

GRANITE CITY HOUSING AUTHORITY

2013
LANDSCAPE
MAINTENANCE
PROPOSAL

DUE: FEBRUARY 13, 2013
10:00 A. M.
2517 NAMEOKI ROAD
GRANITE CITY, ILLINOIS 62040

Advertisement for Bid

The Granite City Housing Authority will receive bids for labor, services and related items for “Landscape Maintenance” at Anchorage Homes (IL 5-3, IL 5-4 & IL 5-5), Oak Tree Villas (IL 5-6), Granite City Commons (IL 5-7 & 5-8), Green Community (IL 5-9) AND Administration Campus until 10:00 a.m., February 13, 2013, at the Office of the Granite City Housing Authority, 2517 Nameoki Road, Granite City, Illinois.

Bid Documents are on file at the office of the Granite City Housing Authority located at 2517 Nameoki Road, Granite City, Illinois.

We are an Equal Opportunity Employer.

GRANITE CITY HOUSING AUTHORITY

By: Sharon J. Mathes

Title: Executive Director

INVITATION TO BIDDERS

Sealed Proposals for:

LAWN MAINTENANCE

in accordance with the Scope of Work hereto attached will be received by the GRANITE CITY HOUSING AUTHORITY, OWNER, at the Office of the Housing Authority, 2517 Nameoki Road, Granite City, Illinois, 62040 until 10:00 a.m. prevailing time Wednesday, February 13, 2013, at which time they will be opened and read aloud.

The owner shall require that all responsive bidders to furnish a Non-Collusive, Affidavit, sign a Standard Form Agreement, Hold Harmless Agreement(s), Affirmative Action, Equal Employment Opportunity and Section 3 Clause & Plan.

The Housing Authority for the City of Granite City is an Equal Opportunity Employer. All bidders are advised that they must utilize qualified minority businesses to perform work or supply materials and/or equipment when possible, and be in compliance with all Section 3 clause requirements. The successful bidder will be required to indemnify the Housing Authority for any costs arising out of the use of undocumented labor.

Contracts will be awarded to the lowest responsible bidder not on HUD's list of ineligible contractors, provided the bid is reasonable, and in the best interest of the Granite City Housing Authority. Granite City Housing Authority reserves the right to reject any and all bids and to waive any informality in bids wherever it is in the best interest of the Granite City Housing Authority.

The Granite City Housing Authority reserves the right to not award any contract for a project. The Housing Authority reserves the right to perform any/all work with its own forces.

In the event of an award, the Housing Authority may elect to award separate contracts.

SCOPE OF WORK

The work consists of mowing of grass and lawn maintenance including seeding, edging, pre and post-emergent applications, aeration, bed maintenance, shrub pruning and mulching as specified:

Mowing of turf will be performed to maintain the turf at a height of 3 ½" removing no more than 1/3 of the grass blade. This will be scheduled for weekly cutting March through November unless otherwise directed. All grass adjacent to buildings, fences and light poles etc. will be trimmed with a nylon mechanical string trimmer to the same height as the turf during each mowing visit to maintain a clean, crisp appearance.

If a walk behind mower is used riding on a velkey or gator will not be allowed

Edging of all sidewalk edges and curbs will be cut with a mechanical edging machine and will be left clean and free from grass build up.

All sidewalks, alleyways and streets will have the grass blown off.

Core aeration will be performed to a depth of approximately 1 ½"-2". Notification of aeration and over seeding will be given in order to have the sprinkler system located in order to avoid damage. Turf that is sparse and in need of repair will be over seeded with turf -type fescue containing not more than 5% other type seeds or inert material. It will be applied at a rate of 4 lbs. per 1000 sq. ft. These services will be performed in September or October, as that is the optimal time of year to seed.

Lawn Spray Application 1: includes fertilizer, pre-emergent crabgrass control and post-emergent broadleaf weed control. This application occurs in early spring.

Lawn Spray Application 2: includes fertilizer, pre-emergent crabgrass control and post-emergent broadleaf weed control. This application occurs in late spring.

Lawn Spray Application 3: includes iron and post-emergent weed control as needed. This application occurs in early summer.

Lawn Spray Application 4: includes fertilizer and post emergent weed control. This application occurs in late summer.

Lawn Spray Application 5: includes heavy fertilizer (granular). This application occurs in late fall.

Bed pre-emergent will be applied one time in early spring after mulching has occurred to help control the weed populations.

