

REQUEST FOR PROPOSAL (RFP) 2015-02 LAWN CARE SERVICES

DATE ISSUED: June 29, 2015

TYPE OF PROJECT: The Anniston Housing Authority (AHA) is seeking proposals from qualified individual(s)/firm(s) to service a Lawn Care Services for 9 Public Housing Communities.

CONTACT PERSON: Carolyn Swain, Director of Housing Services
cswain@annistonhousing.org

SUBMISSION DEADLINE: Wednesday, July 15, 2015 @ 2:00 p.m. (CST)

SUBMISSION ADDRESS:

Administrative Office
Anniston Housing Authority
500 Glen Addie Avenue
Anniston, Al. 36201

Single copies of the RFP package may be obtained, at no cost by:

1. Visiting the AHA's website at: www.annistonhousing.org
2. Requesting via email to cswain@annistonhousing.org
3. Copies may also be picked up in person at:

The responsibility for submitting a response to this RFP at the Anniston Housing Authority on or before the stated time and date will be solely and strictly the responsibility of the respondent. The Housing Authority is not liable for any costs incurred by the offeror prior to issuance of a contract. The offeror shall wholly absorb all costs incurred in the preparation and presentation of the proposal.

TABLE OF CONTENTS

PART I – GENERAL INFORMATION	Page 3
1.1 Introduction	
1.2 Method of Solicitation	
1.3 Obtain Copies of this Solicitation	
PART II – SUPPLEMENTAL INSTRUCTIONS TO RESPONDENTS	Page 3
2.1 Submission of Proposals	
2.2 Interpretation/Questions	
2.3 Addendum and Update Procedures for the RFP	
2.4 Proposal Format	
2.5 Submittal Forms	
2.6 Acceptance of Proposals	
2.7 Time for Reviewing Proposals	
2.8 Withdrawal of Proposals	
2.9 Award of Contract	
2.10 HUD Debarment and Suspension List	
2.11 Certification of Legal Entity	
2.12 Cost Borne by Respondent	
2.13 Best Available Data	
2.14 Contact with AHA, Staff, Board Members and Residents	
2.15 Licenses and Insurance	
2.16 Respondent Responsibilities	
2.17 No Claim Against AHA	
PART III – SCOPE OF SERVICES	Page 7
PART IV – SUBMISSION REQUIREMENTS	Page 9
4.1 Staffing and Qualifications	
4.2 Relevant Experience and Past Performance	
4.3 References	
4.4 Respondent’s Approach and Response to Scope of Service	
4.5 Proposal Cost	
4.6 Required Certifications/Forms	
PART V – PROCUREMENT PROCESS	Page 11
5.1 Proposal Evaluation/Contract Award	
5.2 Evaluation Criteria	
5.3 Summary of Evaluation Criteria	
5.4 Section 3	
<u>ATTACHMENTS</u>	Page 20
A. Non-Conclusive Affidavit	
B. Contractor Data & Signature	
C. HUD form 5369-C	Certifications & Representations of Offerors—Non-Construction Contract
D. HUD form 5370-C	General Conditions for Non-Construction Contracts
E. HUD form 5369-B	Instructions to Offerors—Non Constructions
F. HUD form 60002	Section 3 Summary

- G. SF-LLL Disclosure of Lobbying Activities
- H. HUD 50070 Certification for a Drug-Free Workplace
- I. HUD 50071 Certification of Payments to Influence Federal Transactions

PART I – GENERAL INFORMATION

1.1 Introduction

The Anniston Housing Authority (AHA) plans to contract for Lawn Care Services at nine (9) different locations throughout the Housing Authority. The contract shall begin on **August 1, 2015 to July 31, 2016**. The contract may be extended twice in one year increments, not to exceed **March 31, 2018**. **We reserve the right to select one, two or three Contractor(s) for Lawn Care Services.**

1.2 Method of Solicitation

AHA is soliciting competitive proposals from qualified firms with a documented record of accomplishments of providing the required services, preferably for public housing authorities or other agencies through a formal Request for Proposal (RFP) process.

