**The Rochester Housing Authority**

**Invitation for Bid**

**For**

**Spring Cleanup/Mulching and Fall Cleanup**

The Rochester Housing Authority (RHA) is soliciting sealed bids from qualified businesses to provide landscaping services for Spring and Fall cleanup for various properties owned by RHA. The deadline for sealed bids submittal is no later than 03/19/2024 by 3:00 pm, at the RHA Procurement Department located at 495 Upper Falls Blvd., Rochester, NY 14605. The Proposal must be returned in a sealed envelope clearly marked Spring and Fall Cleanup along with submitting company name. Please contact Casey West, Cwest@Rochesterhousing.org with any questions in writing no later than 03/15/2024.

**GENERAL**

RHA will be accepting sealed bids that will be analyzed and awarded to the lowest bidder for the Spring and the Fall clean up. Interested companies must submit pricing for any or all sites listed that they are capable and qualified to perform. The price submitted for a service area is to include all services and is to follow the schedules listed within this Proposal. If the submitted price does not cover all functions or locations within a service area, it may not be considered for award. Successful bidders will be awarded for the Spring and the Fall clean up depending on the submitted pricing and the abilities of the successful bidders to complete all aspects of this contract to RHA requirements and standards. This factor will be at the sole discretion of RHA based on the submitted responses to this Proposal. RHA reserves the right to determine which sites are in need of a Spring or Fall cleanup at their desecration. If RHA feels it is in their best interest to do it in-house or determine it is not needed, the contractor will be told not to services that site. It is up to the contractor to check with RHA before starting either clean up to determine a list of sites needed to be serviced.

The Rochester Housing Authority (RHA) owns and operates approximately twenty-one (21) apartment complexes and high-rise buildings. As well as numerous scattered multi-family units, duplexes, and other various buildings and lots throughout the City of Rochester. The complexes, in general, are situated on multi-acre lots with lawns that are provided for the recreational use of our residents. Most of the scattered units, duplexes, and vacant lots have lawns that are on average a normal sized city of Rochester residential house lot. RHA is responsible for providing lawn maintenance and general landscaping services for most of these sites. It is the intent of RHA to provide lawn care services to these sites through contractors on a fixed annual cost basis. In addition to these sites, RHA owns single-family houses where the tenants are responsible for the lawn maintenance. RHA may request from the successful bidders additional per trip service costs for any of these locations. Include that cost on the extra sheet provided.

**RFP Schedule**

The RHA will make every effort to adhere to the following schedule:

|  |  |
| --- | --- |
| **RFP Action** | **Date** |
| Issue RFP | 2/20/2024 |
| Deadline for Receipt of Written Questions | 3/15/2024 |
| RHA Response to Written Questions/ RFP Addendum | 3/18/2024 |
| **Deadline for Proposal Submission (proposals received after this day and time will not be considered)** | 3/19/2024 **no later than 3:00 pm- bids will be opened at 3:00 pm** |
| Contract Award (Contract may be awarded for up to 120 days after submission date) |  |

**LOCATIONS TO BE SERVICED**

Cleanup contracts may be awarded for each of the Zones for both services, Spring and Fall cleanup combined. A responsible bidders can bid on any and all sites they feel they can complete the work in the allotted time frame. A contractor may be awarded more than one service area. The service areas, complex name, location, are listed below and on the pricing worksheets. It is the sole responsibility of the contractor to verify the size and conditions of each site. RHA assumes that the contractor is fully aware of the local conditions and has considered all factors when submitting a price for that location.

**North Zone**

Glenwood Gardens – 41 Kestrel.

* Complex has several dead-end entrances primarily located north of Emerson Avenue west of Dewey Avenue. Entryways to complexes located off of Merlin Street, Robin Street, Glenwood Avenue, Kestrel Street and Santee Street.
* Approximately 4 yards of mulch needed.

Lexington Court Apartments

* Located off Lexington Avenue, west of Mt. Read Boulevard.
* Approximately 4 yards of mulch needed.

Hudson Ridge Tower-401 Seneca Manor Drive.

* Entryway and front circle off of SMD and all lots front & back.
* Approximately 10 yards of mulch needed.

Parliament Arms Apartments – 2120 St. Paul Street,

* Entryways within the complex and road along fence line.
* Approximately 16 yards of mulch needed.

Seneca Manor Townhouses – 85 – 349 Seneca Manor Drive,

* Parking lots and entryways within the complex and all driveways to units.
* No mulch

**South Zone**

Atlantic Avenue Apartments

* located on Atlantic Avenue and Alma Place south of University Avenue intersection. All parking lots with-in the complex
* No mulch

Luther Circle – located off of S. Plymouth.

