

# Housing Authority of Brevard County Invitation for Bid



**INVITATION FOR BID**

**FOR**

**LAWN CARE SERVICES  
FOR LIPH  
BREVARD COUNTY, FLORIDA**

Issue Date: January 10, 2019

**Response Due: Thursday, January 24, 2019, 2:00 p.m. EST**

*Maryanne Wilcox – Director of Public Housing  
Housing Authority of Brevard County  
& Melbourne Housing Authority  
1401 Guava Ave  
Melbourne, FL 32935  
(321) 775-1575*

HABC/MHA SC2019-001

**THE HOUSING AUTHORITY OF BREVARD COUNTY CONDUCTS ITS PROCUREMENT ACTIVITIES PURSUANT TO 2 CFR PART 200 (OR AS MAY BE AMENDED FROM TIME TO TIME), APPLICABLE FEDERAL AND STATE REGULATIONS, AND THE AUTHORITY'S PROCUREMENT POLICY. THESE DOCUMENTS ARE AVAILABLE FOR REVIEW AT THE AUTHORITY'S OFFICE LOCATED AT 1401 GUAVA AVENUE, MELBOURNE, FL, 32935.**

## INVITATION FOR PROPOSAL

Legal notice is hereby given that sealed proposals will be received by the Director of Public Housing of the Housing Authority of Brevard County until 2:00P.M. (Local Time) on Thursday, January 24, 2019 and will be publicly opened at 2:00 P.M. and read aloud at our office, located at, 1401 Guava Avenue, Melbourne, Florida, for Lawn Care services, for a specified number of units throughout Brevard County, period beginning February 1, 2019 to January 31, 2020.

Based on our experience, we prefer to award to more than one vendor so vendors must bid by area i.e. West Cocoa/Merritt Island, Melbourne, and Mims. We would like to award the contract by area because that cuts down non-productive and costly travel time between north and south property locations. That does not preclude one vendor from bidding and winning all properties as long as the vendor understands and keeps up with the requirements of the job. For new vendors, a property tour must be taken to ensure understanding of requirements. That tour is scheduled for Tuesday, January 17, 2019, 9:00AM leaving from 1401 Guava Ave., Melbourne, FL 32935. This Contract, based on mutual concurrence of both parties and satisfactory performance, may be extended for additional one (1) year periods up to a total of five (5) years. At that time the contract will be re-bid. The square footage and/or number of units may change over the period of contract based on modernization plans of the Housing Authority of Brevard County. Prices will be adjusted accordingly. All proposals will be conspicuously marked, "Lawn Care Services".

**The Housing Authority of Brevard County reserves the right to accept or reject any or all proposals, to negotiate with all qualified sources for additional program services, or to cancel the Invitation For Bid (IFB) in part, or in it's entirety, if it is in the best interest of the Authority to do so. Award will go to the lowest responsible and responsive bidder.**

## INVITATION FOR BID - IFB# HABC/MHA SC2019-001

The Housing Authority of Brevard County has issued an Invitation to Contractors to submit a Bid for Lawn Care for Public Housing Units and office sites scattered throughout Brevard County. A walk-through and informational session will be conducted on **January 17th, 2019 at 9:00 a.m.** at 1401 Guava Ave, Melbourne, FL 32935 for all interested parties. The Contractor to be selected must have the ability to deliver the project on time within federal, local, state, and HUD guidelines. A full copy of the Bid requirements and scope of work can be found on our website [www.habc.us](http://www.habc.us).

Technical questions may be addressed, prior to **January 23<sup>rd</sup>, 2019 at 4:00pm**, to:

Maryanne Wilcox  
Director of Public Housing  
1401 Guava Avenue  
Melbourne, FL 32935

# Lawn Care / Lawn Maintenance

## **SERVICE CONTRACT**

This Contract is between the Housing Authority of Brevard County, and Melbourne Housing Authority, hereafter called, (the "Housing Authority") and \_\_\_\_\_ hereafter called "Contractors".

