



**INVITATION FOR BIDS
LAWNCARE SERVICES
FOR THE VILLAS AT EASTWOOD
IFB 19-01**

**ISSUE DATE: MARCH 11, 2019
DUE DATE: April 1, 2019 @ 2:00PM**

**8933 INTERCHANGE DRIVE
HOUSTON, TX 77054**





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INVITATION FOR BIDS
for
Lawncare Services for The Villas at Eastwood
IFB NO. 19-01

The Harris County Housing Authority (“**HCHA**”) on behalf of The Villas at Eastwood is requesting bid submissions for lawncare services (Offerors) for The Villas at Eastwood a 200-unit multi-family/mixed use development located at 1933 Hussion Street, Houston, TX 77003.

This **IFB** contains submission requirements, the scope of service, period of service, terms and conditions and other pertinent information for submitting a proper and responsive bid. **IFB** #19-01 will be posted on **March 11, 2019** and can be downloaded from **HCHA**’s website www.hchatexas.org.

Prospective **Offerors** desiring any explanation or interpretation of this solicitation must make the request in writing no later than **March 19, 2019**. The request must be emailed to finance@hchatexas.org. Any information given to a prospective **Offeror** about this solicitation will be furnished to all other prospective **Offerors** as a written amendment to the solicitation. All amendment(s) to this solicitation, if issued, will be posted on **HCHA**’s website www.hchatexas.org. All **Offerors** are encouraged to check the **HCHA** website for amendment(s) issuance.

The bid(s) must be enclosed in a sealed envelope and labeled as follows: **Lawncare Services for The Villas at Eastwood - Invitation for Bids. IFB #19-01, Due Date and Time: April 1, 2019, 2:00 P.M. (CST), Name of Offeror: _____.**

The **IFB** submission must be addressed to **Attn: Finance Department, Harris County Housing Authority on Behalf of The Villas at Eastwood, 8933 Interchange Drive, Houston, Texas 77054**. Submissions may also be emailed as a PDF attachment to finance@hchatexas.org.

Submittals must reach **HCHA** no later than **2:00 P.M. (CST)** on **April 1, 2019**. Late submissions will be handled in accordance with the provisions in Form HUD-5369-B title “Late Submissions, Modifications, and Withdrawal of Offers.” Submittals will be held in confidence and will not be released in any manner until after the contract award.

Submittals will be evaluated on the criteria stated in the **IFB**. Negotiations may be conducted with **Offerors** who have a reasonable chance of being selected. After evaluation of the bids, if any, the contract will be awarded to the responsible **Offeror(s)** whose qualifications, bid and other factors considered are the most advantageous to **HCHA**.

HCHA reserves the right to reject any and all submissions.

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Attachment A:	Conflict of Interest Questionnaire (CIQ)
Attachment B:	M/WBE Participation Form
Attachment C:	Affirmative Action for Disabled Workers
Attachment D:	Instructions to Offerors for Non-Construction (Form HUD-5369-B)
Attachment E:	Certifications and Representations of Offerors for Non-Construction Contracts (Form HUD 5369-C)
Attachment F:	Form of Non-Collusive Affidavit
Attachment G:	Certification of Payments to Influence Federal Transactions
Attachment H:	Declaration (Required Submission)
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I. INTRODUCTION

Harris County Housing Authority (**HCHA**), on behalf of The Villas at Eastwood is seeking bids from interested landscaping and lawncare companies referred to as the “Offeror,” for The Villas at Eastwood, a 200 unit, mixed-use/mixed income property located at 1933 Hussion Street, Houston, TX 77003.

The Villas at Eastwood consists of three residential buildings ranging from 4 to 5 stories and includes 144 surface parking spaces on 3.8 acres of land. Buildings 1 and 2 will include of 110 apartment units in two “L” shaped 4-story wood frame structures on the south side of the site with a courtyard between the two structures. Building 2 will include 5,861 SF of supportive service space and offices on the ground floor serving the residents of the development. Building 3, on the north side of the site, will consist of 90 apartment units in one 5-story wood frame structure. HCHA offices, comprising 18,800 square feet, will be located on the 1st and 5th story of this building.