* Entryway and lots within the complex.
* Approximately 6 yards of mulch needed.

Bronson Court

* located on Dr. Samuel McCrea Way
* Entryway and lots within the complex.
* Approximately 10 yards of mulch needed.

University Tower – 625 University Avenue.

* Can be accessed from Upton Park. Entryway and lot off Upton Park. Plow front circle off University Avenue.
* Approximately 12 yards of mulch needed.

Kennedy Towers - 666 South Plymouth

* Located at the corner of Bartlett St.
* Entryway and lots within the complex.
* Approximately 10 yards of mulch needed.

Danforth Tower East and West – 140 and 160 West Avenue.

* Entryways (4) and parking lots including rear lot of DTE.
* Approximately 20 yards of mulch needed between the two sites.

Jonathan Child Apartments

* located on Colvin Street south of Jay Street which may only be accessed from Jay Street.
* Approximately 8 yards of mulch needed.

**Central Zone**

Harriet Tubman Estates

* located off Joseph Avenue one block north of Upper Falls Boulevard.
* All parking lot and entryways within the complex.
* Approximately 5 yards of mulch needed.

Lena Gantt Estates

* located off Joseph Avenue on Upper Falls Boulevard and Vienna Street.
* Two entryways and lots off of Vienna Street on the left side. Two entryways and lots off of Upper Falls Boulevard including parking areas to the north & south of the 495 UFB office building.
* Approximately 6 yards of mulch needed in front and at site sign off Joseph Ave.

Holland Townhouses

* located off Holland Street (4-250 Holland).
* Entryways and lots.
* No mulch

Federal Street Apartments

* Located off of East Main Street
* Entryways and lots.
* No mulch

Casper/Bay Zimmer Townhouses

* located off of Portland Avenue on Casper Street and Zimmer Street, which is a dead end off of Portland Street.
* Entryways off of Casper Street (from curb cut into site) and Zimmer Street.
* Approximately 4 yards of mulch needed.

Parkside Apartments

* located on the corner of Denver Street and Parkside Avenue, which may be accessed via Rosewood Terrace from either Webster Avenue or Culver Avenue.
* Entryways (Denver and Parkside) and lots within the complex.
* No mulch

Lake Tower – 321 Lake Avenue.

* Parking lots are located in the rear of the building off of Fulton Avenue, south of Phelps Avenue. Entryway roadways, lots and passenger drop off area at building’s entrance.
* Approximately 18 yards of mulch needed.

**Scattered Sites**

For the following scattered sites and parking areas complete.

* 14-20 Henry Street (lot located off Edward Street)- No mulch
* 1-9 Hollister Street- No mulch
* 312-316 Webster Ave- No mulch
* 6-20 Fromm Place- No mulch
* 24/26 Weld Street & 7/9 McFarlin Street- No mulch
* 4-32 Atkinson Court Approximately 8 yards of mulch
* 113-119 Bartlett Street- No mulch
* 5-19 Bond Street- No mulch
* 322-328 Troup Street & 188/200 Jefferson Avenue (lot located off Lapey Place)- No mulch
* 182-186 Troup Street- No mulch
* 140 142 ½ Adams Street- No mulch
* Capsule Dwelling Approximately 8 yards of mulch
* 20-24 Waverly Place- No mulch
* 217-223 Troup Street- No mulch
* 292-296 Tremont Street- No mulch
* 24-36 Elba Street- No mulch
* 1- 3A Thomas Street- No mulch
* 54-66 Garson Ave- No mulch
* 394-396 Waring Road & 9-11 Veterans- No mulch
* 58-66 Merrimac Street- No mulch

**Administrative Sites**

For the following scattered sites and the parking areas complete.

* 675 West Main Street- Approximately 10 yards of mulch needed
* 684 West Main Street- Approximately 5 yards of mulch needed
* 270 Lake Avenue- Approximately 5 yards of mulch needed

**SCOPE OF SERVICES**

**Spring Clean-up/Mulching of Sites**

The focus of this Invitation for Bid; the successful bidder shall perform the following services. The work would begin depending on the weather and at the discretion of the BMS in charge of that Zone. No work shall start without notifying and the approval of the Zone BMS in charge of that Zone and sites. This should be done any time in mid-March and be completed by the end of April, before the beginning of the lawn cutting season. Unless weather is an issue and/or agreed upon with the approval of the Zone BMS and/or the Chief of Maintenance. The spring cleanup with mulching of the sites, will consist of the following work to be done and pictures provided by the contractor of before and after the work is completed:

