

**DAYTON METROPOLITAN HOUSING AUTHORITY**  
400 WAYNE AVENUE, P O BOX 8750 DAYTON, OHIO 45401-8750  
PHONE: 937/910-7613

**QUOTATION REQUEST**

**THIS IS NOT AN ORDER**

RFQ: # 10-11  
Date: March 8th, 2010

**Prospective Bidders:**

Please quote us your best price on the items enumerated below. Your quotation, to be accepted, must reach us by Thursday, March 22<sup>nd</sup>, 2010, at 10:00 a.m. We are exempt from both Federal Excise and Ohio Sales Tax.

Return one signed copy to DMHA, Procurement Department, 400 Wayne Avenue, P O Box 8750, Dayton, Ohio 45401-8750, and retain one copy for your files.

*Pamela K. Randall*

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Purchasing Manager

**DESCRIPTION**

DMHA is soliciting lawn care companies for Lawn Care, Fertilization and Mulching for our Windcliff Village property located in Germantown Ohio. Address; 155 Windcliff Village Drive, Germantown Ohio 45327. Please see attached specs. Any suspected discrepancies of this RFQ should be brought to the attention of Todd Daniel ([tdaniel@dmha.org](mailto:tdaniel@dmha.org)) prior to submitting a proposal. Any questions or to view the site should be brought to the attention of Shawn Farrel @ 937-910-7630 or Thelma Emrick @ 937-855-7460, Monday through Friday, between the hours of 8:30 a.m. and 5:00 p.m.

Please fax quotations to the Procurement Department by 10:00 a.m. on or before the day outlined above. ((937) 910-7628) No bid opening will be conducted. Results will be available upon request.

DMHA will award the contract on the best bid received, but reserves the right to waive any informalities in the bidding.

Contractor shall be responsible for obtaining and paying for all permits and inspections necessary to complete all work related to the specifications. All work shall comply with Federal, State and Local codes.

Contractor shall repair any damage done by their employees in the performance of this work at no expense to DMHA.

Please reference the General Specifications, Instructions to Bidders, HUD Form 5369 (10/02), Representations, Certification and Other Statements of Bidders, HUD Form 5369A (11/92), General Conditions of Contract for Construction HUD Form 5370EZ (10/06), Cost/Price Analysis, and Wage Rates, attached for more detailed requirements.

If favored with an order, we agree to furnish the items enumerated above at the prices under the conditions indicated.

Federal I.D. #: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_ By \_\_\_\_\_

## REQUIREMENTS & SPECIFICATIONS

### Project Overview:

The Dayton Metropolitan Housing Authority (DMHA) intends to contract with a professional service company to provide lawn care services for Windcliff Village.

DMHA intends to solicit Request for Proposals, evaluate those proposals, establish a competitive range of qualifications, conduct interviews, verify the information presented, and enter into an agreement with one qualified firm.

### Scope or Services:

All proposals will be a price, by site, to perform all the work outlined below. The Vendor will provide all materials, labor, tools, equipment, supplies, and services to maintain turf areas to comply with this Scope of Work. The contract will begin on April 6, 2010 and will terminate on November 30, 2010.

- A. **Mowing** – mowing will begin as soon as the contract has been awarded. The frequency will be no more than a seven calendar day cycle (Monday-Monday, Tuesday-Tuesday, etc.), based on the growth rate of the grass.
1. From the award of contract to September 15, 2010 the mower blade settings will be 2 ½". The grass height of 3 ½" will indicate time to mow again. At no time during this mowing period will the Vendor allow the grass height to exceed 4" maximum. If rainy conditions restrict the mowing process and the grass exceeds 4" in height, the grass shall be cut with a String Trimmer to less than 4" in height.
  2. September 16, 2010 through November 30, 2010, the mower blade settings will be 2". The grass height of 3" will indicate time to mow again. At no time during this mowing period will the Vendor allow the grass height to exceed 4" maximum.
  3. If the Vendor allows the grass to exceed the maximums established in A.1 and A.2 above, then DMHA will notify the Vendor. If the Vendor fails to start work within 24 hours of notification, they will be considered in breach of contract.
  4. During extremely dry weather, site work may be delayed for a 7-10 day cycle by the Site Manager by giving the Vendor a twenty-four hour notice to delay. Upon receipt of the notice-to-delay, Vendor may negotiate with Site Manager to provide additional landscape related work at the site in lieu of the delayed grass cutting.
- B. **String Trimming** – as a part of each mowing, all inaccessible grass left standing after mowing, will be trimmed to match the height of the grass in the surrounding area. This would include areas such as: along the perimeter of a building, stoops, steps, and porches; along steel, aluminum, plastic, or lumber edging, along fences; around trees and shrubbery, dumpster pits, fire hydrants, Sign posts and ballards, power lines, telephone and guide wires; and any other items that protrude from or encroach into turf areas.

