



LAWN CARE SERVICES

RFP 2020.10.1

Edinburg Housing Authority
910 S Sugar Road
Edinburg, Texas 78539
(956) 383 - 3839

Edinburg Housing Authority RFP No. 2020.10.1 LAWN CARE SERVICES La Posada / Ciro Trevino Administration Building & Ramirez Viviendas Apts.	
AGENCY CONTACT PERSON	Richard Christian, Finance Director Telephone (956)383-3839 Email: accounting@edinburgha.org
HOW TO OBTAIN THE RFP DOCUMENTS	www.edinburgha.org or via email request.
DEADLINE TO SUBMIT QUESTIONS	Friday, October 16, 2020, 12:00 p.m. CT
PROPOSAL SUBMITTAL RETURN	Ciro Treviño Administration Office Attn: Dr. Martin Castillo, Jr. 910 South Sugar Road, Edinburg, TX 78539
PROPOSAL SUBMITTAL DEADLINE	Wednesday, Oct. 21, 2020, 12:00 p.m. CT
OPENING OF SEALED BIDS	Thursday, Oct. 22, 2020 Time TBD
[Section 3, Minority- and/or women-owned businesses are encouraged to respond]	



EDINBURG HOUSING

Serving Families Since 1949



REQUEST FOR PROPOSAL **RFP 2020.10.1 Lawn Care Services**

This RFP bid specification is for lawn care services for the **Edinburg Housing Authority**, herein after referred as to **EHA**, located in Edinburg, Tx. The RFP is intended for the following properties:

- 1. La Posada & Ciro Trevino Administration Building 900 S Sugar Road Edinburg TX 78539**
- 2. Manuel Ramirez Viviendas 900 S Veterans Boulevard Edinburg, TX 78539**

(See attached maps for property boundaries.)

Your bid submittal shall be due on or before **October 21, 2020 at 12:00 PM** via hard copy only, no emails or faxes will be accepted. Your submittal must include 1 (one) original and 2 (two) copies. Please submit your sealed proposal to:

Edinburg Housing Authority
910 S Sugar Rd
Edinburg, TX 78539
Attn. Dr. Martin Castillo

Should you have any questions concerning these specifications, you may contact Richard Christian, Finance Director, at (956) 383-3839 or via email to accounting@edinburgha.org.

We believe this specification reflects the services and interests of **EHA**. It enables us to compare contractors on fair and equitable bases. If there is any section in this specification that you feel needs improvement, we welcome your comments.

Except as otherwise stipulated herein, the contractor shall furnish all materials, equipment, and labor necessary to complete the work described in this contract.

1. GENERAL STANDARDS

- 1.1 The contractor shall be familiar with the project premises and how the existing conditions will affect any work during the service term of this Agreement.
- 1.2 Throughout the term of the Agreement, contractor shall maintain at their sole expense the following minimum insurance limits:
 - 1.2.1 Comprehensive General Liability with limit of \$1,000,000 any one occurrence combined for bodily and Personal Injury and Property Damage.
 - 1.2.2 Automobile Liability proof of coverage for owned, non-owned and hired automobiles.
 - 1.2.3 Workman's Compensation proof of coverage for Statutory Limits in

compliance with the applicable State and Federal Laws and Employers Liability. (Optional)

- 1.3 Insurance Certificates: Before starting work the Contractor shall furnish the Owner Certificates of Insurance signed by insurer acceptable to the Owner, indicating that the Owner will receive at least thirty (30) days prior written notice of cancellation or modification of the insurance that may affect the Owner's interest. The contractor assumes the responsibility for securing Certificate of Insurance for his Subcontractors.
- 1.4 The contractor agrees to indemnify and hold harmless EHA, its Board of Commissioners, employees, and residents from loss, damage, liability or expense on account of damage to property and injuries, including death, to all persons, including the contractor's employees, arising or in any manner growing out of the performance of any work or supplying of any material under this contract, regardless of whether or not it is caused in any part by the act of or omission, whether negligent or not, of a party indemnified hereunder, and shall defend at its own expense any suits or other proceedings brought against the owner, its officers, agents and employees, or any of them, on account thereof and pay all expenses and satisfy all judgements which may be insured by or rendered against them or any of them in connection therewith.
- 1.5 Billing will be monthly, all invoices must be submitted to the Accounting Department (hand delivered or via email) and must include a unique invoice number, no exceptions. Awarded contractor will be paid via check or direct deposit. Itemized bills that refer to line items in this contract shall be submitted, for payment, on the following days to guarantee prompt payment:

