



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

REQUEST FOR PROPOSALS (RFP) TO OBTAIN LAWN CARE SERVICES FOR CLERMONT METROPOLITAN HOUSING AUTHORITY (CMHA) SOLICITATION# 02072024

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

This Request for Proposal (RFP) contains submission requirements, the scope of service, period of service, terms, and conditions and other pertinent information for submitting a proper and responsive proposal. RFP 02072024 will be posted on CMHA's website www.clermontmha.org starting **February 15, 2024**.

Submittals

Submittals will be evaluated on the criteria stated in the RFP. Negotiations may be conducted with offerors who have a reasonable chance of being selected. After evaluation of the proposals, if any, the contract will be awarded to the responsible offeror(s) whose qualifications, project proposal and other factors considered are the most advantageous to CMHA. CMHA reserves the right to reject all submissions.

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. Please contact the Maintenance & Modernization Supervisor (M&MS) Rick Ernst at 513-515-6660 by **February 26, 2024**.

Questions

All questions will need to be submitted in writing to CMHA no later than **March 1, 2024**. Answers to all gathered questions will be posted on our website under the RFP no later than **March 4, 2024**.

Deadline for Submission

You can submit the quotes to CMHA at 65 S Market St Batavia, OH 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 March 8, 2024**.

Retention

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



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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.

Questions

All questions will need to be submitted in writing to CMHA no later than **March 1, 2024.** Answers to all gathered questions will be posted on our website under the RFP.

Complaints

All complaints concerning unfinished or unsatisfactory work will be forwarded by telephone to the offeror 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 Offeror.

Assignment

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

Payment Schedule

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

Hold Harmless Clause

The offeror will hold the owner harmless from all negligent actions the Offeror of his/her employees' cause.

Property Damage

The offeror agrees to take extreme care not to damage or destroy CMHA or resident's property, including but not limited to personal, building and vehicles. Should any damage occur the Offeror 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. The offeror 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. The offeror is responsible for the cost of reimbursement or repairs.

Breach of Contract

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



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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 offeror 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 informalities 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, shall be at the absolute, sole discretion of CMHA. CMHA reserves the right to make an award to a single Offeror or to make awards to multiple Offerors.

Liability & Indemnification

The successful Offeror 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 covers 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 Offeror shall not permit the coverage to lapse and shall furnish evidence of coverage to CMHA any time CMHA makes a request.

The successful Offeror 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 Offeror or its employees' agents or sub-contractor that may arise out of the agreement.

Complete and Accurate Submissions

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



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General Specifications/Scope of Work (SOW):

Anacronyms

Monroe Woods (MW)

Felicity (FE)

Maintenance (MG)

Bethel Woods (BW)

Scattered Sites (SS)

Administrative Office (AO)

Williamsburg Woods (WW)

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 will be supplied by CMHA and during final cuts performed for the season. Apply grass seed to bare areas and cover with straw to ensure growth. Water these areas as needed until growth is substantiated.
5. With prior notice because of weather, excess rain, or special CMHA function offeror may be required to provide touch up work as needed.
6. Trim work/edging to be done on a weekly time frame, which includes around buildings, trees, fences, sidewalks, parking areas, curbs, and mulch beds, to keep a neat and clean appearance.



7. Chemical edging **will not be** allowed to take the place of standard edging on any turf or around any fence. Any damage to turf or plants from chemical treatment/drift will be the offeror's responsibility to repair. Chemical edging **will be** allowed in parking lots, natural areas, and sidewalk cracks at all properties on a weekly basis. The offeror must be licensed for any applicable use of herbicides.
8. Any property that has a fence, Offerors must keep the fence (on both sides) clean from overgrowth and debris.



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9. At the Administrative Office, the white fence area (on both sides), the parking lot, and the rock landscape areas are to be kept clear of weeds and debris weekly.
10. 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. Care should be taken to not blow freshly cut grass against any vehicle or buildings.
11. 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.
12. Leaves will be cleaned up on a weekly basis.
13. 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.

Scattered Sites

1. CMHA owns 30+ 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.
3. CMHA may also request additional mowing for property not listed in this Quote (former scattered sites that the Public Housing Authority is disposing.

Beginning of the Cutting Season (MW, WW, BW, and FE)

The offeror agrees to do an initial mechanical edging of the sidewalk (not with a weed eater). The edging can be maintained with a weed eater after the initial mechanical edging is done.

