

AMERICUS HOUSING AUTHORITY

825 N. MAYO ST.

AMERICUS, GA.

GROUNDS MAINTENANCE SPECIFICATIONS

REQUEST FOR BID:

The Housing Authority for the City of Americus (HAA) is accepting sealed bids for lawn maintenance services for various area developments in Americus and Sumter County. There are Seventeen (17) different areas to be maintained. Bids are due at the HAA headquarters located at 825 Mayo St. Americus, Ga. on or before February 6, 2023 at 2:00 P.M. at which time they will be opened and read aloud. Any and all bidders are welcome to attend.

Copies of this specification can be obtained at the HAA headquarters located at 825 Mayo St. Americus, Ga. 31709 or downloaded from our website.

SCOPE OF WORK:

There shall be seventeen (17) primary contracts all of which must conform to the specifications contained herein. Each of these contracts must be bid separately. A "Bidders Worksheet" is included in this package. Bidders may bid on any or all of these contracts. Bidders who choose to bid on multiple contracts must have sufficient manpower and equipment to adhere to the schedule of work days listed herein. Bids shall be priced on a per cut basis with 24 cuts per season with two (2) optional cuts at the end of the season. The HAA will determine the need for the optional cuts at the end of the season. The HAA will determine the winning bid for

each individual contract area based on price, equipment, and personnel as provided by the bidder.

These contracts will be awarded for the base period of one (1) season with two (2) optional periods of performance to follow. Contractors shall bid the base period along with the optional periods at the same time. The HAA will have the option of awarding the follow on contracts based on satisfactory performance in the base period of performance and the cost of the option seasons. If there are any unsatisfactory contractors, the HAA could choose to re-bid that portion of the contract in order to obtain additional contractors or offer that portion to the next higher bidder.

THE VARIOUS AREA CONTRACT DESIGNATIONS ARE:

1. Administrative Offices, Entrance and undeveloped lots in Ridge Woods, and 933 Oglethorpe St.
2. Northside Bozeman Circle.
3. Northside from south of Masonic St. to Reddick Dr.
4. Northside Barbara Battle Way.
5. Eastside Ridge St. and Douglas Circle.
6. Eastside Cherokee St., Hanson Drive, and Dixon Drive.
7. Eastside Lakeview Drive.
8. Eastside Tripp St., Furlow St., Fairfield St., and Harris St.
9. Gailey Plaza.
10. Lewis Lowe Court.
11. Dudley St., Russell St., and Forrest St.
12. Paschal St., Thomas St., and Graham St. Plains, Ga.
13. Wilson St., and Howell St., Leslie, Ga.
14. Ellaville St. and Prison Walk St., Andersonville, Ga.
15. Waitsman Drive and Parker St.
16. Southland Heights Apartment Complex.

17. Single Family Residences (23) at the following addresses:

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| a. 105 Benjamin | l. 104 Burton |
| b. 107 Benjamin | m. 201 Burton |
| c. 106 Brookdale | n. 228 Burton |
| d. 108 Brookdale | o. 233 Burton |
| e. 211 Brookdale | p. 102 Shady Lane |
| f. 212 Brookdale | q. 106 Lily Lane |
| g. 213 Brookdale | r. 126 Matt Hart |
| h. 215 Brookdale | s. 224 Wanda Way |
| i. 219 Brookdale | t. 507 Mayo St. |
| j. 235 Brookdale | u. 1416 Parker St. |
| k. 236 Brookdale | v. 3003 Roney St. |
| | w. 1109 Douglas Drive |

The successful bidder(s) will furnish all equipment and labor necessary for the cutting, trimming, and the pruning of shrubbery in the above HAA Developments. Successful bidder(s) must adhere to the following requirements:

1. Lawns and grasses will be cut to a minimum height of 1”.
2. Trash and debris on lawn areas shall be picked up **PRIOR** to mowing.
3. Tree limbs that may have fallen shall be picked up and disposed of **off site** and not placed on curb for city disposal. Limbs up to 4” in diameter shall be included all others will be the responsibility of the HAA.
4. Contractors shall cut all grasses in a designated contract area up to the property barriers such as fences and wooded areas.
5. Contractors shall not stray a little each cutting leaving tall grass areas at seasons end.
6. Clippings from grass cutting and edging shall be removed from all sidewalks, curbs, steps, porches, and driveways at the completion of each cutting.
7. Care shall be taken so that grass clippings are not directed into air conditioning units outside each dwelling unit.