1.3 Obtain Copies of this Solicitation

Single copies of the RFP package may be obtained, at no cost by:

1. Visiting the AHA's website at: www.annistonhousing.org
2. Requesting via email to cswain@annistonhousing.org
3. Copies may also be picked up in person at:

**Anniston Housing Authority
Administrative Office
500 Glen Addie Avenue
Anniston, AL 36201**

Persons wishing to be emailed, mailed or faxed copies may request via email:
cswain@annistonhousing.org

PART II – INSTRUCTIONS FOR SUBMITTING PROPOSALS

2.1 Submission of Proposals

Respondents should submit **one (1) original and four (4) copies** of their proposal, dated and signed by an authorized official of the company. Proposals must be submitted in a sealed envelope that shows the firm's name and address, and **clearly** written on the outside of the envelope must be the words **“LAWN CARE SERVICES – (RFP 2015-02 – DEADLINE JUNE 18, 2015 @ 2:00 p.m.)”**

Proposals received after deadline date and time may be determined unacceptable. Refer to **HUD FORM 5369-B, Section 6** regarding late submissions and withdrawals.

All proposals must be submitted in accordance with the conditions and instructions provided herein and must remain open for acceptance from the due date.

Proposals should demonstrate detailed plans on how the Respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s). In addition, the proposal should demonstrate the Respondent's capacity and readiness to perform the Scope of Services immediately upon execution of a contract with AHA. Finally, the proposal should include evidence of the Respondent's previous experience and qualifications relative to the provision of such services.

2.2 Interpretation/Questions

During the period between issuance of this RFP and the proposal due date, no oral interpretation of the RFP's requirements will be given to any prospective respondent. Requests for interpretation must be made, in writing, at least 10 days before the submission due date and time to:

Email: cswain@annistonhousing.org Fax:256-236-3981.

2.3 Addendum and Update Procedures for the RFP

During the period of advertisement for this RFP, AHA may wish to amend, add to, or delete from, the contents of this RFP. In such situations, AHA will issue an addendum to the RFP setting forth the nature of the modification(s). AHA will email (or send via regular postal mail or fax upon written request) any addenda to Respondents of this RFP Solicitation. Interested parties may also view addenda on AHA's website www.annistonhousing.org. It shall be the responsibility of each Respondent to insure they have any/all additional addenda relative to this RFP.

2.4 Proposal Format

All proposals shall be submitted in 8 ½ x 11 inch format, preferably in three (3) ring binders. Larger size pages or inserts may be used provided, they fold into 8 ½ x 11 inches. All copies of the submittal must be identical in content and organizations. The format of the respondents proposal should be structured the same as the format of the RFP. Proposals should be organized into sections and tabbed for ease of review. Provide a comprehensive Table of Contents at the front of the proposal. Organize the proposal in response to the Submission Requirements, taking care to address all issues identified in the Scope of Service. The front cover of the proposal should bear the name and number of the RFP, the date, and the Respondent's name, address, phone/fax number and email address.

2.5 Submittal Forms

Provide, as a part of the proposal, all required certifications and HUD forms, licenses and proof of insurance. All forms that require a signature or initials must bear an original initial or signature.

2.6 Acceptance of Proposals

Proposals must be signed, sealed, and received in completed form at the AHA, no later than the proposal closing date and time. Proposals submitted after the designated closing date and time will not be accepted for any reason, and will be returned unopened to the originator.

AHA reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further considerations for failure to comply with the specifications of this RFP.

AHA also reserves the right to reject the proposal of Respondents, who have previously failed to perform properly or to complete on time, a contract of similar nature, which is not in a position to perform the contract. Alternatively, who habitually without just cause neglected the payment of bills or disregarded its obligations to subcontractors, providers of materials, or employees.

2.7 Time for Reviewing Proposals

Proposals received prior to the closing date and time will be securely kept, unopened. Proposals received after the closing date and time may not be considered. All proposals properly received will be evaluated by AHA's Evaluation Committee appointed by the Executive Director.

The Evaluation Committee will analyze proposals within the 60 days of the date and time due and make a recommendation for Award of Contract or not to award to the AHA Executive Director.

2.8 Withdrawal of Proposals

Proposals may be withdrawn by means of a written request or faxed request dispatched by the Respondent in time for delivery in the normal course of business prior to the time fixed for receipt and must be signed by the Respondent. In addition, withdrawals must be postmarked prior to the date and time set for proposal submission deadline. Negligence on the part to the Respondent in preparing their proposal confers no right to make modifications or withdraw proposal after the due date and time.

