

# **REQUEST FOR PROPOSAL (RFP)**



## **LANDSCAPING & GROUNDS MAINTENANCE SERVICES**

**RFP No. TBD**

**Prepared by:**

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## REQUEST FOR PROPOSAL

Derby Housing Authority (“Authority”/“DHA”) is seeking proposals from qualified firms for Authority wide Landscaping, Grounds Maintenance Services and Snow Removal.

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE DATE	DATE
Posted/Published	12/03/2021
Pre-Proposal meeting/tour	12/13/2021
Close to Proposals	12/30/2021
Board Meeting/ Voting	01/06/2022
Contract Awarded	01/07/2021
Contract Start Date	01/13/2022

### On-Site Proposal Meeting/Tour

There will be a Pre-Proposal Meeting/Tour to meet with Derby Housing Authority Maintenance Worker Manager for a question and answer session and tour of the Campuses. This is not a mandatory meeting, but attendance is highly encouraged.

Derby, CT: Date: 12/13/2021

Time: 10:00 AM

Meet at Location(s): 30 Elizabeth Street Derby, CT 06418

**Cicia Manor / Stygar Terrace/Guardiano Terrace/ Lakeview Apartment:**

### PROJECT SUMMARY

Derby Housing Authority through this Request for Proposal (“RFP”) is seeking proposals for Landscaping, Grounds Maintenance Services and Snow Removal. Delivery will be in accordance with the terms, conditions and requirements set forth in this Request for Proposal. The successful proposer will provide the specified requirements in accordance with all applicable federal, state and local laws, standards and regulations necessary to perform the scope of services.

Services are required Authority wide. This includes but is not limited to **Cicia Manor, Stygar Terrace, Guardiano Terrace/ Lakeview.**

### TERM OF CONTRACT

Under the initial terms of the RFP, Derby Housing Authority intends to let vendor contract for a three-year period beginning **January 13<sup>th</sup>, 2022** and **ending July 31<sup>st</sup>, 2025**. If such a contract is allowed, the Authority reserves the right to renew the agreement for two (2) additional one-year terms contingent upon the vendor and Derby Housing Authority mutually agreeing on the terms of said extensions(s). Further, DHA reserves the right to extend the contract term on a month to month basis, not to exceed six (6) months upon the expirations of the initial term and any successive renewal term. Authority reserves the right to award separate contracts to multiple bidders.

If longer-term contracts will provide Derby Housing Authority and its resident's higher service, greater value or other significant benefits, the proposer is encouraged to include and detail such as options to be considered.

### **GENERAL OVERVIEW**

Proposals will be received **no later than December 30th, 2021 at 3:00pm via the City of Derby's secure bidding portal at <https://www.derbyct.gov/bids>** . The Authority will negotiate with qualified vendors concerning the proposals submitted.

For the purpose and clarity of this document only, the word(s) "AUTHORITY" and "DHA" will herein mean Derby Housing Authority. In addition, for the purpose and clarity of the document, the word "VENDOR" will herein mean any reliable and interested broker, vendor, supplier, and contractor who wants to submit a proposal for this contract. Within this document, the terms "Bidder", "Contractor", "Proposer" or "Vendor" is the same as the "Vendor". The terms "Bid" and "Proposal" are one and the same.

#### **1. Scope**

The Contractor shall furnish all labor, material, tools, equipment, transportation, insurance, incidentals, and other facilities to perform all work for the said Landscaping, Grounds Maintenance Services and Snow Removal for properties. Work to be performed comprises general grounds keeping, horticultural maintenance, and cleanup of landscape areas as designated in each service area and the list of locations and, when necessary, repairs to vandalism, and replacement of plant materials. Services to be rendered include but are not limited to the following:

- a) Maintenance of turf and groundcover areas, mowing and edging
- b) Removal of litter and debris from turf, planter beds, fence lines and street curbs
- c) Pruning of trees and shrubs
- d) Application of chemical agents for control of weeds, plant disease and insects that are harmful to plant growth and/or pedestrians

- e) Monthly inspection and maintenance of irrigation systems by a licensed irrigator (provide evidence of such licensure)
- f) Replacement of plant material
- g) Other work as defined in the attached schedule

### **1. Pre-Existing/Deficiency List**

At the start of the Contract, the Contractor shall inspect all flowers, trees, plants, containers, ground covers, and any related ground keeping repairs for pre-existing conditions for all locations in each service area, and in accordance with the Scope of Services incorporated herein. Within ninety- (90) days of contract execution, the Contractor shall provide a written deficiency inspection report with illustrations that identifies and details all methods of repair and/or replacement components needed in order to properly maintain the landscape and grounds. Authority Facilities Director and the Contractor shall negotiate in good faith to establish the Final Deficiency List within the ninety- (90) day period of contract execution. The Final Deficiency List will become part of the contract once developed and accepted by the Authority. Any deficiencies not included in the Final Deficiency List shall be the responsibility of the Contractor.

