

**RFP13-08**

**Grounds Maintenance Contract**

**Butler Metropolitan Housing  
Authority**

**October, 2013**

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## **Request for Proposals**

The Butler Metropolitan Housing Authority (BMHA) will receive Bids for the following services:

**Scope of Services:** Grounds Maintenance Contract  
Bids will be received until:

**Closing Time:** 10:00 a.m. (local time)

**Closing Date:** November 18, 2013

**Where:** Butler Metropolitan Housing Authority  
Procurement Department  
4110 Hamilton-Middletown Road  
Hamilton, OH 45011-6218

**Phone:** (513) 868-5264 FAX (513) 896-9381

A contract will be awarded to the lowest priced responsive, responsible bidder who has complied with the conditions of the specifications.

**Statements received after the stated time and date will not be considered.**

An information packet will be provided upon request or may be obtained at the BMHA Procurement Department located at 4110 Hamilton-Middletown Road, Hamilton, OH 45011-6218. Questions regarding the specifications should be in writing and directed to Rita A. Adams at [radams@butlermetro.org](mailto:radams@butlermetro.org).

BMHA reserves the right to cancel this Request for Proposals (RFP) or to reject, in whole or in part, any and all submissions received in response to this Request for Proposals, upon its determination that such cancellation or rejection is in the best interest of BMHA. BMHA further reserves the right to waive any minor informalities or the failure of any respondent to comply therewith, if it is in the public interest to do so. BMHA will pay no compensation to any respondent for any costs related to preparation or submittal of the qualifications.

The award will be funded by the U.S. Department of Housing and Urban Development (HUD) and administered by BMHA. HUD reserves the right to review and approve the contract documents and the firm selected by the BMHA.

Pursuant to established BMHA and HUD Affirmative Action and Equal Employment Opportunity goals, all Contractors are advised they must satisfy the goal to utilize qualified minority businesses to perform subcontract work or supply materials and/or equipment for the project and workforce content.

BMHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon ten (10) days written notice to the successful proposer.

**BUTLER METROPOLITAN HOUSING AUTHORITY**

BY: Rita A. Adams, Accounting Manager

# 1.0 INSTRUCTIONS TO BIDDERS

## 1.1 Preparation of Offers

- Bidders are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the bidder's risk.
- Each bidder shall furnish the information required by the solicitation. The bidder shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the BMHA.
- Offers for services other than those specified will not be considered.

## 1.2 Explanation to Prospective Bidders

Any prospective bidder desiring an explanation or interpretation of the solicitation, statement of work, etc. **must request it in writing ten (10) days before closing date.** Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective bidder concerning a solicitation will be furnished promptly to all other prospective bidders as an amendment of the solicitation if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective bidders.

## 1.3 Questions

All questions shall be submitted in writing (postal mail, fax, or e-mail) and should be addressed to

Rita A. Adams  
Accounting Manager  
4110 Hamilton Middletown Road  
Hamilton, Ohio 45011  
Fax # (513) 896-9381  
E-mail address: radams@butlermetro.org

**Questions may be submitted until 12:00am (midnight) eastern time November 7, 2013. Answers and responses will be distributed to all prospective bidders after that date.**

## 1.4 Amendments to Solicitation

- If the solicitation is amended, then all terms and conditions, which are not modified, remain unchanged.

- Bidders shall acknowledge receipt of any amendments to this solicitation by:
  - (1) Signing and returning the amendment, with their proposal;
  - (2) Identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer;
  - (3) Letter or telegram, or;
  - (4) Facsimile, if facsimile offers are authorized in the solicitation.

BMHA must receive the acknowledgement by the time specified for receipt of offers. Failure to acknowledge all amendments may result in rejection of the submission.

The Authority will endeavor to provide copies of addenda to all potential respondents to which this Request for Proposal has been mailed, but it will be the responsibility of each respondent to make inquiry as to the existence and content of addenda or amendments, as the same shall become part of this request for proposal and all respondents will be bound thereby, whether or not the addenda are actually received by the respondent.