2.9 Award of Contract

Contract shall be awarded to the Respondent submitting a proposal according to the evaluation criteria contained herein, provided the proposal is in the best interest of AHA. The Respondent to whom the award is made will be notified at the earliest practical date.

2.10 HUD Debarment and Suspension List

The Respondents and all subcontractors' names or businesses must not appear on the HUD's Debarment and Suspension list.

2.11 Certification of Legal Entity

Prior to execution of the contract agreement, the Respondent shall certify that joint ventures, partnerships, team agreements, new corporations, or other entities that either exist or will be formally structured are, or will be, legal and binding under the Alabama State Law and the City of Anniston, Alabama.

2.12 Cost Borne by Respondent

All cost related to the preparation of this RFP and any related activities are the responsibility of the Respondent. AHA assumes no liability for any costs incurred by the Respondent throughout the entire selection process.

2.13 Best Available Data

All information contained in this RFP is the best data available to AHA at the time of the RFP was prepared. The information given in the RFP is not intended as representation having binding legal effect.

This information is furnished for the convenience of Respondents and AHA assumes no liability for any errors or omissions.

2.14 Contact with AHA Staff, Board Members and Residents

Beyond the above referenced written communications, Respondents and their representatives may not make any other form of contact with AHA Staff, Board Members, or Residents. Any improper contact by or on behalf of Respondents may be grounds for disqualification.

2.15 Licenses and Insurance

The awarded individual/firm shall have and maintain all required Licenses necessary to conduct business in the City of Anniston and the State of Alabama. All licenses must be kept up to date for the duration of this contract. Copies of all licenses must be in the Procurement/Contract Office prior to contract execution.

Prior to contract award and for the duration of the contract, the successful proposer will be required to provide proof of insurance (as outlined) and the AHA shall be named as an additional insured.

Professional Liability (and/or Errors & Omissions)	Coverage \$1,000,000 each occurrence
General Liability	Coverage \$1,000,000 each occurrence
Comprehensive Automobile Liability	Coverage \$1,000,000 each occurrence
Worker's Compensation with Statutory Limits of the State of AL	

2.16 Respondent Responsibilities

Each Respondent is presumed by AHA to have thoroughly studied this RFP and become familiar with the contents, locations, nature of requests, covered by the RFP. Any failure to understand completely any aspect of this RFP is the responsibility of the Respondent.

2.17 No Claim against AHA

The Respondent shall not obtain, by submitting a proposal in response to this RFP, any claim against AHA or AHA's property for reason of all or any part of any of the following: the selection process; the rejection of any or all offers; the acceptance of any offer; entering into any agreements or the failure to enter any agreements; any statement, representations, acts or omissions of AHA or any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of The foregoing; and any other matters arising out of the foregoing.

PART III - SCOPE OF SERVICES

Provide the Anniston Housing Authority, Lawn Care Services for Nine (9) Public Housing Communities. *Property Characteristics are located on pages 16-17 in this RFP.*

CONTRACTOR(S) RESPONSIBILITIES: The chosen Contractor(s)/s shall provide the management, supervision, and manpower necessary to provide the Lawn Care Services, as detailed in this proposal. All work shall be performed in a professional and workmanship manner.

1. This contract is for one (1) year with renewal options for two (2) additional, one-year periods taking into account all pricing, terms and conditions remain the same. (This could be a three-year contract).
2. Services for each site must be bid individually on the bid sheet. One or up to three contracts will be awarded for the three AMPS.
3. The Property Managers of each Asset Management Properties (AMP) shall be the Contract Administrator and the point of contact regarding services to be performed and invoicing.

YARD MAINTENANCE PRODUCTS: The Contractor(s) will supply grass seed, fertilizer, lime, pine needles, mulch, and herbicides needed to perform the Lawn Care Services. All equipment shall be supplied by the Contractor(s).

The successful Contractor(s) shall be prepared to perform the following services, according to the work schedule outlined in the specifications below:

ALL LOCATIONS -- WEEKLY -- from MARCH 15th until SEPTEMBER 15th :

- Trash and litter pick-up and removal from the parking lot(s), sidewalks, common area(s), and grassed area prior to mowing.
- Grassed areas mowed.
- Grass trimmed, edged and weeding eating of borders and edges.
- Concrete areas and parking lots are to be blown or swept to remove grass trimming after mowing and trimming.

