



Housing Authority of the City of Shreveport  
**REQUEST FOR PROPOSALS**  
for  
Lawn Maintenance and Landscape Maintenance Services  
Proposals due:  
April 17, 2020 @ 4:00pm CST

**RFP Document  
Table of Contents**

<i>Section</i>	<i>Description</i>	<i>Page</i>
<b>I</b>	<b>RFP INFORMATION AT A GLANCE</b>	<b>3</b>
<b>II</b>	<b>INTRODUCTION</b>	<b>4</b>
<b>III</b>	<b>HACS RESERVATION OF RIGHTS</b>	<b>4</b>
<b>IV</b>	<b>GENERAL CONDITIONS</b>	<b>5</b>
<b>V</b>	<b>SCOPE OF WORK/ TECHNICAL SPECIFICATIONS</b>	<b>5</b>
<b>A</b>	<b>Description of Sites</b>	<b>5</b>
<b>B</b>	<b>On-going Mowing Service</b>	<b>6</b>
<b>C</b>	<b>Contractor's Responsibilities of Equipment and Labor</b>	<b>7</b>
<b>D</b>	<b>Working Scheduling, Inspections and Payment</b>	<b>8</b>
<b>VI</b>	<b>ALTERNATE 1</b>	<b>10</b>
<b>A</b>	<b>On-going Pruning, Shearing and Trimming of Trees, Bushes,..</b>	<b>10</b>
<b>B</b>	<b>Fertilizing and Weed Control</b>	<b>10</b>
<b>C</b>	<b>Spring and Fall Clean-Up</b>	<b>10</b>
<b>D</b>	<b>Lawn and Bed Inspection</b>	<b>11</b>
<b>VII</b>	<b>PROPOSAL FORMAT</b>	<b>11</b>
<b>A</b>	<b>Proposal Submittal</b>	<b>11</b>
<b>B</b>	<b>Entry of Proposed Fees</b>	<b>12</b>
<b>C</b>	<b>Additional Information Pertaining to Pricing Items</b>	<b>12</b>
<b>D</b>	<b>Proposal Submission</b>	<b>12</b>
<b>E</b>	<b>Proposer's Responsibilities--Contact With the HACS</b>	<b>13</b>
<b>F</b>	<b>Pre-proposal Conference</b>	<b>14</b>
<b>G</b>	<b>Recap of Attachments</b>	<b>14</b>
<b>VIII</b>	<b>PROPOSAL EVALUATION</b>	<b>14</b>
<b>A</b>	<b>Evaluation Factors</b>	<b>14</b>
<b>IX</b>	<b>CONTRACT AWARD</b>	<b>15</b>

**I. RFP INFORMATION AT A GLANCE**

**HOUSING AUTHORITY of the CITY OF SHREVEPORT CONTACT PERSON**

Aquanetta Davis  
[Adavis@hacsla.com](mailto:Adavis@hacsla.com)

**TITLE**

Request for Proposals (RFP) for Lawn Maintenance and Landscape Maintenance Services

**DATE ISSUED**

March 25, 2020

**PRE-PROPOSAL CONFERENCE**

**DESCRIPTION OF SERVICES**

In compliance with 24 CFR § 85.36, Housing Authority of the City of Shreveport is seeking proposals from professional, qualified, licensed and bonded entities to provide lawn care and landscaping services for various development locations and private properties.

Sealed proposals (**one “marked” *original* and three copies of the proposal**) are due at the following location:

**PROPOSAL SUBMITTAL RETURN & DEADLINE**

Housing Authority of the City of Shreveport  
2500 Line Avenue  
Shreveport, Louisiana 71104

The envelope must have the following notation  
**Proposal for: “Lawn Maintenance and Landscape Services,” April 17, 2020, 4:00 p.m. CST.-Enclosed.**

Please note that all proposals will be retained by HACS for three (3) years from the date of the award of the proposals for audit purposes. HACS reserves the right to reject any and/or all proposals, or to waive any informality in the proposals. Submissions received after the deadline will not be considered. A proposer submitting a late proposal will be notified. All material submitted in the proposal becomes the property of HACS and will not be returned.