This Contract is for services for lawn care / lawn maintenance at the facilities:

Facilities Name: Housing Authority of Brevard County  
Melbourne Housing Authority

### **Conditions of Contract:**

- Term:** This Contract will be for one year (1) commencing on February 1, 2019 and running through January 31, 2020.
- Renewal:** This Contract, based on mutual concurrence of both parties and satisfactory performance, may be extended for additional one (1) year periods up to a total of five (5) years. At that time the contract will be re-bid.
- Cancellation:** This Contract may be cancelled by either party with a thirty (30) days written notice. No cancellation satisfaction will be in effect.
- Insurance:** The Contractor shall provide a current certificate of coverage for the below listed coverage. Said certificate shall name the "Housing Authority of Brevard County and Melbourne Housing Authority" as an additional insured.
- a.) One (1) million dollars General Liability & Property Damage.
  - b.) Five (5) hundred thousand dollar Vehicle Coverage per incident.
  - c.) Workmen's' Compensation for all workers as regulated by the State of Florida and Federal government.
- Change Orders:** Changes in Scope of Service and/or monetary changes must be in writing and mutually agreed upon before service is authorized.
- Equipment:** Only commercial grade equipment can be used in performance of this Contract. Equipment must be maintained and be in compliance with all OSHA and Safety specifications. Blades will be sharp at all time to insure quality cut.
- Additional Required Personnel:** If contractor requires the hiring of additional personnel, contractor must first consult with HABC to check availability of Section 3 tenants to fulfill requirements.
- Problems:** 1). Accidents resulting from the work pertaining to this contract must be reported immediately to:  
*Doug Wright, Construction Manager*  
*(321) 408 - 2850*

2). Incidents involving residents, such as: trash, verbal abuse, threats, physical assault, etc., must be reported immediately to Mr. Wright.

3). Incidents involving refusal by resident to allow mowing, must be reported immediately to Mr. Wright.

*Payment:*

The Contract is for Services rendered in accordance with the Bid Quote as reflected in Attachment A. Invoices and payment must coincide with *Federal Procurement Regulation 585-C*. Payment will be rendered within 30 days of receipt of invoice. Only work performed can be billed. Work will be reviewed before billing is processed. Quality Control Manager must approve all invoices before payment is made.

*Breach of Contract:* 1). Failure to comply with all "conditions" and/or "scope of service" will be considered a breach.

2). Failure to rectify within 24 hours will be grounds for immediate cancellation of this contract.

**Scope of Service:**

**A) LAWN CARE**

Mowing schedule:

- **As directed by: The Housing Authority**

- 1) Service includes cleaning yards, common areas and fence lines of debris before mowing, mowing, weed eating, edging, and or herbicide spraying).
- 2) The complete property must be mowed per schedule.
- 3) Grass must be mowed to the proper height. Height will not exceed three (3) inches. No more than 1/3 of the blade shall be removed per mowing.
- 4) Debris must be removed from site before mowing, (paper, cans, bottles, palm fronds).
- 5) Grass clippings must be removed from all streets, curbs, sidewalks, parking lots, patios, windows and doors.
- 6) No readily visible clumps should remain on the grass surface. All clumps of clippings must be removed from the grass surface.
- 7) The blow from the mower must be away from the house within a twenty (20) foot radius.
- 8) The contractor must notify the Housing Authority when they are on the authority property working. Phone numbers and Names of workers will be provided.

## **B) TRIMMING AND EDGING**

- 1) All grass area boundaries must be edged and trimmed to give a neat and precise boundary to lawns. Care will be taken so as not to leave bare ground. This will be completed with each mowing.
- 2) Grass around all buildings, foundations, flowerbeds, trees, and other objects within the lawn area must be weed-eaten and/or edged. This will be completed with each mowing.
- 3) Weeds in cracks sidewalks and driveways must be controlled with weed eaters / herbicide spraying.
- 4) Fence lines must be controlled by cutting and/or herbicide spraying. This will be completed with each mowing.
- 5) Sidewalks, curbs, road gutters curbs and other paved surfaces adjacent to lawns and/or other landscaped areas will be kept clean of unwanted debris and weeds by cutting or herbicide spraying. All such debris shall be collected and disposed of properly. At no time shall debris be disposed of into sewer drains or Housing Authority Dumpsters.

## **C) LAWN SERVICES:**

The Housing Authority reserves the right to request mowing or no mowing of the property. No mowing means no compensation, mowing translates to the agreed upon weekly contract price.