Invoices should be issued prior to the 25th of each month for payment no later than the 24th of the following month (terms net 30).
- 1.6 All work shall be performed to the highest standard of lawn care and landscaping excellence and shall be in accordance with accepted standard practices. All work shall be performed with all applicable laws, codes, ordinances, and regulations of all local, state, and federal government agencies.
- 1.7 All material and hardware to be supplied by the contractor, which is not specifically described herein, shall be of suitable construction, composition, and quality to achieve their intended function within the landscape maintenance program. All personnel of contractor shall be properly trained and licensed (if necessary) and shall always conduct their work in a professional manner, while on the community property.
- 1.8 **EHA** reserves the right to accept or reject any item in this RFP.
- 1.9 The awarded contract may be terminated by the **EHA** with thirty - (30) days written notice to the contractor.
- 1.10 The contractor agrees to include with the bid proposal, a list of any work, which is intended to be performed by a subcontractor. All subcontractors shall require approval by the **EHA**.

1.11 This document will be included as an attachment when executed by an authorized representative of the **EHA** on the enclosed bid forms. An original copy of this executed document shall be included as a component of the final contract.

2. SCOPE OF WORK

2.1 Furnish all labor, equipment, and material necessary to complete the maintenance of lawn care and landscaping as specified herein. The work to be completed, but not limited to, shall include:

- A. **SCHEDULED SERVICES:** mowing, edging, shrub trimming, blowing, trash pickup, weed control, tree trimming (up to 8 feet), and weed control. **(These services are meant to be automatic)**

- B. OPTIONAL SERVICES: debris removal, weed control, storm cleanup. (These services are not automatic services and are not to be performed unless requested in writing by an authorized agent for the EHA, which will be specified to the approved bidder. Awarded contractor should provide a separate quote for optional services to be performed. Copies of any invoices submitted must include the approved written request for service to have payment rendered).

3. MOWING

- 3.1 All lawn areas shall be mowed twenty-four times per year.

- 3.2 Mowing will be performed without disturbing trees, shrubbery, or structures. Push mowers will be required around each building perimeter where windows are located and where necessary. Any damage due to the use of a weed whacker or lawn equipment will be the sole responsibility of the contractor to replace or repair any damage caused.

- 3.3 Grass clippings leaves or other debris will be swept and removed from all walkways, curbs, streets, street gutters, walls, air conditioner/heater pump units, driveways, and fences and will be removed from EHA property.

- 3.4 Litter, debris, and loose stone on lawn areas will be removed **prior** to mowing.

- 3.5 Mowing around all planted trees and buildings and any living areas shall be such that all grass clippings are directed AWAY from these areas.

- 3.6 During months when mowing is not needed due to lack of growth from extreme temperatures or drought conditions, EHA reserves the right to reschedule the cut for a later date.

4. TRIMMING

- 4.1 All lawn areas adjacent, but not limited to buildings, walkways, curbs, lights, signs, trees, and fences shall be trimmed to approximately two (2) inches.

- 4.2 All plantings around air conditioner/heater pump units shall be trimmed so as not to obstruct the operation of the air conditioner/heater pump unit.
- 4.3 Tree trimming up to 8 feet above ground as appropriate.