## **1.5 Bid Requirements**

All bids must be submitted on the form prescribed by the BMHA in this Request for Proposal (RFP). Bid forms must be signed by an individual authorized to execute contracts for the Company in order to be accepted. **These forms, are required at the time of submission, must be signed and provided to BMHA with this proposal before any contract is awarded.:**

- A completed Solicitation Cover Sheet. (Please note that all addenda must be acknowledged on the cover sheet.)
- A completed Representation Certifications and Other Statements of Bidders Form (HUD-5369-C).
- A completed BMHA Representation and Certification Form (HUD-5369-A).
- Debarment Certification for Prime and all levels of Sub-consultants (HUD 2992).
- Non-Collusive Affidavit for prime and all levels of Sub-consultants.
- Proof of the appropriate insurance coverage:
  - a. Workers Compensation - Statutory Amount
  - b. \$500,000 Automobile liability on owned, non-owned and hired motor vehicles used in connection with this contract.

**A “Certificate of Insurance” must name the BUTLER METROPOLITAN HOUSING AUTHORITY as “third party insured”**

c. General Liability - \$500,000

- Certificate of Corporate Good standing for Prime and **all levels** of Subcontractors.
- Evidence of the appropriate professional licenses as required
- Declaration regarding material assistance to terrorist organizations (HLS 0038)

Proof of coverage shall be maintained uninterrupted for the duration of the contract. Failure to maintain coverage shall be considered in default of the contract and will be grounds for the contracting officer to terminate the contract for default.

Workmen’s Compensation, in accordance with State Law for all employees engaged under this contract. **Proof of the bidder’s current state Workman’s Compensation Certificate is to be attached to the proposal.** Proof of Workmen’s Compensation coverage shall be maintained uninterrupted for the duration of the contract. Failure to maintain a current valid uninterrupted Worker’s Compensation certificate will be grounds for the contracting officer to terminate the contract for default.

Please note that HUD Form 5370 (attached in exhibit C) shall become a part of any contract arising out of this Invitation for Bids.

## **1.6 Time for Receiving Bids**

Bids received prior to the closing date and time will be securely kept, unopened. The officer, whose duty it is to open them, will decide when the specified time has arrived. No bid received after the specific time will be considered. **The timestamp machine at the receptionist desk at 4110 Hamilton Middletown Road Hamilton, Ohio 45011 will serve as the official time clock.**

## **1.7 Bid Withdrawal**

No bid shall be withdrawn for a period of Ninety (90) days subsequent to the opening of the bids without written consent of the BMHA.

## **1.8 Bid Submission**

- Bids must be submitted to the BMHA by the date and time listed on the solicitation without exception, at the following address to be eligible for consideration:

Butler Metropolitan Housing Authority  
Procurement Department

4110 Hamilton-Middletown Road  
Hamilton, OH 45011-6218

- To assure that your bid arrives at the proper place, on time, and to prevent opening by unauthorized individuals, your bid must be identified on the envelope or package as follows:

### **Request for Proposals**

#### **TO PROVIDE: Grounds Maintenance Contract**

#### **SOLICITATION NO. : RFP13-08**

- Bids shall be submitted in sealed envelopes or packages using forms furnished by the BMHA. All required forms shall be submitted in the envelope or package(s), which will be clearly marked "Bid Documents" and will show the project name and number, name of bidder and the date and time when bids are due. Once received by the BMHA, bids will not be returned.
- All submissions are the property of the Authority and shall be retained by the Authority. Responses will not be returned. The contents of the documents submitted by the successful respondent(s) may become part of any contract award at the sole discretion of the Authority.
- Facsimile offers, modifications or withdrawals will not be considered.
- Negative or zero prices will cause the whole submission to be deemed a non-responsive submission.
- The PHA/HA may reject any bid as non-responsive if it is materially unbalanced as to the prices for the various items of work to be performed. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated for other work.

#### **1.9 Late Submissions, Modifications, and Withdrawal of Offers**

- Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered.

#### **1.10 Evaluation of Bids**

- The decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this Request for Proposal shall be at the absolute sole discretion of the Authority. In addition, multiple awards may be made.