The following services will be quoted and authorized upon request:

- ◇ Mulch replacement
- ◇ Annual flower replacement and bed maintenance
- ◇ Erosion control
- ◇ Sodding
- ◇ Seeding / fertilization

I have read and agree to all terms of this Service Contract – Bid, including all Attachments listed below:

- Attachment A-Property List
- Form HUD-5370-C
- Handbook No. 7460.8 REV 2 5-6
- Smoke-Free Addendum
- Affidavit to enter in Contract
- EEOC Statement
- \_\_\_\_\_

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| Printed Name | Title |
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| Signature | Date |
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| Printed Contractor's Name | Title |
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| Signature | Date |
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|----------------|--------------|
| Contact Person | Phone Number |
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# Attachment A

PAGE 1

Housing Authority locations are as follows:

## HOUSING AUTHORITY OF BREVARD COUNTY

|  |         | <u>Price Per Cut</u> |
|--|---------|----------------------|
| FL 20-1 (CITRUS COURT)   | AMP 422 | _____                |
| 2759-2769 Old Dixie Highway,<br>3326-3330 Wiley Road,<br>Mims, FL  |         |                      |
| FL 20-3 (FIELDS COURT)   | AMP 422 | _____                |
| 411 N. Courtenay Parkway,<br>Merritt Island, FL  |         |                      |
| FL 20-4 (WALTON COURT)   | AMP 422 | _____                |
| 575, 577, 579 Player Lane,<br>Merritt Island, FL   |         |                      |
| FL 20-5 (HOPKINS PLACE)  | AMP 421 | _____                |
| 3000 S. Monroe Street,<br>University Boulevard,<br>Melbourne, FL   |         |                      |
| FL 20-6 (TUCKER HEIGHTS)   | AMP 421 | _____                |
| 1108-1168 McClendon Street,<br>1122-1163 Mathers Street,<br>Melbourne, FL  |         |                      |
| FL 20-7A (EAST MIMS LANDING)   | AMP 422 | _____                |
| 2833-2845 Main Street,<br>2443-2483 Harry T. Moore Street,<br>2834-2846 Warren Street,<br>Mims, FL               |         |                      |
| FL 20-7B (LAKE VIEW POINT)   | AMP 422 | _____                |
| 215-337 Lakeview Boulevard,<br>4000-4604 Lake Circle,<br>Cocoa, FL   |         |                      |
| FL 20-7D (WOODLAND OAKS)   | AMP 422 | _____                |
| Lincoln, Roosevelt Avenues,<br>Player Lane,<br>Merritt Island, FL  |         |                      |
| FL 20-7E (ARTHUR CIRCLE) off of  | AMP 421 | _____                |
| Marywood Road,<br>1475-1501 Arthur Circle,<br>3160-3181 Arthur Circle,<br>3163-3177 White Road,<br>Melbourne, FL |         |                      |
| FL 20-7F (PALM HARBOR VILLAGE)   | AMP 421 | _____                |
| 3300-3325 Saxon Street,<br>3300-3325 Pelham Street,<br>3301-3317, 3323 Monroe Street,<br>Melbourne, FL           |         |                      |



Attachment A  
PAGE 2

FL 20-9 (GARDEN APARTMENTS)  
4000 N. Riverside Drive,  
Melbourne, FL

AMP 421

\_\_\_\_\_

**Total AMP 421** \_\_\_\_\_

**Total AMP 422** \_\_\_\_\_

**Total 1480** \_\_\_\_\_

**Total HABC** \_\_\_\_\_

# Attachment A

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## MELBOURNE HOUSING AUTHORITY

|  |                         | <u>Price Per Cut</u> |
|--|-------------------------|----------------------|
| FL 56-1 (BOOKER HEIGHTS)<br>Roberts, Reddick, Walker,<br>Walls Streets,<br>Melbourne, FL           | AMP 440                 | _____                |
| FL 56-2 (TEMPLE TERRACE)<br>1801-2843 Temple Terrace,<br>2813-2859 Temple Terrace<br>Melbourne, FL | AMP 440                 | _____                |
| FL 56-3 (ELLIOT NEWELL COURT)<br>1506-1512 University Boulevard,<br>Melbourne, FL                  | AMP 440                 | _____                |
| FL 56-5 (TUCKER HEIGHTS)<br>1780 Steele Street<br>Melbourne, FL                                    | AMP 440                 | _____                |
| FL 56-5 (TUCKER HEIGHTS)<br>905 & 909 Hickory Street<br>Melbourne, FL                              | AMP 440                 | _____                |
| FL 56-5 (TUCKER HEIGHTS)<br>1103 Mathers Street<br>Melbourne, FL                                   | AMP 440                 | _____                |
| FL 56-5 (TUCKER HEIGHTS)<br>1511 Mitchell Street<br>Melbourne, FL                                  | AMP 440                 | _____                |
|  | <b><u>MHA Total</u></b> | _____                |
| Vacant Lots: Cut infrequently<br>1103 Mathers St, Melbourne, Fl                                    | AMP 440                 | _____                |