Bed maintenance will be done throughout the growing season. Hand pulling and post-emergent weed controls (Roundup) will be used to control weeds in mulch and rock beds and in sidewalk cracks.

Mulch will be applied to a depth of 1 ½"-2" in beds and tree rings. Premium-shredded hardwood bark mulch will be used.

Cultivation and Edging of Beds and Tree Rings. All mulch beds and tree rings will be cultivated and edged to give a clean –cut edge and fresh appearance during the season.

Shrub pruning will occur at proper times of the year to maintain good shape and to eliminate dead, damaged or unproductive branches. Care will be taken to maximize natural flowering of select shrubs. Anything requiring special equipment is not included in this proposal.

Preparation and planting of annual flowers will occur after the last hard frost (approximately the month of May). An agreed upon selection of flowers will be installed on 8" centers in the designated flower beds on the property. The soil will be turned and necessary amendments will be added prior to planting.

Tulip bulbs will be installed in November and bloom in spring. The property manager will make the color selection.

Ongoing flower maintenance will include constant fertilization, fungicide, insecticide and watering. Our company has set a customized program and the above chemicals will be applied as necessary due to environmental conditions.

Flower removal will occur before the next seasonal flower installation occurs.

Spring clean up will occur before mulch is applied. This will include cleaning of winter debris out landscape beds and turf panels. Ornamental grasses will be cut back at this time.

Fall clean up will be coordinated with management to insure that maximum leaf drop has occurred. Environmental conditions may warrant an additional cleanup and prior authorization will be needed.

All employees on site will wear uniform type clothing which identifies said employees as employees of contractor.

Invoices for this work will be submitted monthly in an amount equal to the work properly performed and completed in the preceding month.

Granite City Housing Authority reserves the right to increase/decrease frequency of any work.

STANDARD FORM AGREEMENT

BETWEEN

GRANITE CITY HOUSING AUTHORITY

AND

CONTRACTOR

Be it understood that as of this day _____, Granite City Housing Authority (hereafter called the "Authority" has entered into an Agreement with (hereafter called the "Contractor") for the work of landscape maintenance as outlined in proposal for the sum of _____ and subject to the conditions herein contained.

ARTICLE 1 CONTRACT DOCUMENTS

1.1 The Contract Documents consist of this Agreement and all Conditions of the Contract (General, Supplementary, Special and other Conditions). These form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein. An enumeration of the Contract Documents appear in Article 11.

ARTICLE 2 WORK TO BE PERFORMED

2.1 The Contractor shall perform all the work required by the Contract Documents for landscape maintenance for Granite City Housing Authority. (Insert above the caption descriptive of the Work as used on other Contract Documents)

ARTICLE 3 PERFORMANCE BOND/PAYMENT BOND

3.1 Prior to the "Notice To Proceed" the Contractor agrees to:
(Check one or more below)

____ 1. Provide the Authority with a Performance Bond/Payment Bond in acceptable form, and/or

- _____ 2. Provide the Authority with a Cash Deposit in the form of a Cashier's Check or Bank Draft made payable to the Authority in an amount representing _____per cent (_____%) of the Contract sum, to be retained by the Authority until all work is completed and forfeited in the event of a breach or default on the terms of this Agreement,
- X 3. Provide no Performance Bond or Cash Deposit.

ARTICLE 4 INSURANCES

- 4.1 The Contractor will provide proof of Public Liability Insurance with a limit not less than \$500,000.00 and Illinois Worker's Compensation Insurance to the Authority prior to the "Notice to Proceed"
- 4.2 The Contractor will provide proof of such other insurances as may be required and in amounts as specified in the Contract Documents. Granite City Housing Authority shall be named in the policy as additional insured.

ARTICLE 5 TIME TO PERFORM

- 5.1 The Work on this Agreement is to commence within 10 days of the Notice To Proceed, and is to be completed throughout calendar year 2013.
- 5.2 All work shall be done between the hours of 8:00 AM until 5:00 PM, Monday through Friday, excluding any holidays observed by the Authority.

ARTICLE 6 CONTRACT SUM

- 6.1 The Authority shall pay the contractor for the performance of the Work, subject to additions and deductions by Change Order as provided in the Contract Documents the Sum of \$ _____
(Insert above any unit prices, bid document alternates, or other clarifying data as necessary)

**ARTICLE 7
METHOD OF PAYMENT**

7.1 Based upon Application for Payment submitted to the PHA by the Contractor, the Authority shall make progress payments on account of the Contract Sum to the Contractor as provided in the condition as follows:

Payment to the Contractor shall be made monthly upon submission of an invoice calculated in an amount equal to the work properly performed and completed in the preceding month.