ALL LOCATIONS -- Bi-WEEKLY -- from MARCH 15th until OCTOBER 15th :

- Herbicides sprayed as needed. (Herbicides will be provided by Contractor(s))

ALL LOCATIONS--Bi-WEEKLY-- from SEPTEMBER 16th until NOVEMBER 15th :

- Trash and litter pick-up and removal from the parking lot(s), sidewalks, common areas, and grassed area prior to mowing if needed.
- Grassed areas mowed if needed.
- Grass trimmed, edged and weeding eating of borders and edges if needed.
- Concrete areas and parking lots are to be blown or swept to remove grass trimming after mowing and trimming.

ALL LOCATIONS -- from OCTOBER 1st until OCTOBER 30th: (Fall Maintenance)

- Apply fertilizer and lime to all grassed areas. (Fertilizer and Lime will be provided by Contractor(s)).
- Reseed grassed areas where needed. (Grass seed will be provided by Contractor(s))

ALL LOCATIONS -- from DECEMBER 1st until FEBRUARY 28th: (Fall Maintenance)

- Trim and prune trees, shrubbery, and bushes; remove leaves around the buildings and on the lawns to maintain a neat, uniform appearance.

ALL LOCATIONS -- from FEBRUARY 15th until APRIL 1st: (Spring Maintenance)

- Mulch or straw areas around buildings, trees, and shrubs. (Mulch and Pine Straw will be provided by Contractor(s)).

ALL LOCATIONS -- from MARCH 1st until MARCH 31st: (Spring Maintenance)

- Apply fertilizer to all grassed areas. (Fertilizer will be provided by Contractor(s)).

Site Visits

AHA will arrange walk-through inspection tours of their buildings upon request, prior to the submission of qualification. Site representatives will be available to answer questions about the operation of the buildings. All Contractors are encouraged to carefully evaluate the community profile data contained in the attachments and to visit the facility in order to enhance their understanding of existing lawn and grounds conditions.

To make arrangements to tour Anniston Housing Authority sites, please contact:

Doug Brooks
Technical Advisor
Anniston Housing Authority
500 Glen Addie Avenue
Anniston, AL 36201
Phone: 256-236-1575 extension 117
Email: dbrooks@annistonhousing.org

Team Composition – a complete listing of all key personnel who will be assigned to this project. This will include their relevant experience, qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project.

Provision of a priced methodology complete with a time allotment for each identified task you propose to employ to carry out the work, this shall form the basis for payments to the successful proponent. Supplement this with a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.

A minimum of three (3) client references from projects of a similar size and scope.

Required State Contractor's License: As required by State of Alabama and by other applicable law, regulation or ordinances the contractor shall be in possession of a current certification and contractor's license.

PART IV – SUBMISSION REQUIREMENTS

Listed below are the sections that must be included in Respondent's proposal. Each section must be clearly labeled using the bold-faced titles listed below. The required submission must be bound and each section tabbed.

4.1 Staffing and Qualifications

- a. Provide information regarding staff experience and qualifications that demonstrates the Respondent's capacity to perform the required services. Include an organizational chart that illustrates Respondent's overall staffing approach for completing the required work. Include in the chart all key personnel, specialists, and consultants who will be assigned work under a contract potentially resulting from this RFP.
- b. Provide resumes of all key personnel, specialists, and consultants who will perform the work required by a contract potentially resulting from this RFP. Identify their specific role in the provision of services required. Resumes should include the particular relevant experience of the individual as it relates to their proposed role in the project, in addition to the education, career, and achievement data typically included in a resume. Include evidence of required license and certifications, as applicable, held by the Respondent, its principals, and/or key staff.
- c. Identify all individuals who will be devoted to the project on a full time basis or part time basis (up to 50% of time allocated to project). Including those who will be full time only for specific components of the project, as well as those filling a continuing position throughout the project. Provide detailed resumes for each, highlighting the particular experience that qualifies them for the position they will fill.