ATTACHMENT A

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**OFFICES**

|   |         | Price Per cut # |
|---|---------|-----------------|
| Executive Office<br>1401 Guava Avenue<br>Melbourne, FL  | AMP 421 | _____           |
| HABC/Melbourne Housing Authority Maintenance Office<br>524 E. Walker Street<br>Melbourne, FL        | AMP 440 | _____           |
| HABC/Melbourne Housing Authority Management Office<br>4000 N. Riverside Dr Apt 100<br>Melbourne, FL | AMP 421 | _____           |
| Housing Authority of Brevard County<br>584 Player Lane<br>Merritt Island, FL                        | AMP 422 | _____           |
| Housing Authority of Brevard County<br>579 Player Lane<br>Merritt Island, FL                        | AMP 422 | _____           |
| Turnquest Community Resource Center<br>1686 Marywood Road<br>Melbourne, FL                          | AMP 440 | _____           |

I have read and agree to all terms of this Service Contract – Bid, including all Attachments listed below:

- Attachment A-Property List
- Form HUD-5370-C
- Handbook No. 7460.8 REV 2 5-6
- Smoke-Free Addendum
- Affidavit to enter in Contract
- EEOC Statement
- \_\_\_\_\_

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| Signature | Date |
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| Printed Contractor's Name | Title |
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| Signature | Date |
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| Contact Person | Phone Number |
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## Attachment to Contract

FR-5597-F-3  
HUD PIH 2017-03

To protect residents from the hazards of secondhand smoke, many residential buildings are adopting no smoking policies. On February 3, 2017 HUD issued Public and Indian Housing 2017-03 that prohibits smoking in Public housing and related facilities.

In order to comply with the HUD directive and to ensure a health living environment where everyone can live and breathe smoke-free air, the Housing Authority of Brevard County and the Melbourne Housing Authority have adopting a no smoking policy.

Smoking is not permitted inside or within 25 feet of the apartments, buildings, or any common area on property owned and/or operated by Housing Authority. Cigarette and cigar butts must not be discarded on the grounds, but handled like any other trash item.

Smoking includes any inhaling, exhaling, carrying or possessing any lighted cigarettes, cigars, pipes, hookahs or any other smoke delivery system. Smoking of medical marijuana and electronic cigarettes are also prohibited.

The Smoke-Free Policy is part of all contracts and the contractor agrees to abide by the policy. Failure of the contractor and any of their employees to strictly comply by the above policy will be considered a violation of the contract.



Print Name: \_\_\_\_\_

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



We do Business in Accordance with the Fair Housing Laws

AFFIDAVIT

STATE OF \_\_\_\_\_ SS

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ BEING FIRST DULY

SWORN, DEPOSES AND SAYS:

THAT HE/SHE IS \_\_\_\_\_ OF THE COMPANY 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 PERSONS, 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 OR CONFERENCE, WITH ANY PERSON, TO FIX THE PRICE OF AFFIANT OR OF ANY OTHER BIDDER, OR TO FIX ANY OVERHEAD, PROFIT OR COST ELEMENT OF SAID BID PRICE, OR OF THAT OF ANY OTHER BIDDER, OR TO SECURE ANY ADVANTAGE AGAINST THE HOUSING AUTHORITY OF BREVARD COUNTY OR ANY PERSON INTERESTED IN THE PROPOSED CONTRACT; THAT ALL STATEMENTS IN SAID PROPOSAL OR BID ARE TRUE.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_, 20\_\_\_\_\_

**EEO COMPLIANCE**

**EQUAL EMPLOYMENT OPPORTUNITY  
CERTIFICATE OF COMPLIANCE**

The undersigned Contractor hereby certifies to \_\_\_\_\_ that so long as it holds a contract with the Owner in excess of \$2,000.00, it shall not discriminate against any employee or applicant of employment purposes because of race, color, religion, sex, national origin, or other illegal basis and it shall abide by all applicable state and federal laws and guidelines regarding equal employment opportunity and affirmative action.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

FIRM: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: