



AURORA HOUSING AUTHORITY
REQUEST FOR PROPOSALS (RFP's)
LAWN MAINTENANCE

The Aurora Housing Authority (AHA) is seeking interested, qualified firms or individuals to submit proposals with price quotes for lawn maintenance of four (4) family sites, two (2) elderly sites and seven (7) Scattered Site Houses in Aurora, Illinois (see attached specifications for locations).

Proposals will be received until the close of regular working hours (4:00 PM), on Monday, March 26, 2018, at the office of the AHA, 1449 Jericho Cr, Aurora, IL 60506.

The scope of work for this proposal is as follows:

1. Furnish all labor, materials, equipment, tools, incidentals etc., to cut the lawn and trim all areas as contained in the Lawn Maintenance Specifications.
2. In general, this work consists of, but is not limited to the following:
 - A. The complete mowing of the lawn for the entire properties on a weekly basis, or as directed by the AHA to a maximum of 3";
 - B. Complete trimming of all grass, weeds, etc., from around all buildings, trees, shrubs, flower beds, fence lines, other protruding objects, etc., in order to maintain a "well groomed" appearance of the lawn and property; **raking & blow**.
 - C. **Removal of paper, sticks and other debris prior to cutting or trimming in order to maintain a "well groomed" appearance and to prevent shredded paper, sticks, debris, etc. THIS IS AN ABSOLUTE REQUIREMENT;** and
 - D. **The contractor may be requested to mow lawns more than once a week or less often, contingent upon weather conditions.** This will be at the discretion of the AHA only. The contractor must comply with all requests of the AHA for additional cuttings or no cuttings at all. Any questions for mow lawns should be addressed to Carlos Guillen at: (630) 742-1428.

Interested firms or individuals must include with their proposals:

1. Letter of interest;

2. Evidence of firms ability to perform the specified work in a timely manner;
3. Bid quote on sheet provided;
4. List of three references of previous work; and
5. MBE/WBE/Section 3 (included in letter of interest). MBE stands for minority business enterprise. WBE stands for women’s business enterprise. Section 3 is a federal act requiring contractors to employ low income persons from the geographic area when possible to perform work on federally funded projects.

After the proposals received are reviewed, they will be ranked in accordance with the following criteria:

Rating Criteria	Max Score
A. Previous Experience of the firm or individual with this type of work	30 Points
B. Proposed bid quote	30 Points
D. Reporting Plan and Capability	30 Points
E. MBE/WBE/Section 3 status	10 Points
Total Possible Score	100 Points

After all proposals are evaluated and ranked, the recommendation for contract award will be made to the firm or individual whose proposal is most advantageous to the AHA with price and other factors considered (as specified in RFP).

The term of the contract will be for two (2) years, with an option to extend the contract for a third year, or terminated if not fulfilling contract (at the discretion of the AHA).

The Aurora Housing Authority reserves the right to accept or reject any or all proposals received.

If you have any questions regarding this RFP or the specifications, please contact Carlos Guillen at (630) 701-9977, ext. 116, cell 630 742-1428.

I look forward to receiving your proposal.

AURORA HOUSING AUTHORITY

Maria Godinez
Interim Executive Director

Date: March 12, 2018

LAWN MAINTENANCE SPECIFICATIONS

1. GENERAL

It is the intent of these specifications to establish the minimum requirements for the lawn maintenance of family sites, elderly sites and scattered sites as specified herein.

This includes all work as specified in order to maintain a "well groomed" appearance of the lawn and property in general when each cutting and trimming is completed.

A. Site Investigation

Submission of a bid shall be taken as evidence that the contractor has visited the site of the proposed work and fully acquaint himself with the facilities, difficulties and restrictions for the execution of work as contained within these specifications.

B. Dimensions

The contractor shall verify all conditions and dimensions and be responsible for his work conforming to existing conditions. Submittal of RFP shall confirm that the contractor has conformed to this requirement.

C. Questions

Any questions arising during the bidding period concerning Technical Specifications should be directed to Carlos Guillen at: (630) 742-1428, at least (7) seven days prior to the bidding date in order that any required clarifications can be in the form of written addendum to all bidders. No changes or clarifications will be given verbally.

D. Administrative Coordinator

Contractor should contact Carlos Guillen at (630) 742-1428, prior to commencing work to review all contract requirements and to insure compliance with all Aurora Housing Authority (AHA) policies. Any questions regarding administrative policies, payouts, etc. during this project should be directed to Carlos Guillen.

E. Project Office

Aurora Housing Authority
1449 Jericho Cr
Aurora, IL 60506
(630) 701-9977
Mobil: (630) 742-1428

F. Temporary Protection

Contractor shall provide and implement safeguards to protect residents and the public where required by his work operations. The contractor should also Provide and implement safeguards to protect all public and private property, buildings and possessions, etc....

G. Special Precautions

Work procedure shall be such as to minimize inconvenience to occupants. Trucks and/or other heavy equipment shall not be driven over unpaved areas. All existing buildings and their contents, interior and exterior as well as grounds such as lawns, trees, etc., damaged by the contractor or resulting from his work shall be repaired, or damaged items replaced to the satisfaction of the AHA at the contractor's expense.

