



## **Invitation for Bid**

**HABC/MHA SC2024-0001  
FOR  
LAWN MAINTENANCE**

**HOUSING AUTHORITY OF BREVARD COUNTY  
& MELBOURNE HOUSING AUTHORITY**

**BREVARD COUNTY, FLORIDA**

Issue Date: January 28<sup>th</sup>, 2024

**Response Due: February 26<sup>th</sup>, 2023, at 2:00 P.M. EST**

*Housing Authority of Brevard County/Melbourne Housing Authority  
1401 Guava Ave  
Melbourne, FL 32935  
(321) 775-1575*

**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 BID  
HABC/MHA SC2024-0001  
LAWN MAINTENANCE**

Legal notice is hereby given that sealed bids will be received by the Director of Public Housing of the Housing Authority of Brevard County until 2:00 PM (Local Time) on Monday, February 26<sup>th</sup>, 2024 and will be publicly opened at 2:01 PM and read aloud out our office, located at, 1401 Guava Avenue, Melbourne, Florida, for landscaping services for specific properties throughout Brevard County, period beginning March 1<sup>st</sup>, 2024 to February 28<sup>th</sup>, 2025. For new vendors, a property tour must be taken to ensure understanding of requirements. That tour is scheduled for 10:00 AM on February 15<sup>th</sup> 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. All bids will be conspicuously marked, "HABC/MHA SC2024-0001 Lawn Maintenance", on the outside of the sealed envelope.

Technical questions may be addressed, prior to February 22<sup>nd</sup>, 2024, at 5:00 P.M. to:  
[Bidderquestions@habc.us](mailto:Bidderquestions@habc.us)

Bid Published  
Property tour/pre bid meeting  
Technical Questions Answered  
**Bid Open**

January 28<sup>th</sup>, 2024.  
February 15<sup>th</sup>, 2024.  
February 22<sup>nd</sup>, 2024.  
**February 26<sup>th</sup>, 2024.**

**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 its entirety, if it is in the best interest of the Authority to do so. The award will go to the lowest responsible and responsive bidder.**



## **Lawn Care / Lawn Maintenance**

Housing Authority of Brevard County  
Melbourne Housing Authority

### **Conditions of Contract:**

- Term:** This Contract will be for one year (1) commencing on March 1, 2024, and running through February 28, 2025.
- 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 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 must follow all OSHA and Safety specifications. Blades will always be sharp to ensure quality cuts.
- Additional Required Personnel:** If the contractor requires the hiring of additional personnel, the 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, Director of Public Housing*  
*(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 residents 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 the invoice. Only work performed can be billed. Work will be reviewed before billing is

processed. The Director of Public Housing 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 sidewalk cracks 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

## Attachment A

### HOUSING AUTHORITY OF BREVARD COUNTY

Housing Authority locations are as follows:

Price Per Cut

FL 20-1 (CITRUS COURT) Old Dixie Highway, Wiley Road, Mims, FL	AMP 422	_____	
FL 20-3 (FIELDS COURT) 411 N. Courtenay Parkway, Merritt Island, FL	AMP 422	_____	
FL 20-4 (WALTON COURT) Player Lane, Merritt Island, FL	AMP 422	_____	
FL 20-5 (HOPKINS PLACE) Monroe St. Melbourne, FL	AMP 421	_____	
FL 20-6 (TUCKER HEIGHTS) McClendon Street, Mathers Street, Melbourne, FL	AMP 421	_____	
FL 20-7A (EAST MIMS LANDING) Main Street, Harry T. Moore Street, Warren Street, Mims, FL	AMP 422	_____	
FL 20-7B (LAKE VIEW POINTE) Lakeview Boulevard, Lake Circle, Cocoa, FL	AMP 422	_____	
FL 20-7D (WOODLAND OAKS) Lincoln, Roosevelt Avenues, Player Lane, Merritt Island, FL	AMP 422	_____	
FL 20-7E (ARTHUR CIRCLE) Marywood Road, Arthur Circle, White Road,	AMP 421	_____	Total AMP 421 _____
			Total AMP 422 _____
			<b>Total HABC</b> _____
FL 20-7F (PALM HARBOR VILLAGE) Saxon Street, Pelham Street, Monroe Street, Melbourne, FL	AMP 421	_____	
FL 20-9 (GARDEN APARTMENTS) N. Riverside Dr. Melbourne, FL	AMP 421	_____	

