

# Request for Proposals

## Lawn Maintenance Services

The St. Cloud Housing and Redevelopment Authority is accepting proposals from qualified individuals or firms to provide Lawn Maintenance Services at 16 HRA owned developments in St. Cloud (see attached property list). The scope of work includes providing labor and materials for lawn maintenance care to properties owned and operated by the HRA.

Respondents agree that there will not be discrimination as to race, sex, religion, color, age, creed, or national origin in regard to obligations, work and service performed under those terms of any contract ensuing from this RFP.

The St. Cloud HRA is an Equal Opportunity Employer.

The St. Cloud HRA is a Fair Housing Agency, and any contractor entering HRA property must comply with Fair Housing Laws.

Contractors will complete the Section 3 forms to show whether or not your business is a qualified Section 3 business.

Contractor will be required to provide documentation that the minimum HUD maintenance wages are being paid to employees.

Contractors must submit proof of insurance with each bid.

RFPs can be picked up at the Office of the St. Cloud Housing and Redevelopment Authority located at 1225 West St. Germain Street in St. Cloud or by calling (320) 252-0880.

Questions related to this proposal can be answered by **Mitch Czech, Maintenance Coordinator at (320) 980-3612.**

**All proposals are due to the HRA office no later than end of business day March 11<sup>th</sup>, 2016.**

# Scope of Proposal

The bidder shall be held to have examined the premises and site and specifications and to have satisfied themselves as to the condition of the premises, obstructions, the actual levels and other factors necessary for carrying out the work before the delivery of their proposal. The bidders shall also acquaint themselves with the character and extent of the Owner's operations in the area of the work, so that they may plan their services accordingly. No allowances or extra payment will be made to a Contractor for or on account of costs or expenses occasioned by failure to comply with the provisions of this paragraph or by reason of error or oversight on the part of the bidder or on account of interference by the Owner's or other Contractor's activities. It shall be expressly understood that the Owner's operations will take precedence over any other activity

## **Workmanship**

**Performance will be evaluated based upon the expectation of a neat, professional looking appearance of the grounds.**

Where, not more specifically described in any of the various sections of these specifications, workmanship shall conform to all the methods and operations of best standards and accepted practices of the trade or trades involved and shall include all items required for completion of the services. Personnel skilled in their respective lines of work shall execute all work.

The Owner may request a meeting with the Contractor at any time for the purpose of evaluating the Contractor's performance. Items not completed to the satisfaction of the Owner will be corrected by the Contractor within a mutually agreed upon timeframe. Failure by the Contractor to remedy concerns of the Owner may result in the termination of this contract.

## **Mowing Services**

**Mowing shall be done at a minimum of weekly for the regular mowing season.**

Mowing services shall be performed at times mutually agreed upon between Owner and Contractor. Contractor shall be responsible for complying with all local ordinances. Working times **cannot start before 8 am or work after 8 pm**. Contractor assumes all liability for complying with local ordinances. Any changes to be established schedule must have prior approval of the Owner and scheduled at the least disruptive time possible. All mowing shall be performed on same day at each site.

The contractor agrees that once mowing has begun on any date, mowing will be completed within twenty-four (24) hours, unless unusual weather prevents compliance.

All litter such as paper, cans, bottles, branches, etc., must be picked up and disposed of prior to mowing.

Mowing frequency shall be such that the grass cutting or clippings are not sufficient quantity to detract from the overall site appearance. If the time between cuttings must be extended for any reason, thereby causing an excessive amount of clippings on the lawn, the clippings shall be eliminated by whatever means are available to the Contractor and at no expense to the Owner.

Mowing shall be coordinated to prevent the depositing of mowing debris into planters or flowerbeds. Any clippings or debris blown into these areas shall be removed immediately.

All non-turf areas such as sidewalks, patios, entrances, planters, etc., shall be free of clippings and cutting debris by means of blowers, sweepers or other equipment.

### **Trimming**

**Trimming shall be done simultaneously with the mowing operation. Trimming (including ditches) is to be completed each time a site is mowed.**

**Trimming shall be done in all areas that are inaccessible to mowing equipment.** This includes fence lines, ditches, back stops, play areas, playground equipment, under fixed bleachers, next to buildings where established plantings are not present and around all other obstacles to provide a neat and even appearance to the entire site.

Care shall be used when trimming around trees and wooden posts to prevent damage to these items.

**NOTE: Creeks development,** trimming of the growth from edge of lawn to city road shall be done one time in June and one time in August to cut down all growth.

### **Shrub and Tree Trimming – One time service per year**

At a time agreed upon by both the HRA and the lawn service:

1. Remove dead, damaged and diseased portions of plants.
2. Prune trees and shrubs to maintain their natural shape.
3. Trees and shrubs are not to be allowed to grow together unless designed to do so as a hedge.
4. Trees will be pruned to avoid conflict with vehicular or pedestrian traffic.
5. Shrubs around buildings will be kept pruned to no higher than the building windowsills and not touching building walls.
6. Trees, shrubs and ground cover must be kept off fire hydrants, signs, and fences, walls, sitting areas, walkways and driveway.

### **Spring and Fall Clean up**

At the beginning of the season prior to the mowing of the lawn, contractor to conduct a spring clean up to include picking up all leaves, garbage, sticks, old flowers etc. from the yard to look clean and ready to be mowed.

At the end of the mowing season, contractor to remove all leaves, debris and branches from yards to look clean and ready for winter.

