



REGIONAL HOUSING AUTHORITY

Serving the Cities of Live Oak, Yuba City and Colusa • Counties of Sutter, Nevada, Colusa and Yuba

1455 Butte House Road • Yuba City, CA 95993

Phone: (530) 671-0220 • Toll Free: (888) 671-0220 • TTY: (866) 735-2929 • Fax: (530) 673-0775

www.RegionalHA.org

Regional Housing Authority Request for Proposal



Landscape Services

H2F, NSP, 1455 Butte House Rd. office

Date: August 29, 2023

Sign / Print _____



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8. Scope of work exhibit C
9. Policy regarding submission of proposal
10. Required proposal forms for content.
11. Attachment Bid forms A & B
 - **Needed items.**
12. Workers comp insurance
13. W-9
14. COI (stating Regional Housing Authority as certificate holder)
15. Copy of contractor's license
16. Business license in each jurisdiction



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Regional Housing Authority Landscaping Services

Landscaping Services Request for Proposal (RFP) Schedule due dates and times

August 29, 2023	RFP notices posted on RHA website, mailed to potential Contractors.
September 12, 2023	Mandatory meeting for bidders 9:00 AM
September 18, 2023	Last day for questions. Questions must be signed and submitted in writing by 2:00 P.M. Questions may be submitted by e-mail. t.goodwin@regionalha.org subject line: Landscaping Services
September 19, 2023	By 10:00 AM All questions will be clarified through an addendum.
September 28, 2023, at 2:00 PM	Proposal receipt deadline. Proposals opened. All proposals are due at 384 Miles Ave Yuba City, CA. 95991. No late proposals will be accepted.
October 4 or 18, 2023	Present Recommendation to Board of Commissioners.
November 1, 2023	Vendors are notified of award decision.
December 1, 2023	Contract term begins

Mandatory meeting

There will be a MANDATORY meeting on Wednesday, September 12, 2023. We will review the contract to give all contractors a chance to understand their contract requirements.

Date and time: Wednesday, September 12, 2023, at 9 AM. There will be a sign-in sheet for those in attendance to sign.

Location: 384 Miles Ave., Yuba City 95991 (maintenance office)



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Request for Proposal (RFP)

Landscape Services

Regional Housing Authority (RHA) is requesting proposals from companies to provide landscape services to our main office building at 1455 Butte House Rd. and H2F / NSP properties located in the City of Marysville, City of Yuba City, Sutter County and City of Live Oak.

The company selected will be provided with a **five-year contract, 2023 to 2028.**

Contact person and address for submission of proposals:

Qualified companies and persons who are interested in submitting a proposal or have questions, please direct them to the following person and address to:

Tom Goodwin, Operations Manager
Regional Housing Authority
1455 Butte House Rd., Yuba City, CA 95993
telephone 530-671-0220 extension 214
fax 530-674-8596
email t.goodwin@regionalha.org

Sealed envelope clearly marked:

Proposals must be submitted in a sealed envelope addressed to the contact person indicated above. Clearly print on the front of the envelope the name of the company submitting the proposal and **Proposal for Landscape Services NSP /H2F / 1455 office**

Scope of work: exhibit (C)

To provide landscape services, as per the specifications outlined herein. All materials and work shall be guaranteed to be as specified and to be completed in a substantial professional manner according to the specifications herein and standard industry and practices, EPA regulations, local County, cities, state, and RHA disposal regulations. (See scope of work under exhibit C, pg. 9-11)



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1.1 Specifications

- RHA reserves the right to terminate this contract at any time for any reason as a no-fault, with 30 days' written notice to terminate. The contractor may also terminate the contract with 30 days' written notice.
- The contractor may only perform landscape services during regular working hours Monday through Friday 8 AM to 5 PM. Working outside those hours requires prior approval by the Operations Manager or his/her designee.
- Specific work schedules for each location will be determined in advance with the Operations Manager.
- The main office at 1455 Butte House Rd. will maintain hardscape/streetscape and blow sidewalks parking lot area from debris every Monday and Wednesday prior to 7 AM.
- The contractor will provide a work schedule within the first week of signing contracts, detailing the location, day of the week and approximate time services will be performed.
- Contractors will use materials that are approved safe for public facilities.
- Protective clothing will be worn when appropriate.
- Contractor shall be licensed and insured always.
- Contractor shall provide their employees with company name / logo / individual name on all shirts/jackets.
- **On the bid form, line 1 through 33** (all single-family homes) will be serviced once a week except between the months of December through March, they will only be maintained bi-weekly unless unforeseen seasonal weather happens. We will make that determination each year.
- ****On the bid form, line 34 through 36** will be done each week all year long.
- *****RHA Main office at 1455 Butte House Rd.** will be an exception. This property will be serviced twice a week, every week, and the work hours are different. Lawn will be done Mondays prior to 7 AM, blowing off sidewalks and parking lots on Mondays and Wednesdays by 7 AM.
- It will be the responsibility of the awarded contractor to post notices at each address informing them of the dates that they will be serviced. This will entail the bi-weekly schedule between the months of November and March.