**Deadline for Written Questions:** All questions pertaining to this Request for Proposals must be submitted in writing no later Monday, **April 06, 2020**. Written questions may be submitted by email, to the Aquanetta Davis, at [adavis@hacsla.com](mailto:adavis@hacsla.com). HACS will only respond to written questions and only be bound by its response to written questions. Oral communications are discouraged, and HACS **will not** be bound by any oral answers or interpretations of the Request for Proposals.

In order to maintain a fair and impartial competitive process, HACS can answer questions only in response to written questions received within the specified time frame. HACS must avoid private communication with the prospective proposers during the evaluation period. The written questions will be the only opportunity for proposers to ask questions in regards to form and content. Any addendums will be submitted to all prospective proposers through email. **Please respect this policy and do not attempt to query HACS personnel or members of its Board of Commissioners regarding this RFP except through written questions submitted in the manner and within the time frame indicated above.**

## **II. INTRODUCTION**

The Housing Authority of the City of Shreveport establishes policies and reviews operations of subsidized housing in Shreveport, LA. HACS operates and manages its housing developments to provide decent, safe, sanitary and affordable housing to low income families, elderly and disabled.

The Housing Authority of the City of Shreveport hereby invites bids from independent contractors to provide Lawn Maintenance services for public housing and privately owned rental units. Lawn maintenance services are needed to preserve the agency's assets and enhance the aesthetics of each property.

Proposers will be providing a cost proposal which will include on-going lawn maintenance service. HACS is additionally seeking landscaping services. Proposers are asked to submit proposals for both service options; however, submission of costs for both is not required. Proposals must contain costs for lawn maintenance services at minimum.

All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

## **III. HACS'S RESERVATION OF RIGHTS:**

- A. HACS reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days written notice to the successful proposer.
- B. HACS reserves the right to determine the days, hours and locations that the successful proposer shall provide the services called for in the RFP.
- C. HACS reserves the right to reject and consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposal packets offering alternate or non-requested services.

- D. HACS reserves the right to, without any liability; cancel the award of any proposal at any time before the execution of the contract documents by all parties.
- E. HACS reserves the right to amend the contract any time prior to contract execution.
- F. HACS reserves the right to require the contractor to keep accurate timesheets for any project, task or assignment resulting from the RFP and any resulting contract.
- G. In the event any resulting contract is prematurely terminated due to non-performance and/or withdrawal by the contractor, HACS reserves the right to seek monetary restitution (to include but not limited to withholding of monies owed) from the contractor to cover cost for interim services and/or cover the difference of the higher cost (difference between terminated contractor's rate and new company's rate) beginning the date of contractor's termination through the contract expiration date.
- H. HACS reserves the right to negotiate the fees submitted by the proposer.
- I. HACS shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- J. HACS reserves the right to set and change Lawn Care and Landscape Maintenance Services frequency without prior notice to the contractor.

#### **IV. GENERAL CONDITIONS**

- A. The contractor will provide Lawn Maintenance and Landscape Maintenance Services for public housing and privately owned housing per the included specifications.
- B. Contractor will comply with applicable federal, state, & local laws, rules, regulations, ordinances & codes and obtain any licenses or permits required to provide the services under this RFP.
- C. Contractor will be licensed as required by the jurisdiction in which the service is to be performed and the license shall be current and in good standing.
- D. Contractor will utilize Section 3 residents and businesses to perform the requirements under this RFP to the greatest extent feasible and shall document such efforts monthly. Contractors will be evaluated on their performance at achieving this goal and such evaluation shall be a factor in future awards.
- E. Contractor, if not a minority business, is encouraged to utilize minority businesses as subcontractors when needed to the greatest extent feasible.
- F. Contractor will provide at its own expense all equipment, labor, materials, supplies, and tools to perform all services required under this RFP.

- G. Contractor will provide uniforms or ID badges for all employees working on HACS properties. No employee will be allowed on HACS properties without uniform and/or ID badge.

**V. SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S):** Although HACS has attempted to identify all of its needs; the following scope of services may or may not be all-inclusive.

