

**INVITATION FOR BIDS  
COMPLETE LAWN SERVICE  
SOLICITATION NUMBER 2021-08-02  
August 9, 2021**

The Housing Authority of the City of Morgan City is accepting bids for contract lawn service for its scattered site units located in Morgan City, LA. Contract period is October 1, 2021 through September 30, 2022 with option to renew for a one (1) year period. Bidding documents may be obtained at the Housing Authority Administrative Office at 336 Wren Street, Morgan City, LA on Monday-Friday, 8:00 a.m. to 2:00 p.m. You may request an electronic copy of the bid packet by contacting: [Mr.Crobinson@att.net](mailto:Mr.Crobinson@att.net). Office Telephone Number is (985) 384-5118. All requests must be in writing. The Housing Authority of Morgan City reserves the right to reject any or all bids. **Deadline for all bids to be turned in is for Monday, August 23, 2021 at 2:00pm. Award will be made on Thursday, August 26, 2021.**

## **INSTRUCTIONS TO BIDDERS**

Before submitting bid, bidder must inspect the existing site conditions at all sites 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 the contract that are necessary to satisfactorily carry out the work included herein.

All bids must be submitted on the forms provided by the Housing Authority of the City of Morgan City. Bids must be placed in a sealed envelope clearly marked **"BID FOR LAWN SERVICE."**

Bidders shall provide all the information required by the Request for Bids. Bids must be signed.

The Housing Authority will award the contract only to a responsible prospective contractor who has the ability to perform successfully under the terms and conditions of the contract. In determining the responsibility of the bidder, the Housing Authority will consider such matters as the bidder's integrity, compliance with public policy, record of past performance, and financial and technical resources.

The Housing Authority will evaluate bids in response to this solicitation without discussions and will award contract to the responsible bidder whose bid, conforming to this solicitation, will be most advantageous to the Housing Authority considering only price and any price-related factors specified in the solicitation.

The Housing Authority reserves the right to reject any and all bids received. **The Housing Authority may accept any item or combination of items bid.**

### **EQUAL EMPLOYMENT OPPORTUNITY**

The contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap.

### **EQUAL OPPORTUNITY FOR BUSINESSES AND LOWER-INCOME PERSONS**

The work to be performed under this contract is on properties 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.

HUD form 5369-B Instructions to Offeror's (Non-Construction) follows.

### **GENERAL CONTRACT REQUIREMENTS**

During the performance of said services, the contractor is responsible for protecting the lives, health, and safety of other persons, preventing damage to property of the Housing Authority and its residents.

## **INSURANCE**

The contractor must maintain workers compensation, general liability and auto insurance; with a minimum of \$500,000 coverage during the course of the contract. (**The Housing Authority of the City of Morgan City must be listed as a certificate holder.**)

## **PAYMENTS**

Payment for services shall be made on a monthly billing cycle. Contractor will submit an invoice for services, which shall be paid within twenty (20) calendar days.

## **CONTRACT TERMINATION**

The Owner may terminate this contract in whole, or in part, whenever the Owner determines that such termination is in the best interest of the Housing Authority. Any termination shall be effected by delivery to the Contractor of a Thirty (30) Day Notice of Termination.

## **SUMMARY OF WORK**

The work of this contract (in general) is comprised of the properties listed under "Site Locations" below.

Complete lawn and grounds maintenance service including:

*Jacquet Homes— (21) cuts per year as per your schedule. Each cut will include:*

- *All green areas*
- *Herbicide application will be including for all unwanted grass. (Cement and Fence lines).*

*Shannon Homes— (21) cuts per year as per your schedule. Each cut will include:*

- *All green areas*
- *Herbicide application will be including for all unwanted grass. (Cement and Fence lines).*

*Brownell Homes— (36) cuts per year as per your schedule. Each cut will include:*

- *All green areas*
- *Herbicide application will be including for all unwanted grass. (Cement and Fence lines).*

***\*\*\*Each contractor who is bidding for the job must have a Certified Pesticide Applicator License issued by the State of Louisiana. IF THE NOTED DOCUMENT IS NOT SUBMIT WITH THE BID PACKET THE DOCUMENT WILL NOT BE REVIEWED FOR APPROVAL \*\*\*(Please submit with your bid).***

- a. Pick up and haul off paper, debris and limbs before grass is cut.
- b. Mowing all areas up to the property line.
- c. Edging all sidewalks and driveways and remove overgrown vegetation.

