

General Scope of Work Landscaping and Ground Maintenance

1. Vendor shall furnish all labor, tools, specialized equipment, material, supplies, supervision and transportation to perform landscape maintenance services as specifically outlined in this section.
2. We anticipate a minimum of 30 mowings. Four (4) in the months of April, May, June, July, August, September and October and two (2) in the month of November with the final cut on or before November 15th. If locations need additional service it will be outside of this contract it will require an approved PO before work can be completed.
3. The lawn care contractor is required to produce in writing the dates he has mowed at the project site. This can be an email a statement or the invoice itself if it breaks out the details on the invoice.
4. It is the responsibility of the lawn care contractor to remove all litter and debris before and after each mowing. Bagging is not required however care should be used to avoid blowing clippings into any of the porches, walkways, flower beds, sidewalks, driveways, and parking lots.
5. All grass clippings shall be removed from all play area equipment, porches, beds, walkways, sidewalks, driveways, and parking lots after each mowing.
6. All areas around trees, shrubs, buildings, posts, fences, flower beds, sidewalks and curbs will be edged with lawn trimmers after each mow.
7. Contractor will be responsible for replacement of trees, shrubs or bushes damaged by inappropriate mowing or edging.
8. Contractor will promptly repair, at their cost, any damages to turf or vegetation.
9. Proposal to include the cost for a Spring and Fall cleanup of all developments.

Spring cleanup to include:

Must be completed by May 1st.

Removal of any leaves left over from Fall

Cut back any winter growth on plants, shrubs and bushes

Rake and loosen compacted soil and mulch to allow new shoots & bulbs to push thru.

Supply and Spread 3" (minimum) of fresh dark mulch

Clean up beds, walkways, sidewalks and foundations of weeds, overgrown vegetation, leaves, branches and clutter

Re seed damaged areas of yard

Re Edging of areas

Apply crabgrass, dandelion and other major weed inhibitors through the lawn

Fall clean up to include:

Clear out fallen leaves, litter & debris from lawns, beds, curbs and sidewalks

Trim shrubs and bushes

Trim any dead branches off trees that are within reach no special equipment required

Cut back Perennials

Add fall lawn fertilizer with high phosphorus content to encourage root growth.

10. Proposal to include cost for mowing and maintaining SMHA vacant lots. **VACANT LOTS ARE TO BE MOWED BI-WEEKLY for an estimated 15 mows each season.**
11. Contractor will advise Facilities Manager and Property Manager at site of the need for re-seeding or re-sodding of any areas.
12. All turf areas inaccessible to mowing equipment will be trimmed prior to mowing as needed to maintain a neat, well-groomed appearance.
13. Vendor shall supply all herbicides, fertilizers, chemicals and the like for servicing the facilities that meet SMHA's approval.
14. Vendor shall supply all necessary data sheets and meet requirements to comply with the State OSHA Regulations.
15. Contractor shall not dump any debris into SMHA containers.
16. The entrance drive, parking areas, sidewalks, curbs and other hard surfaces shall be kept free of leaves, litter and debris. The use of power blowers is acceptable, however, accumulations of debris must be removed from the site and not blown onto adjacent property, street surfaces, sewer drains, fence lines or planting areas.
17. Undesired vegetation in sidewalks, curbs, cracks and other hard surfaces need maintained so there are no weeds growing in them. Contractor can use Roundup on them or cut them with a weed whip.
18. Mow all grass in all common areas of the property completely to maintain a uniform height not to exceed between 2 to 3 inches.
19. Use trimmers in locations where mowers cannot reach vegetation.
20. Apply an effective, safe and environmentally friendly herbicide to immediately kill all grass and weeds growing up through cracks and openings in sidewalks, curbs, roads, parking areas, walls, etc.
21. Ruts, holes and other disfigurement of mowed areas caused by mowing equipment shall be the responsibility of the Contractor to repair to original condition.
22. Landscape Maintenance work shall be performed during the regular hours of 8.30 A.M. through 5:00 PM unless otherwise specified/approved by the Agency due to uncontrollable weather situations.

General Requirements

1. Company must maintain a minimum of \$1,000,000.00 liability insurance coverage and have current Workers Compensation Certificate.
2. Company must be able to verify that they have enough manpower and equipment to perform the required services. Provide payroll report with current number of employees and equipment list.
3. Company must be available upon request and have some form of communication to reach crews such as pagers, cell phones, radios, etc. List your form of communication.
4. List of three (3) references with current phone numbers and contact persons from larger scale commercial clients or complexes.
5. Company is required to work with our Resident Economic Advancement Program (REAP) in providing training and or employment opportunities.

Selection Process

All proposers will be evaluated on a point system as to their abilities based upon the proposal submitted, in the opinion of the SMHA to meet and/or exceed the following criteria:

CATEGORY 1: Submit a letter of interest in providing service along with other required documents.

CATEGORY 2: Provide company's years in business, payroll report listing current number of employees, Certificates of Insurance, and Workers Compensation Certificate.

15 POINTS

CATEGORY 3: Provide evidence of company's ability to successfully perform the work i.e. training, equipment, compliance with performance schedules, etc. Provide equipment list and type of communication system. (Points may be deducted if performance on a previous SMHA project was not satisfactory)

25 POINTS

CATEGORY 4: Provide a list of references that may be called for evaluation of company's past performance.

10 POINTS

CATEGORY 5: Points will be awarded to companies who are Minority Business Enterprises or who subcontract 20% to Minority Business Enterprises.

15 POINTS

CATEGORY 6: Points will be awarded to companies who comply with Section 3 of the Housing and Urban Development Act of 1969 by providing employment, training, or contracting opportunities.

10 POINTS

CATEGORY 7: Submit cost for providing landscaping & lawn care services as required.

25 POINTS