#### **1.11 Responsibility of Prospective Contractor**

- The BMHA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must:



- Have adequate financial resources to perform the contract, or the ability to obtain them;
  - Have a satisfactory performance record;
  - Have a satisfactory record of integrity and business ethics;
  - Have a satisfactory record of compliance with public policy (i.e. Equal Employment Opportunity); and
  - Not have been suspended, debarred, or otherwise determined to be ineligible for award of Contracts by the Department of the U.S. Government. Current lists of ineligible contractors are available for inspection.
- Before a bid is considered for award, the offer may be requested by the BMHA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the bidder to provide additional information may render the bidder ineligible for award.

### **1.12 Negotiations with Selected Bidder**

The Authority reserves the right to negotiate any parts of these specifications with the successful bidder.

### **1.13 Contract Award**

The contract(s) will be awarded to the most responsive and responsible firm, which is most advantageous to the BMHA provided the bid complies with all conditions of the Request for Proposals (RFP). The BMHA reserves the right to reject any and all bids and to waive any informality in the solicitation. The BMHA is prohibited from making an award to firms (including subcontractors) or any individuals that are on the list of firms ineligible to receive awards from the United States Governments, as furnished by HUD.

### **1.14 Contract Term**

The contract term is for the period, effective January 1, 2014 through December 31 2015, with the Authority having the option to renew for up to three (3) additional one year periods for the period of January 1, 2016 thru December 31, 2016; January 1, 2017 thru December 31, 2017; and January 1, 2018 through December 31, 2018, consecutively, **at no additional cost to the authority.**

### **1.15 Service of Protest**

Any protest against the award of a contract pursuant to this solicitation shall be served on the BMHA by obtaining written and dated acknowledgement of receipt from the BMHA at the address shown on the cover of this solicitation. Any protest against the solicitation must be received before the due date for receipt of bids or bids, and any protest against the award of a contract must be received within ten (10) calendar days after the award of the contract, or the protest will not be considered. All bid protests shall be in writing, submitted to the contracting officer, who shall issue a written decision on the matter. The determination of the BMHA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless the protestor makes an appeal.

### **1.16 Notice of Award**

All bidders will be notified by mail of the BMHA's selection as soon as possible. A successful bidder will be issued a Notice of Award.

The resulting contract will be an indefinite quantity type contract. The contract terms, except those subject to negotiation, will be in accordance with those provided in this solicitation. Changes in the basic terms of the contract are not acceptable.

### **1.17 Commencement of Work**

The selected firm will be expected to begin work within ten (10) days of receipt of the Notice to Proceed.

### **1.18 Cost of Producing Bid**

The costs of producing bid are the responsibility of the bidder. The BMHA will not reimburse any cost incurred to produce and to respond to this solicitation, to participate in oral presentation or to participate in negotiations with BMHA for any offer.

### **1.19 Submission Conditions**

**Do not fold or make any additional marks, notations or requirements on the documents to be submitted!** Bidders are not allowed to change the Conditions or Specifications contained herein by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to BMHA by the bidder, such may invalidate that bid. If, after accepting such a bid, BMHA decides that any such entry has not changed the intent of the bid that BMHA intended to receive, BMHA may accept the bid and the bid shall be considered by BMHA as if those additional marks, notations or requirements were not entered on such.

### **1.20 Qualifications of Bidders**

BMHA may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the services and the bidder shall furnish to BMHA all such information and data for this purpose as may be requested. BMHA reserves the right to inspect the bidder's physical facilities prior to award to satisfy questions regarding the bidder's capabilities. BMHA further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder is not properly qualified to carry out the obligations of the contract and to provide the services described therein.

### **1.21 Public Records**

Bidders acknowledge that Butler Metropolitan Housing Authority is a political subdivision of the state of Ohio and is, therefore, required to comply with the Ohio Public Information Act. If a bid includes proprietary data, trade secrets, or information the bidder wishes to except from public disclosure, then the bidder must specifically label each page containing such data, secrets, or information as follows:

## **“PRIVILEGED AND CONFIDENTIAL -- PROPRIETARY INFORMATION**

To the extent permitted by law, information labeled by the bidder as proprietary will be used by BMHA only for purposes related to or arising out of the (a) evaluation of bids, (b) selection of a bidder pursuant to the RFP process, and (c) negotiation and execution of a contract, if any, with the bidder selected.