4.2 Relevant Experience and Past Performance

- a. Identify similar or related work performed for public housing authorities or other agencies that have been completed to date, or is currently active. Include projects completed or currently underway by the responding entity and/or each major participant in the proposal.
- b. For each project identified provide:
 - i. Project name and address
 - ii. Contact person, title, telephone number, email, fax and address
 - iii. Detailed description of scope of work
 - iv. The client for whom the Respondent's services were performed
 - v. The size of the project
 - vi. The services performed by the Respondent on the project.
 - vii. The dollar value of the contract for the services
 - viii. The duration of the project including start and completion dates, or projected completion date if still active.
 - ix. A reference contact for the project with name, address, email and telephone number.

- c. Identify experience in performing work for public housing authorities or other agencies by the Respondent and/or its participants.
- d. Demonstrate ability to produce reports that are well regarded in the industry in terms of content, timeliness, and responsiveness.
- e. Demonstrate, through written explanation, the Respondent's familiarity with Federal, State, and local laws, regulations and codes that the Respondent believes may be pertinent or applicable to this project.
- f. If the Respondent is a joint venture, or another entity formed solely for responding to this RFP, provide evidence of prior successful collaborations.

4.3 References

Provide a list of clients, previous and current. This list must include the name and title of the contact person, with an address, email, telephone number and fax number.

4.4 Respondent's Approach and Response to Scope of Service

- a. Provide a detailed narrative that demonstrates the approach intended for use by the Respondent.
- b. The Respondent should outline its anticipated approach for each element of work identified in the Scope of Services.
- c. The approach outlined should be consistent with the objectives and requirements set forth in the RFP, and should address how services will be immediately provided upon execution of a contract.
- d. Provide a narrative and bar graph type schedule indicating, in weeks, how the work will proceed under the contract.
- e. Include proposed processes for ensuring effective coordination, as well as procedures for reporting and disseminating information.

4.5 Proposal Cost

Respondents shall provide a firm total cost along with a detailed itemized breakdown of total cost. Please show all expected expenditures to include all anticipated travel. Total cost must be all-inclusive.

4.6 Required Certifications/Forms

Each proposal shall contain a copy of the following HUD forms, which may be downloaded from the Procurement page of AHA website: www.annistonhousing.org

PART V – PROCUREMENT PROCESS

5.1 Proposal Evaluation/Contract Award

Proposals received in response to this solicitation will be evaluated using the following evaluation process.

- a. The evaluation process will be used to determine the firms that will comprise the short list, from which final selection for contract award will ultimately be made.
 - i. During the evaluation process, technical proposals will be evaluated and scored by an Evaluation Committee appointed by the Executive Director.
 - ii. Each member of the selection committee will score each proposal.
 - iii. Scoring will be based on predetermined Evaluation Criteria. The available points associated with each area of consideration are shown below in Item 5.2.
 - iv. The results of the evaluation of both technical and cost proposals will be used to determine those proposals to be considered in the competitive range.
 - v. Proposals will be considered acceptable if they have a minimum score of 85 points or above.
 - vi. The Authority may request that proposers whose submittals are in the competitive range make oral presentations concerning their qualifications to the Authority's Evaluation Committee and/or the Board of Commissioners. Presentations will be scheduled by AHA on an individual basis.
 - vii. Cost proposals will be considered acceptable if the proposed cost is clearly not excessive compared to the proposed costs of other Respondents with acceptable technical proposals.
 - viii. Respondents with acceptable technical and cost proposals may be requested to supply additional information to assist in completing the due diligence review. Failure to satisfactorily complete the due diligence review within the timeframe established by AHA will result in disqualification of Respondents proposal.
- b. Scoring will be based upon how well the proposal meets the criteria established in this RFP.
- c. AHA reserves the right to make no award, or decline to enter negotiations should it believe that no Respondent to this RFP would be capable of delivering the necessary level of service within an acceptable price range and/or the time period.
- d. The Evaluation Committee will evaluate the merits of proposals received in accordance with the evaluation factors stated in the RFP and formulate a recommendation. However, while a numerical rating system may be used to assist the Evaluation Committee in selecting the competitive range (if necessary) and making an award recommendation decision, the award decision is ultimately a business decision that will reflect an integrated assessment of the

relative merits of the proposal using the factors and their relative weights disclosed in the RFP.

