

GRAND RAPIDS HOUSING COMMISSION
LAWN CARE PROPOSAL PACKAGE
2024

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INVITATION TO PROPOSAL

The Grand Rapids Housing Commission is seeking a one (1) year Proposal with a second-year renewal for lawn treatment and lawn maintenance for several sites specifically serving the needs of families, senior citizens, and disabled residents. Proposals will be received at the **office** of the Adams Park Apt, c/o **Ufoma Johnson, 1440 Fuller Ave Se, Grand Rapids MI 49507, or Ufoma.johnson@grhousing.org**, until **12 noon, March 19th, 2024** for lawn treatment and lawn maintenance at the Main Office of the Grand Rapids Housing Commission and its nine (9) housing sites: Adams Park, Antoine Court, Campau Commons, Creston Plaza, Hope Community, Leonard Terrace, Mt. Mercy, Ransom Tower, and Sheldon Apartments.

GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION

The term and period of performance of the contract shall be for one (1) year with a second-year renewal option upon mutual agreement of both parties and if all conditions of the contract have been met in year one including but not limited to annual insurance verification and acceptable performance.

Prices quoted shall be for year one. Prices for year two shall be subject to a price adjustment equivalent to increases or decreases in the Consumer Price Index (CPI). For example, if the CPI increases 5% over the next year, then for the 2025 season, contractors will be paid the 2024 rate(s) as Proposal on the Proposal Form plus the CPI 5%. The Housing Commission will compute the new prices and notify the contractors of same in writing.

All Proposals shall be subject to the conditions as listed herein. In compliance with the provisions of this Proposal document, the Proposals offers and agrees, if this Proposal be accepted to enter into a contract in accordance with the prices stated therein within 20 days from date of opening of Proposals.

Insurance Requirements

The successful Proposal shall submit a Certificate of Liability Insurance and Comprehensive General Liability Insurance coverage protecting the Grand Rapids Housing Commission in an amount not less than \$1,000,000 in the event of bodily injury and \$100,000 in the event of property damage, and Automobile Liability Insurance minimum amounts of 1,000,000 for bodily injury property damage.

Certificates of insurance with a 30-day cancellation clause with notice to the Grand Rapids Housing Commission shall be submitted before work commences.

The Bodily Injury and Property Damage Insurance shall include endorsement naming the Housing Commission as an additional named insured.

The successful Proposal agrees that it and all of its sub-contractors will comply with all applicable Workers Compensation laws, provide coverage within statutory limits, and will provide proof of such insurance coverage.

Notice of Award – will be issued by the Housing Commission after the Proposal has been approved by the Housing Commission. Upon approval of the Housing Commission and receipt of proof of insurance, a **Notice to Proceed** will be issued by the Executive Director of the Housing Commission. **No work shall begin until the signed Notice to**

Proceed is returned to the Contractor. Once Awarded Contractor will have a Scope of work meeting with each site manager.

Performance under this contract will include, but not limited to, the following:

Performances as specified in the Proposal documents, attachments, and references herein.

Performance as directed from time to time by the property Manager in a timely and satisfactory manner according to industry standards for like work. All work shall be performed in accordance with nationally recognized standards, and applicable codes in a fashion so as not to cause an unreasonable risk or harm to the Housing Commission, its employees, or its residents.

Deductions – the Housing Commission reserves the right to withhold payment anytime after the first occurrence of non-performance until the situation is resolved. After the second occurrence, the Housing Commission may elect to engage the services of another Contractor to provide the labor necessary for completion or performance of services as described in the Proposal package. Deductions made from payments will be equal to the cost borne by the Housing Commission and will be deducted from earnings due the Contractor for other services under this or any other contract held by the Housing Commission.

Proposal Evaluation – Proposals will be evaluated on the basis of, but not limited to, the following:

- Tour of facilities and signed verification of site visit.
- Proposal response and responsiveness
- References/Responsibility
- Price
- Experience
- Minority Owned Business

The Grand Rapids Housing Commission reserves the right to reject any or all Proposals or to waive any irregularities in the Proposal submitted.

Each change or addendum issued in relation to this Proposal document will be on file in the Office of the Grand Rapids Housing Commission.

Upon acceptance of a contract for the performance of a service, the Proposal agrees to follow all federal, state and local laws, regulations and safety standards of the Occupational Safety and Health Administration Standards governing the furnishing and use of all safeguards, safety devices, protective equipment, and work procedures.

The General Conditions, Instructions, and Information, the General Scope of Work, and Site Specific Requirements (Proposals One through Nine) form part of this proposal.

GENERAL SCOPE OF WORK – ALL SITES

1. Spring clean-up of lawn area: Pick up all branches, leaves and rubbish in designated areas, including around and under shrubs, trees and flower beds **(except where noted in the site specific instructions)**.
2. Lawn cutting every 15 days at all locations **(except where noted in several site specific instructions)**. **Do not schedule service for Monday(s)**.
3. Edging of sidewalks, driveways, and parking areas.
4. Provide weed control treatment of unwanted vegetation in sidewalk areas and around selected areas of buildings once per month.
5. Trimming around buildings twice monthly. Trim shrubs and bushes monthly.
6. Contractor is responsible for removal of clippings, etc. Disposal of such may **NOT** be in site dumpsters or on grounds. All clippings, etc. must be blown or removed from sidewalks or walkways in some fashion. **If clippings are blown, it must be blown away from the buildings, air conditioning units, windows and vehicles.**

Two applications of fertilizer and weed control, and crab grass preventer a season **(except where noted in several site specific instructions)**.

SPRING/EARLY SUMMER:

29-3-4 Scotts Turf Builder Plus Halts or comparable product.

.8 lbs. Nitrogen per 1000 sq. ft. **(except where noted in site specific instructions)**.

VERIFICATION of application is REQUIRED (signed by site manager or designee).

LATE SUMER/FALL:

28-3-3 Scotts Turf Builder Plus 2 or comparable product **(except where noted in site specific instructions)**.

.8 lbs. Nitrogen per 1000 sq. ft. **(except where noted in site specific instructions)**.

Numbers of applications are listed in site specific proposals – Note carefully.

7. Fall clean-up of lawn area, leaf, branches and brush removal, clean up flowerbeds. Disposal procedure same as spring cleanup. Fall clean-up may extend beyond end of October depending on when nearly all of the leaves have fallen.

8. Length of contract will be April 2024 through November 2024 (one-year contract with an additional one-year renewal for April 2025 through November 2025).

PROPOSAL ONE: LAWN CUTTING AND TREATMENT

Location: Grand Rapids Housing Commission Main Office and
Adams Park Apartments
1420 & 1440 Fuller SE
Grand Rapids, MI 49507
616-235-2865

Scope of Work: Site Specific

1. **Spring clean up** of lawn area according to “General Scope of Work”.
2. **Twice monthly** lawn cutting on Adams Street, Calvin, Ramona and the hillside by the retention pond. **Weekly** lawn cutting at the Housing Commission’s Main Office and the immediate area around Adams Park building and Maintenance garage. **Do not schedule service for Monday(s).**
3. Edging of sidewalks, driveways, and parking areas. Provide weed control treatment of unwanted vegetation in sidewalk areas and around selected areas of buildings once per month.
4. Trimming around buildings and fences twice monthly.
5. Trimming shrubs and bushes once a month.
6. **Two** applications of fertilizer and weed control according to “General Scope of Work” instructions.
7. Weeding of all areas, including all flowerbeds, twice a month or as needed.
8. **Fall clean up** as described in “General Scope of Work”.

PROPOSAL TWO: LAWN CUTTING AND TREATMENT

Location: Leonard Terrace Apartments
1315 Leonard, NE
Grand Rapids, MI 49505
616-235-2890

Scope of Work: Site Specific

1. **Spring clean up** of lawn area according to “General Scope of Work” instructions.
2. **Weekly** lawn cutting from north to south drive to Leonard & on east side of building. .
Do not schedule service for Monday(s).
3. Edging of sidewalks, driveways and parking areas and removal of grass from pavement cracks once a month.
4. Trimming around buildings and fences twice monthly.
5. Trimming shrubs and bushes once a month.
6. **Two** applications of fertilizer, spring and fall according to “General Scope of Work” instructions.
7. Weed killer applied to rock beds and weeded once monthly.
8. Weeding of all areas, including all flowerbeds, twice a month or as needed.
9. **Fall clean up** as described in “General Scope of Work”.

PROPOSAL THREE: LAWN CUTTING AND TREATMENT

Location: Ransom Tower Apartments
50 Ransom, NE
Grand Rapids, MI 49503
616-235-2881

Scope of Work: Site Specific

1. **Spring clean up** of lawn area according to “General Scope of Work” instructions.
2. **Weekly** lawn cutting including hill in back parking lot area. **Do not schedule service for Monday(s).**
3. Edging of sidewalks, driveways, and parking areas and removal of grass from pavement cracks once a month.
4. Trimming around buildings and fences twice monthly.
5. Trimming shrubs and bushes once a month.
6. Weeding of all areas, including all flowerbeds, twice a month or as needed.
7. **Two** applications of fertilizer – spring, early summer, late summer, and fall according to “General Scope of Work” instructions.
8. **Fall clean up** according to “General Scope of Work” instructions.