### **General Landscape**

The Contractor shall:

- Furnish all labor, materials, and equipment necessary to perform the work described within the Scope of Services in strict accordance with these specifications and subject to the terms and conditions of the contract.
- Not post signs or advertising material anywhere on DHA premises or improvements thereon without prior written approval from DHA authorized representative.
- Ensure that all employees wear the appropriate personal protective equipment (PPE) for the activity they are performing.
- Collaborate with the Pest Control Contractor to guarantee coordination with pest management services.
- Perform grass mowing, edging, trash & debris removal and power blowing of lawn areas.
- Maintain the health and appearance of existing landscape plants, trees, shrubs, groundcovers and lawn area.
- Ensure that each facility site is free of debris, weeds, insect infestation.
- Replace plants or dead ground cover that died under the Contractor's care and not due to vandalism or circumstances beyond Contractor's control.

- Reduce mowing frequency if a drought period is determined to exist and approved in advance by the Facilities Director and provide a revised mowing schedule to the Facilities Director for approval prior to implementing the schedule change.
- Make adjustments and setting to automatic controllers on a monthly basis to maintain a healthy lawn growth.
- Replace existing irrigation systems and equipment damaged by the Contractor with original brand and model at Contractor's expense.
- Report in writing and provide illustrations of any conditions that are not conducive for thriving plant growth to College on a monthly basis.
- Provide an option to subcontract with a certified tree pruning and tree removal company for any major tree removal/pruning work that is outside the scope of the landscaping maintenance contract. Subcontractor must be approved, in writing, by DHA prior to work.
- Respond to all emergencies within 2-4 hours of notification within specified hours and days of operation.
- Establish and announce at the beginning of the Contract a specific day of the week each facility will be maintained.
- Perform all work in a professional skillful manner using quality equipment and materials.
- Have a full time staff employee that is State licensed to operate and apply chemicals in all categories and provide evidence of such licensure.
- Secure any gated or doored areas that require landscaping services after services are completed.

DHA shall monitor all work performed, and meet as needed with Contractor to discuss concerns, additions, and or deletions in the performance of the contract. Contractor shall maintain and have available for review all records that reasonably confirm frequency of tasks performed at each location.

The Authority reserves the right to add, delete, and or change Scope of Services of this contract, and may do so by submitting written notification to Contractor. Any increase or decrease in maintenance fees shall be negotiated at that time and incorporated into the contract documentation.

### **Snow Removal**

Snow removal to all entries, drives, garbage areas, parking spaces shall be provided as follows:

- Initial pass with plows to open roadways and driveways will start at approximately 1" to 2'.
- If snow continues, additional passes will be made every 2" thereafter keeping drives clear.
- Access to all means entryway will be kept clean during snowfall and operating hours of the above establishment/ properties of DHA.
- Plowing and final cleanup will be completed when snow has stopped, within 12 hours.

- Sanding shall be provided for every occurrence to be best fit conditions.
- Opening up or initial plowing shall be completed by 8:00 am, for all overnight storms.
- All areas described in the Project Summary, will be clean and passable with full function and access upon the completion of the final clean up.

### **Damages**

- All damages incurred to existing facilities by the Contractor's operation shall be repaired or replaced, at DHA discretion, and at the Contractor's expense.
- All such repairs or replacements shall be completed within the following time limits:
- All damage to shrubs, trees, turf or groundcover shall be repaired or replaced within five (5) working days.
- All repairs or replacements shall be completed in accordance with the following maintenance practices:
  - Trees - a qualified tree surgeon or arborist shall remedy minor damage such as bark lost from impact of mowing equipment. If damage results in loss of a tree, the damaged tree shall be removed and replaced to comply with the specific instructions of the Authority.
  - Shrubs - Minor damage may be corrected by appropriate pruning. Major damage shall be corrected by removal of the damaged shrub and replacement to comply with the specific instructions of the Authority.
  - Chemicals - All damage resulting from chemical application, either spray-drift or lateral leaching shall be corrected in accordance with the aforementioned maintenance practices and the soil conditioned to insure its ability to support future plant life.