**A. Description of Sites**

1. Wilkinson Terrace (2725 Southern Avenue, Shreveport, Louisiana 71104) consists of 20 buildings (including office) with 184 apartments. Also, to include lots 1142 and 1158 Wilkinson Street.
2. Greenwood Terrace (4619 Luciana Circle, Shreveport, Louisiana 71109) consists of 51 buildings (including office) with 100 duplex apartments.
3. Barton Drive Manor (1625 Barton Drive, Shreveport, Louisiana 71107) consist of 74 buildings (including office) with 100 apartments.
4. Briarwood Village (4223 Greenbriar Drive, Shreveport, Louisiana 71109) consists of 17 buildings (including office) with 32 duplex apartments.
5. 4941 McDaniel Drive, Shreveport, Louisiana 71109 consists of a vacant lot.
6. 1411 Milam Street, Shreveport, Louisiana 71103 consists of a vacant lot.
7. 2500 Line Avenue, Shreveport, Louisiana 71104 consists of 1 office building.
8. 1525 Irving Place, Shreveport, Louisiana 71101 consists of a parking lot.
9. 5000 Armstrong Pl, Shreveport, Louisiana 71109, consists of 1 office building and single-family units on an as needed basis.
10. 12 vacant lots on Cedar Creek Drive, Shreveport, Louisiana 71118
11. Scattered Sites consists of single-family units on an as needed basis.

**B. On-going Mowing Services**

1. Contractor will perform all routine service for Lawn Care Maintenance Services

on the entire area of each property with no exceptions. Such routine services are comprehensive in nature and include but, are not limited to mowing, pruning, and trimming. All turf grass shall be cut in a linear manner and to a uniform height, not to exceed 2 inches each cycle.

2. Contractor will; during each service visit, clean-up the entire property, including; but, not limited to all Lawn Maintenance service areas, parking lots, walkways, sidewalks, driveways, around dumpsters, thoroughfares and streets, and legally dispose of (off-site) trash, leaves, litter, and debris immediately after each service. This does not include bulk items. Contractor shall not use HACS dumpsters to dispose of any trash, litter or debris.
3. Edge all perimeter lawn areas adjacent to paved surfaces or structural edges such as sidewalks, walkways, driveways, parking lots, curbing, headers and retaining walls with a gas-operated edger with metal blades or suitable substitution.
4. Trim all lawn areas around trees, bed edges, fences, posts, walls, buildings, irrigation heads, sidewalks and porches, clothesline poles, fences, garbage can holders, power poles, shrubbery, trees, and other obstacles where mowers and edger cannot be used. Special care shall be taken to prevent unnecessary injury or damage to any plant material such as flowers, small tree trunks or shrubs, and communications cables.
5. Apply an effective, safe and environmentally friendly herbicide to immediately kill all grass and weeds growing up through cracks and openings in sidewalks, curbs, roads, parking areas, walls and fence lines.
6. Clean all clippings and trimmings from mowing, edging and trimming by sweeping, vacuuming and/or machine blowing from sidewalks, driveways, parking lots, curbs steps, decks, courts and other paved areas. Also clean all clippings and trimmings from lawn areas and blow away debris from buildings, signage, under doors and other structures.
7. Contractor will in the event of rain, perform services on the first day possible following rain. Contractor must communicate with site managers and 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.
8. Contractor must not block drives and/or parking areas. Contractor vehicles will not be driven or parked on HACS grass.

9. Remove and legally dispose of all dead or dying branches and twigs, and nuisance growth to include plants, trees and/or foliage from buildings a minimum of 3 feet from structure.
10. Trimming all shrubbery to allow ample space (preferably 3 feet, when possible) between building and shrubbery.
11. Contractor will be responsible for lawn maintenance services at private properties only when service is requested by HACS. This shall include times when homes are vacant or if a need arises.

**C. Contractor's responsibilities of Equipment and Labor**

1. **Equipment, Supplies, and Materials:** The Contractor shall furnish all equipment, tools, transportation, supplies, insurance, taxes, licenses, permits, and labor. **No cost** may be billed as an extra cost. All labor and materials (except as noted) shall be provided by the contractor.
2. **Sufficient Staff:** Sufficient staff shall be assigned to the contract to meet the agreed upon work scheduled. Contractor shall designate an assigned foreman to the project as his representative with whom his/her designee can communicate on a regular basis pertaining to the contract services. The assigned foreman shall check with the HACS representative upon each visit when performing services. Their communication shall include:
  - a. A detailed and dated list of services to be performed during each visit so that work may be verified as complete.
  - b. A detailed and dated summary of problems encountered during service performance and recommended solutions.
  - c. The contractor shall supervise and direct the work and his employees, and be solely responsible for all techniques, procedures, coordination of services, and actions by his employees. Contractor service personnel shall maintain a neat appearance in company identifiable uniforms.