**ARTICLE 8
OCCUPATIONAL SAFETY AND
EQUAL EMPLOYMENT OPPORTUNITY**

8.1 The Contractor agrees that all Work will be performed in compliance with all applicable State and Federal laws relating to Occupational Safety and Equal Employment Opportunity.

**ARTICLE 9
NO INTEREST CLAUSE**

9.1 No member, officer, or employee of the Granite City Housing Authority during his/her tenure or for one (1) year thereafter shall have any interest, direct or indirect, in this Contract or the proceeds thereof.

**ARTICLE 10
WARRANTY**

10.1 The Contractor agrees to Warranty the workmanship, materials, and equipment of the Contract Work against any defect and agrees to repair or replace free of charge any defect appearing within 1 year after substantial completion.

**ARTICLE 11
MISCELLANEOUS PROVISIONS**

11.1 Terms used in this Agreement which are defined in the Conditions of the Contract shall have the meanings designated in those Conditions.

11.2 Work performed under this contact may not be subcontracted to any other contractor.

11.3 The Contract Documents, which constitute the entire agreement between the Authority and the Contractor, are listed in Article 1 and enumerated as follows:

(List below the Agreement, Conditions of the Contract (General, Supplementary, Special, and other Conditions) Drawings, Specifications, Addenda and accepted Alternates, in all cases and dates where applicable.)

Proposals
Non-Collusive Affidavit
Standard Form Agreement
Hold Harmless Agreement(s)
Affirmative Action and Equal Employment Opportunity
Section 3 Clause & Plan
Additional Language to indemnify GCHA in the event undocumented labor is used

THIS AGREEMENT EXECUTED THIS DATE

Housing Authority

Contractor

Granite City Housing Authority

2517 Nameoki Road

Address_____

Granite City, IL 62040

By_____

(Signature)

By_____

(Signature)

Name Sharon J. Mathes

Name_____

Title Executive Director

Title_____

Date_____

Date_____, 2013

VENDORS

HOLD HARMLESS AGREEMENT

In consideration of your permitting us, our servants, or agents, employees and representatives from time to time to enter upon or to place or maintain equipment upon premises owned or controlled by you for the purposes of servicing our account, we agree to indemnify and hold harmless the Housing Authority and its agents and employees from and against all claims for personal injury or property damage, including claims against the Housing Authority, its agents or servants, and all losses or expenses, including attorneys fees that may be incurred by the Housing Authority in defending such claims, arising out of or resulting from the performance of the work and caused in whole or in part by any negligent act or omission of the Housing Authority vendor, or anyone directly or indirectly employed by the Housing Authority vendor, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Housing Authority vendor, under Workers Compensation Acts, Disability Acts, or other Employee Benefit Acts.

Date _____, 20____ _____
(Name of Bidder)

Official Address: By: _____

_____ Title: _____

GENERAL CONTRACTOR OR SUBCONTRACTOR

HOLD HARMLESS AGREEMENT

The contractor shall indemnify and hold harmless the Housing Authority and its employees from and against all claims for personal injury or property damage, including claims against the Housing Authority, its agents or servants, arising out of the Illinois Structural Work Act, and all losses and expenses, including attorneys fees that may be incurred by the Housing Authority defending such claims, arising out of or resulting from the performance of the work and caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. In any and all claims against the Housing Authority or any of its agents or servants by an employee of a contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor or subcontractor under Worker's Compensation Acts, Disability Acts, or their Employee Benefits Acts.

Date _____, 20__

(Name of Bidder)

Official Address:

By: _____

Title: _____

AFFIRMATIVE ACTION & EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS

CONTRACTOR'S AGREEMENT

“During the performance of this Contract, the Contractor agrees as follows;

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, creed, color or national origin. Such action shall include, but not be limited to the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Office setting forth the Provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency Contracting Office, advising the labor union or workers representative by the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Board No. 11246 of September 24, 1965 and the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by executive Order No. 11246 of September 24, 1965 and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (6) In the event of the Contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for future Government contracts in accordance with procedures authorized to Executive Order No. 11246 of

September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- (7) The Contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor, issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965 so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontractor or purchase order as contracting agency may direct as a means of enforcing such provisions for noncompliance provided, however, that in the event the Contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

