

Invitation to Bid

LAWN MOWING SEASON 2019

The Kansas City, Kansas Housing Authority (KCKHA) is accepting bids for the lawn mowing at its various developments (see attached list).

Each property and/or group is to be **bid separately** and **per mowing** and shall include mowing, trimming, and cleaning sidewalks every 7-10 days as needed for the mowing season. KCKHA, at its discretion, will dictate the frequency of mowing.

Bids will be received at the KCKHA Maintenance Shop by **Tuesday, April 9, 2019 by 2:00 p.m. CDT**. All bids shall be made in accordance with the information listed in the invitation to bid. Bids received after the above date and time will not be accepted.

Bids shall include: 1) Representations, Certifications and other Statement of Bidders (HUD Form 5369-A); 2) Instruction to Offerors Non-Construction (HUD-5369-B); 3) General Conditions for Non-Construction Contracts (HUD-5370-C); 4) tax identification number (W-9); and 5) a notarized statement that your company has not been disbarred from government contracts.

Bid documents shall in a sealed envelope, clearly labeled with the words:

**“Bid Documents”
2019 Lawn Mowing Season
Name of Bidder**

KCKHA reserves the right to reject any or all bids, or to waive any irregularities in the bidding, or request additional information from any bidder. Bids will be awarded separately by location.

Minorities, Women Owned Businesses and Section 3 businesses are encouraged to apply.

A Section 3 preference, per the Kansas City Kansas Housing Authority Procurement Policy, is available, and can be applied for certified Section 3 contractors, for award of contracts under this Invitation to Bid.

For additional information contact Therese K. Linman, mlinman@kckha.org, 913-279-3498.

Instructions to Bidder

Before submitting a bid, bidder must inspect the existing site conditions at all locations proposed for lawn service. No additional compensation will be granted for work not included in original bid due to failure to inspect and become familiar with existing site conditions affecting the performance of work included in this contract, that are necessary to satisfactorily carry out the work included herein.

KCKHA will award contracts only to responsible prospective contractors who have the ability to perform successfully under the terms of the conditions of the Invitation to Bid.

Scope of Work, Lawn Mowing:

Complete lawn and grounds maintenance service shall include:

- ✓ Pick up trash, paper, debris and limbs before grass is cut and place in bags on curb.
- ✓ Mowing all areas up to the property line.
- ✓ If area is unable to be mowed, then trimming or cutting of this area is required.
- ✓ Edging all sidewalks and driveways.
- ✓ Blowing and/or sweeping drives, walkways and patios.
- ✓ Keep fence clear of all weeds and small trees.
- ✓ Chemical weed control and removal of grass and weeds from concrete cracks.
- ✓ Contractors will need to supply their own weed spray. Contractors may spray around A/C units and curb lines. No spraying is permitted along the fence line. All chemicals must be approved by KCKHA General Foreman BEFORE spraying.

Scope of Work, Lawn Mowing will be completed every seven (7) to ten (10) days. KCKHA, at its discretion, will dictate frequency of mowing. In the event of rain, the contractor is responsible for performing services on the next available business day possible following the rain. Contractor must use sound judgment on determining if performing services will damage lawns. Contractor will be responsible for all damages done to lawns or property of the Housing Authority.

The contractor will perform the work as a **COMPLETE UNIT** (1-3 days will be allowed to complete each site). **Contractors must have the necessary personnel and proper equipment to complete the lawn services at each location bid on.** This service agreement will extend throughout the 2019 mowing season as determined by KCKHA.

Performance of the service agreement can only be done during weekdays (Monday-Friday/ 8:00 am to 5:00 pm (with the exception of 1124 N 9th location).

KCKHA reserves the right to suspend cutting when conditions warrant (during periods of drought, etc.)

The length of the mowing season will be determined by weather, KCKHA will arrange mowing schedule with the successful bidder.

The successful contractor will be responsible for any damage caused by its employees and or its equipment.