- d. The contractor shall be responsible for all damage done by his equipment and/or personnel. The contractor shall be liable for any and all damage to property of municipal utilities, residents or HACS, which may result from the performance of lawn maintenance services. Any damage shall be reported immediately to the site manager so, if necessary, a work order may be issued, and the cost will be billed back to the contractor for payment. The contractor is responsible for direct payment to any service contractor required to repair damages. Any unpaid costs for damages will be deducted from the contract invoice payment in the month following the damage incident. Damage by contractor and service personnel to any lawn maintenance area shall be repaired and fully restored without cost to municipal utility, resident or HACS.
  - e. The contractor shall thoroughly clean all physical areas on which work is done or which are affected by the work. This shall be done on a daily basis after the work is complete. The contractor shall remove and transport from the site all trash, debris, scrap, waste and other material resulting from contract service.
3. **Safety:** The contractor shall, at all times, ensure that all work provided by the contractor complies with all local, State and Federal rules pertaining to work place safety; meaning, the contractor shall, at all times, conduct business in such a manner as to protect its workers, HACS residents, HACS staff, and the public.
- a. Contractor shall have full and sole responsibility to correct any such condition found unsafe by any authorized entity (including the HACS), and, if such unsafe conditions result to any group named within this section, shall have full and sole responsibility to compensate such persons if so ordered by an authorized agency or a court having jurisdiction.
  - b. Contractor shall only use equipment in compliance with all current applicable safety rules and regulations.
  - c. Contractor shall be responsible for maintaining all equipment in a safe working condition at all times.

- d. Contractor shall be responsible for warning people in the immediate area where work is commencing of the danger of remaining in the work area.
- e. Contractor shall indemnify and hold harmless HACS and its officers, agents, representatives and employees from and against all claims, losses, damages, actions, causes or actions and/or expenses resulting from, brought for, or on account of bodily injury or death of an employee of the Contractor, its agent, or its subcontractor or any tier received or performed under or related to this agreement, resulting in whole or in part from the negligent acts omissions of the Contractor, any subcontractor, or any employee, agent or representative of the Contractor or any subcontractor. Contractor shall indemnify and hold harmless HACS, their agents, consultants and employees from and against any and all property damage claims, losses, damages, cost and expenses relating to the performance of this Agreement including any resulting loss of use but only to the extent caused by the negligent acts or omissions of Contractors, its employees, sub-contractors, suppliers, manufacturers, or other persons or entities for whose acts Contractor may be liable.

**Task Order Basis:** HACS will only order additional services by use of a fully completed Task Order form.

#### **D. Work Scheduling, Inspection and Payment**

1. *Work Scheduling:* Unless specifically authorized by HACS in writing, all work shall be performed between the hours of 7:00 A.M. and 7:00 P.M. The workdays shall be limited to Monday through Saturday unless contractor receives written permission from HACS to complete services at other times.

Work will commence and end at each site within two (2) days unless approved in writing by HACS.

Work will be coordinated verbally with the contractor and followed-up, if necessary, with written communication. The Contractor shall provide a schedule of services to be provided monthly. HACS Contracting Officer, or his/her designee and the Contractor

shall negotiate service functions and frequency prior to award. The Schedule shall address the frequency of the following duties:

Mowing	10-14 Day Cycle (see below)
Removing Debris	At each service
Cleaning Walks & Curbs	At each service
Lawn and Bed Inspection	Monthly ( <b>Alternate 1 only</b> )
Edging –Trimming	At each service
Spring/Fall Clean-Up ( <i>Leaf Removal</i> )	September – January ( <b>Alternate 1 only</b> )
Fertilization and Emergent	Mid-January, June and September ( <b>Alternate 1 only</b> )

Average cutting frequency during the months of March through October is every 10-14 days.

Average cutting frequency during the months of November through February is once per month.

