

**Athens Housing Management Agency, Inc.
700 FIFTH AVENUE
BUILDING J
ATHENS, AL 35611
(256) 232-5300**

REQUEST FOR PROPOSAL FOR LAWN MAINTENANCE SERVICES

**DATE ISSUED: 11/6/2024
DUE DATE: 01/14/2025**

Akinola Popoola
Chief Executive Officer
Athens Housing Authority
700 5th Avenue
Building J
Athens, AL 35611

Purpose of Request

Athens Housing Management Agency, Inc. (AHMA) is soliciting proposals for lawn maintenance services for all five (5) housing developments including the office complex and the vacant lot at Houston Court. The selected contractor must be able to provide a full range of lawn maintenance services including cutting grass, edging sidewalks and curbs, killing weeds growing through hard services, and blowing clippings off of walkways on a bi-weekly basis. Services will be required from March 1 to November 30 of each and every year hereunder, and payments under this agreement will be made on a monthly basis for the aforementioned nine (9) months.

AHMA reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not in any way obligate AHMA to award a lawn maintenance services agreement or to pay the expenses of proposing contractors in connection with the preparation or submission of a proposal. The decision to enter into an agreement with a contractor for lawn maintenance services will be determined based on numerous criteria which include, but are not limited to, services available, experience, accessibility, and overall cost. No single factor will determine the final decision to make an award.

Introduction

AHMA is a non-profit corporation who holds title to all parcels of real property dedicated as public, multi-family housing units in Athens, Alabama. The Housing Authority of the City of Athens, Alabama (Housing Authority) is the management agency regarding these properties and administers the multifamily housing program pursuant to state and federal law. AHMA and the Housing Authority must follow all regulations prescribed by the United States Department of Housing and Urban Development and any other appropriate federal agency and must comply with state and local laws and regulations. AHMA owns 240 public housing units located within five (5) developments in the City of Athens with each development having its own Housing Assistant Payment (HAP) contract with the federal government.

AHMA reserves the option, however, to enter into additional agreements with other lawn service companies for specific services or in instances of requirements within a regulatory and operating agreement.

Required Qualifications

- Must have five (5) years of experience in the commercial lawn maintenance industry.
- Must have a valid City of Athens business license.
- Must have general liability insurance of no less than \$1,000,000.00.
- Must not knowingly employ unauthorized aliens as required by Alabama Code §31-13-9 (1975).

Proposal Requirements

NUMBER OF SUBMITTALS: All bids must be submitted as one (1) original proposal on the forms hereinafter provided and must contain original signatures.

SEALED: All proposals must be received in a sealed envelope with the proposal name, opening date and time clearly marked on the outside. If a delivery service is used, the proposal name, opening date and time must be clearly marked on the outside of the delivery service envelope.

REFERENCES: A list of three (3) references who receive like services must be included in the proposal. Each reference's name of the client, address, telephone number and name of the representative must be included.

LEGIBILITY: Proposals must be legible and of a quality that can be reproduced.

FORMS: All proposals must be submitted on the forms provided in this proposal document. Changes to proposal forms may disqualify the proposal. Proposals cannot be altered or amended after the submission deadline.

LATE PROPOSAL: Proposals received after submission deadline will not be acknowledged and will be considered void and unacceptable. AHMA is not responsible for lateness of mail, courier service, etc., unmarked or improperly marked proposals, or proposals delivered to the wrong location.

REJECTION OR ACCEPTANCE: AHMA reserves the right to accept or reject any and/or all proposals for any or all materials and services covered in this proposal request, and to waive informalities of defects in the proposal or to accept such proposal shall it be deemed to be in the best interests of AHMA.

LAWN MAINTENANCE AGREEMENT: This proposal, when properly accepted by AHMA, shall constitute an Agreement equally binding between the successful proposer and the AHMA. No different or additional terms will become a part of this Agreement with the exception of a change order. The successful proposer may be required to sign an additional agreement containing terms necessary to ensure compliance with the proposal.

LAWN MAINTENANCE AGREEMENT ADMINISTRATION:

Under the Lawn Maintenance Agreement, the Housing Authority's Chief Executive Officer and the AHA's Assistant Director shall be the lawn maintenance services administrators with designated responsibility and authority to ensure compliance with the lawn maintenance services agreement requirements, such as, but not limited to, acceptance, inspection, and delivery.