5.2 Evaluation Criteria

a. Organizational Capacity:

30 Points

- i. Respondent's organizational capacity will be evaluated through an assessment of the Respondent's staff, specialists', and consultants' experience and qualifications. In addition, the Respondent's ability to perform the work in a timely manner will be evaluated through a review of previous performance on similar projects, as well as current and projected capacity and workload.
- ii. Maximum consideration will be given to those Respondents having staff with the greatest amount of experience in performing work as required herein, and who can demonstrate sufficient capacity to perform the work timely given current and projected workload.

b. Relevant Experience and Past Performance:

25 Points

- i. Relevant experience and past performance will be evaluated through an assessment of previous, similarly related projects completed to date.
- ii. Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a documented track record of successfully completing projects of the same type required by this RFP.
- iii. Maximum consideration will also be given to those Respondents who exhibit a successful track record of performing similar services for public housing authorities.

c. Respondent's Approach and Response to Scope of Service :

25 Points

- i. The Respondent's approach and response to the Scope of Service will be evaluated through an assessment of the proposed approach for each element of work identified in the Scope of Service.
- ii. Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a clear and prudent plan for performing the required work within the established timeframe.

ii. Proposal Cost:

20 Points

- i. Proposal cost will be evaluated through a careful analysis of cost compared to the other Respondents proposals.

- ii. Maximum consideration will be given to those Respondents, who demonstrate through their submittals, the ability to perform the required work at minimum cost to AHA.

Additional Points:

Section 3 Participation Plan:

5 points

- i. Section 3 participation will be evaluated through an assessment of the action plans and participation schedules submitted.
- ii. Maximum consideration will be given to those Respondents, who demonstrate through their submittals, that Section 3 business enterprise contracting, and Section 3 resident employment and training, will be met.

5.3 Summary of Evaluation Criteria

Evaluation Criteria Points

Technical:

Organizational Capacity	30 Points
Relevant Experience and Past Performance	25 Points
Respondent's Approach/Response to Scope of Service	25 Points
Proposal Cost	20 Points
Total	100 Points

ADDITIONAL POINTS:

Section 3 Participation Plan	5 Points
Total	5 Points

Total Possible Points **105 Points**

5.4 SECTION 3

The purpose of Section 3 of the U. S. Department of Housing and Urban Development (HUD) Act of 1968 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance, shall, to the greatest extent feasible and consistent with existing federal, state, and local laws, be directed toward low and very low income persons.

Low income is defined as a single person or family whose income does not exceed 80 % of the median income for the area. A very low income person is defined as a family or single persons whose income does not exceed 50% of the median income for the area.

Section 3 is applicable when funds from the U. S. Department of Housing and Urban Development are used on a project and when additional persons (new hires) are employed. A new hire is any person hired after signing the contract or who is not a current employee.

The Anniston Housing Authority

PO Box 2225
Anniston, AL 36202

REQUEST FOR PROPOSAL (RFP) 2015-01 LAWN CARE AND MAINTENANCE SERVICES

COST PROPOSAL FORM

Task: Glen Addie	Details	Total Price
Lawn Maintenance	-Up to ____ weekly mows	
Spring Cleanup		
Fall Services		

Total_____

Task: Washington	Details	Total Price
Lawn Maintenance	-Up to ____ weekly mows	
Spring Cleanup		
Fall Services		

Total_____

Task: Parkwin	Details	Total Price
Lawn Maintenance	-Up to ____ weekly mows	
Spring Cleanup		
Fall Services		

Total_____

Task: Cooper	Details	Total Price
Lawn Maintenance	-Up to ____ weekly mows	
Spring Cleanup		
Fall Services		

Total_____

Task: Norwood	Details	Total Price
Lawn Maintenance	-Up to ____ weekly mows	
Spring Cleanup		
Fall Services		

Total_____

Task: Fairview Terrace	Details	Total Price
Lawn Maintenance	-Up to ____ weekly mows	
Spring Cleanup		
Fall Services		

Total_____

Task: Constantine Homes

Details

Total Price

Lawn Maintenance	-Up to _____ weekly mows	
Spring Cleanup		
Fall Services		

Total_____

Task: Barber Terrace

Details

Total Price

Lawn Maintenance	-Up to _____ weekly mows	
Spring Cleanup		
Fall Services		

Total_____

Task: Tinsley Manor

Details

Total Price

Lawn Maintenance	-Up to _____ weekly mows	
Spring Cleanup		
Fall Services		

Total_____

DATE ISSUED:

FILL IN BELOW AND SIGN. PRICES ARE GUARANTEED FOR A MINIMUM OF 60 DAYS FROM PROPOSAL DEADLINE DATE.