**HACS reserves the right to set cutting frequency and the # of cuts at our discretion without prior notice to Contractor. The HACS does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP.**

2. Contractor will provide, for the site manager to sign, a clear and legible copy of the work order showing all work performed, indicating the date and time of arrival and departure at the facility and that all work was done according to specifications.
3. *Inspections:* The site manager or designee shall inspect all work prior to the presentation of invoices for payment from the contractor. During this inspection, a Quality Control Sheet shall be completed to verify work is satisfactorily completed and verify work that needs to be redone before the invoice is paid. The Quality Control Sheet shall be attached to the invoice.

4. If the contractor fails to perform any of the provisions of the contract, contractor shall be giving a written notice of deficiency and if such deficiencies are not corrected within two (2) days, contract may be terminated by HACS.
5. Contractors invoice must contain complete description of work or services that were performed, and the contract price for each service. Each invoice must include date of service, address of service and signature of Housing Manager at that location. Invoices must be turned in to the Housing Manager at each site upon completion. Invoices should be turned in no later than 24 hours after completion.
5. *Payment of Invoices:* Payment will be made on each invoice received from the contractor; at least once every thirty (30) day period, net 30 days from the date invoice is received. The method of payment will be standard mail with no exceptions.

## **VI. ALTERNATE 1: LANDSCAPING SERVICES**

### **A. On-going Pruning, Shearing and Trimming of Trees, Bushes and Groundcovers, etc.**

1. Groundcovers and vines shall be sheared and edged as necessary in a uniform manner to maintain neat, clean edges, surfaces and overall appearance. HACS shall specify which vines shall be pruned to prevent growth over the plants or structures.
2. Shrubs and hedges shall be hand pruned and sheared to consistently maintain optimum shape and size according to the individual potential for each type of plant variety.
3. Large shrubs and small trees shall be selectively pruned and thinned to remove deteriorated or dead wood and foliage and interfering branch crossovers. Tree limbs that are dead or low hanging over walkways or driveways shall be removed.
4. Pruning, shearing and trimming of all ornamental shrubs shall be accomplished to properly allow for further budding, blooming and growth habit. Pruning of plants that overhang curbs, sidewalks, passageways, patios, balconies, fences, air conditioning units, and parking areas shall be addressed when necessary. All trimmings and clippings shall be collected and disposed of after each trimming cycle.

**B. Fertilizing and Weed Control.**

Fertilizer and mulch for lawn areas shall be furnished and distributed as directed by HACS. Weed control in curbs, fences, walkways, driveways, and other areas in hard surfaces shall be controlled by chemical or mechanical methods.

1. Weed control will be performed at each service by hand and by pre- and post-emergent treatments. Herbicides shall be applied with care so as not to injure adjacent plants or contribute to unnecessary buildup or toxic elements in the soil.
2. Weed all landscaped beds as needed or at least once per month to keep a neat and clean appearance.
3. Provide and/or maintain mulch in all existing flower/shrub beds, etc.
4. Fertilizers, when applied to turf, will be removed from sidewalks and parking areas to prevent staining.
5. Contractor shall comply with all City of Shreveport, State of Louisiana, and applicable federal laws regarding application of any herbicide, pesticide or other agent to turf.

**C. Spring and Fall Clean-Up**

1. Leaves are to be removed from grounds by either raking and/or vacuuming from the first fall of leaves until completely removed. Mechanical mulching of leaves is allowable as an option in lieu of removal. (Fall)
2. Includes trash-pick up, branches, and other debris from under trees, shrubs, and grass areas throughout the development.
3. Weed, edge, and mulch all appropriate landscape beds including any trees, shrubs or other existing garden beds. (Spring)
4. Grass cutting, as required (Fall)

