



Housing Authority City of Kennewick



Request for Proposals

Kennewick Housing Authority

Landscape Services

RFP Submission Deadline

Monday, March 26, 2018; 5:30 p.m.

1915 West 4th Place

Kennewick, WA 99336

509-586-8576 ext. 115

James Reis

jreis@kennewickha.org

Megan Gephart

maintcfpcoord@kennewickha.org

A. GENERAL AGENCY INFORMATION:

The Housing Authority City of Kennewick (KHA) is seeking proposals for landscaping services. Responses to this RFP must address all major elements of the proposal.

KHA engages in the development, acquisition, leasing and administration of low-rent housing programs. Megan Gephart is available via phone or email to schedule property tours. Housing Authority-owned properties are as follows:

- Sunnyslope Homes, a 62-duplex unit site (~17 acres)
- Keewaydin Plaza, a 66-unit, high rise building (~ 2 acres)
- Mitchell Manor, 6 units of affordable housing (~.5 acres)
- D House; Duplex (~.5 acres)

KHA's administrative offices are located at 1915 West 4th Place, Kennewick, WA.

B. GENERAL PROPOSAL REQUIREMENTS:

KHA is requesting proposals for calendar year 2018, with renewal options for two subsequent years based on acceptable performance and available funding.

Copies of a proposal must be received via e-mail, U.S. Mail or hand- delivered at the KHA Administrative Offices, located at 1915 West 4th Place, Kennewick, WA by **5:30 p.m., Monday, March 26, 2018**. Email submissions may be sent to jreis@kennewickha.org.

Respondents to the RFP will be notified of the decision by telephone or in writing on or before April 9, 2018. The selected firm will work directly with assigned KHA Maintenance staff member.

C. SCOPE OF WORK:

KHA's 2018 Lawn Maintenance Service will address the following *Scope of Work* for each of the properties listed in Section A:

VISITS	TASKS REQUIRED
30	Mowing and edging of lawn areas with offsite debris disposal.
30	Blowing of sidewalks and litter control within landscape areas.
2	Pruning of all plant material under 15'

1. Pruning will be scheduled at KHA's discretion with reasonable notice to the contractor.
2. General Clean Up: All turf areas to be mowed will be policed for loose trash and debris prior to mowing. All rubbish must be removed prior to mowing.
3. Mowing: All lawn areas within the limits of each complex shall be machined mowed weekly. Turf

shall be mowed at a recommended height according to the type of season. All walks and parking lots shall be machine blown to remove grass clippings accumulated after each mowing cycle. All grass clippings must be removed from the sites indicated above at each mowing unless a mulching mower is utilized. Mulching mowers will be allowed as long as there are no clumps or rows of grass being left behind mower. If a mulching mower is used, and the Housing Authority deems that too much grass is being left on the lawns after any mowing, then the Housing Authority can require that the Contractor use grass catchers at no additional charge.

4. Edging: All walks and curbs within the limits of each complex shall be machined edged weekly. All walks, patios, and parking lots shall be machine blown to remove grass clippings accumulated after each edging.

5. Trimming: Grass around fences, clothesline, power poles, guy wire tie downs, trees, mow strips, shrubbery and the perimeter of the building shall be trimmed weekly. The Contractor may spray herbicide around the base of trees so as to prevent trimming too close and hitting the trees. KHA is CRCL Certified. Trimming of large trees and branches need to ensure that no tree branches are below six feet and no shrubs block view from windows. Landscaping must be well-maintained, keeping bushes around windows and doorways well-trimmed. Shrubby should not impair view of entrances and windows and should be cut up from the ground to discourage the possibility of a person hiding underneath the shrubbery.

6. Irrigation monitoring includes the adjustment of sprinkler heads and filter cleaning (for systems that operate off irrigation water) once per month. Properties that require more frequent visits will be subject to additional charges. Monitoring does not include mechanical malfunctions of parts and equipment such as controllers, valves, and sprinkler heads. The landscaper's technicians will set and monitor the sprinkler controller once per month. There will be additional charges if the timer must be reprogrammed due to tampering or being unplugged. Damage done to sprinklers due to landscaper's staff members will be repaired at no charge to KHA.

7. Pricing of repairs during regular business hours and repairs afterhours should be included within the RFP response. Parts and materials are not included in the quoted labor rates and would be an additional cost to KHA. Landscaper is not responsible for acts of vandalism and/or inclement weather conditions that may adversely affect the maintained areas.

D. ADDITIONAL REQUIREMENTS AND RESTRICTIONS:

1. Address all items completely and comprehensively.

2. It is the responsibility of the Contractor to ensure all Personal Protective Equipment (PPE) is adequate. Safe Work Practices shall be strictly enforced. Vendor required to instruct their employees to utilize KHA restroom facilities when necessary.

3. Clean up and removal of all project work materials and debris is required.

4. Vendor to furnish all the materials, supplies, machinery, equipment, tools, superintendent, labor and insurance for this contract.

5. Provide information concerning your firm and number of years your firm has been providing

landscaping services in the Tri-Cities area.

6. A description of insurance coverage will be provided to KHA. Successful proposal will need to provide a copy of the declaration page from current policy as a part of the RFP response.
7. Certification that your firm is in compliance with the Equal Employment Opportunity requirements.
8. No member, officer, or delegate to the Congress of the United States of America or Commissioner shall be admitted to any share or part of this contract or to any benefit to arise therefrom; but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit. No members, officers, or employees of the Authority, no member of the governing body of the Authority, and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the Housing Authority shall during his tenure, or for one year thereafter, have an interest, direct or indirect, in this contract or the proceeds thereof.
9. Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, and other individuals or firms are provided with an opportunity to submit a proposal.
10. A Contract Award cannot be made to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM) in accordance with OMB Guidelines and Executive Orders with regard to debarment and suspension. The Excluded Parties List in SAM will be checked and parties who are debarred, suspended, or otherwise excluded or subject to limited participation will not be eligible for award under this RFP.

E. LANDSCAPE SERVICES CONTACT PERSON:

Megan Gephart, Maintenance CFP Coordinator, will be the contact person for all questions with regard to this RFP and the agency liaison during the period of engagement. Phone: 509-586-8576, ext. 113; email address: MaintCFPCoord@kennewickha.org
The request for proposals and the completed response to the request for proposals will be an addendum to the executed contract with the successful proposer.