**The contractor will be responsible to keep the property mowed and looking good for the entire lawn mowing season spring 2016 through the fall 2016. There is a lump sum paid out in six equal payments made monthly, from May – October, if services are need before or after these dates, contractor is responsible to have included in price.**

Contracts will be awarded for each development for the season. You can provide a quote for one or all properties you are interested in.

**Development Name:** \_\_\_\_\_

**BID PROPOSAL (one for each Development)  
GROUND MAINTENANCE SERVICES**

**Service Services Requested:**

1. Lawn mowing, trimming, one time shrub and tree pruning, spring and fall clean-up for entire season 2016. (lump sum)

\$ \_\_\_\_\_

2. Per hour rate for "as-needed" service

\$ \_\_\_\_\_

Contractor

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

## ATTACHMENT A – DEVELOPMENTS

### St. Cloud HRA Properties Owned and/or Managed

Cedar Townhomes  
3455 – 3477 14<sup>th</sup> Street N.  
St. Cloud, MN

Eastwood Apartments  
530 3<sup>rd</sup> Street NE  
St. Cloud, MN

Empire Apartments  
54 N. 4<sup>th</sup> Avenue  
St. Cloud, MN

Flintwood Townhomes  
5702 – 5724 Flintwood Drive  
St. Cloud, MN

Quarry Ridge Townhomes  
2005 – 2027 Quarry Road  
St. Cloud, MN 56301

Grace McDowall Apartments  
1525 Northway Drive  
St. Cloud, MN

Northway Townhomes  
2401 -2445 15<sup>th</sup> Street N.  
St. Cloud, MN

Riverside Apartments  
101 Riverside Drive SE  
St. Cloud, MN

**Vacant City Lots – Done 2 times per month**  
214 19<sup>th</sup> Ave No, 208 19<sup>th</sup> Ave No, and 152 19<sup>th</sup> Ave No

**Large Vacant Lots – Done four times per summer, equally spaced apart (One time in May, June, July and August) – Lump sum per time**

WW3 – 814 Savanna Ave - Vacant lot and ditch area  
SH3 – 310 Laudenbach CT – Vacant lot  
1618 Pine Cone Rd – Vacant lot  
Meadows Edge Parcels – Vacant lots

Swisshelm Village One  
316 Laudenbach Court  
St. Cloud, MN

Swisshelm Village Two  
304 Laudenbach Court  
St. Cloud, MN

The Brownstones  
402 9<sup>th</sup> Avenue North/403 8<sup>th</sup> Ave N.  
St. Cloud, MN

The Creeks  
721 – 757 33<sup>rd</sup> Street South  
St. Cloud, MN

Wilson Apartments  
41 NE 3<sup>rd</sup> Avenue  
St. Cloud, MN

Westwood Village One  
770 Savanna Avenue  
St. Cloud, MN

Westwood Village Two  
822 Savanna Avenue  
St. Cloud, MN

HRA Office Building  
1225 W St Germain Street  
St. Cloud, MN

**NOTE: Vacant lots may be added or deleted throughout the term of the contract**

## **HUD Section 3 Requirements**

The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 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-income persons, particularly persons who are recipients of HUD assistance for housing.

The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implemented section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

The undersigned having familiarized themselves with the local conditions affecting the cost of the work and with the specifications, including Request for Bid, Instructions to Bidders, General Conditions, hereby propose to furnish all supervision, technical personnel, labor, material, equipment and services required to complete the specified work for the HRA property.

# ST. CLOUD HRA SECTION 3 – BUSINESS CERTIFICATION: 2015

## SECTION 3 BUSINESS CERTIFICATION QUESTIONNAIRE

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Type of Business:  Corporation     Partnership     Sole Proprietorship  
 Joint Venture

Please answer the following questions:

1. Is your business owned (51% or more) by individuals whose household incomes are NO GREATER THAN 80% of Area Median Income (AMI)? See chart below.

YES \_\_\_\_ NO \_\_\_\_

2. Are you receiving assistance through the HRA for housing?

YES \_\_\_\_ NO \_\_\_\_

3. Do 30% (or more) of your full time, permanent employees have household incomes that are NO GREATER THAN 80% of Area Median Income (AMI)? YES \_\_\_\_ NO \_\_\_\_

4. Are 30% (or more) of your full-time, permanent employees currently Section 3 residents or Section 3 eligible residents within 3 years of date of first employment with the business? YES \_\_\_\_ NO \_\_\_\_

5. Will you sub-contract more than 25% of this contract with any business that is either 51% owned by Section 3 residents or 30% or more of its employees are Section 3 residents? YES \_\_\_\_ NO \_\_\_\_

If any of the questions above are marked "yes", the business qualifies as a Section 3 business.

I certify that the above statements are true, complete, and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Print

Name: \_\_\_\_

Date:

### SECTION 3 INCOME LIMITS

All residents of public housing developments of the St. Cloud Housing and Redevelopment Authority qualify as Section 3 residents. Additionally, individuals residing within the jurisdiction of the St. Cloud Housing and Redevelopment Authority and who meet the income limits set forth below can also qualify for Section 3 status.

<b>Number in Household</b>	<b>Low Income</b>
<b>1 individual</b>	\$38,750
<b>2 individuals</b>	\$44,250
<b>3 individuals</b>	\$49,800
<b>4 individuals</b>	\$55,300
<b>5 individuals</b>	\$59,750
<b>6 individuals</b>	\$64,150
<b>7 individuals</b>	\$68,600
<b>8 individuals</b>	\$73,000