



FLINT HOUSING COMMISSION

3820 Richfield Road, Flint, Michigan 48506

Phone: (810) 736-3050 Fax: (810) 736-0158

REQUEST FOR QUOTES – Scattered Sites

The Flint Housing Commission (FHC) hereby requests quotes from qualified companies for the provisions of Lawn Care Services for vacant/unoccupied individual properties located within the City of Flint. Quotes are due March 5, 2018 at 3:30 p.m. EST at the FHC's administrative offices located at 3820 Richfield Rd, Flint, MI 48506. Quotes received after that time will not be considered.

For any questions you may have regarding the properties showing below, please contact the property manager, Shamel Burnett at 810-736-3148 and she will be able to assist you.

Current Vacant Scattered Site Addresses:

Address	City	Zip
313 W Russell Avenue	Flint	48505
110 E Piper Avenue	Flint	48505
510 W Lorado Avenue	Flint	48505
513 E Ruth Avenue	Flint	48505
349 E Foss Avenue	Flint	48505
3613 Seneca Avenue	Flint	48504
409 W Lorado Avenue	Flint	48505
610 E Lorado Avenue	Flint	48505
2926 Leith Street	Flint	48506
345 E Marengo Avenue	Flint	48505
326 E Philadelphia Avenue	Flint	48505
258 E Russell Avenue	Flint	48505
402 W Piper Avenue	Flint	48505
314 W Russell Avenue	Flint	48505
617 W Alma Avenue	Flint	48505

As additional units become vacant, they will be added to the list. Also, as vacant units become occupied, they will be removed from the list.

FURNISH:

LAWN CARE AND MAINTENANCE SERVICES, including all labor, materials and equipment, for the Flint Housing Commission (FHC) for a period beginning approximately April 2, 2018 and continuing through approximately October 26, 2018.

SCOPE OF SERVICES:

INITIAL SPRING CLEAN UP

Bidders should note that debris removal and clean-up of the sites will be required prior to the first cutting in the Spring of 2018. The cost should be calculated and included as part of your bid submittal. There will be an inspection after Initial Spring Cleanup by FHC or designee before lawn cutting can begin.

- A. Paper, trash, glass, debris, leaves, fallen trees, and fallen tree branches, etc., must be thoroughly picked up, cleared, and properly disposed **off site before** the initial lawn cutting. It is imperative that all obvious weeds and underbrush be removed within 3 feet of either side of any fence lines.

LAWN SERVICES

- A. Mowing may not take place before 8:30 a.m. or after 7:00 p.m. Monday through Friday, unless authorized by FHC. Weekends or holidays will not be allowed without prior approval from the FHC.

- B. The Schedule of cutting for each site shall be one of the following:

- 1. Bi-Weekly- beginning approximately April 2, 2018 weather permitting, through approximately October 26, 2018. Estimate 15 cutting services per season.

The Flint Housing Commission reserves the right to increase or decrease the number of cuttings due to drought, excessive rain, or other conditions.

- C. Each site cutting must be completed within a reasonable time period.

- D. Each cutting shall include:

- 1. Cutting of all lawn areas to be a height not to exceed two and one-half (2-1/2) to three (3) inches.
 - 2. The complete trimming of all grass/weeds etc., growing around the edge of any buildings, sidewalks, porches, playground areas, signs curbs, tree(s), light poles, transformers, posts, fence posts and/or any other structures located on the site. It is imperative that fence lines be kept weed free.
 - 3. Removal of all grass and weed clippings from sidewalks, service drives, and streets.
 - 4. Removal of all grass and weeds growing between cracks in sidewalks, driveways, and any other structure located on the site.
 - 5. Removal of all small trees or scrubs growing up against the base of the buildings.
 - 6. When cutting grass, weed whacking, or blowing, clippings shall not be allowed to accumulate.
 - 7. At the time of mowing, if the cutting area has an excessive amount of trash, do not mow and report it to the site manager and wait for further instruction.

SCHEDULING

Service schedule will need to be set up with each site manager and adhered to the best of your ability. Contractor must notify the site manager upon arrival at the site.

CONTRACTOR DAMAGE

The Contractor shall guarantee the reimbursement, repair, replacement and restoration of any cultivated area damage by careless or accidental use of equipment. Also, the Contractor shall repair or replace any fences, signs, sidewalks, buildings, poles or any other property damaged or destroyed by careless or accidental use of equipment in the performance of this contract.