### **Safety Plan**

- Contractor is to submit a written safety plan to the attention of the Authority's Facilities Director prior to commencement of work under this contract.
- The Contractor agrees to perform all work outlined in this Scope of Services in such a manner as to meet all accepted standards for safe practices during the maintenance operation and to safely maintain stored equipment, machines, and materials or other hazards consequential or related to the work. Contractor agrees additionally to accept the sole responsibility for complying with all local, County, State, or other legal requirements including but not limited to, full compliance with the terms of the applicable O.S.H.A. Safety Orders at all times so as to protect all person, including Contractor's employees, Residents, Faculty, vendors, members of the public or others from foreseeable injury, or damage to their property. Contractor shall inspect all potential hazards at said facilities and keep a log indicating date inspected and action taken.
- It shall be the Contractor's responsibility to inspect, and identify, any condition(s) that renders any portion of the maintenance area unsafe, as well as any usage practices occurring thereon. The Authority shall be notified immediately of any unsafe condition that requires major correction. Contractor shall be responsible for making minor

corrections including but not limited to; filling holes in and correcting irregular turf areas and replacing valve box covers so as to prevent loss/damage and to protect members of the public or others from injury. Contractor shall cooperate fully with the Authority in the investigation of any accidental injury or death occurring in the maintenance area. For any accident requiring medical attention, the contractor is to notify the Authority immediately, and file a written report to the Authority within three (3) working days.

- It shall be the Contractor's responsibility to provide safety training to their employees. Documentation of this training must be available upon request.

### **Delays**

The Contractor shall make a good faith effort to adhere to the contracted maintenance schedule. In the event that Contractor is unable, for whatever reason, to maintain maintenance schedule (i.e. poor weather conditions, etc.), and Contractor does not reschedule the service, or inform the Authority of intent to make up the service within 72 hours, that amount for the failure to perform may be deducted from Contractor's fee. If the work cannot be completed on the proposed scheduled day, the Contractor must notify the Authority contact on that day to advise them accordingly.

### **Maintenance Schedules**

- Contractor shall adhere to maintenance schedule.

Contractor shall contact the College key personnel described within the Scope of Services on arrival at the respective site as per the weekly schedule for landscaping maintenance. The College will provide list of key personnel and contact information.

- The Contractor **MUST** notify the Authority authorized representative, by e-mail, at least one (1) week prior of the scheduled date and time for all "specialty type" maintenance operations. "Specialty Type" maintenance operations are defined as:
  - fertilization and aeration
  - turf removal, addition and reseeding
  - micro-nutrients/soil amendments
  - spraying of trees, shrubs or turf
  - aesthetic tree pruning
  - planting bed removals and/or additions
  - other items as determined by the Authority

### **Staffing / Managerial**

- There will be no subcontractors working on DHA grounds and facilities without the express prior written consent of DHA Facilities Director.
- The Contractor shall provide a Project Manager that will be responsible for managing and overseeing services provided in all service areas and ensuring quality control. The Project Manager shall be responsible for all aspects of the successful implementation and management of landscaping, grounds maintenance and snow removal projects including a

complete and regularly scheduled program for maintaining the health and appearance of DHA landscape, plantings. The Project Manager must provide pro-active recommendations to DHA Facilities Director for ongoing maintenance of DHA properties throughout the term of the contract.

