



1/18/2023



REQUEST FOR PROPOSALS

The Manhattan Housing Authority is requesting proposals for **LAWN CARE SERVICE** for properties owned and/or managed by the agency. Proposals will be received until **a contract is filled**. Proposals should be submitted via email with “Lawn Care Service Proposal” as the subject line to the MHA Procurement Officer, Michael Motley - Motley@mhaks.org.

Optional mailed copies of the proposal can be sent to the Manhattan Housing Authority Administrative Office P.O. Box 1024, Manhattan, KS 66505-1024.

Specifications and related documents may be picked up at 300 N 5th Street or by contacting the Facilities Supervisor on (785) 776-8588, Ext. 403 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. Additional questions can be submitted by email to Facilities Supervisor: Mamer@mhaks.org

The Manhattan Housing Authority reserves the right to reject any or all proposals, to waive any irregularities therein, and to determine which is the most responsible proposal and most suitable to the Housing Authority for the purposes described herein. The Manhattan Housing Authority is an Equal Opportunity Employer. We encourage all Minority/Business/Women Business Enterprise Contractors to submit proposals. All persons/firms awarded and/or entering into contracts with the Manhattan Housing Authority shall be subject to and required to comply with all applicable city, state and federal provisions pertaining to nondiscrimination, equal employment opportunity, affirmative action, and the Americans with Disabilities Act (ADA) on public contracts.

Manhattan Housing Authority

REQUEST FOR PROPOSALS / BIDS
2023-2024 LAWN SERVICE



- ★ The Contractor will be responsible for lawn maintenance including mowing, edging and spraying for weeds.
- ★ The Contractor will be responsible for removal of rubbish from mowing areas; all non-irrigated areas will be mowed and edged. Lawns must be power trimmed around and along all walkways, lamp posts, signposts, fences, shrubs, flower beds, and any other obstructions.
- ★ Walkways must be swept or blown clean of debris and/or grass clippings, and any debris left on buildings because of mowing or trimming must be cleaned off.
- ★ Maintain the lawns at the properties described within terms and conditions specified below and in the Service Contract that will be required.

Manhattan Housing Authority properties listed below:

- Apartment Tower (300 N 5th St)
- Carlson Plaza (425 Pierre St)
- Pottawatomie Court (1000-10028 Pottawatomie Court)
- Hudson Circle (3501-3527 Hudson Circle)
- Baehr Place (1300-1327 Baehr Place)
- Flint Hills Place (1300-1370 Flint Hills Place)

Scope of Work for Lawn Care for all MHA properties include:

- All grass to be cut bi-weekly or on as needed basis
- String trim / weed whack around all buildings, sidewalks and whatever cannot be mowed in yards when mowing property.
- Walkways must be swept or blown clean of debris and/or grass clippings, and any debris left on buildings because of mowing or trimming must be cleaned off.
- Edging/cutting of all sidewalks once in spring and end of summer/fall
- (Optional Pricing) Once a year fall cleanup, Final cut, string trim and remove leaves from properties. (Shrub and brushes can be done at same time)

Lawn Care Routine includes:

- Mow Apartment Towers, 300 N. 5th St. (Swept or blown clean walkways and structures)
- Mow Carlson Plaza, 425 Pierre St. (Swept or blown clean walkways and structures.)
- Mow Hudson Circle, Anderson Ave. & Hudson Circle. (Swept or blown clean walkways and structures. Spray for weeds in sidewalks and around buildings, trim edges and around buildings on a weekly / biweekly schedule.)
- Mow Baehr Place, Claflin Ave. & Baehr Place. (Swept or blown clean walkways and structures)
- Mow Pottawatomie Court, 104 & Pottawatomie Ct. (Swept or blown clean walkways and structures.)
- Mow Flint Hills Place, NW corner Manhattan Ave. & Flint Hills Place. (Swept or blown clean walkways and structures)

GENERAL TERMS AND CONDITIONS

1. The contractor and the Housing Authority will negotiate the number of lawn cuttings and trimmings per month.
2. The Manhattan Housing Authority may request special services such as fertilization, spraying for weeds, cleaning of gutters, trimming shrubs, laying mulch, clearing fence lines, etc. Contractor should provide recommendations and estimated costs to the Housing Authority for performance of these services, as necessary.
3. The contractor shall furnish all necessary labor, materials, tools, equipment, and transportation necessary for performance of work.
4. The contractor must show Proof of Insurance at the time of contract signing and as renewals or changes in coverage occur. The contractor shall be responsible for all damage to persons or property that occurs because of the contractor's fault or negligence. The contractor shall take proper safety and health precautions to protect workers, property of others and the public.
5. The contractor shall submit all requests for payment to the Housing Authority each month.
6. The Contractor understands that the Manhattan Housing Authority is the Management Agent for Flint Hills Place property (FHI Apartments, LP). As such, while the property is included in this procurement, a separate contract will be executed for this property, and it should be billed separately from the Owned properties (Baehr Place, Hudson Circle, Pottawatomie Court, Carlson Plaza, and Apartment Towers).

SPECIAL CONDITIONS

The Manhattan Housing Authority will have the option to request the contractor perform additional work outside the scope of the specifications and conditions listed above that are within the contractor's profession, at an additional charge as negotiated and agreed upon in writing by both parties.

These specifications and conditions will become a part of the Service Contract for each site placed under contract for lawn care and maintenance.

MHA reserves the right to reject any and all proposals or to waive any informalities in the bidding. The Manhattan Housing Authority will not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, status, disability familial status, or age.

All MHA non-construction contracts & agreements are subject to

- Instructions to offerors non-construction hud-5369-b
- General conditions for non-construction contracts hud-5370-c section i