

INVITATION FOR BIDS
GROUNDS MAINTENANCE



52 DIVISION STREET
AMSTERDAM, NY 12010

PROJECT TYPE: GROUNDS MAINTENANCE

EXECUTIVE DIRECTOR: DAMARIS G. CARBONE

PROPOSALS DUE BY: April 30, 2018

CONTACT INFORMATION:

AHA OFFICE: (518) 842-2894

FAX: (518) 842-9526

EMAIL: procurement@amsterdamhousingauthority.org

Introduction

The Amsterdam Housing Authority (AHA) is a public housing agency located at 52 Division St. Amsterdam, New York. The AHA is accepting proposals for grounds maintenance services at all of its sites.

General Specifications

The Amsterdam Housing Authority hereby requests detailed proposals from qualified firms to provide grounds maintenance services. The determination for award will be made using the Competitive Proposal procurement process; AHA will consider all solutions based on the evaluation criteria contained within this IFB.

It is the Authority's intent to enter into a contract with the selected grounds maintenance contractor. An agreement will be awarded to the highest ranked, qualified bidder for a three year period under the terms and conditions of this Contract.

The AHA reserves the right to reject any proposals and to waive any informality in the proposals received whenever the Authority determines the rejection or waiver is in its best interest. The AHA also reserves the right to reject proposals from any firm who has previously failed to perform properly and/or complete work of contracts in a timely manner.

Detailed Submission Requirements

In order to facilitate the analysis of responses to this IFB, vendors are required to prepare their proposals in accordance with the instructions outlined in this part, Proposals should be worded as simply as possible and provide a straightforward, concise description of the vendor's capabilities.

To satisfy the requirements of the IFB, emphasis should be placed on accuracy, completeness, and clarity of content. All parts and pages should be numbered and clearly labeled. The bidder will be required to furnish three (3) complete sets of the proposal.

Vendor responses shall be in the following format and numbered with tabs as shown:

Section Title

	Title Page
	Table of Contents
1.0	Summary
2.0	Scope of Services
3.0	Company background
4.0	Proposed Equipment
5.0	Proposed Manpower
6.0	Proposed Maintenance Schedule
7.0	Detailed Procedures
8.0	Resident, Workforce and Property Safety
9.0	Cost Proposal
10.0	Client References
11.0	AHA Required documents

Instruction relative to each part of the response to this IFB is defined in the remainder of this section.

1.0 Summary

This part of the response to the IFB should be limited to a brief narrative highlighting the vendor’s proposal. The summary should not include cost quotations. The summary should identify the primary contract for the vendor’s proposal, including business address, phone and e-mail.

2.0 Scope of Services

This section of the vendor’s proposal should include a general discussion of the vendor’s understanding of the overall requirements and a summary of the services being proposed.

3.0 Company Background

Vendor must provide the following information about its company so that the AHA can evaluate the vendor’s stability and ability to support the commitments set forth in response to the IFB.

The AHA, at its option, may require a vendor to provide additional support and/or clarify requested information.

Provide this information:

- Amount of time the company has been in business
- A brief description of the company size (number of employees) and organizational structure
- Amount of experience vendor has in similar work for public housing or multi-family housing
- List of any terminated projects. Please explain the termination
- Any material (including letters of support or endorsement from clients) indicative of the vendor's capabilities
- Provide resumes of key project individuals
- Provide a valid Certificate of Insurance showing levels of coverage

4.0 Proposed Equipment

Provide a detailed inventory of all equipment to be dedicated to this project.

5.0 Proposed Manpower

Describe in detail the number of persons you will employ for this project. Describe each position (laborer, supervisor, etc). Acknowledge understanding of Minimum Wage Rate requirements for this project.

6.0 Proposed Maintenance Schedule

Describe in detail your proposed work schedule.

7.0 Detailed Procedures

Describe all elements of ground maintenance, for the entire season, including all chemicals used, and how many times per season each chemical will be used.

8.0 Resident, Workforce and Property Safety

Describe safety efforts employed by the contractor.

9.0 Cost Proposal

The vendor will complete Bid Form.

10.0 Client References

Vendors must provide no less than three references that are similar in size, complexity, and design to the AHA. Provide the name of the contact, the project, the location, phone numbers and e-mail.

11.0 AHA Required Documents

Provide completed version to the following documents along with the bid form.