The landscaping plan can be accessed [here](#).

Offerors are required to submit written bids that present the Offeror’s qualifications and understanding of the services to be performed. The Offeror’s bids should be prepared simply and economically and should provide all information it considers pertinent to its qualifications for the scope of services contained herein. Emphasis should be placed on completeness of services offered and clarity of content of the bid.

The duration and contract for services shall be for two (2) years with the option renew for two (2) additional years.

The bid must be submitted no later than 2:00 PM on Monday, April 1, 2019, to the following mailing or e-mail address:

Harris County Housing Authority
On Behalf of The Villas at Eastwood
Attn: Finance Department
8933 Interchange Drive
Houston, TX 77054
E-mail: finance@hchatexas.org

II. PROCUREMENT SCHEDULE

The anticipated schedule for the **IFB** is as follows:

SCHEDULE

<u>EVENT</u>	<u>DATE</u>
Advertised	March 10 and March 17, 2019
Post on HCHA Website	March 11, 2019
Pre-Submission Conference	N/A
Receipt of Written Questions	March 19, 2019
Response to Written Questions	March 21, 2019
Submission Date	April 1, 2019

III. DELIVERABLES

If submitting a hard copy, one (1) original bid and three (3) copies of the typewritten submission, including all required information, must be executed and submitted in a sealed envelope or package. Any handmade corrections made in the bid must be initialed by the principal or authorized officer of the **Offeror**. The original bid must bear the original signature of a principal or authorized officer of the **Offeror**.

Bids may also be emailed as a PDF attachment to finance@hchatexas.org. If submitting an electronic copy, only one (1) bid need be emailed. Electronic submission of the bid shall be considered signed by a principal or authorized representative of the **Offeror**. **Electronic submissions must be received by the due date and time for consideration.**

Offerors are solely responsible for ensuring that their bids are received by the time and date stated. Receipt at **HCHA** after the due date and time specified will be cause for rejection.

Bid Due Date/Time:

Bids must be submitted on or before **2:00 p.m. CST on April 1, 2019** in a bound and sealed envelope or package or by email attachment. If submitting a hardcopy submission of the bid, the face of the envelope or package must contain, in addition to the address below, the title “**Lawncare Services for The Villas at Eastwood**” – Invitation for Bids. **IFB #19-01, Due Date and Time: April 1, 2019, 2:00 P.M. (CST), Name of Offeror: _____.**” If submitting an electronic copy of the bid, the subject line must contain the title “**Lawncare Services for The Villas at Eastwood**” – Invitation for Bids. **IFB #19-01, Due Date and Time: April 1, 2019, 2:00 P.M. (CST), Name of Offeror: _____.**”

Bids are to be firm for ninety (90) days.

Submission Place/Address

Bids must be submitted to **Attn: Finance Department, Harris County Housing Authority, 8933 Interchange Drive, Houston, Texas 77054** or by email to finance@hchatexas.org.

Bids by telegram, telephone, or facsimile, or handwritten bids, will not be accepted by **HCHA**.

IV. SCOPE FOR LAWN CARE SERVICES

The HCHA on behalf of The Villas at Eastwood is seeking lawncare services for The Villas at Eastwood. **The landscaping plan can be accessed [here](#).** The offeror shall be responsible to provide labor, materials, and equipment to accomplish the following work:

Trash Pick-Up

- All trash and debris will be picked up from the landscaped areas (PLEASE NOTE: HCHA’s and/or The Villas at Eastwood Management will endeavor to keep the development as free from trash as possible).
- No paper or any objects should be ran over by mowing equipment.
- Offeror is also responsible for trash and litter pick-up in common and natural areas on a weekly basis, even if mowing is not performed during that week due to weather or other seasonal issues.
- The site will be visited weekly during non-mowing conditions (draught or excessive rain) and non-mowing seasons to perform trash pick-up in common areas, grounds, and parking lots.