COMPANY NAME:

BY: _____
Signature Written Name Title Date

ADDRESS: _____
Street / POB City State ZIP

PHONE/FAX/EMAIL: _____

ASSET PROPERTY MANAGEMENT 1 (AMP 1)**Glen Addie Homes**

PHYSICAL DATA					
NAME & NO:	Glen Addie				
ADDRESS:	500 Glen Addie Avenue				
YEAR BUILT:	1940	TOTAL SF:		GROSS SF:	450,450 sq. ft. 10 acres
TOTAL # BUILDINGS:	18				

Parkwin Homes

PHYSICAL DATA					
NAME & NO:	Parkwin homes 4-6B				
ADDRESS:	1801-1811 West 18th St./1800-1810, West 19th St/1804-2018 Parkwin/1805-2015 Duncan				
YEAR BUILT:	1961	TOTAL SF:		GROSS SF:	521,565 sq.ft. 11 acres 42,405ft.
TOTAL # BUILDINGS:	31				

Washington Homes

PHYSICAL DATA					
NAME & NO:	Washington Homes 4-6A				
ADDRESS:	Boynton 1100-1118/Project Dr. 1100-1123/McDaniel 1108-1122				
YEAR BUILT:	1961	TOTAL SF:		GROSS SF:	297,318 sq.ft. 26 acres, 35955 ft. 2
TOTAL # BUILDINGS:	27				

ASSET PROPERTY MANAGEMENT 2(AMP 2)**Cooper Homes**

PHYSICAL DATA					
NAME & NO:	Cooper Homes 4-2				
ADDRESS:	1414 Cooper Avenue				
YEAR BUILT:	1952	TOTAL SF:		GROSS SF:	300,150 sq.ft., 6 acres
TOTAL # BUILDINGS:	20				

Fairview Terrace

PHYSICAL DATA					
NAME & NO:	Fairview Terrace 4-7B				
ADDRESS:	62 East Darden Drive				
YEAR BUILT:	1985	TOTAL SF:		GROSS SF:	258,204 sq. ft. 5 acres, 40404 ft. 2
TOTAL # BUILDINGS:	12				

Norwood Homes

PHYSICAL DATA					
NAME & NO:	Norwood 4-3				
ADDRESS:	411 west 29th Street				
YEAR BUILT:	1953	TOTAL SF:		GROSS SF:	546, 700 sq. Ft. 12 acres
TOTAL # BUILDINGS:	22				

ASSET PROPERTY MANAGEMENT 3 (AMP 3)**Constantine Homes****PHYSICAL DATA**

NAME & NO:	Constantine Homes 4-4				
ADDRESS:	316 Elm Street				
YEAR BUILT:	1954	TOTAL SF:		GROSS SF:	599,485 sq. ft. 13 Acres
TOTAL # BUILDINGS:	38				

Barber Terrace**PHYSICAL DATA**

NAME & NO:	Barber Terrace 4-5				
ADDRESS:	409 South Allen Avenue				
YEAR BUILT:	1954	TOTAL SF:		GROSS SF:	354,400 sq. ft. 8 acres 5920.0 ft. 2
TOTAL # BUILDINGS:	12				

Tinsley Manor**PHYSICAL DATA**

NAME & NO:	Tinsley Manor 4-7A				
ADDRESS:	429-430 South Christine Avenue				
YEAR BUILT:	1985	TOTAL SF:		GROSS SF:	121,994 Sq. ft. 2 acres
TOTAL # BUILDINGS:	6				

PROPERTY CHARACTERISTICS									
A. PHYSICAL DATA									
NAME & NO:	Hobson City Apartments								
ADDRESS:	1100 Martin Luther King Drive								
YEAR BUILT:	1979			TOTAL SF:		GROSS SF:	167,706 sq. ft./3.85 acres		
GROSS SF:	1BR:	580	4BR:	1096	DESIGN TYPE:	1BR:	4	4BR:	4
	2BR:	725	5BR:			2BR:	4	5BR:	
	3BR:	942	Com. Center:			3BR:	12		
CONSTRUCTION:	Brick Veneer/Composite Siding Multi-Family Apts.								
HOT WATER & PLUMBING:	Gas water heaters 40 gal								
GAS:	Alagasco AC 250 Gas meters								
WATER:	City of Anniston Water Department								
HEAT:	Central Heat/Air 2.5 -3 ton units								
ELECTRICAL:	Alabama Power Co. Flex Net Model 530x smart meters								
REFRIGERATORS:	G.E. /Frigidare 16 cubic feet								
RANGES:	30 " electric ranges								
DOORS:	6 panel 1.4 " wood frame								
WINDOWS:	single pane aluminum								
TOTAL # UNITS:	24								
TOTAL # BUILDINGS:	9								

