



REQUEST FOR QUOTE

For Lawn Services at Hardigree Terrace, Capitol Avenue Homes, Glenwood Terrace, Oakwood Homes, Fort Yargo Apartments, Smith Height Apartments and Dunaway-Massey Homes

Winder Housing Authority (WHA), as management agent for Crescent and Innovation Properties, seeks proposals for comprehensive lawn care services from experienced, qualified vendors who specialize in commercial lawn care services. Winder Housing Authority is located at 163 Martin Luther King Jr. Drive, Winder, Georgia 30680. Winder Housing Authority is soliciting quotes under its Small Purchase Procedure, for Lawn Services at Hardigree Terrace, Capitol Avenue Homes, Glenwood Terrace, Oakwood Homes, Fort Yargo Apartments, Smith Heights Apartments and Dunaway Massey Homes (Statham and Braselton).

A site visit of the grounds may be required. A site visit may be scheduled by contacting Susan Newberry, Operations Support Specialist II, at (770) 867-7495 ext. 1002 or (470) 201-7031 cell.

Contractor must be properly licensed and in business for a minimum of two years. Contractor is required to provide evidence of a valid business license, W9 and proof of insurance. A copy of Contractor's current W9 must be included with the quote proposal. Include at least three references of lawn maintenance agreements covering similar services as in the proposal. List company name, contact name and phone number.

Winder Housing Authority reserves the right to receive, accept, or reject any and all proposals for any, or all, reasons. All work as specified shall begin July 1, 2021. The contract will be for one year. Contractor warrants that pricing stated herein shall remain firm for a period of one (1) year from the first day of the contract period. Pricing shall include all charges that may be imposed to fulfill the terms of the contract. Termination is 30 days written notice. Terms, conditions and specifications of this proposal will become part of the contract if the proposal is deemed approved and accepted by the Housing Authority of Winder.



Interested firms must submit their quotes no later than 5PM EST, Tuesday, June 22, 2021. All quotes must be addressed to the attention of Susan Newberry, Operations Support Specialist II, Winder Housing Authority, snewberry@winderhousing.com or in person at 163 Martin Luther King Jr. Drive, Winder Georgia 30680 with the subject line labeled as "Lawn Services Quote".

Questions may be emailed to snewberry@winderhousing.com.

Minority and Female Business Enterprises firms are encouraged to respond to this Request for Quote.

WINDER HOUSING AUTHORITY
Lawn Services Scope of Work

**(Hardigree Terrace, Capitol Avenue Homes, Glenwood Terrace,
Oakwood Homes, Fort Yargo Apartments, Smith Height Apartments
and Dunaway-Massey Homes)**

I. SUBMISSION OF QUOTES

All quotes transmitted by email or hand-delivered shall be addressed to:

Susan Newberry Re: Lawn Services Quote
snewberry@winderhousing.com
Winder Housing Authority
163 Martin Luther King Jr. Drive
Winder, GA 30680

II. SCOPE OF REQUIRED SERVICES

Scope of Work--The accepted quoter shall furnish all necessary labor, materials, tools, equipment, fuel, transportation, and supervision necessary to provide the following services:

A. Services to be provided per schedule below:

Litter and General Maintenance: All litter, trash, and other debris will be picked up and disposed of properly before mowing.

Mowing: Mow all turf areas as scheduled by Winder Housing Authority to maintain an average height of 2 1/2" to 3 1/2" in varying patterns to minimize rutting. The final cutting of the year shall include leaf pickup at all sites.

Trimming and Edging: Edge all grass borders of plant/garden beds, cement and asphalt areas including buildings, playgrounds, curbs, patios, sidewalks, roadways, and driveways will be edged with a stick edger to maintain a consistent border.

Pruning: New growth shall be removed from hedges and shrubs as needed to keep at established height and maintain a uniform, professional appearance. All trees and shrubs shall be pruned and or trimmed to ensure no branches are touching roofs or buildings. The Contractor will be responsible for the removal of debris and ensure the plants and surrounding areas are neat and orderly.

