

Warner Robins Housing Authority

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

REQUEST FOR SERVICES LAWN CARE 2019

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, September 3, 2018 until Thursday, September 27, 2018 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 September 3, 2018 or after September 27, 2018 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.

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

Warner Robins Housing Authority

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

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 Mrs. Porter, the Director of Public Housing. The bid amount must be for cutting the property bi-weekly for the season dates below. 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, 2019 until October 1, 2019. The contract may be shortened or lengthened based on the growing season at the convenience of the Authority.

CONTRACTOR WORK PROCEDURES

1. Contact the Director of Public Housing by cell phone prior to coming on site and when leaving.
2. Contractor shall cut all grassed areas between streets and sidewalks per the Director of Public Housing.
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 Director of Public Housing.
5. Trim shrubs and bushes as needed and directed by the Director of Public Housing.
6. Blow all debris off sidewalks and porches. Maintain areas in a state of trimmed and manicured._

Warner Robins Housing Authority

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

BID SHEET

THE BID AMOUNT MUST BE THE TOTAL COST FOR THE SEASON MARCH 1ST TO OCTOBER 1ST. CUT BI-WEEKLEY.

AMP 2 - Kathleen Bynum – approx. 16 acres - Bid Amount _____
(One Property)

AMP 11 - Jimmy Rosenberg Homes – approx. 15 acres – Bid Amount _____
(One Property)

AMP 12 – Mary B. Terry Homes (One Property) – approx. 30 acres – Bid Amount _____
Herman Watson Homes (Second Property)

AMP 13 – Kemp Harrison Homes – approx. 6 acres – Bid Amount _____
(One Property)

AMP 14 – Cam Campbell Homes (One Property – approx. 24 acres) – Bid Amount _____
T. J. Calhoun Homes (Second Property)

Rosemont Court (One Property- approx. 1 acre) Bid Amount _____

Proposal Submitted by: _____

Company Name: _____

Email Address: _____

Company Phone Number: _____

Date: _____

Warner Robins Housing Authority

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

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 contractor must give every consideration to Residents in the Section 3 Program. _____ (int.)

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)