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1.2 Ability to provide proof of the following

- A letter of introduction on company letterhead, including the name of the president or owner of company, contact information, give a short description of your experience in related industries, experience, and a short bio of the company.
- General liability insurance with RHA listed as an additional ensured, in the amount of \$1 million per occurrence/\$2 million general aggregate limit.
- Auto insurance in the amount of \$1 million per incident for each vehicle working on RHA sites.
- Proof contractor and all employees are insured.
- List of 4 companies you are currently providing this similar type of landscape services for including (for references)
- Contact information.

Any RFP submitted without said “PROOF” will not be considered in the contract award process.

1.3 Proposal evaluation

RHA will evaluate and award at their sole discretion and will not be based on price alone, the proposals based upon best value criteria.

All proposal costs must be made on the proposal form attachment **Bid form (A) & (B)**. All blank spaces on submitted contract must be filled in, using only blue or black ink. **No pencil usage will be accepted.** Only one copy of the bid form is required upon submission.



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1.4 Special note - VERY IMPORTANT “READ”

On the first page of the submitted proposal/contract, print the authorized person’s name and then in the lower right-hand corner of every page that person must initial using only black or blue ink. The entire package must be returned with initials in the lower right-hand corner, this verifies that you have acknowledged each PAGE. The contract proposal will be submitted in its entirety missing no pages.

1.5 Rejection of proposals

**RHA reserves the right to waive any informalities or minor defects or reject all proposals.

All questions regarding specifications and scope of work must be submitted in writing by email to, Tom Goodwin at t.goodwin@regionalha.org no later than **September 17, 2018 at 2 PM**

1.6 Proposal due dates

Proposals will be received by RHA at 384 Miles Ave., Yuba City, CA 95991 (maintenance office). Proposals will not be opened publicly. A letter will be emailed to each non-successful bidder and an award letter will be sent to the successful bidder.

RHA may do any investigations as deemed necessary to determine the ability of the company to perform the work and the company shall furnish to the RHA all such information and data for this purpose as RHA may request. The RHA reserves the right to reject any proposal if the evidence submitted by, or investigation of, such company fails to satisfy RHA that such company is properly qualified to carry out the obligations of this agreement and to complete the work contemplated therein.



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Name of Company

Street Address

Signature

City

State

Zip Code

Title

(Area Code) Phone Number

Date

(Area Code) Fax Number

SSN or Federal Tax ID No.

Business License No./Issuing Agency



Exhibit (C)

Scope of work

- A. Contractor shall provide professional landscape services on all types of properties and styles throughout any owned/managed properties or added properties of RHA jurisdiction.
- B. This includes but is not limited to grass mowing, blowing, edging, trimming, hedging, fertilizer application, herbicide application, maintaining trees in the roadway up to 12 feet, and on walkways up to 9 feet, and shall be kept away a minimum of 1 foot from the structure. Replanting, reseeding, sprinkler head repair, sprinkler clock maintaining, setting, managing, and maintaining watering cycles are subject to any restrictions imposed by the City, County, government agency or RHA. Care must be taken to ensure not to damage or destroy sprinkler systems, including sprinkler heads. Sprinkler systems shall be checked after each mowing.
- C. Properties may be added or removed with little to short notice. The bid price will be reduced on properties that have been removed, an addendum will be offered on the properties that may be added and the price will be negotiated.
- D. All contractor's employees working on or around RHA facilities owned or managed properties shall wear shirts and identification such as company logos and name of employee. This will be done at no additional cost to RHA.
- E. The contractor must abide by assembly Bill 1826 green waste reduction act.
- F. The contractor will provide all materials and labor to perform all functions of the job within the scope of this contract at no additional charge to RHA.
- G. Mowers, all mowing machines will always have a basket /bag attachment on, although mulching will be allowed throughout the year.
- H. The contractor will be responsible for the disposing of all green waste in accordance with state and local requirements.
- I. Fertilizing will be done twice yearly at the minimum or as per your company schedule. Wintertime with a pre-emergent, springtime with a general fertilizer at all locations.



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- J. Seeding shall be done in accordance with general landscape requirements.
- K. Bushes and shrubs are to be maintained in such a way that they do not impede or overhang public or private sidewalks, roadways, or pathways.
- L. Pre-seeding of grass will be done each spring with fertilizing.
- M. The contractor shall provide SDS product labeling of all materials used on RHA sites. It is the contractor's responsibility to provide three binders at the beginning of the job with all SDS sheets and it is the contractor's responsibility to notify RHA of any change in product.
- N. Weed control will be provided by the contractor. This shall be up to the contractor to manage and maintain all weeds and grass areas, flower beds, shrubs areas, all common areas including any cracks in the roadway or sidewalk, patio (known as weed cracks). A notice will be posted prior to each time spraying is conducted per regulations.
- O. Schedule shall be provided to each resident one week prior to starting this contract so the resident may be notified of the day that services will be performed on their lawn.
- P. Post herbicide control information. A sign with the date, time, location, of each application and the product application and appropriate area and including contact information shall be shown on the sign.
- Q. All information about herbicide shall be available to any resident that may ask within 15 minutes.
- R. Contractor and his/her supervisor must be able to communicate electronically, I.E. send and receive emails and texts, the ability to read and write English. Keeping an open line of communication will be critical for the success of this contract and for the safety of all involved.
- S. All cost of fuel, oil, equipment, labor provided to include but not limited to fertilizer, seeds, roundup or other defoliant herbicides, rental equipment, are at the sole discretion of the contractor and no additional cost to RHA.
- T. Contractor will be asked from time to time to give pricing to replace shrubs, plant shrubs, add landscaping material such as rock or bark this will be a negotiated additional cost between RHA management and the contractor based on your hourly rate on the bid form.