Blowing: Lawn debris, grass clippings, and dirt shall be blown off walkways and away from air conditioning units in a considerable fashion so as not to be noticeable in entrance ways, near curbs, under parked vehicles, on sidewalks, etc.

Weed Control*: Removal of all weeds including cement crevices, fence lines, bed areas, A/C areas, edges of yard areas containing Kudzu, etc. and in plant bed areas to keep the beds in a clean state of appearance. A chemical weed killer such as Round Up or an equivalent may be used in areas as necessary, however, not applied on windy days to prevent drift.

Insect Pest Control*: Insect Pest Control applications to be applied as needed.

* Contractor shall comply with all City of Winder, State of Georgia, and applicable federal laws regarding application of any herbicide, pesticide or other agent to turf.

The contractor shall arrange their schedule in order that all work at a given site is accomplished within a 24-hour period. All work must be performed during normal daylight business hours, Monday-Friday. Saturday work may be permitted only after approval by Winder Housing Authority.

In the event of rain days, the contractor will perform all work on the first day following the rain. Then, the contractors will return to the schedule of rotation for cuttings. However, after the 5th day of rain delay WHA shall have the right to skip this rotation and resume with next rotation on schedule or adjust the schedule of rotation in writing so as to keep ten- and fourteen-day rotations. Consideration must be given to weather conditions so that lawn and plantings are not damaged.

Contractor will take all steps to protect the public from injury and nearby property from damage from their activities. Any damage to WHA property from mowing, or other service performed by the contractor, will be the contractor's sole responsibility to repair in a timely manner. Repairs shall be made prior to contractor leaving the site the day services are performed. Contractor shall notify WHA of any damages.

B. Additional services will be provided upon specific request by the Construction Manager:

Mulching: Apply mulch--Red Mulch, Pine Bark, Cyprus Mulch, or Pine Straw--2-3 inches thick.

Fertilization: Fertilizer applications to be applied in early March. Shrubs and ornamental trees will be fertilized once annually with slow-release balanced fertilizer.

Seasonal Color: Annuals and perennials to be provided at the request of WHA.

III. OTHER CONDITIONS

The following and other conditions will apply to the accepted quoter who is awarded a contract resulting from this Request for Quotes.

A. Insurance- To the satisfaction of WHA, the accepted quoter will be required to provide WHA with a current certificate(s) of: Workers Compensation insurance for all of its staff employed on the sites of this project; general liability insurance; and vehicular insurance with WHA named as *additional insured*. Each of the three insurances shall contain a minimum of \$1,000,000 coverage. The accepted quoter shall maintain these insurances in force during the term of the contract.

B. Permits, Fee and Licenses- The accepted quoter shall secure, maintain, and pay all permits, fees, and licenses necessary for the proper execution and completion of work.

C. Subcontracting- WHA encourages the participation of resident, minority and women-owned businesses. The accepted quoter will make every effort to utilize resident, minority- and women-owned businesses as subcontractors in work performed under the contract. WHA has agreed to resident, minority- and women-owned business participation in its contracts. Information provided by the accepted quoter assists WHA in monitoring its progress toward the realization of its goal.

D. Resident Participation- WHA encourages the hiring of residents by the successful quoter(s) for any employment opportunities available as a result of its contracts. The successful quoter(s) will be asked to make every effort to hire residents and to post job opportunities in the Management Office of the community where the work is to be performed. The successful quoter(s) will be asked to report the hiring of any residents to assist WHA in monitoring resident participation in the performance of work under its contract, progress toward achieving established goals, and in the development of further resident participation programs.

E. Non-Discrimination- The accepted quoter must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, disability, sex, or national origin. WHA encourages participation by Winder area business owned and operated by minorities and women.