**Neither a bid, in its entirety, nor the cost section of a bid will be considered confidential / proprietary. Any bid marked as such will be deemed non responsive and eliminated from further consideration.**

### **1.22 Suspended / Debarred**

The Authority will reject the qualifications of any respondent who is suspended and/or debarred by HUD from providing services to public housing authorities and reserves the right to reject the bid of any respondent who has previously failed to perform any contract properly for the Authority.

### **1.23 Key Personnel**

The key personnel specified by the successful bidder will be considered essential to the work to be performed by the successful respondent. Prior to diverting any of the key personnel for any reason, the contractor shall notify the Authority in writing at least thirty (30) days in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the contract. The firm shall not change key personnel or hours to be devoted, before or after contract award, without written permission from the Authority.

### **1.24 Prevailing Wage**

The contractor must comply with prevailing wage requirements and U.S. Department of HUD General Conditions (HUD form – 5370).

### **1.25 Assignments**

Unless otherwise agreed to by BMHA’s contracting officer, the contractor shall not assign the contract to any other party.

### **1.26 Termination**

Regarding cancellation rights, please review HUD form 5370-C. Termination may occur for (but is not limited by) the following reasons:

- Contractor fails to perform any provisions within the contract
- Contractor fails to supply ample skilled workmen
- Contractor disregards any laws, ordinances, rules or regulations

- HUD funding to the authority is curtailed or reduced
- The convenience of the Authority

### **1.27 MBE/FBE/SECTION 3**

The Authority has established a goal of 20% minority business enterprise (MBE) and 5% female business enterprise (FBE) and 30% Section 3 for contracts exceeding \$10,000.

**Please indicate the MBE/FBE/Section 3 percentage for your company on the proposal form. Please review Section 3 plan attached as Exhibit C.**

### **1.28 Laws to be observed**

Bidder warrants compliance with all Federal, State, and Local laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts and administrative bodies or offices in any manner affecting the performance of this contract. Fees and /or costs associated with such compliance are the responsibility of the bidder and not payable by the Authority.

### **1.29 Hold Harmless Clause**

The bidder will hold BMHA harmless from any and all negligent actions the bidder or their employee/s cause.

### **1.30 Reasonable Care**

Contractor agrees to use reasonable care at all times while on the Authority property taking care not to damage buildings, etc. Any property noticed to be damaged on day of service, if witnessed, will be the contractors' responsibility.

### **1.31 Breach of Contract**

Any breach of this contract will result in the Authority withholding payment to the bidder until satisfactory results are obtained

### **1.32 Complaints**

All complaints concerning unfinished or unsatisfactory work will be forwarded to the contractor by the Authority. If these complaints are not resolved or satisfactory arrangements are not made within forty-eight hours following the receipt of the complaint, the Authority may, at its option, have the work completed in another manner and the cost of such work shall be deducted from the payment of the contractor.

### **1.33 Final Payment**

Contractor will furnish any required permits and supply all needed affidavits and lien releases for all labor and materials prior to final payment.

### **1.34 Pre Bid Conference**

There will not be a pre bid conference.

#### **NOTE:**

**Each bidder may visit the site of each of the listed subdivisions and fully acquaint oneself with the conditions relating to the property to be serviced, so that they may fully understand the facilities difficulties and restrictions. The failure or omission of any bidder to visit each subdivision site shall in no way relieve any obligation to the bid or contract.**

## 2.0 Specifications

### **Contractor Minimum Qualifications:**

Contractor shall have a full time staff member with not less than an Associate's Degree in horticulture from an accredited institution as well as a current licensed pesticide applicator by the State of Ohio.. Submit copy of degree and liscense with proposal.

Contractor shall have no less than 5 years professional experience maintaining other projects of similar size. Projects shall not be less than 50 acres. Please submit list of projects with proposal.

If contractor must sub-contract out any of this contract, it must not be done until BMHA has verified subcontractor and the employees of the subcontractor.

### 2.1 General

- Contractor shall perform all work to horticultural standards in workmanship and materials.
- No trucks on turf at any time.
- Should the turf or any trees and shrubs or other desirable plants of the owners or neighbor's property die due to negligence or mistake by the contractor, contractor to replace at his expense within 30 days.
- Any additional work, not part of the specification, must be approved by the Authority on a separate Purchase Order in order to receive payment.
- Mowing shall not be performed in the rain, unless prior approval by BMHA.