8. Grass at the edge of sidewalks, curbs, driveways, and parking areas must be "edged" by mechanical means and **NOT** with weed killer. Edging shall be done on the same schedule as the grass cutting. Edging shall be done along the curb even if there are no residences in that area such as Rucker Street.
9. Grass and weeds shall be removed from all flower beds and shrubbery areas as required but not less than nine (9) times during the contract period. Schedule is the same as shrubbery trimming which is listed below.
10. Grass and weeds shall be removed from concrete joints and cracks in sidewalks, driveways, curbs, and parking areas during each cutting. Weed killer may be used for this purpose.
11. Fences bordering HAA properties shall be kept clear of weeds and grass. Weed killer may be used for this purpose but care must be taken not to impact neighbor's property.
12. Grass that cannot be reached by mowers such as around poles, trees, etc. shall be kept trimmed with a string trimmer. Trimming shall be done on the same schedule as the grass cutting.
13. Cutting, trimming, and shaping of shrubbery at all dwelling and non-dwelling units is a part of this contract. The shrubbery shall be maintained at a height not to exceed thirty six inches (36") or below the window sill. In addition, shrubbery shall be kept at least twelve inches (12") from building walls.
14. Contractors must dispose of all trash, debris, and clippings created by these contracts "**OFF SITE**" and at a site designated for this type of debris. Disposal is at the Contractors expense. At no time shall the contractors leave debris on the curb for the City to pick up.
15. Damage to HAA property such as air conditioners, plumbing cleanouts, windows, doors, etc. will be charged to the contractor based on Housing Authority cost of labor and materials.

DATES AND TIMES:

The contract(s) will be awarded on or about February 13, 2023 with a contract duration period from February 20, 2023 until November 15, 2023. The cutting of

grasses portion of the contract as described in the Statement of Work shall be performed approximately every Ten (10) days. The edging and trimming portion of this contract shall be performed on the same schedule outlined below. The contractor(s) will have a Three (3) day period to perform the work. The HAA may wish to order optional service periods depending on weather conditions and growth of grass because of the weather conditions. The schedule of work days for all contracts is as follows:

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|-----------------------------|---------------------------------------|
| 1. February 20 - 22, 2023 | 15. July 31 - August 2, 2023 |
| 2. March 2, - 4, 2023 | 16. August 10 – 12, 2023 |
| 3. March 14 - 16, 2023 | 17. August 22 - 24, 2023 |
| 4. March 27 - 29, 2023 | 18. Aug. 31 – Sept.2, 2023 |
| 5. April 6 – April 8, 2023 | 19. Sept. 12 - 14, 2023 |
| 6. April 18 - 20, 2023 | 20. September 25 - 27, 2023 |
| 7. May 1 – May 3, 2023 | 21. October 5 - 7, 2023 |
| 8. May 11 - 13, 2023 | 22. October 17– 19, 2023 |
| 9. May 23 - 25, 2023 | 23. October 30 – Nov. 1, 2023 |
| 10. June 1 - 3, 2023 | 24. November 13 - 15, 2023 |
| 11. June 13 - 15, 2023 | (Optional) 25. November 27 – 29, 2023 |
| 12. June 26 – June 28, 2023 | (Optional) 26. December 7 – 9, 2023 |
| 13. July 6- 8, 2023 | |
| 14. July 18– 20, 2023 | |

SHRUBBERY TRIMMING:

The cutting and trimming of shrubbery portion of the contract(s) as well as the weeding of flower beds described in the Statement of Work will be performed according to the schedule below. A schedule of work days for all contracts for this portion of the work is as follows:

1. February 20 - 22, 2023
2. March 26 - 28, 2023
3. May 1 - 3, 2023
4. June 6 - 8, 2023
5. July 10 - 12, 2023
6. August 10 – 12, 2023

7. September 13 - 15, 2023
8. September 26 - 28, 2023
9. October 17 – 19, 2023
10. Nov. 11 – 13, 2023

The contractor(s) must arrange their schedules in order that all work in the Scope of Work at any given site is accomplished within a 24 hour period and in accordance with the schedule of work days above. All work at a given site must be done during normal daylight business hours. Sunday work will not be permitted except with the approval of the HAA in advance.

In the event of rain days the contractor(s) will perform all work in the Scope of Work the first dry day following the rain. Then, the contractor(s) will return to the schedule above for the next cutting.

QUALIFICATIONS:

The various contract areas are of different sizes and numbers of housing units so as to afford bids from numerous firms large and small. The contractor(s) must demonstrate that they have sufficient equipment and manpower to accomplish the work in the Statement of Work and in accordance with the work schedule. Prior to award of any contracts the selected contractor(s) will submit a copy of their liability insurance in the amount of \$1,000,000.00 or more and naming the Americus Housing Authority as “Additional Insured”

PAYMENTS:

The contractor(s) will submit their invoices on the HAA form provided for their use. The schedule of prices for the various services provided shall be priced individually at the completion of the work required by the Statement of Work. The HAA will inspect the area and certify the invoice to be paid. Any services not provided will be deducted from the invoice at the contractor’s specified rate and

will be used to evaluate follow on contracts with the HAA. All work specified by the Statement of Work must be completed before any payments will be made. The invoices can be submitted Monday thru Thursday and these invoices will be paid by mail on a Net 30 day basis. If the contractors choose the HAA can pay electronically if the contractors provide their bank account and routing information. Prior to the last invoice being paid at the end of the contract, the contractor(s) must submit an Affidavit of Wages Paid on company letterhead and a W-9 Request for Taxpayer Identification Number and Certification for our files. A sample of these documents are included in this package.

WAGE AND LICENSE REQUIREMENTS:

The successful contractor(s) shall provide proof of any permits and licenses necessary to perform the work prior to being awarded any contracts. The successful contractor(s) must comply with the equal employment requirements of the Federal Government of the United States.

Questions may be directed to the undersigned Monday thru Thursday 8:00 am until 5:00 pm.

Gary E. Woods

Americus Housing Authority

825 N. Mayo St.

Americus, Ga. 31709

229 924 3386 X213

229 938 6648 Cell

BID SHEET

CONTRACTOR NAME:

PHONE:

ADDRESS:

CITY:

CONTRACT LOCATION CONTRACT NUMBER	BASE BID YEAR 1 2023	OPTION BID 1 YEAR 2 2024	OPTION BID 2 YEAR 3 2025
1. ADMINISTRATIVE OFFICE, RIDGE WOODS, & 933 OGLETHORPE ST.			
2. NORTHSIDE BOZEMAN CIR.			
3. NORTHSIDE MASONIC, BRINSON, & REDDICK			
4. NORTHSIDE BARBARA BATTLE WAY			
5. EASTSIDE RIDGE & DOUGLAS STS.			

6. EASTSIDE CHEROKEE, DIXON, HANSON & CHEROKEE STS.			
7. EASTSIDE LAKEVIEW CIR.			
8. EASTSIDE TRIPP, HARRIS, FURLOW, & FAIRFIELD STS.			
9. GAILEY PL.			
10. LEWIS LOWE CT.			
11. DUDLEY, RUSSELL, & FORREST STS.			
12. PLAINS, PASCHAL & GRAHAM STS.			
13. LESLIE, WILSON & HOWELL STS.			
14. ANDERSONVILLE, PRISON WALK & ELLAVILLE			
15. WAITSMAN DR.			
16. SOUTHLAND HEIGHTS APARTMENTS			

17. SINGLE FAMILY RESIDENCES (23)			
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