At the End of Cutting Season (MW, WW, BW, FE, BL, SS, AO)

Upon CMHA's request, the offeror may be asked to clean out the gutters on the buildings specified. Leaves will be removed from the property and taken offsite by the offeror. At no time in leaf season will leaves be allowed to lie on turf in a thickness as to be damaging to the grass.

Miscellaneous

1. The offeror can start work in residential areas at 8 am. The Offeror 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.
4. Please review the Pictures for Areas of Specific Concern and include them in your pricing decisions.
5. Scattered Site units are on the Page 7 of this RFP documents.

EVALUATION & SELECTION CRITERIA AND PROCESS



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The offerors' proposals will be evaluated based on the criteria listed in this section. Because multiple areas of expertise may be required for successfully performing projects, the offeror may, either through in-house staff, sub-consultants, or affiliates demonstrate additional expertise and have available experienced personnel in all the areas described.

The offerors are encouraged to identify and clearly label in their proposal how each criterion is being fully addressed. Evaluation of responses to this RFP will be based only on the information provided in the proposal, interviews, and reference responses. CMHA reserves the right to request additional information or documentation from the Offeror regarding its submittal documents, personnel, financial viability, or other items to complete the selection process. In submitting, the offeror agrees that any fees or costs proposed shall be valid for a minimum of 180 days from the date of the proposal. The CMHA reserves the right to reject all proposals and to negotiate with top-rated offerors. All offerors will be notified by mail regarding the outcome. The following criteria with a point system of relative importance with an aggregate total of one hundred points will be utilized to evaluate each proposal.

<u>EVALUATION CRITERIA POINTS</u>	<u>Points</u>
1. Relevant History of Lawn Care Services	20
5 years or more = 20	
3 – 4 years = 10	
Less than 3 years = 5	
2. Experience working with CMHA or another PHA	20
Yes = 20	
No = 0	
3. References	20
3 or more References = 20	
2 References = 10	
Less than 2 = 0	
4. Proof of Necessary Equipment & Staff	20
Yes = 20	
No = 0	
5. Proof of Insurance Requested	20
Yes = 20	
No = 0	

DO YOU HAVE EVERYTHING?



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Have you reviewed the Evaluation Criteria on page 6 of the RFP? Yes or No

- 1) Company Profile – Ex 1 _____
- 2) References & Past Business History – Ex 2 _____
- 3) Pricing Form - Ex 3 _____
- 4) Section 3/MBE/WBE Certification Sheet - Ex 4 _____
- 5) W-9 Form – Ex 5 _____
- 6) HUD 5370-C General Conditions for Non-Construction Contracts– Ex 6 _____
- 7) Certification Regarding Debarment & Suspension Form HUD-2992 – Ex 7 _____
- 8) Proof of Necessary Equipment & Staff to perform the work (Photos of equipment and list of employees) _____
- 9) Insurance Documentation Outlined (on Page 3 of RFP) _____

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

#	House	Address	City	Zip	#	House	Address	City	Zip
1	3471	ST RT 132	Amelia	45102	20	138	Wilmar Avenue	Williamsburg	45176
2	3493	Virginia Drive	Amelia	45102	21	348	Lytle Avenue	Williamsburg	45176
3	155	N. Sixth Street	Batavia	45103	22	356	Lytle Street	Williamsburg	45176
4	3317	Ohio Avenue	Bethel	45106	23	650	Charwood Dr	Cincinnati	45244
5	205	South Street	Bethel	45106	24	635	Charwood Dr	Cincinnati	45244
6	221	South Street	Bethel	45106	25	444	Odin Drive	Cincinnati	45244
7	527	S Union Street	Bethel	45106	26	450	Odin Drive	Cincinnati	45244
8	6283	ST RT 132	Goshen	45122	27	454	Odin Drive	Cincinnati	45244
9	1497	Woodland Drive	Loveland	45140	28	517	Odin Drive	Cincinnati	45244
10	1501	Royal Oak Ct	Loveland	45140	29	520	Glenrose Lane	Cincinnati	45244
11	1505	Meadowbrook Drive	Loveland	45140	30	645	Carefree Drive	Cincinnati	45244
12	1529	Rolling Knoll	Loveland	45140	31	4253	Bantam Lane	Cincinnati	45244
13	4702	Tealtown Road	Milford	45150	32	4356	Beechmont Drive	Cincinnati	45244
14	5696	Longfield Drive	Milford	45150	33	4406	Norway Ct	Cincinnati	45244
15	5699	Tall Oaks	Milford	45150	34	4686	Galaxy Lane	Cincinnati	45244
16	5737	Lindaway Drive	Milford	45150	35	4839	Dearborn Ct	Cincinnati	45244
17	711	Osage Trail	Milford	45150	36	4745	Beechwood Road	Cincinnati	45244
18	5720	East Tall Oaks	Milford	45150	37	550	Berry Court	Cincinnati	45244
19	5956	Newtonsville Road	Newtonsville	45158					