The contractor shall furnish all materials, tools, equipment and labor necessary to execute this contract.

- If the contractor is notified by BMHA of a defect or lack or performance of work, the contractor must respond to the BMHA Supervisor giving notice within 24 hours of plan to correct work and correct that work within 48 hours.

### 2.2 Mowing

- Clippings may be left on the turf unless they are dense enough to cause yellowing on the turf surface. If so, they will be raked up and removed from the property.
- Mow lawns every 7 to 14 days depending on growth rate of turf grass.
- Mow grass at height of 2.5 to 3.5" depending on season and species of grass to achieve best results.

- When mowing, contractor will mow at a frequency that will not remove more than 1/3 of the grass blade at each cutting.
- The hillsides at 53-15, Thornhill and Olympus Courts are included in this contract with the intent to maintain them. The hillsides are located to the rear of the buildings from 214 Olympus through 250 Olympus, 3 Thornhill through 10 Thornhill and 215 Olympus through 231 Olympus.
- Various scattered houses may become vacant from time to time in Middletown and Hamilton areas. Please indicate a price for mowing, trimming (including fence lines) and edging these sites, as per specifications listed above, when assigned; approximate average lot size 7,250 s.f.
- Pick up debris in lawn area before commencing work. Mowing of trash will not be acceptable.
- Evaluate lawn making note of any problems and bring them to the attention of the Maintenance Supervisor.
- Trim with “weed-eater” any areas that are not accessible with rotary mower.
- Clean any grass and debris left on paved surfaces and mulched areas by sweeping or blowing.
- Edge grass from walks, curbs and paved surfaces.

### **2.3 Trimming**

#### **Bed Edge:**

- One time per month, take trimmer and edge all mulch beds to maintain well defined bed edge.

#### **Pruning:**

- All trees (<25’ height) and shrubs should be selectively pruned to maintain their natural shape and remove dead or dying branches.
- Hedge sheeting will only be used on those plantings that are grown as a formal hedge.
- Pruning cuts are to be made following accepted horticultural standards with the proper tools and safety requirements strictly adhered to.
- Ground covers to be maintained and kept inside their growing area.
- Debris to be cleaned up and disposed of offsite, BMHA dumpsters are not to be used.

### **2.4 Pest Control**

- Monitor trees on a weekly basis for insect and disease pests. When insect or disease damage is identified, notify Maintenance Supervisor and recommend course of action.
- Treat pest with the consent of BMHA following all label instructions if a pesticide is used.

## **2.5 Mulch Bed-Spring Cleanup and Mulching**

Maintain not less than 2” bark mulch on planting beds and tree mulch rings.

Re-mulch in spring adding the necessary mulch to maintain proper depth.

Maintain clean, sharp bed edges by spade, edging beds in spring to a depth of 4”.

Apply pre-emergent herbicide before mulching and reapply during the growing season as necessary to maintain weed free beds following the pesticide label.

Clean up all debris and weeds from mulch bed when lawn service is complete and dispose of offsite.

## **2.6 Fall Cleanup**

Fall cleanup will commence during fall leaf drop.

Cut back dead perennials and rake and remove dead stocks.

Leaves shall be vacuumed in lawn areas and removed in ornamental beds and disposed of offsite.

## **2.7 Payment**

The contractor will submit an invoice for work performed per schedule (submitted by contractor and previously approved by the Authority) of cycle cut along with payroll report. All invoices must be approved by the Maintenance Supervisor, prior to payment. Payment will be monthly subject to acceptable completion of work.

## **2.8 Vegetation Control**

Vegetation control products will be used to eliminate weeds in cracks of pavement, sidewalks and curbs, in gravel maintenance strips, along ponds and around obstructions in lawn area reducing damage from weed-eaters. This is performed on a monthly basis or as needed.



## **2.9 Turf Treatment Program**

### **Early Spring Fertilization – Mid February through mid March:**

Apply pre-emergent herbicide to lawn for annual weeds.

### **Spring Broadleaf Weed Control plus Fertilizer – Mid April through Mid May:**

Apply liquid selective herbicide for control of broadleaf weeds such as dandelion, plantain, curly dock, etc. and also apply 32-5-7 fertilizer with micros at 1 lb of N/1000 square feet.