PROPOSAL FOUR: LAWN CUTTING AND TREATMENT

Location: Mount Mercy Apartments
1425 & 1511 Bridge, NW
Grand Rapids, MI 49504
616-235-2843

Scope of Work: Site Specific

1. **Spring clean up** of lawn area according to “General Scope of Work” instructions.
2. **Weekly** lawn cutting. Including large area south of service drive, embankment adjacent to service drive, area north & northwest of front building with Rose Garden/Grotto including area around 1511 Building. **Do not schedule service for Monday(s).**
3. Edging of sidewalks, driveways, and parking areas and removal of grass from pavement cracks once a month.
4. Trimming around buildings and fences twice monthly.
5. Trimming of brush along Bridge Street, five (5) feet back from curb. Trimming around fire hydrant on Bridge St. Trimming along line extending from east to west property lines once a month.
6. Trimming shrubs and bushes once a month.
7. Weeding of all areas, including all flowerbeds, twice a month or as needed.
8. **Two** applications of fertilizer and weed control according to “General Scope of Work” instructions.
9. **Fall clean up** according to “General Scope of Work” instructions.

PROPOSAL FIVE: LAWN CUTTING AND TREATMENT

Location: Hope Community
1024 Ionia, SW
Grand Rapids, MI 49507
616-235-2893

For properties located at: 1024 Ionia SW, 1043-45 Ionia SW and adjacent lot (at 1035 Ionia SW), 1106-08 Ionia SW, 35-37 Shelby SW, 106-08 Putnam SW, 43-47 Canton SW and adjacent lot (corner of Canton and Ionia), 34-38 Albany SW, vacant lot at 108 Shelby SW.

Scope of Work:

1. **Spring clean up** of lawn area according to “General Scope of Work” instructions.
2. **Twice monthly** lawn cutting and play yard area (fenced in area). As well as duplexes to fence line. **Do not schedule service for Monday(s).**
3. Edging of sidewalks, driveways, and parking areas and removal of grass from pavement cracks once a month.
4. Trimming around buildings (duplexes) and fences twice monthly.
5. Trimming shrubs and bushes once a month.
6. Weeding of all areas, including all flowerbeds, twice a month or as needed.
7. **Two** applications of fertilizer and weed control according to “General Scope of Work” instructions.
8. **Fall clean up** as described in “General Scope of Work”.

PROPOSAL SIX: LAWN CUTTING AND TREATMENT

Location: Sheldon Apartments
1010 Sheldon, SE
Grand Rapids, MI 49507
616-235-2860

Scope of Work: Site Specific

1. **Spring clean up** of lawn area according to “General Scope of Work” instructions.
2. **Weekly** lawn cutting around 20-unit main building and all grass areas around five cottage style buildings. **Do not schedule service for Monday(s).**
3. Edging of sidewalks, driveways, and parking areas and removal of grass/weeds from pavement cracks once per month.
4. Trimming around buildings twice monthly.
5. Trimming all shrubs and bushes once each month.
6. Weeding of all areas, including all flowerbeds, twice a month or as needed.
7. **Two** applications of fertilizer and weed control according to “General Scope of Work” instructions.
8. **Fall clean up** as described in “General Scope of Work”.

PROPOSAL SEVEN: LAWN CUTTING AND TREATMENT

Location: Campau Commons Apartments
 821 Division Ave S.
 Grand Rapids, MI 49507
 616-235-2879

Scope of Work: Site Specific

1. **Spring clean up**. of lawn area according to “General Scope of Work” instructions.
2. **Bi-weekly** lawn cutting, except weekly during the months of May, June, and July. **Do not schedule service for Monday(s).**
3. Edging of sidewalks, driveways, and parking areas and removal of grass/weeds from pavement cracks once per month.
4. Trimming around buildings twice monthly.
5. Trimming all shrubs and bushes once each month.
6. **Two** applications of fertilizer and weed control according to “General Scope of Work” instructions.
7. **Fall clean up** as described in “General Scope of Work”.

PROPOSAL EIGHT: LAWN CUTTING

Location: Campau Commons Apartments
Vacant lot located on Division between Antoine and the Antoine Court
Development
Grand Rapids, MI 49507
616-235-2879

Scope of Work: Site Specific

1. **Bi-weekly** lawn cutting, except weekly during the months of May, June and July.

PROPOSAL NINE: LAWN CUTTING AND TREATMENT

Location: Creston Plaza Apartments
1080 Creston Plaza NE
Grand Rapids, MI 49503
616-235-2646

Scope of Work: Site Specific

1. **Spring clean-up** of lawn area according to “General Scope of Work” instructions.
2. **Bi-weekly** lawn cutting, except weekly during the months of May, June and July. **Do not schedule service for Monday(s).**
3. Edging of sidewalks, driveways, and parking areas and removal of grass from pavement cracks once per month.
4. Trimming around buildings twice monthly.
5. Trimming all shrubs and bushes once each month.
6. **Two** applications of fertilizer and weed control according to “General Scope of Work” instructions.
7. **Fall clean up** as described in “General Scope of Work”.