LAWN MAINTENANCE AGREEMENT PERIOD:

The Lawn Maintenance Agreement period is March 1, 2025, through November 30, 2025. Then this agreement shall renew automatically on a twelve (12) month basis unless either party serves the other party with written notice of termination on or before September 30th of each year.

PROPOSAL CONTACTS:

Any questions concerning this proposal should be in writing and addressed to:

Akinola Popoola
Chief Executive Officer
The Housing Authority of the
City of Athens, Alabama
700 Fifth Avenue
Building J
Athens, AL 35611

Or e-mailed to: apopoola@athensha.org with LAWN MAINTENANCE SERVICES RFP in the subject line.

FIRM PRICING:

All of the items listed are to be on a "per property" basis, stating a firm price per property. The price must be good as of the date of the proposal opening for a fixed period of time. Unless the proposal expressly states otherwise, this period shall be until the end of the Lawn Maintenance Services Agreement on November 30, 2027. Proposals which do not state a fixed price, or which are subject to change without notice, will not be considered. Please state at what point in time service fees/costs take effect.

STATEMENTS:

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, plans and/or specifications stated in the various Proposal Packages and/or Proposal Instructions/Requirements.

CONFLICT OF INTEREST:

No public official shall have an interest in this Lawn Maintenance Services Agreement.

ETHICS:

The proposer shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official, or agent of AHMA.

DOCUMENTATION:

Proposer shall provide with this proposal response, all documentation required by this proposal. Failure to provide this information may result in the rejection of the proposal.

TERMINATION FOR DEFAULT:

AHMA reserves the right to enforce the performance of this Lawn Maintenance Services Agreement in any manner prescribed by law or deemed to be in the best interest of the AHMA in the event of breach or default of this Lawn Maintenance Services Agreement. Non-performance of the proposer in terms or specifications shall be a basis for the termination of the Lawn Maintenance Services Agreement by AHMA. AHMA shall not pay for services which are unsatisfactory. The Lawn Maintenance Services company will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis of termination for non-performance.

SILENCE OF SPECIFICATIONS:

The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

COMPLIANCE WITH LAWS:

The successful proposer shall comply with all applicable federal, state, and local laws and regulations pertaining to the practice of the profession and execution of the duties under this proposal.

PROPRIETARY INFORMATION:

All material submitted to AHMA becomes public property. If a proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. AHMA will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with law enforcement officials. Failure to identify proprietary information will result in all unmarked sections (pages) being deemed “non-proprietary and available upon public request.

PROPOSAL SPECIFICATIONS

1. GENERAL SPECIFICATIONS

- 1.1 SCOPE OF THE LAWN MAINTENANCE SERVICE AGREEMENT: It is the intent of AHMA to contract with the contractor that can offer the highest quality service within the acceptable cost structures for AHMA. The contractor must meet or exceed the standards recommended by the US Department of Housing and Urban Development, as they relate to such contractors.
- 1.2 RESPONSE REQUIRED FOR EACH SECTION: Each and every section of the RFP requires a response from applicants. Responses should be carefully considered. Applicants must format responses in the same sequence as the RFP. Where totally appropriate, responses may consist of phrases such as “understood”, “agree”, “no exception”, or “not applicable”.

- 1.3 **MINOR EXCEPTIONS:** Minor exceptions, conditions, or qualifications to any provision of the AHMA's specifications must be clearly identified as such and should state the reasons, therefore.
- 1.4 **QUESTIONS & CLEARIFICATION:** Applicants are invited to direct questions or requests for clarification to Akinola Popoola at apopoola@athensha.org. All questions must be in written form and contain "Lawn Maintenance Services RFP" in the subject line.
- 1.5 **DISPUTES:** In the event of any dispute related to this agreement, the decision of the AHMA shall be final and binding on the parties, subject to any civil remedy or determination otherwise available to the parties.
- 1.6 **OFFERING OF PROPOSAL PRICES:** The undersigned agrees, if this proposal is accepted, to furnish any and all items at no more than the process offered, and upon the terms and conditions contained in the RFP.
- Lawn maintenance services not detailed on the worksheet will be provided at a cost mutually agreed upon between AHMA and the contractor.**
- 1.7 **NONCONFIRMING PROPOSALS:** Any proposals not conforming to the specifications shall be rejected. It will be responsibility of the proposer to conform to the specifications unless deviations have been specifically cited by the proposer and acceptance made on the basis of the exception.
- 1.8 **REFERENCES:** The proposer shall attach a list of references in which the contractor provides commercial lawn maintenance services. Failure to do so may render the proposal unresponsive.
- 1.9 **COMPLIANCE WITH STATUTES:** By returning the proposal worksheet the contractor acknowledges that it understands all applicable Federal and State laws concerning services provided to housing authorities included but not limited to those specified herein and will comply with those statutes.