- d. Blowing and sweeping drives, walkways and patios.
- e. Chemical weed control and removal of grass and weeds from concrete cracks.
- f. Trimming of grass around all buildings, shrubbery, trees and fence lines.
- g. Keep fence clear of all weeds and small trees.
- h. Chemical weed control on and around all fences and ditches.
- i. Trimming of all shrubbery – keep shrubbery cut 3 feet away from buildings.

Contractor is to provide all labor, materials, and equipment. Services shall be provided in time intervals as stipulated above. In the event of rain, the contractor is responsible for performing services on the first day possible proceeding rain. Contractor must use sound judgment on determining if performing services will damage lawns. Should there be continuous rain preventing contractor from performing services during any week, contractor is responsible for notifying the housing authority and a deduction will be made from the monthly payment.

All sites are occupied. Contractor must not block drives and/or parking areas. Contractor must not perform work before 7:00 AM or after 7:00 PM on any given day.

## **SITE LOCATIONS**

### **Multi Family Properties**

Shannon Homes, consisting of forty-six (46) units and common grounds.

Jacquet Homes, consisting of fifty (50) units and common grounds.

Brownell Homes, consisting of one hundred thirty-one (131) units, common grounds, office area, maintenance area and 'green' area.

All properties are located within the City limits of Morgan City, Louisiana.



**BID FORM**

**TO:** HOUSING AUTHORITY OF THE CITY OF MORGAN CITY  
336 WREN STREET  
ADMINISTRATION BUILDING  
MORGAN CITY, LA 70380

**BID FOR:** LAWN SERVICE  
HOUSING AUTHORITY OWNED PROPERTIES  
MORGAN CITY, LOUISIANA

**BID DUE:** Monday, August 23, 2021 AT 2:00 P.M. CENTRAL LOCAL

**THE BIDDER:** hereby declares and represents that he: a) has carefully examined the Bidding Documents, b) has clear understanding of the Bidding documents, c) has not received, relied on, or based his bid on any verbal instructions contrary to the Contract Documents or any addenda, d) has personally inspected and is familiar with the properties, and hereby proposes to provide all labor, materials, tools, and equipment as required to perform, in a satisfactory manner, all work and services for the complete lawn service of afore referenced sites.

**BID:** For all work required by the contract documents for:

<u>Multi Family Properties</u>	<u>Quantity of Cuts</u>	<u>Cost</u>	<u>Total</u>
Shannon Homes	21	_____	_____
Jacquet Homes	21	_____	_____
Brownell Homes	36	_____	_____

Grand Total: \_\_\_\_\_

Prices are fixed and shall not be adjusted for the contract period. Contract period is October 1, 2021 through September 30, 2022 with an option to renew for one additional one-year periods. Payments shall be made on a month-to-month period upon satisfactory completion of service.

**AWARD AND EXECUTION OF CONTRACT:** If the bidder (s) are notified of the acceptance of the bid within fifteen (15) days after opening of bids, the bidder agrees to execute the "Contract Between Owner and Contractor" within seven (7) days after notice from the Owner.

If the Bidder fails to complete all requirements for executing contract within seven (7) days after notification, the Owner may reject the Bid and award the contract to the next lowest Bidder.

**REJECTION OF BIDS:** The Bidder understands that the Owner reserves the right to reject any or all bids for just cause. In accordance with LA R.S.38:2212 (A)(1)(b), the provisions and requirements of this Section, those stated in the advertisement for bids, and those required on the bid form shall not be considered as informalities and shall not be waived by any public entity.

**WITHDRAWAL OF BIDS:** The Bidder agrees that this bid shall be good and may not be withdrawn for a period of forty-five (45) calendar days after the scheduled closing time for receiving bids except in accordance with the provisions of R.S.38:2214.

**HUD form 5369-C, Certifications and Representations of Offerors (Non-Construction Contract) must be completed, signed and submitted as part of the bid form.**

**NAME OF COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATED:** \_\_\_\_\_