



Request for Proposals JHC2022-02IFB: Lawn Care Services

The Jackson Housing Commission (JHC) located in Jackson, Michigan is requesting quotes for lawn care services at three properties managed by the commission; Chalet Terrace, Reed Manor and Shahan Blackstone North. Interested parties may visit the JHC website www.jacksonhousing-mi.org to obtain a copy of the RFP. Interested parties may schedule a site visit by contacting Chelsea Poole via email C.Poole@jacksonhousing-mi.org or by phone, (517)990-3662.

Lawn care service is needed during the spring, summer and fall seasons. However, JHC reserves the right to determine the duration of needed services. Interested parties demonstrating the ability to perform commercial lawn care services are invited to submit a complete proposal by 3:00pm on Friday, April 29, 2022.

Jackson Housing Commission,
301 Steward Avenue
Jackson, Michigan 49201
Laurie Ingram
Executive Director

JHC is an EEO/ADA compliant employer and reserves the right to reject any or all proposals, to waive any informality in the specifications or proposal process or to cancel in whole or in part this Invitation for Quotes if it is in the best interest of JHC to do so. In addition, the proposed work will be financed in whole or in part with Federal Funds, and therefore, all applicable Federal Statutes, ruling and regulations will apply. JHC also reserves the right to award multiple contracts for services if it is in the best interest of the Housing Commission to do so.

Contractors may withdraw a proposal personally, by written request any time prior to the scheduled closing time of receipt of quote. NO PROPOSAL SHALL BE WITHDRAWN FOR A PERIOD OF THIRTY (30) DAYS subsequent to the opening of proposals without consent of JHC.

Request for Services

The Jackson Housing Commission located in Jackson, Michigan manages three public housing properties; Chalet Terrace, Reed Manor and Shahan Blackstone North. The objective of this solicitation is to acquire lawn care services to maintain esthetically pleasing, manicured lawns at all JHC properties. Services are needed once a week during the hours of 8:00am and 3:30pm, Monday thru Friday. However, JHC reserves the right to determine schedule based on weather conditions.

Successful bidders must complete the work during the given time frame and supply trained persons to perform lawn services. Therefore, the successful bidder is responsible for their employment, uniform identification and conduct while on the premises of the Jackson Housing Commission. The contractor will also provide all equipment to perform lawn services, as well as, the necessary supplies to dispose of clippings and other debris from the grounds.

Scope of Work

The Jackson Housing Commission (JHC) requires the contractor to submit a schedule of services being performed at the time of signing a contract. However, JHC reserves the right to determine the dates and times services should be rendered by the Contractor.

The Jackson Housing Commission (JHC) will use standard guidelines to determine if a site will require service in a given week. The desired standard for grass to be maintained is 2 ½" – 3 ½" in height. Grasses should never exceed 4 inches in height or be cut below 2" in height. If, during the term of the contract, grounds are browned due to excessive heat and drought conditions, grass cutting services shall cease until favorable conditions return. Therefore, the Contractor will contact the JHC at least twenty-four hours prior to scheduled services to confirm if services are needed for the given week. As a result of services not being rendered, the JHC should not be billed for services during the given time period. If the JHC disputes a bill for services during a period in which services should have been withheld, the JHC will withhold payment for services.

The JHC will regard standard expectations for rendered services. Prior to providing cutting services, all debris including and not limited to paper, plastics, bottles and all types of garbage must be cleared from the grounds. Trimming around all trees, shrubs, boulders, curbs, poles, patios and the perimeter of all buildings or structures is required each time lawns are cut. It is also expected that the Contractor will not trample or crush flowers, shrubs or bushes in landscaping beds or blow mulch out of landscaping beds. Mechanical edging should be completed twice within the contract year and maintained by trimming. Immediately following services grass clippings must be cleared from sidewalks, patios, porches, drives and, parking areas. If at any time, after cutting, clippings should be left in visible clump this excess must be removed immediately to prevent damage to that area of the lawn. It is expected that services will not cause damage to siding or any other aspects of the properties' building structure.

Evaluation Criteria

The following criteria will be used to evaluate the proposals:

- Business Profile
- Price Reasonableness
- Reference Letters (Three letters required)
- Demonstrated successful past performance

Contract Clause

The contract will be awarded to the company submitting the most competitive proposal that includes price, qualifications and responsive service, and meets all the requirements and specifications. However, the JHC may terminate this contract in whole, or in part, whenever the Executive Director/Contracting Officer determines that such termination is in the best interest of the JHC. If the Contractor does not perform the services specified herein to the satisfaction of JHC, the Commission reserves the right to cancel the contract at any time for cause, by giving at least fifteen (15) days written notice of the intent to cancel this contract. The contract is for the 2022 Spring/Summer season estimated to run from May-October 2022. However, the contract may be renewed for one, subsequent season, 2023 Spring/Summer season estimated May-October 2023. Therefore, if circumstances warrant a termination of service the vendor will receive a Notice of Termination Letter specifying the extent to which the performance of the work under the contract is terminated, and the date upon which such termination becomes effective

INSURANCE

The Contractor shall provide, at its own expense, and keep in full force during the term of this Service Agreement, Comprehensive, Automobile Liability Insurance and Workers' Compensation as follows:

- a) Automobile Liability on owned and non-owned motor vehicles used in connection with this Agreement and shall contain a limit of bodily injury of at least \$500,000 per person and a total limit per occurrence of at least \$500,000 and property damage limit of \$500,000 per accident.
- b) Commercial General Liability with a combined single limit for bodily injury of not less than \$1,000,000 injury and \$500,000 property damage per occurrence to protect the Contractor against claim for bodily injury or death and damage to the property of others.
- c) Workers Compensation shall be maintained in accordance with the State of Michigan requirements.

INVOICING

Weekly invoices should detail the cost per service performed. A separate statement for each site (properly identified) is required for JHC's accounting purposes. Invoices will be paid by JHC within fifteen working days of receipt.

PROPOSAL SHEET

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Interested vendors may provide a quote for one or more properties.

Chalet Terrace \$ _____

Reed Manor \$ _____

Shahan Blackstone North \$ _____

Proposal submitted by: _____

Date: _____