- C. **Clean Up** – Prior to each mowing, the lawn areas are to have all undesirable materials removed, i.e., paper, bottles, trash, limbs, branches, etc. The Vendor is responsible for the proper disposal of debris (you **MAY** use the DMHA dumpsters on site for these debris). After each mowing, all grass clippings on concrete and asphalt sidewalks and drives will be blown clear.
- D. **Clippings** – No grass clippings will be left on lawns. The Vendor is responsible for the removal of grass clippings (you **MAY NOT** use the DMHA dumpsters for grass clippings).
- E. **Mulching** – Vendor will supply and install triple-blend mulch no later than May 1, 2010 in all mulch areas.
- F. **Leaf Clean Up** – On an ongoing basis, leaves will be considered a normal part of the clean up process. The Vendor will be responsible for the year end leaf removal and proper disposal of leaves (you **MAY NOT** use DMHA dumpsters for leaf disposal).
- E. **Spring Fertilization** – Vendor will supply and install Weed and Feed, Formula 47-3-3. The application rate per square foot, as well the optimum time of application, will be as per the manufacturers' recommendations printed on the bag or label. Vendor will apply two applications during the spring season.
- F. **Fall Fertilization** – Vendor will supply and install Weed and Feed, Formula 47-0-0. The application rate per square foot, as well the optimum time of application, will be as per the manufacturers' recommendations printed on the bag.
- G. **Edging** – Edging at concrete/asphalt, sidewalks, curbs, and drives will be performed (4) times through the mowing period, beginning with the first mowing.
- H. **Shrub Trimming and Pruning** – All shrubs and ground cover will be shaped or sheared in accordance to industry or DMHA standards for curb appeal. Hand prune with a combination of thinning old growth and heading back to promote plant vigor on all shrubs. DMHA will work with Vendor in developing the frequency for trimming and pruning all shrubs. **Pruning/trimming shall be performed two times per season.**
- I. **Weed Control** – Vendor will be responsible for weed control in parking lots, on or in concrete, asphalt, sidewalks, curbs, and drives.
- J. **Tree Trimming**- Not in this proposal.

**Vendor Project Requirements:**

Above is the scope of service the Vendor shall be responsible for but not limited to following services:

Vendor must submit a schedule for cutting, edging, fertilization, and shrub trimming and pruning within one week of receiving the notice to proceed.

Vendor must submit in writing within twenty-four (24) hours all changes to schedules. All changes to schedules must be reported to the site maintenance supervisor and maintenance superintendent.

Everything contained in these specifications may become a part of the contract. Please read and understand them completely.

Line items may be deleted from the proposal entirely, or grouped together, for the award of smaller, multiple contracts.

Vendor must submit a breakdown cost per site for edging, fertilization, shrub trimming and pruning.

### **Proposal Forms**

- A. All proposals must be submitted on the Bid Proposal form furnished by Dayton Metropolitan Housing Authority (DMHA) in the bidder's packet. Your proposal is for the entire mowing season and includes all work outlined in the Scope of Work.
- B. Deviation in the bidding procedures, or only bidding a portion of the work at a site, is unacceptable and will be considered cause for rejection of proposal.

**See Attachment for Bid Forms**

### **Interpretations**

These specifications are considered to be clear and concise, however, should a question arise as to the meaning of any portion, the question is to be directed to Thelma Emrick Site Manager, at 937.855.7460 or Shawn Farrell 937.910.7630.

**WINDCLIFF VILLAGE**

Site Contact: Thelma Emrick, Site Manage, 937.855.7460

Site Name	Site Address	Cost for Mowing (Includes weed control, string trimming, trash/debris removal)	Cost for Edging, Shrub Trim/Prune	Cost for Fertilization	Cost for Mulch
Windcliff Village	155 Windcliff Village, Germantown Ohio 45327				
TOTAL					
		Total from above =	Total =	Total =	Total =
<b>GRAND TOTAL (Add 4 numbers from previous row)</b>		=			