5. **EDGING**

- 5.1 Edging walkways, sidewalks, and curbs to be done per cut. But **not** to create a trenched area or canal for water to undermine the integrity of the walkway, sidewalk, or curb structures. Turf along all walkways will be cut with a mechanical or manual edger, producing a well-defined edge, bearing the above stipulation in mind.
- 5.2 All voluntary growth in cracks in sidewalks, roadways and curbs shall be cleared of all growing vegetation. The curb shall be sprayed with an all vegetation kill, but is not to discolor the curb, walkways, or sidewalks.
- 5.3 All debris will be removed and discarded off-site.

6. **WEED CONTROL**

- 6.1 Pre-emergent herbicide will be applied to all turf areas in accordance with manufacturer's recommendations to control weeds prior to germination. Chemical control shall be selected for the broadest spectrum control possible. The contractor may elect to use combination chemical applications. Should this maintenance approach be taken, it will be made in strict observation of the manufacturer's recommendations.
- 6.2 Post-emergent herbicides shall be applied in accordance with the manufacturer's recommendations to control weeds, which are not controlled by the pre-emergent program. All applications shall be made in accordance with the manufacturer's recommendations.
- 6.3 All herbicides shall be used by a licensed applicator, if applicable, and shall be used in accordance with the standards and regulations set forth by the Environmental Protection Agency and the appropriate state and local regulatory agencies.

7. **ADDITIONAL DEBRIS REMOVAL**

- 7.1 Contractor may be requested to quote on removal of debris, beyond the scope of this specification, on an as needed basis. To include one or more EHA properties, for a list of these visit www.edinburgha.org.

The properties can be viewed for bidding purposes during the Edinburg Housing Authority hours of operation which are Monday to Friday, 8:00 AM to 5:00 PM. All proposals questions must be submitted via email to: accounting@edinburgha.org and will receive a response as soon as possible.

In your bid submittal you must include the following:

Name of business and a summary of business, contact person, W9, Licensing and Insurance (if applicable), list of three references, and a completed contractor bid sheet. The information will be reviewed and scored by committee assigned by the EHA Board of Commissioners.

Evaluation Criteria	Available Score
- Price	20
- References / Qualifications	20
- Company History (number of years in business)	20
- Licensing and Insurance	20
- Overall presentation of Bid (information provided)	20
Contractors should provide the above information for review and scoring by committee.	

Please list any work that is subcontracted and the name of the subcontractor on a separate sheet.

Proposal Submitted by: _____

Signed: _____ Title: _____ Date: _____



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Contractor's Bid Sheet

Monthly Lawn Maintenance – 24 cuts per year / Average 2 per month

Location:

La Posada & Ciro Administration Building (includes Northwest alleyway)
900 S. Sugar Rd.
Edinburg, Texas 78539

Includes:

- Mowing
- Edging
- Shrub trimming
- Blowing
- Trash pick up
- Weed control
- Tree trimming (up to 8 feet)

24 cuts / mow rate _____ -> monthly \$ _____ -> yearly \$ _____

Lawns will be cut on the following two days:

Regular Day (Check one)

Monday Tuesday Wednesday Thursday Friday

Alternate Day for Weather or Holiday (Check One)

Monday Tuesday Wednesday Thursday Friday

Contractor/Company Name: _____
Address: _____
Contact Person: _____
Telephone # _____



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Contractor's Bid Sheet

Monthly Lawn Maintenance – 24 cuts per year / Average 2 per month
Location:

Manuel Ramirez Viviendas
900 S. Veterans Blvd.
Edinburg, Texas 78539

Includes:

- Mowing
- Edging
- Shrub trimming
- Blowing
- Trash pick up
- Weed control
- Tree trimming (up to 8 feet)

24 cuts / mow rate _____ -> monthly \$ _____ -> yearly \$ _____

Lawns will be cut on the following two days:

Regular Day (Check one)

Monday Tuesday Wednesday Thursday Friday

Alternate Day for Weather or Holiday (Check One)

Monday Tuesday Wednesday Thursday Friday

Contractor/Company Name: _____
Address: _____
Contact Person: _____
Telephone # _____

