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Request for Quote

(Service Contract #18-S-0050)

Grounds Keeping Services at 11 Locations

PRE-BID MEETING

TUESDAY, December 18, 2018 at 9:00 AM

Contract Administrator:

Ron Haniuk

PH: (541) 682-2583

Email: rhaniuk@homesforgood.org



Quotes Due

THURSDAY, January 10, 2018, by 4:00 PM



Please update to [Adobe Reader DC](#) to view attachments properly.

REQUEST FOR QUOTE:

The Homes for Good Housing Agency is now accepting quotes from qualified landscape maintenance contracting firms for high quality, regular, routine grounds maintenance services at Eleven Agency-managed sites:

These Sites are:

1. Parkview Terrace, 255 High St, Eugene, OR. 97401, OR. 97401.
2. Lindeborg Place, 840 Holly St, Junction City, OR. 97448.
3. Cresview Villa, 350 S. 2ND St, Creswell, OR, 97426.
4. Riverview Terrace, 925 W. Main Street, Cottage Grove, OR. 97424.
5. Veneta Villa, 25115 E. Broadway, Veneta, OR. 97487.
6. Pengra Court, 1038-1124, 1270-1290 R. St, Springfield, OR. 97477.
7. Maplewood Meadows, 2855 Matt Drive, Eugene, OR, 97408.

PLEASE NOTE: NUMBERS 1 THROUGH 6 HAVE APPLICABLE WAGE RATES.

8. 1011 Abbie Lane Courts, Eugene, OR. 97401
9. 14 Pines Apt, 2712-2844 Willakenzie Rd, Eugene, OR. 97401.
10. Village Oaks Apt, 3602-3622 W. 18th Eugene, OR. 97402.
11. Firwood Apartments, 2111-2139 W. 12th Ave. Eugene, OR. 97402.

A PRE-BID MEETING will be held at the Homes for Good Springfield office on **December 18, 2018 at 9:00 AM.** This is not a mandatory meeting, but all interested parties are encouraged to attend. Site visitations by prospective bidders may be anytime Monday through Friday from 8:00 am to 4:00 pm.

- Each Quote is for a cost per calendar month, per site with a total annual cost for each site.
- It is expected that the contract work will initiate in the month of January 2019.
- Contracts shall be for a two (2) year period with two one (1) year options to renew.
- All qualified professional, MBE and Section 3 firms are invited to participate in this solicitation.
- General Conditions and Specifications of work apply to all and any work done on this contract.
- Please review HUD-5369-B Instructions to Offerors for Non-Construction Contracts, HUD-5370-C General Condition for Non-Construction, and the Section 3 Form.
- Please review and complete the Independent Contractors Certification Form.
- Each location will have a small section of specific site specifications separate from the Special Conditions of Work. (See next page).
- Please address all questions to the Contract Administrator: Ron Haniuk, (541) 682-2583.
- Contracts shall be for a two (2) year period with two one (1) year options to renew.
- You can also find this request at our website below;
<https://homesforgood.org/opportunities/contracts-and-vendors/bid-opportunities>

NOTE: It is the intent of this Agency to award each complex to as many contractors as possible, so Contractors may bid one or all the sites but Homes for Good reserves the right to award these properties in the best interest of the Agency.

Quotes shall be sent in the format provided (no fax), by **THURSDAY, January 10, 2019, by 4:00 PM**, and can either be sent by postal mail addressed to 300 West Fairview Drive, Springfield, OR 97477, attention; Ron Haniuk. Or preferably by email sent to the contract administrator at, rhaniuk@homesforgood.org

See quote forms for any additional instructions.

SCOPE OF WORK:

This request is to perform required grounds maintenance services on a weekly basis (billed per calendar month), at all of the listed complexes in this request. Weekly service includes all care of lawn and shrub areas, fertilizing, weeding, edging, pruning, cleaning sidewalks, parking lots and spaces, bike lanes, leaf pickup, minor litter pick up, and disposal of all work debris.





Awarded contractors must be prepared to offer complete service at each visit which includes not only mowing and trimming, but also keeping shrub beds weed free, removing suckers, low hanging limbs, smaller shrubs constantly trimmed as applicable to each site including around signs. Keeping parking lots weed free and moss free.

- All standard service is expected to be completed at each visit except for specific seasonal work.