### **Early Summer Fertilization and Pre-emergent weed control - June 1 through June 15:**

Apply granular fertilizer with N-P-K ratio of 3-1-1 at a rate of .5lb of N/1000 ft. 50% of the nitrogen source to be non-water soluble slow release formulation. Fertilizer should also contain trace elements of iron, calcium and manganese.

### **Early Fall Fertilization plus Spot broadleaf weed control – September 1 through September 15:**

Apply granular fertilizer with N-P-K ratio of 3-1-1 at a rate of .5lb of N/1000 ft. 50% of the nitrogen source to be non-water soluble slow release formulation. Fertilizer should also contain trace elements of iron, calcium and manganese.

### **Late Fall Fertilization – Mid November through December 1:**

Apply granular fertilizer with N-P-K ratio of 3-1-1 at a rate of .5lb of N/1000 ft. 50% of the nitrogen source to be non-water soluble slow release formulation. Fertilizer should also contain trace elements of iron, calcium and manganese.

## 3.0 Submission Requirements

- MBE/WBE: BMHA strongly encourages minority owner and women owned businesses and Section 3 Businesses and Residents to respond to this IFB. Also, small businesses are encouraged to respond.
- Section 3: BMHA encourages respondents to hire housing authority or low- income residents of Hamilton and Middletown, Ohio.
- Executed Non-Collusive Affidavit
- Executed HUD form 5369-A
- Executed HUD form 2992
- Executed HUD-5369-C Certifications and Representations of Bidders Non-Construction Contract form
- **Form of Bid Exhibit B**
  - **The Authority requires a price for each location and a total price for each city as outlined on the attached Bid Proposal Form.**
- **Listing of all equipment to be used in completion of this contract.**
- Three (3) references of previous work similar to this project and show company name, contact person, address, phone and fax number, and email address.

# **EXHIBIT A**

## HI-RISE, ADMINISTRATION & FAMILY UNITS

### LIST OF PROPERTIES - EXHIBIT "A"

52-02	Riverside Homes	60 Hanover Dr.	Hamilton, OH
52-03	Henry Long Towers	150 So. "B" St.	Hamilton, OH
56-41	Townhomes West	1820 S. Main St.	Middletown, OH
56-42	Townhomes East	1937 Minnesota/18th Ave.	Middletown, OH
55-43	The Townhouse	600 N. Verity Pkwy.	Middletown, OH
55-05	J. Ross Hunt	112 S. Clinton St.	Middletown, OH
57-06	Concord Green	Concord Avenue	Middletown, OH
57-07	Freedom Court	Breile Near Jefferson	Middletown, OH
56-08	Midtonia Village	Off of Sutphin	Middletown, OH
54-10	Glenbrook	15-A thru 65-A	Hamilton, OH
53-12	Jackson Bosch Manor	Petty Drive	Hamilton, OH
57-13	Wayne & Sherman	1805 Sherman	Middletown, OH
52-14	Dayton Lane Gardens	122 N. Sixth St.	Hamilton, OH
53-15	Thornhill Dr. & Olympus Ct.		Hamilton, OH
54-16	Winding Creek	Knapp Dr./Herd Ct.	Hamilton, OH
54-17	Mark Petty Plaza	115 Knapp Dr.	Hamilton, OH
Central	Terry R. Kimmons Admin. Center	4110 Hamilton-Middletown Rd.	Hamilton, OH

On the "Form of Bid", please quote a per site bid for the above sites.

# **EXHIBIT B**

**FORM OF BID**

**PROJECT: GROUNDS MAINTENANCE CONTRACT**  
**FOR THE**  
**BUTLER METROPOLITAN HOUSING AUTHORITY**

**FROM:**

\_\_\_\_\_  
(Name of Bidder)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone & Fax Number)

**TO:**

ATTN: Rita A. Adams, Accounting Manager  
BUTLER METROPOLITAN HOUSING AUTHORITY  
4110 Hamilton-Middletown Road  
Hamilton, OH 45011-6218

**BASE BID:**

The undersigned, having inspected the site and familiarized themselves with all conditions likely to be encountered affecting the cost and schedule of work, and having examined all of the Contract Documents, hereby proposes to furnish all labor, materials, tools, equipment and services required to perform all of the work in strict accordance with the Contract Documents, within the dates specified for completion.