La Posada: TX062000020
DOFA: 6/27/73 900 S. SUGAR RD.
 9.11 Acres

11 Dwelling Unit Buildings
 3 Non-Dwelling Unit Buildings
 14 Total Buildings

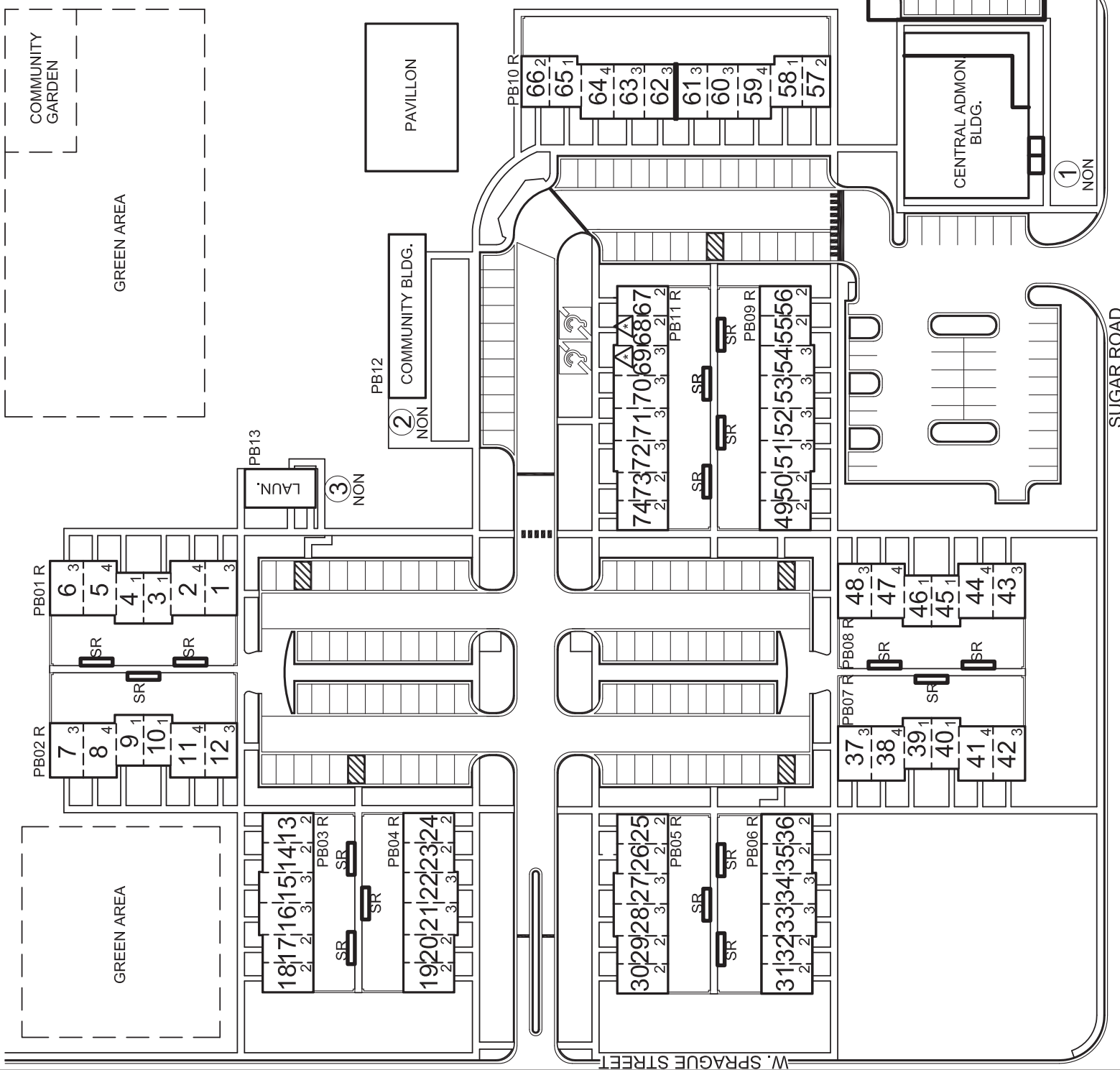
10 1 Bedrooms
 26 2 Bedrooms
 28 3 Bedrooms
 10 4 Bedrooms
 74 Total Dwellings