F. Security and Safety- The accepted quoter shall protect and secure all materials, vehicles, and equipment, and shall assume full responsibility for loss, theft, vandalism, and any other damage for the duration of the contract. WHA will not assume responsibility for vandalism, theft, fire, and/or personal injury claims arising from or relating to the work to be performed. The accepted quoter must exercise extreme caution and safety at all times to protect the work area and to eliminate accidents occurring at the work site.

G. Review and Inspection- WHA may, at its sole discretion and from time-to-time, review and inspect the services provided including but not be limited to: site observations, review of time records, daily and other logs and records of activities, and supervisors' reports.

H. Payment- Payment shall be made on the basis of contracted rotations for services provided during the invoiced month as described in Item II.A (above). Additional services as described in Item II.B (above) will also be paid monthly.

I. Term- WHA anticipates that the services to be provided under the contract will begin within two weeks after the quote submittal deadline. The initial contract will be for one year unless modified or validly terminated prior to the end of the term. WHA, in its sole discretion, may renew this Agreement for two successive one-year periods.

III. SITES FOR LAWN SERVICE TO BE PROVIDED

Pricing to be provided by site as listed below:

- Hardigree Terrace
Marion Lay Street
Winder, GA 30680

- Fort Yargo Apartments
Richardson Street
Winder, GA 30680

- Smith Height Apartments and vacant lot
Maynard / Jackson Streets
Winder, GA 30680

- Capital Avenue Homes
Capital Avenue
Winder, GA 30680

- Glenwood Terrace and vacant lot
James Albert Johnson Avenue
Winder, GA 30680

- Oakwood Homes
James Albert Johnson Avenue
Winder, GA 30680

- Dunaway –Massey Homes
Braselton Location
Piedmont Street
Braselton, GA 30517

- Dunaway-Massey Homes
Statham Location
Atlanta Highway SW
Statham, GA 30666

IV. MOWING SCHEDULE

Ten (10) Day Rotation Schedule 2021	Fourteen (14) Day Rotation Schedule 2021
July 5 - 6, 2021	August 9 - 10, 2021
July 15 - 16, 2021	August 23 - 24, 2021
July 26 - 27, 2021	September 6 - 7, 2021
	September 20 - 21, 2021
Ten (10) Day Rotation Schedule 2022	October 4 - 5, 2021
March 7 - 8, 2022	October 18 - 19, 2021
March 17 - 18, 2022	November 1 - 2, 2021
March 28 - 29, 2022	
April 7 - 8, 2022	One additional mowing date to be determined.
April 18 - 19, 2022	
April 28 - 29, 2022	
May 2 - 3, 2022	
May 12 - 13, 2022	
May 23 - 24, 2022	
June 2 - 3, 2022	
June 13 - 14, 2022	
June 23 - 24, 2022	

V. REQUIRED FORM FOR QUOTE SUBMISSION

Business Name _____
Address _____

Please provide a per rotation price for the lawn care, maintenance and leaf removal services as per specifications/scope of work above:

Total Quoted Cost for Services

Hardigree Terrace \$ _____
Marion Lay Street
Winder, GA 30680

Fort Yargo Apartments \$ _____
Richardson Street
Winder, GA 30680

Smith Height Apartments & Vacant lot \$ _____
Maynard / Jackson Streets
Winder, GA 30680

Capital Avenue Homes & Vacant lot \$ _____
Capital Avenue
Winder, GA 30680

Glenwood Terrace \$ _____
Wood Avenue
Winder, GA 30680

Oakwood Homes \$ _____
Wood Avenue
Winder, GA 30680

Dunaway –Massey Homes (Braselton Location) \$ _____
Piedmont Street
Braselton, GA 30517

Dunaway-Massey Homes (Statham Location) \$ _____
Atlanta Highway SW
Statham, GA 30666

Years in business with the same business name: _____

Minimum of Three (3) References for Comparable Services (Company name, contact name, email address and phone number):

1. _____

2. _____

3. _____

4. _____

Signature of Responsible Party

Company Name

Title

Email address

Date of Submission

Note: Failure to submit all required documentation may result in the quote being rejected.