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- U. All houses will be serviced once a week between the months of November and March.
- V. All houses will be serviced bi-weekly between the months of April and October unless there is unforeseen season (weather) then a determination will be made between the contractor and RHA each year.
- W. 1455 Butte House office will be year-round, twice a week Monday and Wednesday before 7 AM.
- X. Contractor shall provide on company letter head to RHA outlining their service schedule weekly and bi-weekly for the address as is relates (U, V, W) to the months above in this contract, RHA will review and transpose on RHA letter head, for contractor to pass out to residents.

1.8 Record Keeping and Public Access to Information

Contractor will maintain records of all services provided, employee logs, any treatments for at least (3) years. Affirmation regarding landscape services activities will be made available to the public at the RHA administration office request to be notified of herbicide application also be made at the office.



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See attached service address list.
See attached bid form (A) and (B)

	Bid Form (A)			Bid Per week
1	H2F 829 BRIDGE ST	Front Yard	YC	\$
2	H2F 925 BRIDGE ST	Front Yard	YC	\$
3	H2F 545 LAUREL ST	Front Yard	YC	\$
4	H2F 732 WINSLOW DR	Front Yard	YC	\$
5	H2F 764 REGENT LP	Front Yard	YC	\$
6	H2F 825 JONES ST	Front & Back Yard	YC	\$
7	H2F 847 CHESTNUT ST	Front & Back Yard	YC	\$
8	H2F 1035 OAKWOOD DR	Front & Back Yard	YC	\$
9	H2F 1082 MCCOLLUM AVE	Front & Back Yard	YC	\$
10	H2F 1483 GRAY AVE ***	Front & Back Yard	YC	\$
11	H2F 590 WASHINGTON AVE	Front Yard	YC	\$
6 thru 10	NOTE, both front and back yard landscaping will be maintained until sold.			



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12	NSP 1853 RUTHERFORD	Front Yard	YC	\$
13	NSP 1399 SHERMAN	Front Yard	YC	\$
14	NSP 200 JESSICA DR	Front Yard	YC	\$
15	NSP 714 ANDREW DR	Front Yard	YC	\$
16	NSP 760 GROVE CT	Front Yard	YC	\$
17	NSP 898 S BARRET RD	Front Yard	YC	\$
18	NSP 1243 YOLANDA DR	Front Yard	YC	\$
19	NSP 1475 WENDELL WY	Front Yard	YC	\$
20	NSP 1763 NEWPORT DR	Front Yard	YC	\$
21	NSP 1803 REDHAVEN AVE	Front Yard	YC	\$
22	NSP 1942 WILD RIVER DR	Front Yard	YC	\$
23	NSP 2085 NICOLAIOUS DR	Front Yard	YC	\$



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Bid Form (B)				Bid Per week
24	NSP 3117 ROOSEVELT RD	Front Yard	YC	\$
25	NSP 238 B ST	Front Yard	YC	\$
26	NSP 800 KIMBALL AVE	Front Yard	YC	\$
27	NSP 954 BRIDGE ST	Front Yard	YC	\$
28	NSP 2368 WALNUT DR	Front Yard	LO	\$
29	NSP 2660 DATE ST	Front Yard	LO	\$
30	NSP 3050 FORSTNER CT	Front Yard	LO	\$
31	NSP 1992 BRIDGE ST	Front Yard	YC	\$
32	NSP344 ANITA WAY	Front Yard	YC	\$

33	RHA 1950 ANTHONY WAY	Front Yard	YC	\$
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NOTES

34	MH 814 FS MARYSVILLE	Front & Back Yard	MSV	\$	<i>Done weekly all year long</i>
35	MH 517 TEESDALE RD	Front & Back Yard	YC	\$	<i>Done weekly all year long</i>
36	MH 519 TEESDALE RD	Front & Back Yard	YC	\$	<i>Done weekly all year long</i>

37	1455 Butte House main office, done twice a week	Shrubs, blow parking lot side walks ALL	YC	\$	<i>Done twice a week Monday & Wednesday all year long, before 7 AM blow all areas</i>
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Yuba City		YC
Marysville		MSV
Live Oak		LO

Extra work per Hour		ALL	\$
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**** Front Yard means anything in front and or sides up to the back yard fencing****

*****End of Contract*****