Mowing

- During the growing season the grass will typically be cut weekly for the months of February, March, April, May, June, July, August, September and October. Grass will be cut two times during the months of November, December, and January. The exact day of the week that the services will be provided will be decided by HCHA and/or Villas at Eastwood Management (with input from the Offeror) once successful Offerors have been identified; however, please be aware that no cutting will be permitted on Sundays.
- Mowing height will typically be 3 to 3 ½ inches. If the height of the grass has exceeded 6", the mower blades shall be raised so at no time will more the 1/4 of the grass leaf area be removed. Several mows will be implemented to gradually reduce the overall height of the turf and prevent undue stress. To prevent scalping, at no time will mower blades be set lower than 3".
- With prior notice because of weather, excess rain, or special function offeror may be required to provide touch up work as needed.

Trim Work

- Foliage will be trimmed.
- Where appropriate, trimming by use of a weed eater (typically around foliage, trees, walls, buildings, etc.) and an edger (typically along concrete walks) will be completed (PLEASE NOTE: All areas inaccessible with open area cutting equipment must be trimmed mechanically. Examples of areas include around utility poles, yard equipment, fencing, trees, playgrounds, etc.).
- All bedding areas, tree rings and specialty planting areas will be free from weeds at all times in the interior and along the edges. Chemicals can be used where they will not contact or adversely affect desirable material. Sucker growth will be pruned, never trimmed or sprayed. Dead weeds will be removed by trimming or hand as appropriate. Asphalt areas, curbs and sidewalks shall be sprayed with pre and post emergent treatments for weeds and kept weed free at all times.
- Weed killer used on cracks in sidewalks and parking lot will be applied once per month.
- Offeror must keep the fence clean from overgrowth and debris.

Clean Up

- Grass clippings and debris are to be blown away from buildings, walkways, curbs, driveways, concrete pads, dumpster pads, air conditioning pads, and storm drains after each mowing or edging operation.
- Grass and debris will not be blown or placed in parking lots, entrance doors or other areas where it will be seen or is unsightly. Grass and debris will not be blown into bedding areas.
- All grass and debris requiring removal shall be removed from the premises by the end of each working day.
- HCHA's and/or The Villas at Eastwood Management dumpsters shall not be used by the Offeror for this purpose.

Pruning Shrubs and Trees

- Shrubs to be pruned in the Spring - April-May, Summer – July – Autumn – October. Shrubs at no time will be allowed to become overgrown. All shrub and hedge debris to be carried offsite.
- Small trees such as crape myrtles, camellias will not be sheared as a hedge. This is contrary to natural growth habit and only requires select pruning and suckering.

- Tree trimming will be completed by the HCHA and/or The Villas at Eastwood Management under a separate competitive solicitation and contract; however, the HCHA and/or The Villas at Eastwood Management reserves the right to direct the successful proposer ensuing from this IFB to provide these services (typically, minor in nature).
- Trimming will be specified as hand (detailed) or mechanical (sheared) control. All tree material shall be maintained to provide a clear line of sight to all pedestrian walkways, sidewalks, driveways and intersections.

Mulching

- All mulching materials will be well-aged with no "green" wood, free of debris or hazards. Pine straw bales will be of good quality without rot, mold or other obvious signs of deterioration at time of installation. Pine bark mulch will be of acceptable uniformity and free of debris.

Aeration and Over-seeding

- Core aeration of all complexes will be done yearly in conjunction with the over seeding. The development shall be over seeded in the fall with tall fescue grass (95% pure).
- All bare areas will have the topsoil broken up to a depth of 2" by use of either a Hardi or York rake, then covered by starter fertilizer and over seeded, finished with a cover of straw mulch.

Fertilizing, Weed Control, Insecticides

- Fertilizing or liming of turf areas will be performed 3 times per growing season using a fertilizer suitable for the turf type on the site.
- Lime shall be pelletized limestone containing no less than 89% carbonates and should be of fineness that less than 50% will pass through a 100-mesh sieve and at least 90% will pass thru a 20-mesh sieve.
- Fertilizers, when applied to turf, will be removed from sidewalks and parking areas immediately after application to prevent staining. There will be no additional labor charge to the HCHA and/or The Villas at Eastwood Management for the application of fertilizers.
- Insecticides or other agents will be used as-needed to control ants and insects destructive to vegetation.
- The Contractor shall comply with any applicable City of Houston, Harris County, State of Texas, and federal laws, codes and regulations regarding the application of any products (and in the provision of any services).