1. Non-Collusive Affidavit Form
2. Section 3 compliance
3. All insurance certificates, Liability, Auto, and Comp.

Process for inquires

All inquiries regarding clarification of items in the IFB can be made via e-mail to:

Damaris G. Carbone
Executive Director
52 Division Street
Amsterdam, New York 12010
Email: procurement@amsterdamhousingauthority.org
Phone: 518-842-2894
Fax: 518-842-9526

Evaluation Process and Criteria

The Authority's Contracting Officer will appoint a committee to evaluate the proposals in accordance with criteria that shall include those listed below. Due to the evaluation procedure for the Invitation to Bid, lowest price may not indicate the successful vendor. Price constitutes only one of the several evaluation criteria.

The evaluation committee may interview any vendor whose proposal is considered well qualified. The interview process may include a verbal interview of an onsite visit to witness the work of the contractor. AHA reserves the right to short list the IFB respondents and to interview only those deemed best qualified. In the event the parties are unable to enter into a contract, AHA may elect to negotiate with the next most advantageous respondent.

Criteria and Point Allocation (100 points maximum):

- 35% Response to Detailed Submission Requirements _____
- Vendor’s response for each section of the required submittals
- 30% Client Feedback _____
- Customer satisfaction based upon direct correspondence with current and past clients, similar in scope and using the same services.
- 30% Price _____
- Vendor’s cost for the maintenance program
- 5% Section 3 Compliance _____
- Contractors who have the need to hire new persons or need to subcontract portions of the work to another business are required to direct their newly created employment and/or subcontracting opportunities to Section 3 residents and business concerns.

The contract will be awarded to the contractor whose proposal is ranked and selected as the most advantageous to the AHA and its residents, and whose price and other factors most closely conform to this IFB.

Description of Work:

Work to be Accomplished – The contractor shall furnish all labor, tools, materials, equipment and supervision necessary for the performance of all operations included in this description.

1. Apply fertilizer three (3) times during the season. The fertilizer is to prevent, crabgrass, broadleaves and grubs. Indicate time of the season each application should take place. Indicate your company's NYSSEC Pesticide business registration number, NYS Pesticide Applicators Certification ID number, and the Pesticide and EPA Product Registration Number for all fertilizer and additives used.
2. Apply the proper chemical twice (2) during the season to prevent and eradicate bores in all of the Linden and Hardwood trees located on all of the AHA Properties. Indicate time of the season each application should take place. Indicate your company's NYSSEC Pesticide business registration number, NYS Pesticide Applicators Certification ID number, and the Pesticide and EPA Product Registration Number for all additives used.
3. Apply Preventative weed control to all mulch beds through the Authorities sites. This application should be done in the spring, once per season. Indicate your company's NYSSEC Pesticide business registration number, NYS Pesticide Applicators Certification ID number, and the Pesticide and EPA Product Registration Number for all additives used.
4. Apply herbicide to kill all unwanted growth in all shrub beds, sidewalk partitions, curb edges, fence lines, parking lot cracks, and any area that unwanted growth appears. This application will be done as needed, most likely twice a year. Indicate your companies NYSSEC Pesticide business registration number, NYS Pesticide Applicators Certification ID number, and the Pesticide and EPA Product Registration Number for all additives used.
5. Top soil furnished by the contractor shall consist of natural friable surface soil, without admixtures of undesirable subsoil, refuse, or foreign materials. It shall be reasonably free from roots, hard clay, and coarse gravel, stones larger than one inch in any dimension, noxious weeds, tall grass, brush, sticks, stubble or other material which would be detrimental to the proper development of vegetative growth. The delivered, topsoil price will be per cubic yard.
6. Tree and brush trimming, tree and brush removal which will include stump removal and soil replacement, seeding and fertilizer to bring the property back to its original condition, shall be priced by a time and material hourly cost. This cost will include the use of any equipment needed to complete the work. Removal of all trees and brush will be included in the price.



BID FORM

1. Description of fertilizer used and date applied, Cost for each application.

1st _____

2nd _____

3rd _____

2. Description of chemical for the elimination of bores and dates applied, Cost per each application.

1st _____

2nd _____

3. Description of weed control and application date, Cost

1st _____

4. Description of the herbicide and the hourly cost, labor and material, to provide this service.

5. Cost of Topsoil, Delivered, per Cubic Yard

6. Tree Services, time and material cost per hour