INSPECTION AND APPROVALS

Upon completion of services, and before leaving the site, the Contractor must have the site manager, or their designee, inspect the property for the work completed per the scope of services, and sign a statement of approval for the work completed. This signed statement, or copy of signed statement, must be forwarded with the invoice for payment.

INSURANCE

Upon award of contract, and before work shall begin, for the duration of the Contract, the Contractor shall provide proof of the following insurance coverage in effect:

- (a) Public Liability and Property Damage insurance in the minimum amount of \$1,000,000 for injury to or death of one or more persons and/or property damage arising out of a single accident or occurrence, insuring against all liability of the Commission, Offeror, its Subofferors and its authorized representatives, arising out of or in connection with the Offeror's performance of work.
- (b) Worker's compensation insurance for offerors, subofferors, employees and agents in form and amount acceptable to the Commission during the full term of this Contract.
- (c) Automobile liability insurance on owned and non-owned motor vehicles used in the performance of services both on site or in connection therewith for a combined single limit for bodily injury and property damage of no less than \$500,000 per occurrence.
- (d) Professional Liability Insurance (errors and Omissions Insurance) in the amount of \$1,000,000 including coverage for errors and omissions caused by Offeror's negligence in the performance of its duties under contract.
- (e) All insurance required to be purchased and maintained by the Offeror shall name the Housing Commission as additional insured's and shall contain cross-liability endorsements.

Section 3 and Compliance

It is the policy of the Flint Housing Commission to require its Contractor's to provide employment and other economic and business opportunities to public housing residents and other low-income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low and very-low income persons.

The Flint Housing Commission is requiring all Contractors who wish to retain contacts with them, to use thirty percent (30%) of their labor force, on all projects, for Section 3 employment and training. All Contractors submitting bids or proposals to the Flint Housing Commission are required to certify that they will comply with the requirements of the FHC Section 3 requirements.

Contractor, its subcontractors and their subcontractors are required to submit the number of hours for each classification, skilled and unskilled, in their response. Failure to list a target number shall be considered a valid reason for disqualification. Of these hours, **30%** must be employment by an approved Section 3 individual and/or business concern. Labor Standards Davis-Bacon and Related Acts 46.C.2 certified payroll using form WH-347 shall be submitted to provide documentation of compliance to Section 3 contract compliance. Total Labor Hours listed on the Davis Bacon payroll sheets, or other required payroll documents, will be used for final amount of hours worked on a project.

Section 3 Non-Compliance

If, in the execution of the contract, the Contractor, or its subcontractors and/or their subcontractors are found to be in non-compliance with their committed Section 3 participation, a financial penalty of the contract amount in U.S. Dollars that represents the value of hours committed in the quote submission at the established Davis-Bacon wage rate for each classification in non-compliance, including rate and fringes, plus an additional 15% for overhead and profit shall be accessed to the contract. All Funds received from Non-Compliance will be used for Section 3 training.

Section 3 Understanding and Acceptance Document

It is important to the Flint Housing Commission to hire Contractors and Subcontractors who are in full partnership with them, to help attain their Section 3 goals and fulfill the "spirit" of Section 3 with their own initiatives.

By signing this Understand and Acceptance Document, you are confirming you have read the Section 3 responsibilities as a Contractor with the Flint Housing Commission and are ready to assume this responsibility with all that it entails.

I, _____, as a legal representative of _____; acknowledges and accepts the Flint Housing Commission's Section 3 policy with its provisions and intention as explained in the Section 3 documents in this request for quote.

Signature

Date

This sheet must be signed and returned with price quote(s) to be considered.

PRICE PROPOSAL FORM

Scattered Sites

Initial Spring Cleanup Rate \$ _____

Total Labor Hours for Spring Cleanup _____

Lawn Services per Visit \$ _____

Total Labor Hours per Visit _____

Total Labor Hours for Scattered Sites _____
(This amount should include the total labor
Hours for the Initial Spring Cleanup and the
Total estimated hours for lawn care
Service visits)

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As units become occupied you would no longer be responsible to provide this service. Also, as units become vacant, we would like to add them to the list of vacant properties to be serviced. Please provide an amount per unit of decrease or increase for when these situations arise; we can make sure the billing invoices are correct:

Initial Cleanup Rate (for added units only) \$ _____

Total Labor Hours for Cleanup (for added units only) _____
(average, this number will vary
Depending on state of property)

Lawn Services per Visit \$ _____

Total Labor Hours per Visit _____