V. GENERAL REQUIREMENTS

Equipment

- As a part of the proposed fees, the Offeror shall supply any and all such items needed to provide the services detailed herein; meaning, HCHA and/or The Villas at Eastwood shall not pay any additional fees for such.

Safety

- The Offeror shall, at all times, ensure that all work provided by the Offeror complies with all Local, State and Federal rules pertaining to work place safety; meaning, the Offeror shall, at all times, conduct business in such a manner as to protect its workers, HCHA's and The Villas at Eastwood's residents and staff, and the public. Further, the Offeror shall have full and sole responsibility to correct any such condition found unsafe by any authorized entity (including HCHA and/or The Villas at Eastwood), and, if such unsafe conditions result to any group named within this section,

shall have full and sole responsibility to compensate such persons if so, ordered by an authorized agency or a court having jurisdiction.

Damage to Property

- Any damage to any property (HCHA, The Villas at Eastwood, or tenant-owned) caused by mowing or other services performed by the Offeror, will be the Offeror's sole responsibility and expense to repair in a timely manner.

Offeror shall be responsible for its employees' conduct and assuring that they are not engaging in any destructive or illegal activity.

Offeror shall contact and obtain approval from HCHA for non-scheduled service.

Qualifications

- The selected contractor(s) must have 2 years minimum experience in lawn care maintenance for commercial/apartment properties.

Offeror Identification

- Offerors staff must wear identification badges or uniforms while performing lawn care services.

Lawn Care Service Log

- Upon completion of each lawn care service the Offeror shall submit the service log to the property manager or designee for approval.

VI. SUBMISSION REQUIREMENTS

The bid must include:

- Description of the firm's organization (proprietor, partnership, corporation) and leadership.
- Offerors experience with project similar size and scope
- Cost for services provided within IFB (monthly fee)
- Proposed equipment to be used under this contract
- Proposed manpower to be used under the contract
- A description of your policies and procedures and how they will be used in the conduct of this proposed contract.
- A minimum of three references with at least one financial reference.
- Copy of insurance
- Must complete the attached forms listed above.

VII. EVALUATION/SELECTION CRITERIA AND PROCESS

The HCHA will evaluate bids in response to this solicitation and will award the contract to the lowest most responsive and responsible offeror whose bid conforming to the solicitation will be the most advantageous to the HCHA, considering only the price and price related factors specified in the solicitation. The HCHA reserves the right to reject any and all bids.

The Housing Authority reserves the right to reject any and all bids, and to negotiate with top rated firms. All offerors will be notified by mail regarding the outcome.

HCHA staff will submit its recommendation to the Board of Commissioners of the Housing Authority of the most highly rated firm, for its approval and award of a contract for armed security guard services.

VIII. INSURANCE

The offeror shall obtain insurance with a responsible company or companies, having a minimum rating of B+ or above, licensed to do business in the State of Texas. The offeror or insurance carrier shall forward official insurance certificates to the HCHA. The offeror shall provide public liability, property damage, personal liability and automobile insurance with a one million dollar (\$1,000,000) combined single limit. In addition, workers compensation shall be provided in accordance with the State of Texas rules and regulations. The HCHA or affiliate and The Villas at Eastwood shall be named as an additional insured.

IX. PAYMENTS

Payment will be made to the Offeror within thirty (30) days upon receiving an approvable monthly invoice. The invoice shall state the period and services performed and amount. Special services, if requested and provided, will be billed via a separate invoice and comprise of a detailed description of the service provided and the date it was provided. HCHA and/or The Villas at Eastwood Management shall notify Offeror of any adjustments required to be made to an invoice. Invoices should contain an invoice number, remittance address, itemized products and/or services provided, and price as quoted.

Prior to any and all payments made for goods and/or services provided under this contract, the Offeror must provide their taxpayer identification number or social security number as applicable. This information must be on file with HCHA and/or The Villas at Eastwood Management. Failure to provide this information may result in a delay in payment and/or backup withholdings as required by the Internal Revenue Service.