MINIMUM WAGE REQUIREMENT:

There will be applicable Minimum **Wage Rates for sites numbered 1 through 7** as listed above that are established by HUD Department of Labor Relations for all services performed under this contract. There will be **no minimum wage rates required for numbers 8 through 11** as listed above.

- *Please read important contract information below;*

GENERAL CONDITIONS OF WORK >	
SPECIAL CONDITIONS OF WORK >	
SPECIFIC SITE SPECIFICATIONS >	
BILLING INFORMATION >	

QUALIFICATIONS:

REFERENCES: A minimum of three references must be supplied by a low bidder, along with information regarding the owners and work force available, and longevity and history of business.

The Agency may verify and visit the three referenced sites. The Agency may choose to not award a contract based upon these reference checks or other pertinent information. If this occurs, then the next lowest bidder maybe considered.

AWARD OF CONTRACT:

This contract will be awarded to the qualified bidder offering the best value for this Agency. Best Value includes but is not limited to lowest price submitted by a qualified bidder, ability of the bidder's company to supply trained, licensed and experienced personnel, references, appropriate equipment for performing the required work, employees available.







Qualified bidders may be contacted for an informal interview for more detailed information and conformation bid information. Homes for Good reserves the right not award to any firm if it is in the best interest of this Agency to do so or based upon the results of credit and reference checks, review of the quality of work of the bidding Contractor.

Homes for Good reserves the right to reject any and all quotes not in compliance with the described public bidding requirements and may reject for good cause or waive any informality in quotes received whenever such rejection or waiver is in the public interest to do so. The Agency complies with State and Federal laws and regulations relating to discrimination and employment, including the Americans with Disabilities Act (ADA 1990).

This Agency may review any the following prior to selection of the Contractor:

- A job cost breakdown, work force availability, work history.
- Number of anticipated work hours per week/month.
- Previous contract performance with this Agency.
- Site review/inspection of Contractors current work.
- An evaluation of references and other non-Agency work history.
- Applicable experience.

➤ *Please review and familiarize yourself with these important HUD documents and requirements;*

INSURANCE REQUIREMENTS >	
HUD DETERMINED WAGE RATE >	
SECTION-3 FORM >	
HUD-5370-C GENERAL CONDITION for NON-CONSTRUCTION >	
DRUG FREE WORK PLACE >	
ENVIRONMENTAL CARE >	

QUOTE FORM

Grounds Maintenance at 11 Sites

Contract # 18-S-0050

The undersigned, having familiarized [] (himself) [] (themselves) with the local conditions affecting the cost of the work, and with the Specifications including, Instructions to Bidders, this quote, the form of Contract, the General and Special Conditions, the Description of the Work, the Specifications and Drawing(s) and Addenda, if any thereto, as prepared by Homes for Good and on file in the office at 300 W. Fairview Drive, Springfield, OR 97477, hereby proposes to furnish all labor, equipment, and materials for the GROUNDS MAINTENANCE AT 11 LOCATIONS for Homes for Good Properties, as listed and quoted below:

INSTRUCTIONS: Provide a cost for the Monthly Site Fee. Multiply it by 12 to get the Annual Total Cost.

	SITE	MONTHLY SITE FEE	(X 12) ANNUAL TOTAL COST
1	Parkview Terrace, 255 High St, Eugene, OR. 97401		
2	Lindeborg Place, 840 Holly St, Junction City, OR. 97448		
3	Cresview Villa, 350 S. 2nd Street, Creswell, OR. 97426		
4	Riverview Terrace, 925 W. Main St, Cottage Grove, OR. 97424		
5	Veneta Villa, 25115 E. Broadway, Veneta, OR. 97487 and 1-Duplex		
6	Pengra Court, 1038-1124 and 1270-1290 R. St, Springfield, OR. 97477		
7	Maplewood Meadows, 2855 Matt Dr. Eugene, OR, 97408		
NO HUD WAGE RATES BELOW.			
8	1011 Abbie Lane Courts, Eugene, OR. 97401		
9	14 Pines Apt, 2712-2844 Willakenzie Rd, Eugene, OR. 97401		
10	Village Oaks Apt, 3602-3622 W. 18th Eugene, OR. 97402		
11	Firwood Apt, 2111-2139 W. 12 th , Eugene, OR. 97402		

In submitting this (these) quote(s), it is understood that the right is reserved by the Homes for Good Housing Agency to reject any and all quotes. If written notice of the acceptance of this quote is mailed, telegraphed or delivered to the undersigned within 30 days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form and furnish the required bond (if any) within ten (10) days after the contract is presented to him for signature.