All sites are occupied. Contractor must not block drives and/or parking areas.

The award will go to the lowest bidder for each property. The KCKHA has the right to reject any bids due to poor performance of past mowing.

The list of developments with addresses is attached.

Service Agreement Period

The Service Agreement is effective April 2019 through October 2019, provided funding is available through the U.S. Department of Housing and Urban Development and performance is satisfactory.

Payment of Invoices

Developments must be inspected, approved, and invoices signed by a KCKHA supervisor before invoices can be processed for payment.

Payment for services shall be made on a monthly billing cycle. Contractors must submit an invoice for services monthly. **Invoices shall be paid within twenty (20) business days if all work is complete. If work is not satisfactory or not complete, this will delay payment.**

Notice to Cure

KCKHA has the right to cancel the services of the contractor as they feel necessary at any time during the season. All awarded contractors are required to have an e-mail account to communicate with KCKHA. In the case of poor performance or damages the KCKHA, General Foreman, will e-mail a "Notice to Cure" to the contractor with the problem delineated. The contractor will have 24 hours, from the time of the sent e-mail, to resolve the problem. Failure to resolve the problem within the 24 hours will result in non payment of the invoice. KCKHA recommends that all awarded contractors check their e-mails on a daily basis.

Service Agreement Termination

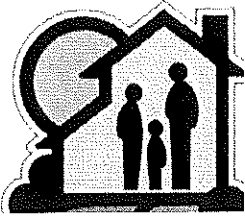
KCKHA may terminate this service agreement in whole, or in part, whenever KCKHA determines that such termination is in the best interest of the Housing Authority. Any termination shall be effective to the Contractor with a Fourteen (14) Day Notice of Termination. If contract is terminated, or at the discretion of the Housing Authority the contract is not renewed

at the annual renewal date, the developments awarded the contractor that were terminated will be rebid.

Equal Opportunity for Businesses and Lower Income Persons

The work to be performed under this service agreement is on projects assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development. Section 3 of the Housing and Urban Development Act of 1968 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area.

A Section 3 preference, per the Kansas City Kansas Housing Authority Procurement Policy, is available, and can be applied for certified Section 3 contractors, for award of contracts under this Invitation to Bid.



Kansas City, Kansas
Housing Authority

1124 North Ninth Street
Kansas City, KS 66101-2197
(913) 281-3300 FAX (913) 279-3496
www.kckha.org
Maintenance Department

**KANSAS CITY KANSAS HOUSING AUTHORITY
BIDDERS INFO**

Documents Required with Bid Submittals:

- Representations, Certifications and other Statement of Bidders (HUD Form 5369-A)
- Instruction to Offerors Non-Construction (HUD-5369-B)
- General Conditions for Non-Construction Contracts (HUD 5370-C)
- W-9
- Certified statement that the firm is not debarred, suspended or otherwise prohibited from professional practice by any federal, state or local agency.

Documents required *within 3 business days of Bid Opening:*

- Contractors Qualification Statement
- Non-Collusive Affidavit
- Copy of current Unified Government of Wyandotte County Occupational License
- Insurance Certificate
- KS Business License and/or Certificates

Additional information for bidding:

- Prevailing wages, established by Housing Authority Human Resources Policy, Maintenance Wage Rate Determination (MWD), must be paid on all projects.
HUD Form 52158-included in the bid packet
- Prevailing wages, established by the U.S. Department of Labor, must be paid on all projects with contract prices of \$2,000 or more. (excludes non-construction projects)
Review HUD guidebook, Making Davis-Bacon Work and HUD Labor Relations Letter 96-01.
- HUD requires if ownership of your company has any relationship with Kansas City Kansas Housing Authority Board members or Unified Government Council, this relationship must be disclosed in the bid documents.

All of the required forms are located at www.hud.gov.org

Minorities, Section 3 Contractors and WOB are encouraged to bid.