2. SERVICE REQUIREMENTS

- 2.1 **CONTACT PERSON:** The contractor must identify a specific person who will be responsible for overseeing the relationship with the AHMA and who will make decisions regarding operational aspects of this agreement.

3. DESCRIPTION OF WORK

- 3.1 **WORK REQUIRED:** The contractor must mow, weed eat, edge, and clear all sidewalks of clippings for each and every development and all properties owned by the contracting authority at least twice per month unless otherwise agreed upon by and between the parties. If the contractor has any questions about these responsibilities, then he or she may discuss them with the CEO or the maintenance mechanic.

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LAWN MAINTENANCE SERVICES

DEADLINE FOR SUBMISSION: JANUARY 14, 2025, AT 12:00 PM

RESPONSE TO REQUEST FOR PROPOSAL FOR LAWN MAINTENANCE SERVICES

NAME OF CONTRACTOR: _____

NAME OF PERSON RESPONDING: _____

TITLE OF PERSON RESPONDING: _____

ADDRESS OF MAIN OFFICE: _____

TELEPHONE NUMBER: _____

CERTIFICATION:

I hereby certify that the above-referenced contractor (check all that apply):

- has five (5) years of experience in the commercial lawn maintenance industry.
- has a valid City of Athens business license—**COPY IS ATTACHED HERETO.**
- has general liability insurance of no less than \$1,000,000.00—**COPY OF DEC SHEET IS ATTACHED HERETO.**
- has not knowingly employed unauthorized aliens as required by Alabama Code §31-13-9 (1975).

DATE

SIGNATURE OF PERSON RESPONDING

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REFERENCES

1. NAME OF CLIENT: _____
ADDRESS: _____
CLIENT REPRESENTATIVE: _____
TELEPHONE NUMBER: _____

2. NAME OF CLIENT: _____
ADDRESS: _____
CLIENT REPRESENTATIVE: _____
TELEPHONE NUMBER: _____

3. NAME OF CLIENT: _____
ADDRESS: _____
CLIENT REPRESENTATIVE: _____
TELEPHONE NUMBER: _____

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FINANCIAL WORKSHEET

FEES:

- | | |
|---|----------|
| 1. Monthly service fee for Sanderfer Road Apartments: | \$ _____ |
| 2. Monthly service fee for Higgins Court Apartments: | \$ _____ |
| 3. Monthly service fee for Roberts Apartments: | \$ _____ |
| 4. Monthly service fee for Houston Court Apartments: | \$ _____ |
| 5. Monthly service fee for Fifth Avenue Apartments: | \$ _____ |
| 6. Monthly service fee for Office Complex: | \$ _____ |
| 7. Monthly service fee for vacant lot at Houston Court: | \$ _____ |

TOTAL AMOUNT CHARGED PER MONTH: \$ _____

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CONTACT PERSONNEL

NAME OF CONTACT PERSON:

TELEPHONE NUMBER:

EMAIL (IF ANY):

**Athens Housing Management Agency, Inc.
700 FIFTH AVENUE
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CERTIFICATION

I HEREBY CERTIFY THAT THE ABOVE AND FOREGOING INFORMATION CONTAINED IN THIS RESPONSE TO THE REQUEST FOR PROPOSALS FOR LAWN MAINTENANCE SERVICES ISSUED BY THE ATHENS HOUSING MANAGEMENT AGENCY, INC. IS TRUE AND CORRECT TO MY BEST KNOWLEDGE, INFORMATION, AND BELIEF.

DATED THIS _____ DAY OF _____, 2024.

SIGNATURE OF RESPONDING INDIVIDUAL

PRINTED NAME AND TITLE

NAME OF CONTRACTOR