Please see next page;

Attached hereto is an affidavit in proof that the undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitting of proposals for the contract for which this proposal is submitted.

The bidder represents that he [] has, [] has not, participated in a previous contract or subcontract subject to the equal opportunity clause prescribed by Executive Orders 10925, 11114, or 11246 or the Secretary of Labor; that he [] has, [] has not, filed all required compliance reports; and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with contracts or subcontracts which are exempt from the clause.)

Certification of Non-segregated Facilities; By signing this quote, the bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. He certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. He further agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that he will retain such certifications in his files; and that he will forward a notice to his proposed subcontractors as provided in the instruction to bidders.

Drug Free Environment Certification: By signing this quote, the bidder certifies that he will, or will continue to, provide a drug-free workplace while performing work at the contracted location, and will adhere and perform to the directions stipulated in the Special Conditions, item 18, Drug Free Work Place Requirement.

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

BIDDERS SIGNATURE
ATTESTING QUOTE AMOUNTS AND OTHER CERTIFICATIONS

NAME OF BIDDER (Company): _____

COMPANY OFFICIAL ADDRESS: _____

CITY: _____ ZIP: _____

COMPANY FEDERAL ID #: _____ PHONE #: _____

BY (Print Name): _____

TITLE: _____

SIGNATURE _____ DATE _____
(SIGN ORIGINAL ONLY)

NOTE: Complete and Submit This Form with Bid

Please see next page;

INDEPENDENT CONTRACTOR CERTIFICATION STATEMENT

NOTE: Oregon law, ORS 701.075, requires your business to qualify as an independent contractor (demonstrate that you are in business for yourself and not an employee) in order to be registered with the Construction Contractors Board (formerly called the Builders Board).

You can qualify as an independent contractor by certifying that you meet all the following standards as required by ORS chapters 310, 316, 656, 657, 670 and 701;

- (1) You provide labor and services free from direction and control, subject only to the accomplishment of specified results.
- (2) You are responsible for obtaining all assumed business registrations or professional occupation licenses required by state or local law.
- (3) You furnish the tools or equipment necessary to do the work.
- (4) You have the authority to hire and fire employees to perform the work.
- (5) You are paid on completion of the project or on the basis of a periodic retainer.
- (6) You are registered with the Construction Contractors Board (as required).
- (7) You filed Federal and state income tax returns for the business for the previous year if you performed labor or services as an independent contractor in the previous year.
- (8) You represent to the public that you are an independently established business, by indicating:

that you meet four (4) or more of the following:

- _____ A) You work primarily at a location separate from your residence.
- _____ B) You have purchased commercial advertising, business cards, or have a trade association membership.
- _____ C) You use a telephone listing and service separate from your personal residence listing and service.
- _____ D) You perform labor or services only pursuant to written contracts.
- _____ E) You perform labor or services for two or more different persons within a period of one year.
- _____ F) You assume financial responsibility for defective workmanship and breach of contract, as evidenced by performance bonds or liability insurance coverage.

I hereby certify that the above information is correct.

Signature: _____ Date: _____
(Owner, partner or corporate officer)

Entity: _____
(Company or corporation name)

Attention: This page must be signed and submitted with Bid.

Attachment:

Three References for Similar Work:

(May include work previously provided for Homes for Good)

NAME OF COMPANY OR BIDDER: _____

REFERENCE #1:

NAME OF COMPANY: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE _____

PERIOD OF PERFORMANCE: From _____ to _____

DESCRIPTION OF WORK: _____

REFERENCE #2:

NAME OF COMPANY: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE _____

PERIOD OF PERFORMANCE: From _____ to _____

DESCRIPTION OF WORK: _____

REFERENCE #3:

NAME OF COMPANY: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE _____

PERIOD OF PERFORMANCE: From _____ to _____

DESCRIPTION OF WORK: _____

I attest that the information presented is true and accurate. Permission is granted for the HACSA to contact and/or review work with each of the above sites and companies.

Signature: _____

Attention: This page must be signed and submitted with Bid