

Housing Authority of Brevard County Invitation for Bid



INVITATION FOR BID

FOR

**LANDSCAPING
FOR LIPH
BREVARD COUNTY, FLORIDA**

Issue Date: January 10, 2019

CLOSING DATE: Thursday, January 24, 2019, 2:30 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 SC2019-002

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 Wednesday, January 24, 2019 and will be publicly opened at 2:30 P.M. and read aloud at our office, located at, 1401 Guava Avenue, Melbourne, Florida, for landscaping services, for specific properties throughout Brevard County, period beginning February 1, 2019 to January 31, 2020. For new vendors, a property tour must be taken to ensure understanding of requirements. That tour is scheduled for 9:00AM on January 17th 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, "Landscaping Proposal", on the outside of the sealed envelope.

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 SC2019-002

The Housing Authority of Brevard County has issued an Invitation to Contractors to submit a Bid for Landscaping Services for Public Housing Units and office sites at 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.

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

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

Landscaping

SERVICE CONTRACT

This Contract is between the Housing Authority of Brevard County (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 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.

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.

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) LANDSCAPING

- 1) Service includes monthly visual review and based on need, a task order shall be submitted to HABC for approval to complete identified tasks.
- 2) The contractor must notify the Housing Authority when they are on the property working. Phone numbers and Names of workers will be provided.

B) IRRIGATION:

- 1) Monthly checks shall be conducted at the three property sites that have battery operated sprinkler systems.
- 2) Regarding the properties with irrigation; repair or replacement of irrigation parts shall be approved by HABC prior to completion of work.

C) TRIMMING:

- 1) All shrubbery area boundaries must be trimmed/pruned to give a neat and precise shape to shrubbery. Care will be taken so as not to leave gaping holes in shrubbery. This will be completed as needed.
- 2) Flowerbeds, trees, and other objects within the lawn area must be hand-weeded. This will be completed as needed.

C) PRUNING:

- 1) Shrubs will be pruned as needed to promote structural strength and to accentuate the natural form and features of the shrub including fullness and blooms.
- 2) Palm trees in the planters shall be trimmed annually, May 15 through June 15, when the flower stalks have developed, but before flowering has occurred.
- 3) All yard debris will be removed from the site by the contractor. Housing Authority dumpsters will not be utilized for debris.

D) FERTILIZATION: For Identified Flower Beds(See Attachment A)

- 1) Most trees and shrubs should be fertilized annually. Plants that have reached maturity may not require annual fertilization.
- 2) All actively growing plants, not yet at maturity, shall be fertilized yearly during the months of February through March. Apply an appropriate slow-release, long lasting complete fertilizer, or plant tablets at the manufacturer's recommended application rate.
- 3) All plants shall be observed for signs of nutrient deficiencies and treated to correct the issue throughout the year. Nutrient deficiency shall be brought to the attention of HABC and properly identified prior to treatment.

E) PLANT REPLACEMENT:

- 1) Plants that die shall be replaced with a specimen of the same species and of equal or similar size as the plant lost. HABC must be notified and approve any and all replacement.

The following services will be quoted and authorized upon request:

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

F) PAYMENT SCHEDULE PER YEAR:

<u>MONTH</u>	<u>AMOUNT</u>
a. February 2019	<u>\$ Task Order</u>
b. March 2019	<u>\$ Task Order</u>
c. April 2019	<u>\$ Task Order</u>
d. May 2019	<u>\$ Task Order</u>
e. June 2019	<u>\$ Task Order</u>
f. July 2019	<u>\$ Task Order</u>
g. August 2019	<u>\$ Task Order</u>
h. September 2019	<u>\$ Task Order</u>
i. October 2019	<u>\$ Task Order</u>
j. November 2019	<u>\$ Task Order</u>
k. December 2019	<u>\$ Task Order</u>
l. January 2020	<u>\$ Task Order</u>

NOT TO EXCEED BUDGET LIMITATIONS OF \$31,200.00 ANNUALLY.

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
- _____

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

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Housing Authority locations are as follows:

HOUSING AUTHORITY OF BREVARD COUNTY

Price Per Project #

FL 20-3 (FIELDS COURT) Entrance- On Both Sides 411 N. Courtenay Parkway, Merritt Island, FL	AMP 422	_____
FL 20-4 (WALTON COURT) Planting by the Office 584 Player Lane, Merritt Island, FL	AMP 422	_____
FL 20-5 (HOPKINS PLACE) Planting along Monroe Street 3000 S. Monroe Street, University Boulevard, Melbourne, FL	AMP 421	_____
FL 20-6 (TUCKER HEIGHTS) McClendon Street Mathers Street Melbourne, FL	AMP 421	_____
FL 20-7E (ARTHUR CIRCLE) off of Marywood Road and Aurora Turnquest Center and Melbourne, FL	AMP 421	_____
FL 20-7F (PALM HARBOR VILLAGE) Saxon Street Pelham Street Monroe Street Melbourne, FL	AMP 421	_____
FL 20-9 (GARDEN APARTMENTS) Building 100 Clubhouse 4000 N. Riverside Drive, Melbourne, FL	AMP 421	_____
MAIN OFFICE 1401 Guava Melbourne, FL	1408	_____

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 56-2 (TEMPLE TERRACE) One (1) Planter Box Temple Terrace and Aurora Melbourne, FL	AMP 440	_____
FL 56-3 (ELLIOT NEWELL COURT) Maintain the Front of All Buildings 1506-1512 University Boulevard, Melbourne, FL	AMP 440	_____
FL 56-5 (TUCKER HEIGHTS) 1780 Steele Street Melbourne, FL	AMP 440	_____
FL 56-5 (TUCKER HEIGHTS) One (1) Planter 905 A-D Hickory Street 909 A-F Hickory Street Melbourne, FL	AMP 440	_____
FL 56-5 (TUCKER HEIGHTS) 1103 Mathers Street Melbourne, FL	AMP 440	_____
FL 56-5 (TUCKER HEIGHTS) 1511 Mitchell Street Melbourne, FL	AMP 440	_____
	<u>MHA Total</u>	_____



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 an subscribed before me this _____ day of _____ 20_____.

NOTARY PUBLIC

My Commission Expires: