Spring Clean Up and during final cuts performed for the season.
5. Apply grass seed to bare areas and cover with straw to ensure growth. Water these areas as needed until growth is substantiated.
6. With prior notice because of weather, excess rain, or special CMHA function Contractor may be required to provide touch up work as needed.
7. Trim work/edging to be done on a weekly time frame with mowing, which includes around buildings, trees, fences, sidewalks, parking areas, curbs, and mulch beds, to keep a neat and clean appearance.
8. Chemical edging **will not** be allowed to take the place of standard edging on any turf or around any fence.
9. Any damage to turf or plants from chemical treatment/drift will be the contractor's responsibility to repair.
10. Chemical edging **will be** allowed in parking lots, natural areas, and sidewalk cracks. Contractor must be licensed for any applicable use of herbicides.
11. Any property that has a fence, contractors must keep the fence clean from overgrowth and debris.
12. Remove grass clippings, leaves, debris from all sidewalks, curbs, parking areas, steps, etc. No grass clippings or debris to be blown into flower beds, mulched or natural areas.
13. Shrubs to be pruned when mowing occurs. At no time will the shrubs be allowed to become overgrown. All shrub and hedge debris to be carried offsite.
14. Leaves will be cleaned up on a weekly basis.



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

15. Leaves will be removed from parking lots, sidewalks, curbs, grass areas, mulched natural areas, and flowerbeds. At no time in leaf season will leaves be allowed to lie on turf in a thickness as to be damaging to the grass. At no time will leaves be allowed to stay in parking lots, curbs, or around drains.

Fertilization

1. Fertilizing of turf area will be performed 4 times per growing season (February, March, August & November) using a fertilizer suitable for the turf type on the housing site.
2. Fertilizer when applied to turf will be removed from sidewalks and parking areas to prevent staining.
3. All lawn areas will be treated with crabgrass prevention and weed control products as necessary.

Leaf Removal from Gutters

CMHA anticipates that this process will be done shortly after the final cut of the season but no later than November 15 each year.

1. Remove leaves from gutters.
2. Rake/blow leaves from turf.
3. Remove leaves from premises.
4. Notify M&MS of any damaged parts of the gutter noticed during the cleanout.

Scattered Sites

1. CMHA owns 50+ Scattered Homes throughout Clermont County.
2. CMHA may request services for these units, whenever these units are vacant or at times determined as needed by CMHA. The addresses for these units are attached to this offering.

Materials

Type of Mulch, Fertilizer & Grass Seed will be determined at the sole discretion of the M&MS. The selected contractor will be responsible for providing the mulch, fertilizer, and grass seed, but will be reimbursed by CMHA at cost. Copies of the receipts showing bulk purchase will need to be submitted with contractor's invoices to be reimbursed.

Miscellaneous

1. The contractor can start work on residential areas at 8 am. The contractor can work on weekends, but at no additional cost to CMHA. The schedule for services will be negotiated in advance with the M&MS.
2. Additional cuts maybe requested by CMHA and will be paid at approved rates.
3. Davis-Bacon Wages do not apply.



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

LAWN & LEAF SERVICES PRICING FORM

Company Name _____

Point of Contact _____

Company Address _____

Company Phone _____ **After Hours Phone** _____

Company Email _____

The undersigned having carefully read the terms and conditions of the Quote for Lawn & Leaf Services, does hereby offer to perform such services, of the type and manner described, at the rates indicated above.

Service Location	Spring Cleanup & Mulching	General Lawn Services	Fertilization	Leaf Removal from Gutters
1. CMHA Administrative Office 65 S Market St Batavia, OH				
2. Bethel Woods 610 Easter Rd Bethel, OH				
3. Williamsburg Woods 2911 Batavia Williamsburg Pike Williamsburg, OH				
4. Monroe Woods 2173 E Ohio Pike Amelia, OH				
5. Llewellyn Court 519 Coffee St Felicity, OH				
6. Corner Lot Next to 4745 Beechwood Rd* Cincinnati, OH				
7. Birney Lane - Common Areas** New Richmond, OH				
8. Scattered Sites (as needed) ***				
TOTAL NUMBERS				



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

Further, the undersigned:

1. Proposes to furnish all labor, equipment, and materials necessary to perform the contract requirements. No subcontracting is permitted.
2. Agrees to perform all required work in accordance with all elements of this quote.
3. Certifies that neither I, nor any of my business partners, have been debarred by HUD.
4. Submits this Proposal in good faith and without fraud or collusion.
5. Submits this Proposal without a conflict of interest with any party associated with CMHA, its employees or Board of Commissioners.

Printed Name of Submitter _____

Signature of the Submitter _____ **Date** _____

***Common areas at Birney Lane:**

1st Birney Lane Common Area is from the road up to the ditch by 813 Birney Lane





Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

2nd Birney Lane Common Area is the center island in the middle of the turnabout.



3rd Birney Lane Common Area is from the road up to just beyond the manhole cover at 812 Birney Lane





Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

4th Birney Lane Common Area is around the storage shed to the right of 827 Birney Lane.



5th Birney Lane Common Area is the left hand side of the property by Old 52.





Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

***Picture of the corner lot next to 4745 Beechwood Rd.**





Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

***List of Scattered Sites Listed Below which will be assigned on an “as needed” basis.

#	House	Address	City	Zip	#	House	Address	City	Zip
1	2212	Berry Rd	Amelia	45102	30	5699	Tall Oaks	Milford	45150
2	3164	Lindale Mt. Holly Rd	Amelia	45102	31	5737	Lindaway Drive	Milford	45150
3	3471	ST RT 132	Amelia	45102	32	6019	Ring Lane	Milford	45150
4	3493	Virginia Drive	Amelia	45102	33	711	Osage Trail	Milford	45150
5	155	N. Sixth Street	Batavia	45103	34	5720	East Tall Oaks	Milford	45150
6	4146	ST RT 276	Batavia	45103	35	2055	Harvey Rd	New Richmond	45157
7	2875	Batavia Wmsbg Pike	Batavia	45103	36	5956	Newtonsville Road	Newtonsville	45158
8	128	S. Ash Street	Bethel	45106	37	138	Wilmar Avenue	Williamsburg	45176
9	2635	Runway Avenue	Bethel	45106	38	169	Wilmar Avenue Lot 10	Williamsburg	45176
10	3317	Ohio Avenue	Bethel	45106	39	348	Lytle Avenue	Williamsburg	45176
11	3411	ST RT 774	Bethel	45106	40	356	Lytle Street	Williamsburg	45176
12	3507	Inez Avenue	Bethel	45106	41	349	S. Fourth Street	Williamsburg	45176
13	205	South Street	Bethel	45106	42	650	Charwood Dr	Cincinnati	45244
14	221	South Street	Bethel	45106	43	635	Charwood Dr	Cincinnati	45244
15	231	N Main Street	Bethel	45106	44	444	Odin Drive	Cincinnati	45244
16	274	E Plane Street	Bethel	45106	45	450	Odin Drive	Cincinnati	45244
17	527	S Union Street	Bethel	45106	46	454	Odin Drive	Cincinnati	45244
18	215	Holly Lane	Bethel	45106	47	517	Odin Drive	Cincinnati	45244
19	6036	Belfast Road	Goshen	45122	48	497	Glenrose Lane	Cincinnati	45244
20	6283	ST RT 132	Goshen	45122	49	520	Glenrose Lane	Cincinnati	45244
21	2340	Cedarville Road	Goshen	45122	50	645	Carefree Drive	Cincinnati	45244
22	2358	ST RT 131	Goshen	45122	51	4253	Bantam Lane	Cincinnati	45244
23	1817	Lois Lane	Goshen	45122	52	4356	Beechmont Drive	Cincinnati	45244
24	1497	Woodland Drive	Loveland	45140	53	4406	Norway Ct	Cincinnati	45244
25	1501	Royal Oak Ct	Loveland	45140	54	4686	Galaxy Lane	Cincinnati	45244
26	1505	Meadowbrook Drive	Loveland	45140	55	4839	Dearborn Ct	Cincinnati	45244
27	1529	Rolling Knoll	Loveland	45140	56	4745	Beechwood Road	Cincinnati	45244
28	4702	Tealtown Road	Milford	45150	57	550	Berry Court	Cincinnati	45244
29	5696	Longfield Drive	Milford	45150					



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

LAWN & LEAF SERVICES REFERENCE & EMPLOYMENT

References

List A Minimum of Three Businesses You Have Done or Currently Do Work For:

1. Name of Business: _____
Point of Contact for Business: _____
Address: _____
Phone: _____
What Services Did You Provide? _____
☐ Currently Do Work ☐ Used to Do Work. When Stopped? _____
2. Name of Business: _____
Point of Contact for Business: _____
Address: _____
Phone: _____
What Services Did You Provide? _____
☐ Currently Do Work ☐ Used to Do Work. When Stopped? _____
3. Name of Business: _____
Point of Contact for Business: _____
Address: _____
Phone: _____
What Services Did You Provide? _____
☐ Currently Do Work ☐ Used to Do Work. When Stopped? _____