#### **D. Lawn and Bed Inspection**

1. Health and vigor of landscape areas including trees, shrubs, ground covers, lawn, and planting beds shall be monitored through regular inspections to identify problems that may require attention. The contractor shall be responsible for maintaining landscapes. Some common problems, which may require additional services to maintain a healthy landscape, are as follows:
2. *Fertilization:* Additional fertilization and plant feeding may be required to supply lawn and plants with sufficient amounts of nitrogen, phosphorous, potassium and other fertilizer trace elements.
3. *Weeds and Herbicides:* Chemical weed control shall be performed where necessary and practical for eradicating existing weeds and controlling germination of potential weeds in lawns, planting beds, and pavement joints. Pre-emergent chemicals shall be used to inhibit weed seed germination. Post emergent chemicals shall be used to eliminate existing unwanted grasses from planting beds and lawns.
4. *Lawn and Plant Bed Restorations:* Contractors will be responsible for restoring turf area of site when needed. Damage to landscape should be documented and restored to match the surrounding area. All holes will be filled using materials supplied by HACS. All established beds should be re-mulched at least two times a year with up to two (2) inches of like mulch. Plants and landscaping material needed for replacement will be approved and supplied by HACS. Dead plants produced after frost will be removed during next visit to site. All beds will be kept in as close to original shape as possible. All planting beds will be reestablished using seasonal colors and materials as selected and provided by HACS.

**(Proposer shall present a separate cost for items included in alternate 1).**

## VII. PROPOSAL FORMAT

HACS intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Proposal” basis (“Best Value,” in that HACS will, as detailed below consider factors other than just cost in making the award decision). Therefore, so that HACS can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted below. None of the proposed services may conflict with any requirement HACS has published herein or has issued by addendum.

### A. Proposal Submittal

- **Profile of Firm form:** Provides information about the firm such as principles, contact information
- **Description of Similar Projects-**List of projects of similar size and complexity; provide contact information for the owner’s representatives for each project.
- **Statement of Capacity-** Given the proposed team’s current staffing, equipment and capabilities, provide documentation to confirm that the team has the capacity to achieve HACS’s schedule. Mandatory inclusions: list of equipment, number of staff members.
- **Proposed Cost Form**
- HUD form **5369-C** fully executed

If **no information** is to be placed on any of the above pages, please place there under a statement such as “NO INFORMATION IS BEING PLACED UNDER THIS PAGE” or “THIS PAGE LEFT INTENTIONALLY BLANK.” **DO NOT** eliminate any of the pages.

- B. Entry of Proposed Fees:** The proposed fees shall be submitted by the proposer and received by HACS on the Proposal Cost Form(s) provided only. A proposer must enter a proposed fee for each item in the lawn care column-- "No Proposal" will not be allowed for any item, though a “No Charge” will be allowed for certain items. Unless otherwise stated, the proposed fees submitted by each proposer are inclusive of all related costs to provide the proposed services, including, but not limited to: employee wages and benefits (see attached Wage Rate Decision); clerical support; overhead; profit; licensing; insurance; materials; supplies; tools, equipment; long distance telephone calls; document copying not specifically agreed to by HACS; etc. In the Landscaping Column, proposer may enter “no proposal” if not submitting proposals for landscaping services.

### C. Additional Information Pertaining to the Pricing Items

1. **Quantities:** All quantities entered by HACS herein are for calculating purposes only. As may be further detailed herein, the HACS does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP.
2. **HUD Maintenance Wage Rates Determination (MWRD):** HUD has determined that, for non-construction maintenance work (work not covered by Davis-Bacon requirements), HACS must ensure that contractors do not pay its employees that perform such work for HACS at a rate less than the rates listed on the HUD MWRD. Therefore, by submitting a bid, each bidder is thereby agreeing to and verifying that he/she will not pay his/her employees at rates less than the required wage rate. Please note that, as detailed within Section 10.10 of HUD Procurement Handbook 7460.8 REV 2, the contractor will not be required to submit certified payrolls; however, the contractor must make its payroll records available to either HACS or HUD on request, and failure on the part of the contractor to comply with this requirement will be the sole responsibility of the contractor, including any ensuing penalties, court costs, or wages due to employees as a result of the contractor's failure to comply.
3. **IMPORTANT NOTICE!!! Entry of Costs.** Except as provided for otherwise (e.g. a "No Charge" option), proposers must submit, where provided within Proposal Cost Form a realistic cost for each and every Pricing Item.

- D. Proposal Submission: **All proposals must be submitted and time-stamped received in the designated HACS's office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy (marked "ORIGINAL") and 3 exact copies (each of the 3 separate proposal submittals shall have a cover page) of the proposal submittal, shall be placed in a sealed package and addressed to:**

**Housing Authority of the City of Shreveport  
Aquanetta Davis  
2500 Line Ave  
Shreveport, Louisiana 71104**

The package exterior must clearly denote the RFP name and must have the proposer's name and return address. Proposals received after the published deadline will not be accepted.