Pictures Included Are for Areas of Specific Concern:

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



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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



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





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



1st Picture of Scattered Site Unit - 4745 Beechwood Rd.





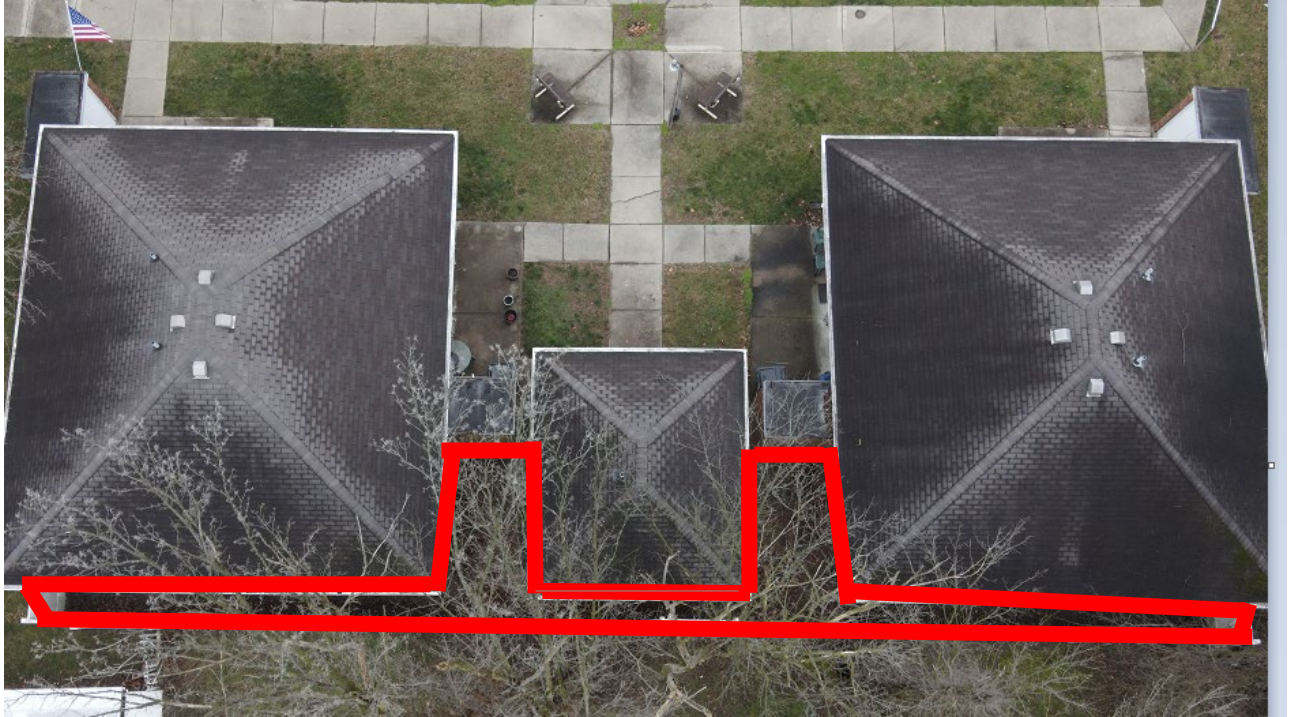
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1st Felicity Picture behind building 2, laundry room, and building 3. Keep the red area in the picture below free from fallen tree limbs and debris. Weed eat weekly.





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1st Picture of Williamsburg Woods behind Apartment 4 – 6 and over to the Maintenance Garage. The red line should start at the top area 6 feet back from the existing landscaping, which should taper as it approaches the Maintenance Garage at this property. There are some young sapling trees that will need to be removed.





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1st Picture of Bethel Woods at the end of the 300, 400 and 500 blocks. Please move the existing mow line 5 feet back to the woods.