PROPOSAL TEN: LAWN CUTTING AND TREATMENT

Location: Antoine Court Apartments
901 Division AVE S.
Grand Rapids, MI 49507
616-588-8391

Scope of Work: Site Specific

1. **Spring clean-up** of lawn area: Pick up all branches, leaves and rubbish in designated areas, including around and under shrubs, trees and flower beds.
2. **Bi-weekly** lawn cutting except weekly during the months of May, June and July
3. Edging of sidewalks, driveways, and parking areas. Provide weed control treatment of unwanted vegetation in sidewalk areas and around selected areas of buildings once per month.
4. Trimming around buildings and fences twice monthly. Trim shrubs and bushes monthly.
5. Weeding of all areas, including all flowerbeds, twice a month or as needed.
6. **Fall clean-up** of lawn area, leaf, branches and brush removal, clean up flowerbeds. Fall clean-up may extend beyond end of October depending on when nearly all of the leaves have fallen.

GRHC HOUSING DEVELOPMENTS CONTACT INFO

Main Office

Ufoma Johnson
1420 Fuller Avenue, SE
Grand Rapids, MI 49507-
616-581-4657

Adams Park Apartments

Ufoma Johnson, Asset Manager
1440 Fuller Avenue, SE
Grand Rapids, MI 49507
616-581-4587

Campau Commons Apartments

Gabriel Kinne, Asset Manager
821 S. Division
Grand Rapids, MI 49507
616-235-2879

Sheldon Apartments

Lynn Simone, Asset Manager
1010 Sheldon Avenue, SE
Grand Rapids, MI 49507
616-235-2860

Leonard Terrace Apartments

Lynn Simone, Asset Manager
1315 Leonard, NE
Grand Rapids, MI 49505
616-235-2890

Creston Plaza Apartments

Gabriel Kinne
1080 Creston Plaza DR NE
Grand Rapids MI 49503
616-235-2646

Mount Mercy Apartments

Kim Cross, Asset Manager
1425 Bridge Street, NW
Grand Rapids, MI 49504
616-235-2843

Ransom Tower Apartments

Margo, Asset Manager
50 Ransom, NE
Grand Rapids, MI 49503
616-235-2881

Hope Community

Joyce Williams, Asset Manager
1024 Ionia Ave SW
Grand Rapids, MI 49507
616-235-2893

Antone Court Apartments

Margo, Asset Manager
901 S. Division Ave
Grand Rapids, MI 49507
616-235-2881

PROPOSAL FORM

OWNER: Grand Rapids Housing Commission

SITES: Adams Park and Housing Commission Main Office, Antoine Court, Campau Commons, Creston Plaza, Hope Community, Leonard Terrace, Mt. Mercy, Ransom Tower, and Sheldon Apartments

PROPOSALDER: _____
(Print Name)

(Address)

(City) (State) (Zip Code)

(Area Code and Telephone Number)

We the undersigned, having familiarized ourselves with the local conditions affecting the cost of work, have reviewed the General Conditions, Instructions, and Information, the General Scope of Work, and Site Specific Requirements (Proposals One through Eight).

We hereby propose to furnish all labor, materials, equipment, and services necessary for proper execution and completion, in a quality manner, of the lawn cutting and treatment for the various Housing Commission sites listed below:

- | | | |
|---------------------|--|----------|
| Proposal One: | GRHC MAIN OFFICE &
Adams Park Apartments | \$ _____ |
| Proposal Two: | Leonard Terrace Apartments | \$ _____ |
| Proposal Three: | Ransom Tower Apartments | \$ _____ |
| Proposal Four: | Mount Mercy Apartments | \$ _____ |
| Proposal Five: | Hope Community | \$ _____ |
| Proposal Six: | Sheldon Apartments | \$ _____ |
| Proposal Seven: | Campau Commons Apartments | \$ _____ |
| Proposal Seven - A: | Campau Commons- Mow empty lot
(On Division between Antoine-Antoine Court Development) | \$ _____ |
| Proposal Eight: | Creston Plaza Apartments | \$ _____ |

Included in this packet are the following items:

- 8. Proposal Form
- 9. References (three (3) included on a separate sheet)

SIGNED

By: _____

Print Name: _____

Title: _____

Company: _____

Phone: _____

Email: _____

Date: _____

END OF PROPOSAL FORM