H. Quality Control

1. Contractor shall maintain on-the-site qualified personal that will conduct themselves in a professional and workmanlike manner acceptable to the AHA. Contractors and subcontractors while working at AHA owned properties, shall wear distinctive uniform clothing that has the contractor's name easily identifiable, affixed in a permanent or semi-permanent manner.
2. Quality control of materials and workmanship are the total responsibility of the contractor.

I. Insurance

Before commencing work, the contractor and each subcontractor shall furnish the AHA with certificates of insurance showing the following insurance is in force and will insure all operations under the contract.

- a. Workers Compensation, in accordance with State or Territorial Workers Compensation laws.
- b. Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence to protect contractor and each subcontractor against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under © below. If the contractor has a "claims-made" policy, then the following additional requirements apply, the policy must provide a

"retroactive date" which must be on or before the execution date of the contract; and the extended reporting period may not be less than five years following the completion date of the contract.

- c. Automobile Liability on owned or non-owned motor vehicles on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.

All insurance shall be carried with companies which are financially responsible and admitted to do business in the State of Illinois. If any such insurance is due to expire during the job period, the contractor (including subcontractors, as applicable) shall not permit the coverage to lapse and shall furnish evidence of coverage to the AHA. All certificates of insurance, of evidence of coverage, shall provide that no coverage shall be canceled or non-renewed by the insurance company until at least thirty days prior written notice be given to the AHA.

J. Payout Procedures

- A. Payment from the AHA to the contractor will be made after submittal, **review and approval of detailed invoices including dates of service and addresses where services were performed.**
- B. Payments will generally be made within 15 days of the receipt and approval of invoices. However, the AHA reserves the right to take up to 30 days for payment to the Contractor for approved invoices.

K. Federal Regulations

Contractor and his subcontractors shall comply with Executive Order 11246 entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemental in Department of Labor Regulations (41CFR Chapter 60).

II. SCOPE OF WORK SPECIFICATIONS

- A. Furnish all labor, materials, equipment, tools, incidentals, etc., to cut the lawn and trim all areas as herein specified.
- B. In general, this work consists of, but is not limited to, the following:

1. The complete mowing of the lawn for the entire properties on a weekly basis or as directed by the AHA to a maximum length of 3" (with sharp mower blades);
2. Complete trimming of all grass weeds, etc., from around all buildings, trees, shrubs, flower beds, fence lines, other protruding objects, etc., in order to maintain a "well groomed" appearance of the lawn and property;
3. **Removal of all paper, sticks and other debris prior to cutting or trimming in order to maintain a "well groomed" appearance and to prevent shredded paper, sticks, debris, etc. THIS IS A REQUIREMENT;** and
4. **The contractor may request to mow lawns more than once a week or less often, contingent upon weather conditions.** This will be at the discretion of the AHA only. The contractor must comply with all requests of the AHA for additional cuttings or no cutting at all. Any questions for mow lawns should be addressed to Carlos Guillen at: (630) 701-9977 ext 116 or (630) 742-1428.

III. EQUIPMENT

The contractor shall include with the RFP, a list of all lawn equipment to be used for the above listed work, and a list of all subcontractors the contractor proposes to use (if any).

IV. SITE LOCATIONS GROUP I

Jericho Circle
 1449 Jericho Circle Drive
 Aurora, Illinois 60506

Eastwood Housing Complex
 349-385 Beckwith Ave.
 1604-1669 Grove St.
 1644-1660 Northeast Dr.
 Aurora, Illinois 60505

Southwind Housing Complex
 1200-1236 S. Fourth St.
 1201-1235 Pearl St.
 407-421 Melrose
 Aurora, Illinois 60505

Indian Trail Housing Complex
 401-417 E. Indian Trail
 Aurora, Illinois 60505

GROUP II

ELDERLY SITES

Maple Terrace
905 Second Ave
Aurora, IL 60505

Centennial House
1630 & 1640 W Plum St
Aurora, IL 60506

SCATTERED SITES

621-623 Hammond St
Aurora, IL 60506

617-619 Hammond St
Aurora, IL 60506

602-604 Grove St
Aurora, IL 60505

1300-1302 Trask
Aurora, IL 60505

1367-1369 California
Aurora, IL 60506

808 Iowa
Aurora, IL 60506

3335-3337 Allspice
Aurora, IL 60504

**LAWN MAINTENANCE SERVICE
PRICE QUOTE SHEET**

GROUP I

Jericho Circle, Eastwood, Southwind and Indian Trail

Jericho Circle: \$
Eastwood: \$
Southwind: \$
Indian Trail: \$

Total bid for Family Sites Jericho Circle, Eastwood, Southwind and Indian Trail: \$

GROUP II

SS, Maple Terrace & Centennial House:

905 Second/904 North Avenue: \$
1630-1640 Plum: \$
All Scattered Sites: \$

Total bid for Maple Terrace, Centennial House & scattered site units: \$

TOTAL BID FOR BOTH GROUPS (Maple Terrace, Centennial House & scattered site units
and Jericho Circle, Eastwood, Southwind and Indian Trail) **ALL SITES: \$** _____

Name of Firm

Name of Representative (Print or Type)

Signature of Representative

Date

Address

City

State

Zip Code

FEIN or SS Number

Phone & Fax Numbers *

A contractor may choose to submit a bid quote for one site or both sites.