

# Warner Robins Housing Authority

112 Memorial Terrace  
Warner Robins, GA 31093  
478-929-0229 (Office)  
478-329-9347 (Fax)

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## REQUEST FOR SERVICES LAWN CARE 2018

The Warner Robins & Houston County Housing Authorities (WRHA) is currently accepting sealed bids for Lawn Maintenance for a one (1) year period. Interested and qualified lawn maintenance contractors who have successfully demonstrated their ability to maintain lawns are invited to submit bids/proposals. Small businesses, minority and women owned businesses are encouraged to respond.

***Bids will be received from Monday, October 2, 2017 until Wednesday, November 29, 2017 at 5:00 PM ET at WRHA's Central Office located at 112 Memorial Terrace, Warner Robins, GA 31093. Bid packets must be downloaded from our website. ALL PACKETS MUST BE RETURNED IN A SEALED ENVELOPE, WITH "LAWN MAINTENANCE PROPOSAL" ON BOTH SIDES OF THE ENVELOPE. Unmarked packets or packets received before October 2, 2017 or after November 29, 2017 will not be considered. Only the successful bidders will be notified by phone and a follow up letter. Bid results will be posted to this website after a contract or contracts have been signed.***

The purpose of this Request for Services is to select one or more contractors for the type of service requested and to enter into an agreement for performance of lawn maintenance. If you have questions please contact Oscar G. Mason by email at [omason@warnerrobinsha.com](mailto:omason@warnerrobinsha.com).

The work consists of providing labor, tools, equipment, materials, permits, taxes, insurance and other services necessary to provide all operations necessary to complete lawn maintenance services. This includes mowing, edging, killing crack grass and shrubs and bushes as needed. **Site visits will be held upon request.**

Contractors submitting bids must possess:

- A. Georgia Business License
- B. Insurance \$50,000/\$50,000/\$50,000

WRHA reserves the right to reject any or all bids and to waive minor technicalities and irregularities in the bidding process. Bids over \$100,000.00 MUST be awarded by the Warner Robins Housing Authority Board of Commissioners. No other party has the authority to commit the Board to make an award.

All Bidders must submit;

- A. A copy of their business license.
- B. Four references were same or similar work was performed

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## **SPECIFICATIONS**

### **SCOPE OF WORK**

Provide all labor, materials, tools and equipment (including safety equipment) needed for lawn maintenance. Trim lawns, edge, kill all crack grass and trim shrubs and bushes.

### **QUANTITY**

During the contract period, the contractor service lawns bi-weekly or as directed by the Property Manager. Service hours are 8:00 AM until 5:00 PM, Monday through Thursday. All workers must have name badges or shirts with the company name / logo on them.

### **TERM OF CONTRACT**

The term of the contract will be March 1, 2018 until October 1, 2018. The contract may be shortened or lengthened based on the growing season at the convenience of the Authority.

### **CONTRACTOR WORK PROCEDURES**

1. Contact Property Manager by cell phone prior to coming on site and when leaving.
2. Contractor shall cut all grassed areas between streets and sidewalks per the Property Manager.
3. Remove all trash prior to cutting and excess grass trimmings, blow trimmings off all porches and sidewalks. Remove all grass in sidewalk cracks and parking lots
4. Edge sidewalks as needed and directed by the Property Manager.
5. Trim shrubs and bushes as needed and directed by the Property Manager.
6. Blow all debris off sidewalks and porches. Maintain areas in a state of trimmed and manicured.\_

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## BID SHEET

AMP 2 - Kathleen Bynum – approx. 16 acres - Bid Amount \_\_\_\_\_

AMP 11 - Jimmy Rosenburg Homes – approx. 15 acres – Bid Amount \_\_\_\_\_

AMP 12 – Mary B. Terry Homes – approx. 30 acres – Bid Amount \_\_\_\_\_  
Herman Watson Homes

AMP 13 – Kemp Harrison Homes – approx. 6 acres – Bid Amount \_\_\_\_\_

AMP 14 – Cam Campbell Homes – approx. 24 acres – Bid Amount \_\_\_\_\_  
T. J. Calhoun Homes

**Proposal Submitted by:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Company Phone Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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In submitting this proposal, the undersigned agrees:

- (a) That the Owner reserves the right to waive irregularities, to reject proposals and to award the Contract to the most qualified contractor, should it be in the best interest of the Owner to do so;
- (b) That in the event the contractor does not perform the services as stipulated in the contract to the satisfaction of the Warner Robins Housing Authority Authority, the Authority may cancel the contract at anytime by giving at least five (5) days written notice of the intent to cancel the contract; and
- (c) The contractor shall be responsible for the employment, control and conduct of his employees during the course of the contract.

The undersigned hereby designates his business structure and location:

Contractor is: (check one)

Sole Proprietor ( ) Partnership ( ) Corporation ( )

If the Contractor is a Sole Proprietor, state the following:

Name(s) of Partners:

\_\_\_\_\_

If the Contractor is a Corporation, state the following:

Organized under the laws of the State of \_\_\_\_\_

Name(s) and title(s) of officers authorized to sign the contract:

\_\_\_\_\_

The Proposal is authorized and submitted by:

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
Authorized Official (Please Print)

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

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

\_\_\_\_\_  
(Date)

(Seal and attest Seal if Proposal is submitted by a Corporation)