* Total cleanup and removal of all fallen leaves within the complex.
* Collect and remove any litter, tree limbs, branches, or debris from all lawns, all common sites mulched flower beds, entrances and sidewalks as work is performed.
* All fenced in areas and patio’s front and back, without disturbing Resident’s personal belongings. Contractor responsible for any damage to resident’s personal property or flowers and plants.
* All parking lots and entrance to lots are to be cleaned, sweep and blown of all debris. Any vegetation or unwanted growth along curbs and in parking lots are to be removed.
* Repair minor lawn damage from plowing and snow removal on sidewalks and in parking lots.
* Remove any weeds, edge any boarders, trim, and shape any bushes in the weed beds and flowers are to be cut back to promote growth in all common site flower beds.
* Mulch all common flower beds at site, turn over old mulch to promote growth and replenish with 4” of new mulch through-out the site at all common flower beds. Do not remove any flowers or bushes waiting to grow for the spring. Approximate amounts of mulch needed are listed with sites.
* The work would begin after March 15th and end by the end of April, weather permitting. Flower bed work and mulching can be done after site cleaning is finished with the approval of the Zone BMS.
* Upon completion, appropriate RHA staff will check and approval all work.
* Contractor is responsible for removal of all debris off site at their cost.
* No work should begin without the approval of the site BMS first. Any deviation should be communicated to and agreed upon with the Zone BMS. The winning contractor should have an open line of communications with the site BMS on start dates and completion dates and pictures shell be provided of before and after work is completed. No invoices will be paid until all the spring cleanup work and mulching is completed in the Zone.

**Fall Clean-up**

At the conclusion of the growing season, the contractor will provide a fall cleanup of all the sites in the awarded service area at the discretion of RHA. The work would begin depending on the weather and at the discretion of the BMS in charge of that Zone. No work shall start without notifying and the approval of the Zone BMS in charge of that Zone and sites. This should be done any time after October 31st and end by the middle of December, after the cutting season is over. Unless weather is an issue and agreed upon with the approval of the BMS in charge of the Zone or the Chief of Maintenance. The Fall cleanup will consist of the following work to be done and pictures provided by the contractor of before and after the work is completed. The fall cleanup will consist of the following:

* Total cleanup and removal of all fallen leaves within the complex.
* Collect and remove any litter, tree limbs, branches, or debris from all lawns, all common sites mulched flower beds, entrances and sidewalks as work is performed.
* All fenced in areas and patio’s in both the front and back of the units, without disturbing Resident’s personal belongings.
* Remove any weeds, edge any boarders, trim, and shape any bushes in the weed beds and flowers are to be cut back to promote growth in all common site flower beds.
* All parking lots and entrance to lots are to be cleaned, sweep and blown of all debris.
* Contractor is responsible for removal of all debris off site at their cost.
* The work would begin after the end of October 31st and to be finished by December 15, weather permitting.
* Upon completion, appropriate RHA staff will check and approve all work.
* No work should begin without the approval of the site BMS first. Any deviation should be communicated to and agreed upon with the Zone BMS. The winning contractor should have an open line of communications with the site BMS on start dates and completion dates and pictures shell be provided of before and after work is completed.

**Additional Services**

Any additional services asked by RHA, such as an extra cleanup runs for any sites during the year. RHA may ask for an extra site cleanup during the year for some sites. That amount should be added to the Cost sheet where it says, “Extra cleanup run”. Do not include that amount in the in the overall bid of the site cost of your bid packet. This is just in case an extra run is needed as determined by RHA. The agreed amount will be done as either an “Change order” or a “One Pick” for that additional amount. Any deviation from the listed specifications that will result in additional charges must be approved by the Zone BMS and approved by the Chief of Maintenance and communicated to the RHA Procurement Department in writing **before** the work is to be performed. Any work that is on the additional services list that is not pre-approved in writing may result in non-payment to the contractor.

**REQUIREMENTS**

**Staff and Equipment**

The contractor must have sufficient staff and equipment to perform the required services. Landscaping services will be performed in a professional manner.

**Insurance**

The contractor shall carry and maintain the following insurance throughout the duration of the contract:

1. Workers’ compensation in accordance with the requirements of the laws of the State of New York.
2. Commercial General Liability insurance with a combined single limit for bodily injury and property damage of not less than 1,000,000 per occurrence.

The businesses selected to perform the landscaping services shall submit documentation to demonstrate their compliance with insurance requirements within five days of executing the contract.