Attachment A, continued

PAGE 2

**MELBOURNE HOUSING AUTHORITY**

		<b><u>Price Per Cut</u></b>
FL 56-1 (BOOKER HEIGHTS) Roberts, Reddick, Walker, Walls Streets, Melbourne, FL	AMP 440	_____
FL 56-2 (TEMPLE TERRACE) Temple Terrace, Melbourne, FL	AMP 440	_____
FL 56-3 (ELLIOT NEWELL COURT) East University Boulevard, Melbourne, FL	AMP 440	_____
FL 56-5 (TUCKER HEIGHTS) 1780 Steele Street Melbourne, FL	AMP 440	_____
FL 56-5 (TUCKER HEIGHTS) 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	_____

**Total MHA AMP 440** \_\_\_\_\_

**HOUSING AUTHORITY OF BREVARD COUNTY &  
MELBOURNE HOUSING AUTHORITY  
APPROVED AMPS**

***HOUSING AUTHORITY OF BREVARD COUNTY (HABC FL020)***

IN-HOUSE PROJECT CODE	HUD PROJECT NO.	NO. OF UNITS	PROJECT NAME	STREETS AND CITIES	
201	FL 20-1	8	Citrus Court	2769 Old Dixie Hwy, 3330 Wiley Ave, Mims, FL 32754	<b>HUD AMP# FL020000010P GL# 422 151 Units</b>
203	FL 20-3	16	Field Court	411 N. Courtenay Pkwy., Merritt Island, FL 32953	
204	FL 20-4	10	Walton Court	579 Player Lane, Merritt Island, FL 32953	
207	FL 20-7A	22	East Mims Landing	2840 Warren St., 2453 Harry T. Moore, 2845 Main St., Mims, FL 32754	
216	FL 20-7B	55	Lake View Pointe	329 Lake View Blvd., 4000 Lake Circle, Cocoa, FL 32926	
217	FL 20-7D	40	Woodland Oaks	567 Lincoln Ave., 550 Roosevelt Ave., 576 Player Lane, Merritt Island, FL 32953	

205	FL 20-5	0	Hopkins Place	3000 Monroe St., Melbourne, FL 32901	<b>HUD AMP# FL020000011P GL# 421 223 Units</b>
206	FL 20-6	24	Tucker Heights	1108 McClendon St., 1122 Mathers St., Melbourne, FL 32935	
218	FL 20-7E	50	Shady Oaks Village	3160 Arthur Circle, 1686 Marywood Rd., 3177 White Road, Melbourne, FL 32934	
219	FL 20-7F	50	Palm Harbor Village	3301 Monroe St., 3300 Pelham St., 3302 Saxon St., Melbourne, FL	
209	FL 20-9	99	Garden Apartments	4000 N. Riverside Dr., Indian Harbour Beach, FL 32937	
		<b>HABC TOTAL UNITS</b>			<b>374</b>


**MELBOURNE HOUSING AUTHORITY (MHA FL056)**

561	FL 56-1	53	Booker Heights	501 Roberts St., 502 Reddick St., 524 Walker St., 522 Walls St., Melbourne, FL 32901	<b>HUD'S AMP#</b> <b>FL056000008P</b> <b>GL# 440</b> <b>148 Units</b>
562	FL 56-2	44	Temple Terrace	1824 Temple Terrace, Melbourne, FL 32935	
563	FL 56-3	20	The Villas	The Villas at Harbor City, 1506 E. University Blvd., Melbourne, FL 32901	
565	FL 56-5	31	Tucker Heights	1103 Mathers St., 1511 Mitchell St., 1780 Steele St., Hickory St., Melbourne, FL	
		<b>MHA TOTAL UNITS</b>			<b>148</b>



**BID SHEET**  
**ATTACHMENT III**  
**Invitation for Bid**  
**IFB SC2024-0001**  
**LAWNCARE**

**COMPANY NAME:** \_\_\_\_\_  
**REPRESENTATIVE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL BID AMOUNT** \$ \_\_\_\_\_

\_\_\_\_\_  
**SIGNED**

\_\_\_\_\_  
**DATE**