NAME OF
CONTRACTOR: _____

BY: _____

DATE: _____

Project Summary for Anchorage Homes

Work Item	Anticipated Frequency	Unit Cost	Total
Mowing of the turf	32		
Edging the sidewalks and Curbs	8		
Aeration of the turf	1		
Lawn Spray Application 1	1		
Lawn Spray Application 2	1		
Lawn Spray Application 3	1		
Lawn Spray Application 4	1		
Lawn Spray Application 5	1		
Bed –Pre-Emergent	1		
Bed Maintenance	8		
Mulch	1		
Cultivation and Edge of Beds and Tree Rings	2		
Pruning of Shrubs	2		
Prep and Plant Annuals	1		
Bulb installation	1		
Flower maintenance	16		
Removal of Flowers	2		
Spring clean up	1		
Fall clean up	2		
Total			\$

Project Summary for Oak Tree Villas

Work Item	Anticipated Frequency	Unit Cost	Total
Mowing of the turf	32		
Edging the sidewalks and Curbs	8		
Aeration of the turf	1		
Lawn Spray Application 1	1		
Lawn Spray Application 2	1		
Lawn Spray Application 3	1		
Lawn Spray Application 4	1		
Lawn Spray Application 5	1		
Bed –Pre-Emergent	1		
Bed Maintenance	8		
Mulch	1		
Cultivation and Edge of Beds	2		
Pruning of Shrubs	2		
Prep and Plant Annuals	1		
Bulb installation	1		
Flower maintenance	16		
Removal of Flowers	2		
Spring clean up	1		
Fall clean up	2		
Planting grass seed	1		
Total			\$

Project Summary for Granite City Commons

Work Item	Anticipated Frequency	Unit Cost	Total
Mowing of the turf	32		
Edging the sidewalks and Curbs	8		
Aeration of the turf	1		
Lawn Spray Application 1	1		
Lawn Spray Application 2	1		
Lawn Spray Application 3	1		
Lawn Spray Application 4	1		
Lawn Spray Application 5	1		
Bed –Pre-Emergent	1		
Bed Maintenance	8		
Mulch	1		
Cultivation and Edge of Beds	2		
Pruning of Shrubs	2		
Prep and Plant Annuals	1		
Bulb installation	1		
Flower maintenance	16		
Removal of Flowers	2		
Spring clean up	1		
Fall clean up	2		
Planting grass seed	1		
Total			\$

Project Summary for Green Community

Work Item	Anticipated Frequency	Unit Cost	Total
Mowing of the turf	32		
Edging the sidewalks and Curbs	8		
Aeration of the turf	1		
Lawn Spray Application 1	1		
Lawn Spray Application 2	1		
Lawn Spray Application 3	1		
Lawn Spray Application 4	1		
Lawn Spray Application 5	1		
Bed –Pre-Emergent	1		
Bed Maintenance	8		
Mulch	1		
Cultivation and Edge of Beds	2		
Pruning of Shrubs	2		
Prep and Plant Annuals	1		
Bulb installation	1		
Flower maintenance	16		
Removal of Flowers	2		
Spring clean up	1		
Fall clean up	2		
Planting grass seed	1		
Total			\$

Project Summary for Administration Campus

Work Item	Anticipated Frequency	Unit Cost	Total
Mowing of the turf	32		
Edging the sidewalks and Curbs	8		
Aeration of the turf	1		
Lawn Spray Application 1	1		
Lawn Spray Application 2	1		
Lawn Spray Application 3	1		
Lawn Spray Application 4	1		
Lawn Spray Application 5	1		
Bed –Pre-Emergent	1		
Bed Maintenance	8		
Mulch	1		
Cultivation and Edge of Beds	2		
Pruning of Shrubs	2		
Prep and Plant Annuals	1		
Bulb installation	1		
Flower maintenance	16		
Removal of Flowers	2		
Spring clean up	1		
Fall clean up	2		
Planting grass seed	1		
Total			\$

This information is required to be submitted as part of the Bid Documents.
Provide anticipated length of time to complete one cutting per each development.

Anchorage Homes _____

Oak Tree Villas _____

Granite City Commons _____

Green Community _____

Administration Campus _____

REFERENCES

Please list a minimum of three (3) references for previous contracts

1. Name: _____

Address: _____

Telephone: _____

2. Name: _____

Address: _____

Telephone: _____

3. Name: _____

Address: _____

Telephone: _____