**PROPOSAL REQUIREMENTS**

**Interested companies must submit proposals for each service within the Zone. However, successful bidders will be determined by cost of the Spring and Fall clean up combined price and totaled for the Zone. The additional run cost should not be added to the bid and is not considered in the awarding of the bid.**

The proposal will indicate the following:

* Proposals will provide a fee for “Spring and Fall clean up” for each site and additional services. The fee should be based on what the contractor would charge for each visit to the site to perform a site cleanup or where units are grouped together.
* The fee for “Additional Services” will be for the entire season between spring and fall.
* Proposals will provide a unit price for the applicable “additional services”.
* Proposals will provide at least three (3) references from current or previous clients that are not RHA.
* Proposals will indicate previous contracts that demonstrate the capacity and capability to maintain RHA’s complexes.
* Proposals will list staff that will be assigned to work at the sites. If staff is not known, the proposal should provide a staffing plan that specifies the number and job titles of employees that will work on the project.
* The proposal should provide an inventory of machines that will be used during the contract. The inventory must indicate the make, model, and age of the machine. If equipment will be purchased for the project, the proposal must indicate the type of equipment needed and whether new or used equipment will be purchased.

**SELECTION PROCESS**

**RHA will review the proposal for each service, Spring and Fall Cleanup based on the following criteria: cost of Spring and Fall cleanup only, not any addition trips. Contractor must bid on all sites in a Zone to be consider as a valid bid for that Zone.**

* **Cost** (form provided) 100**%**
  + Spring Cleanup and site mulching, per Zone, per site
  + Fall Cleanup, per Zone, per site

* + Additional Services Unit Costs for extra trips will not be included in the bid amount or considered for the awarding of the contract. It is at the discretion of the Housing Authority to call for an extra cleanup run and will be paid with a change order or manual one pick only after approval of the Chief of Maintenance.

**LENGTH OF CONTRACT**

The contract term is for one (1) year plus four (4) possible additional one (1) year renewal periods, at the Sole discretion of RHA.

Work will only be conducted during the growing season. RHA anticipates it will require seasonal services from mid-March, through December 15, 2024.

Price changes may be proposed by either party no later than ninety (90) days prior to contract renewal. RHA will allow for one price adjustment per year after the first year of this contract. The adjusted pricing must be submitted to the RHA Procurement in writing along with a justification of the increase. Once submitted RHA will have thirty (30) days to determine if the increase is reasonable. If approved, the new pricing will begin when the contract renewal takes effect. If the increase is not accepted by RHA, the two parties have the option to continue with the contract at the previous seasons pricing or to terminate the contract.

**CANCELLATION CLAUSE**

The contractor may cancel this agreement at any time by giving sixty days written notice to RHA. This agreement may be cancelled by RHA at any time without notice as defined in HUD 5370-C Section 4.

**BILLING PROCEDURES**

Reimbursement for landscaping services shall be requested on a monthly basis, after the work has been completed. An invoice listing the purchase order number, locations serviced, work performed, dates work was completed, and unit and extended pricing shall be sent to:

Rochester Housing Authority

Finance/Accounts Payable

675 West Main Street

Rochester, NY 14611

Invoices shall be submitted within the first fifteen days of the month following service.

**OTHER**

RHA reserves the right to reject any and all proposals submitted for this project, for any reason whatsoever.

**Indemnification**

The selected contractors hereby expressly covenant and agrees to indemnify and hold harmless the Rochester Housing Authority from any and all claims, suits, acts, damages, and costs of any other person or persons arising from or in connection with any act attributable to the activities of contractors or any of the contractor’s employees or agents, or its contractors or their agents or employees.

**Damage to RHA and Resident Property**

Any damages to RHA or our Residents equipment and/or property found to be the direct result of the Contractor’s performance of services under this contract will be the responsibility of the Contractor. Any incidents must be reported to the RHA Zone Maintenance Supervisor as soon as possible.

**SUBMISSION DEADLINE**

The Rochester Housing Authority will receive sealed proposals for landscaping clean up services until 03/19/2024.

**All proposals must be sent to/ dropped off at:**

Rochester Housing Authority

Procurement Department

495 Upper Falls Blvd.

Rochester, NY 14605

If you have any questions concerning the submission of proposal, please contact Casey West - Cwest@Rochesterhousing.org.

**Forms that MUST be in your Proposal Submission:**

Pricing worksheets with (2) locations and additional price sheet

All required Criteria in the Selection Process Section of this RFP

Acknowledgement of Principal (notarized)

Affidavit of non-collusion (notarized)

HUD 5369C completely filled out (2) pages.

Acknowledgement of HUD forms (notarized)

Section 3 Plan

**RHA and HUD Requirements**:

HUD5370-C General Conditions for Non-Construction

HUD 5369-B Instructions to Offerors

Wage Rates are attached to this Proposal and will require weekly certified payrolls.