PROPERTY CHARACTERISTICS									
A. PHYSICAL DATA									
NAME & NO:	Southern Ridge Estates								
ADDRESS:	3000 Cresthill Avenue								
YEAR BUILT:	2004			TOTAL SF:		GROSS SF:	303,450 sq.ft. 6 acres		
GROSS SF:	1BR:		4BR:		DESIGN TYPE:	1BR:		4BR:	
	2BR:	1075	5BR:			2BR:	56	5BR:	
	3BR:		Com. Center:			3BR:			
CONSTRUCTION:	Brick Veneer One Story 2br 2 bath four- plex apartments								
HOT WATER & PLUMBING:	40 Gallon Electric								
GAS:	N/A								
WATER:	City of Anniston Water Department								
HEAT:	3 ton Goodman Heat Pumps								
ELECTRICAL:	Alabama Power Co. Flex Net Model 530x smart meters								
REFRIGERATORS:	G.E. Hotpoint and Whirlpool 16 cubic feet								
RANGES:	30" Electric								
DOORS:	6 Panel 1.75" Wood Frame Metal Doors								
WINDOWS:	Single Hung/Double Glazed/Insulated DP glass								
TOTAL # UNITS:	56 2 2BR Handicapped/Hearing units								
TOTAL # BUILDINGS:	15								

ATTACHMENT A

NON-CONCLUSIVE AFFIDAVIT

Non-Collusive Affidavit State of	County of		
being first duly sworn, deposes and says:			
That he/she is			
<i>(Individual, partner, or officer of the firm of, etc.)</i>			
<p>the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding, and has not, in any manner, directly or indirectly, sought by agreement or collusion, or communication of conference, with any person, to fix the bid prices of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that or any other bidder, or to secure any advantage against the Montgomery Housing Authority or any person interested in the proposed contract; and that all statements in said proposal or bid are true.</p> <p>That I have examined and carefully prepared this proposal from the specifications, and have checked the same in detail before submitting this proposal; that the undersigned is duly authorized to make this affidavit.</p> <p>That following this affidavit is a full and complete list of all subcontractors and the class of work to be performed by each, which the bidder proposes to use.</p>			
Company Name:			
By:			
Title:			
Subscribed and sworn to before me this	day of	,	2014.
Signature _____		My Commission Expires	

Attachment B

CONTRACTOR DATA AND SIGNATURE

Contractor Name:			
Contractor Address:			
Contractor Telephone:		Contractor Fax:	
Business Designation (check one):			
<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Sole Proprietorship		<input type="checkbox"/> Other
Federal Tax ID#:	-		or
SSN#:	-		-

Federal tax ID numbers or Social Security numbers are required pursuant to ORS 305.385 and will be used for the administration of state, federal and local laws. Payment information will be reported to the Internal Revenue Service under the name and Federal tax ID number, if none, the Social Security number provided above.

Certification: The individual signing on behalf of the Contractor hereby certifies and swears under penalty of perjury: (a) the number shown on this form is Contractor's correct taxpayer identification; (b) Contractor is not subject to backup withholding because (i) Contractor is exempt from backup withholding, (ii) Contractor has not been notified by the IRS that Contractor is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Contractor that Contractor is no longer subject to backup withholding; (c) s/he is authorized to act on behalf of Contractor, s/he has authority and knowledge regarding Contractor's payment of taxes, and to the best of her/his knowledge, Contractor is not in violation of any Alabama tax laws; (d) Contractor is an independent contractor as defined in ORS 670.600; and (e) the above Contractor data is true and accurate.

I have read this Contract including the attachments and exhibits which are part of this contract. I understand the Contract and agree to be bound by its terms.

Signature	Title
	Date
Name (please print)	

Anniston Housing Authority

	Title
Signature	
	Date
Name (please print)	