Section 504
 Apt. 68 Smoke Detector Audio/Visual
 Apt. 69 Smoke Detector Audio/Visual

SR =	STORAGE ROOM	11
R =	ROW TOWNHOUSE	0
SD =	SEMI DETACHED	3
NON =	NON DWELLING	1
	① ② ③	
TOTAL:		14



2 Story Apartments
 1 bath in 1, 2, and 3 bedrooms
 1-1/2 bath in 4 bedrooms
 Apartments 2 & 21
 all electric no gas



MANUEL RAMIREZ VIVIENDAS: TX062000010

DOFA: 2/9/82 900 S. Veterans ST.

9.50 Acres

36 Dwelling Unit Buildings

2 Non-Dwelling Unit Buildings

38 Total Buildings

42 1 Bedrooms

18 2 Bedrooms

6 3 Bedrooms

3 4 Bedrooms

69 Total Dwellings

Section 504 

- Apt. 19 Wheel chair/Call for aide
- Apt. 20 Wheel chair/Call for aide
- Apt. 21 Wheel chair/Call for aide
- Apt. 22 Wheel chair/Call for aide
- Apt. 62 Wheel chair/Call for aide
- Apt. 67 Wheel chair/Call for aide

SF = Single Family Detached 3
 R = Row Townhouse 0
 SD = Semi Detached 33
 NON = Non Dwelling 2

① ②

Total: 38

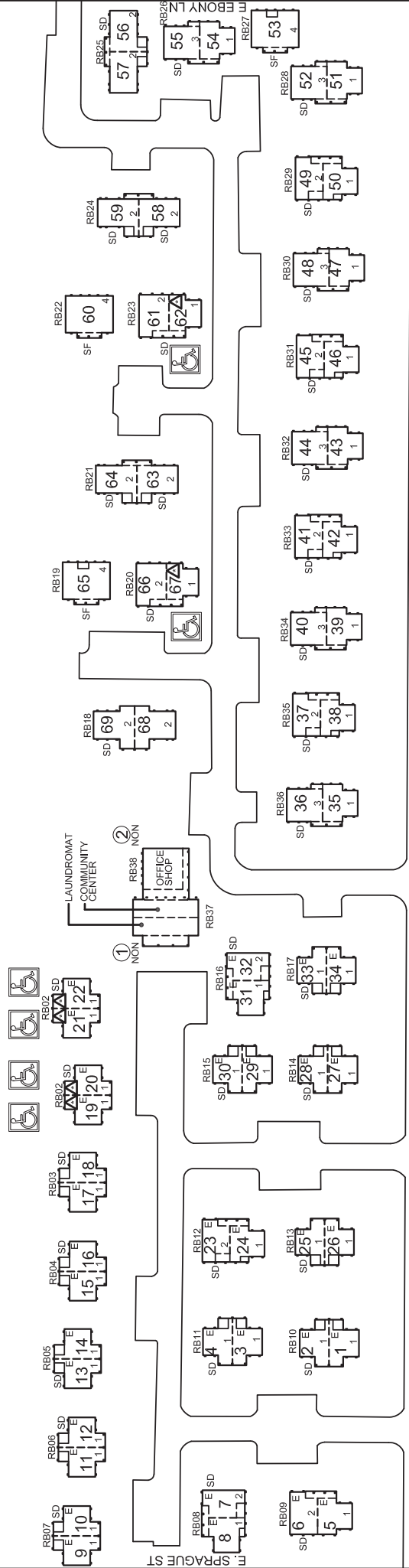
Family 35

Elderly 34

Total: 69



NOTE: Apartment 67 & 62 are all electric no gas.



S. VETERANS BLVD