- The Contractor must provide a competent, English speaking crew leader for each crew, who can understand and speak English fluently, during all times while work is performed. The crew leader shall have the authority to represent or act on behalf of Contractor in any matter pertaining to the performance of this contract. Contractor shall furnish the names of all such crew leaders to the DHA prior to the commencement of this contract and further advice of any changes.
- If in the opinion of DHA, a Contractor's employee is incompetent or disorderly, refuses to perform in accordance with the contract specifications, threatens or uses abusive language while on DHA property, that employee shall be removed from all work under this contract.
- DHA may at any time give Contractor notice to the effect that the conduct or action of a designated employee or Contractor is, in the reasonable exercise of discretion of DHA, deemed to be detrimental to the interest of the residents, faculty, staff and the public patronizing the premises. Following the DHA notice, the Contractor shall, at DHA discretion may take any of the following actions as listed below. • Immediately terminate such employee's work assignment at the premises and the Contractor shall not assign such employee to any other DHA facility contracted for and maintained. • The Contractor shall meet with DHA to consider the appropriate course of action with respect to such matter and Contractor shall take reasonable measures under the circumstances to assure DHA authorized representative that the conduct and action of Contractor's employees will not be detrimental to the interest of the residents, faculty, staff and public patronizing the premises.
- The Contractor shall require each of its employees to adhere to basic public works standards of working attire. These are uniforms, proper shoes, and other gear required by State Safety Regulation, and proper wearing of the clothing. Shirts shall be worn and buttoned at all times.
- Contractor's staff shall wear identification (uniform, logo tee shirt, etc.) allowing anyone to readily identify that individual as part of Contractor's staff.
- The Contractor nor any of its employees shall interfere with the public use of the premises, and shall conduct its operations as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are being performed.
- DHA Facilities Director shall make quarterly inspections with Contractor at each site to review work performed. Contractor shall maintain and have available such records that reasonably confirm frequency of tasks performance at each location. Contractor shall furnish an itemized statement of work performed on all invoices.

### **Contractor Performance:**



The Contractor shall be required to perform all work under this contract in a professional, polite, respectful and cooperative manner and minimizing the noise and interruption of any ongoing College services.

- The Contractor shall provide all employees with the same uniform clearly identifying the company and vehicle shall have the company name/logo listed.

**Neglect, Vandalism and Property Damage:**

- Turf or plants that are damaged or killed due to Contractor's operations, negligence or chemicals or by any other means shall be replace at the Contractor's expense.
- Derby Housing Authority will repair any damaged property (that is not part of the irrigation system) caused by The Contractor's operations and DHA will bill Contractor for full cost of said repair.
- Damage to or theft of landscaping installations not caused or allowed by the Contractor shall be corrected at DHA expense upon receipt written approval by the Facilities Director.
- The Contactor shall be responsible for cost of replacement of property such as broken windows caused by workers while providing services.

**Guaranty and Replacement:**

- Force Majeure: In the case where any existing plants are damaged or killed beyond the reasonable control of the Contractor such as a result of hail, wind, lightning, fire, freeze, theft, vandalism, construction operations or occupancy of building, the Contractor shall list the item and location and submit a report to the Facilities Director.
- Any damaged plant materials approved for removal and replacement by Kilgore College shall be the responsibility of the Contractor from the date of installation and acceptance through the term of the contract. At any time during the guaranty period, any dead plant shall be replaced within three (3) weeks at DHA request.

**Estimated Quantities Not Guaranteed:**

The estimated quantities specified herein are not a guarantee of actual quantities, as DHA does not guarantee any particular quantity of landscaping and grounds maintenance services during the term of this contract. The quantities may vary depending upon the actual needs of DHA. The quantities specified herein are good faith estimates of usage during the term of this contract. Therefore, Derby Housing Authority shall not be liable for any contractual agreements/obligations the Contractor enters into based on all the quantities specified herein.

### **Vendor Qualifications**

Vendor must provide proof with their proposal of their ability to meet the minimum qualifications set forth under the Scope of Services. Vendors must be licensed and insured by the State of Connecticut. Vendors are instructed to provide proof of current license and insurance information.

### **Payment to Contractor**

At the end of each month, the Contractor shall render to DHA their invoice, for the services provided during the preceding month.

### **Project Budget**

Monthly budget shall not exceed \$900.00 per month/ per location for landscaping services mentioned in the scope of work. Snow removal budget, per occurrence/ per location shall not exceed \$500.00 for services mentioned in the scope of work.

### **Additional Information**

The final authority to approve or disapprove delivered products and/or services lies with Derby Housing Authority. In the event products delivered do not meet specification quality level, or do not perform as specified in this proposal, the supplier will replace the items, at no additional cost to DHA. If Derby Housing Authority, in the exercise of its best judgment, determines the supplier's process for the delivery of services is unsafe or hazardous to life or property, DHA will suspend the process until the supplier takes corrective action. No allowance will be made for a supplier' waste, loss, breakage, damage or difficulties.