**Contractor will furnish a price for each site per each cutting/trimming/edging/mulching:**

**FORM OF BID - HAMILTON SITES ONLY**

**GENERAL NOTES:**

1. All bids must be submitted on the forms provided by the Authority.
2. Do not alter the wording of this form.
3. Submit completed Bid Form along with all other required information in a sealed envelope clearly marked "**Bid Proposal for Grass Cutting, Trimming, Edging and Mulching Services**".

Grass Cutting, Trimming, Edging and Mulching Services will be performed on the following named properties:

SUBD. NO.	SUBD. NAME	NO. OF BLDGS.	COST PER SITE AS SPEC
OH52-02	Riverside Homes Hamilton, OH	20	\$ _____
OH53-03	Henry Long Towers Hamilton, OH	1	\$ _____
OH54-10	Glenbrook Drive Hamilton, OH	5	\$ _____
OH53-12	Jackson Bosch Manor Hamilton, OH	13	\$ _____
OH52-14	Dayton Lane Gardens Hamilton, OH	1	\$ _____
OH53-15	Thornhill Subdivision Hamilton, OH	20	\$ _____
OH54-16	Winding Creek #2 Subd. Family Units Hamilton, OH	25	\$ _____
OH54-17	Mark Petty Plaza Hamilton, OH	1	\$ _____
Central	Terry Kimmons Center Hamilton, OH	1	\$ _____
	<b>TOTAL CONTRACT PRICE:</b>		\$ _____
	<b>TOTAL SCATTERED SITE PRICE:</b> <i>(See General Specifications 2.2)</i>		\$ _____
<b>OPTION 1</b>	<b>Richard Allen School</b> <b>299 Knightsbridge</b> <b>Hamilton, OH</b>	<b>1</b>	<b>\$ _____</b>

**MINORITY BUSINESS ENTERPRISE:**

The Bidder acknowledges the percent of Minority Business Enterprise dollars.

Please indicate the **percentage for your company:**

MBE \_\_\_\_\_%    FBE \_\_\_\_\_%    SECTION 3 \_\_\_\_\_%

*(Late bids will not be received. The time for the bid opening is established by the lobby date/time machine)*

Contractor	Address
Date	City, State, Zip

EQUAL OPPORTUNITY EMPLOYER

**FORM OF BID - MIDDLETOWN SITES**

**GENERAL NOTES:**

1. All bids must be submitted on the forms provided by the Authority.
2. Do not alter the wording of this form.
3. Submit completed Bid Form along with all other required information in a sealed envelope clearly marked "**Bid Proposal for Grass Cutting, Trimming , Edging and Mulching Services**".

Grass Cutting, trimming, edging and mulching services will be performed on the following named properties:

SUBD. NO.	SUBD. NAME	NO. OF BLDGS.	COST PER SITE AS SPEC
OH56-41	Townhomes West Middletown, OH	23	\$ _____
OH56-42	Townhomes East Middletown, OH	14	\$ _____
OH55-43	The Townhouse Middletown, OH	1	\$ _____
OH55-05	J. Ross Hunt Towers Middletown, OH	1	\$ _____
OH57-06	Concord Green Middletown, OH	3	\$ _____
OH57-07	Freedom Court Middletown, OH	25	\$ _____
OH56-08	Midtonia Village Middletown, OH	24	\$ _____
OH57-13	1805 Wayne (between Sherman & Wayne) Middletown, OH	Lot	\$ _____
<b>TOTAL CONTRACT PRICE:</b>			\$ _____
<b>TOTAL SCATTERED SITE PRICE:</b> <i>(See General Specifications 2.2)</i>			\$ _____

**MINORITY BUSINESS ENTERPRISE:**

The Bidder acknowledges the percent of Minority Business Enterprise dollars.

Please indicate the **percentage for your company:**

MBE \_\_\_\_\_%    FBE \_\_\_\_\_%    SECTION 3 \_\_\_\_\_%

*(Late bids will not be received. The time for the bid opening is established by the lobby date/time machine)*

Contractor	Address
Date	City, State, Zip

EQUAL OPPORTUNITY EMPLOYER



# **EXHIBIT C**