Past Work History

1. Have you ever worked with CMHA in the past? Yes or No

If Yes, in what capacity? _____

If Yes, when did you last work with CMHA? _____

2. Experience with Projects of Similar Size and Scope Yes or No

Employee Information

1. How many full-time employees work for your company? _____



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

Section 3 Information

1. **What is Section 3?** Section 3 is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 is to ensure that preference for employment, training and contracting opportunities generated from the expenditure of certain HUD funds is directed to local low- and very low-income persons, particularly those who receive federal housing assistance, and businesses that are owned by or substantially employ such persons.
2. **What does the term “Section 3 resident” mean?** A “section 3 resident” is: 1) a public housing resident; or 2) a low- or very low-income person residing in the metropolitan area or Non-Metropolitan County where the Section 3 covered assistance is expended.
3. **What does the term “Section 3 Business” mean?** Section 3 businesses are those that can provide evidence of **meeting one** of the following three criteria: a) 51% or more owned by Section 3 residents; or b) At least 30% of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within *three years of the date of first hire**; or c) Provides evidence, as required, of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to businesses that meet the qualifications of a) or b) above.
4. **How are the terms “low-income” and very low-income determined?** These limits are typically established at 80 percent and 50 percent of the median income for each locality by household size or the number of people residing in one house. For 2020, the Income Limit <https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>
5. **Does being a Section 3 Business mean that a firm is automatically entitled to HUD-funded contracts?** No. Section 3 businesses may need to demonstrate to the satisfaction of the recipient agency they are a responsible Contractor with the ability to perform successfully under the terms and conditions of prospective contracts. The Section 3 regulation at 24 CFR Part 135.36 provides preference to Section 3 businesses but does not guarantee the award of contracts.

For more information on the requirements of Section 3, please visit www.hud.gov/Section3



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

Section 3 Business Certification

1. **Is your business a Section 3 Business?** Yes or No.

If No, circle No, sign, and date the form below. Nothing else is required

If Yes, circle Yes and continue to Question 2.

2. **Check the box next to the appropriate status type on your Section 3 Business.**

Below each Status is a list of documents required as evidence of your Section 3 eligibility. This information must be submitted with your quote. If the supporting information is not submitted, the preference points will not be awarded.

☐ **Resident Owned Business** Fifty-one percent (51%) or more of the business is owed by a Section 3 Resident (either Public Housing resident, or another federally subsidized housing program, or a low-income Clermont County Resident). Documentation Required: Lease or Section 3 Resident Self-Certification form

☐ **Resident Employed Business** Thirty percent (30%) of full-time, permanent employees are Section 3 Residents (either public housing residents or low-income Clermont County residents) Documentation Required: Completed Section 3 Resident Self-Certification forms for all employees claimed as Section 3 Residents.

☐ **Subcontracting to Section 3 Business** No Subcontracting is permitted on this Quote.

Section 3 Certification Statement

By signing below, I certify that:

I am an authorized representative of the company named above,

- The company named above meets the requirement of Section 3 status checked,
- I understand that the documents required as evidence of Section 3 status must be kept for at least 5 years from the date of the closure of this contract,
- I understand that noncompliance with HUD's regulations in 24 CFR part 135 (known as Section 3) may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

Company Name _____

Print Name

Signature

Date



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

SECTION 3 RESIDENT SELF-CERTIFICATION

Employee Name: _____ Phone: _____

Home Address: _____

Purpose of Section 3

Section 3 of the Housing and Urban Development Act of 1968 requires that CMHA ensure employment and other economic and business opportunities generated by HUD financial assistance, to the greatest extent feasible, are directed to low-income persons, particularly recipients of government housing assistance, in Clermont County.

A Section 3 Resident is:

1. A CMHA public housing resident; Or
2. An individual or family who lives in Clermont County and whose income is at or below the following low-income guidelines set by HUD (see graph below for persons in family).

FY 2020 Income Limit Area	Median Family Income	FY 2020 Income Limit Category	Persons in Families				
			1	2	3	4	5
Clermont County	\$86,300	Low (80%) Income	48,350	55,250	62,150	69,050	74,600

Are you a Section 3 Resident?

☐ The definition of a Section 3 Resident **does not apply** to me.

Signature: _____ Date: _____

OR

☐ The definition of a Section 3 Resident **does apply** to me. I meet the qualifications to claim the Section 3 designation because (check one):

☐ I am a CMHA public housing resident, OR

☐ I am an individual or family who lives in Clermont County and whose income is at or below the low-income limits set by HUD (see graph above).

If requested, I understand that I must provide evidence of my eligibility. Penalties for falsely certifying Section 3 eligibility may include termination of employment or termination of the contract.

Signature: _____ Date: _____

Business Name: _____



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

DO YOU HAVE EVERYTHING?

- 1) Pricing Form _____
- 2) References & Past Business History _____
- 3) Section 3 Certification Sheet & Supporting Documents _____
- 4) W-9 Form _____
- 5) Insurance Documentation Outlined on Page 3 _____
- 6) HUD 5370-C General Conditions for Non-Construction Contracts: Section II _____