HCHA and/or The Villas at Eastwood Management is exempt from all federal, state and local taxes unless otherwise stated in this solicitation. HCHA and/or The Villas at Eastwood claims exemption from all sales and/or use taxes under Texas Tax Code 151.309 as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to HCHA and/or The Villas at Eastwood.

X. CONFIDENTIALITY OF BIDS

There will be no public opening of bids. All bids and information concerning same shall remain confidential until all negotiations are completed, and the Notice of Award is issued. Offerors are hereby notified that all bids received by HCHA shall be included as part of the official contract file. Therefore, any part of the bids that is not considered confidential, privileged or proprietary under any applicable Federal, State or local law shall be available for public inspection upon completion of the procurement process. Any material submitted by the Offeror that is to be considered as confidential must be clearly marked as such; however, the applicable provisions of Federal, State and local laws shall govern the confidentiality of bids despite anything contrary to this provision stated in the bid.

XI. MINORITY/WOMEN BUSINESS PARTICIPATION

The firm awarded the contract agrees to use its best efforts to subcontract with minority business enterprises and/or women business enterprises, certified as such or recognized by the HCHA as such. The Offeror shall make a good faith effort to subcontract a sufficient dollar amount with MBE/WBE firms or attorneys to ensure the final contract dollars are expended on one or more MBE/WBEs. All adjustments to increase the contract will also increase the total amount that the Offeror must make a good faith effort to expend on MBE/WBEs. In the event HCHA has a reasonable belief that the Offeror will not use its best efforts to meet the 30 percent (30%) MBE/WBE participation goal, HCHA reserves the right to pull work from the contract. Best efforts may be established by showing the Offeror has contracted and solicited bids/quotes from subcontractors in identifying MBE/WBEs.

XII. AVAILABILITY OF RECORDS

The U. S. Department of Housing and Urban Development, the U.S. Government Accounting Office, the Harris County Housing Authority, and any duly authorized representatives of each, shall have access to, and the right to examine any and all pertinent books, records, documents, invoices, papers, and the like, of the firm(s) office or firm, which shall relate to the performance of the services to be provided.

XIII. PERTINENT FEDERAL REGULATIONS WITH REGARD TO NONDISCRIMINATION AND EQUAL OPPORTUNITY

The requirements of Title VIII of the Civil Rights Act of 1968 and Title VI of the Civil Rights Act of 1964, relating to prohibitions against discrimination in housing and the benefits of federally funded programs because of race, color, religion, sex or national origin must be met by the successful Offeror.

The successful Offeror must adhere to federal regulations prohibiting discrimination on the basis of age under the Age Discrimination Act of 1975 and prohibit discrimination against handicapped individuals under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1989.

The requirements of Executive Order 11246, relating to equal employment opportunity in connection with federally funded programs must be met by the successful Offeror.

The successful Offeror must also meet the requirements of Section 3 of the Housing and Urban Development Act of 1968, relating to the training and employment of individuals, and contracting for business opportunities in metropolitan areas in which federally funded programs are being operated.

The successful Offeror must meet the requirements of Executive Orders 11625, 12432, and 12138 relating to the use of minority and women's business enterprises in connection with federally funded programs.

BID FORM

INVITATION FOR BIDS #19-01

BID DUE DATE: Monday, April 1, 2019, 2:00PM (CST)

ATTN: Finance Department

We/I offer to provide lawn care services for The Villas at Eastwood at the price listed below in accordance with the scope of work stated herein.

I/We have understood the Instructions to Offerors Non-Construction and all its implications.

I/We have understood the Certifications and Representations of Offerors Non-Construction Contract required from me/us and I/We have certified by signing Form HUD-5369-C, that the information contained in these Certifications and Representations, is accurate, complete and current.

I/We agree to keep the bid open for a period of 90 days from the date of the opening of the bid.

PROPERTY NAME	ACRES	# OF APTS	MONTHLY PRICE	ANNUAL PRICE
The Villas at Eastwood	3.9	200	\$_____	\$_____