1. **Submission Conditions:** Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or



the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to HACS by the proposer, such may invalidate that proposal. If, after accepting such a proposal, HACS decides that any such entry has not changed the intent of the proposal that HACS intended to receive, HACS may accept the proposal and the proposal shall be considered by HACS as if those additional marks, notations or requirements were not entered on such.

2. **Submission Responsibilities:** It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by HACS, including the RFP document, and the documents listed within the RFP, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of HACS requirements contained within the documents may cause that proposer to not be considered for award.

**E. Proposer's Responsibilities--Contact with HACS:** It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the Procurement Officer only. Proposers must not make inquiry or communicate with any other HACS staff members or officials (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for HACS to not consider a proposal submittal received from any proposer who may has not abided by this directive.

1. **Addendums:** All questions and requests for information must be addressed in writing to the HACS by March 31, 2020. The HACS will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the HACS will NOT conduct any *ex parte* (a substantive conversation—“substantive” meaning, when decisions pertaining to the RFP are made—between HACS and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the HACS—it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the HACS may not respond to the prospective proposer’s inquiries but will direct him/her to submit such inquiry in writing so that the HACS may more fairly respond to all prospective proposers in writing by addendum.

**F. Pre-proposal Conference:** If a scheduled pre-proposal conference is held, it is pursuant to HUD regulation, not mandatory. Many prospective proposers have previously responded to an RFP and feel comfortable in doing so without attending the pre-conference. Typically, such conferences last 1 hour or less, though such is not guaranteed. The purpose of this conference is to assist prospective proposers in having a full understanding of the RFP documents so that he/she feels confident in submitting an appropriate proposal; therefore, at this conference HACS will conduct an overview of the RFP documents, including the attachments. Prospective proposers may also ask questions, though the HACS may require that some such questions are delivered in writing prior to a response. Whereas the purpose of this conference is to review the RFP documents, attendees should bring a copy of the RFP documents to this conference; however, HACS ***will not*** distribute at this conference any copies of the RFP documents.

**G. Recap of Attachments.**

Attachment	Attachment Description
	This RFP Document
1	Proposal Cost Form
2	form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
3	form HUD-5369-B (8/93), <i>Instructions to Offers, Non-Construction</i>
4	form HUD-5370-C (01/31/2014), <i>General Conditions for Non-Construction Contracts Section I and Section II (With or without Maintenance Work)</i>
5	Section 3
6	Wage Rate Determination
7	Conflicts of Interest Form
8	Certification regarding debarment

*In the case of any discrepancy of any terms and conditions listed within these forms and any other forms herein.*

*HACS reserves the right to determine which such term or condition shall apply. By submitting a proposal in response to this RFP, the proposer thereby agrees to abide by these requirements.*

**VIII. PROPOSAL EVALUATION:**

- A. Evaluation Factors:** The following factors will be utilized by HACS to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal:

NO.	MAX POINT VALUE	FACTOR DESCRIPTION
1	40	The <b>PROPOSED COSTS</b> the proposer proposes to charge HACS, Submission of a proposed cost for Lawn Maintenance is required (Base Bid) submission of a proposed cost for Landscaping (Alternate 1) is optional. Separate scores will be awarded for each option.
2	15	<p>The <b>PROPOSER'S FIRM EXPERIENCE</b></p> <p>0-2 year 0 points</p> <p>2-4 years 5 points</p> <p>4-6 years 10 points</p> <p>6 or more years 15 points</p>
3	20	The proposer's <b>CAPACITY TO PERFORM SERVICES</b> (personnel and equipment).
4	25	The proposer's <b>DEMONSTRATED EXPERIENCE</b> in performing similar work and the proposer's <b>DEMONSTRATED SUCCESSFUL PAST PERFORMANCE</b> of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.
	<b>100</b>	<b>Total Points</b>

## IX. CONTRACT AWARD:

It is HACS's intention to make one award to the successful proposer for lawn care services. There will be one separate award for the successful proposer of landscaping services only if budget allows. HACS reserves the right to make multiple awards solely at its discretion and if it is in the best interest of the agency.

1. **Contract Award Procedure:** If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:
  - a) By completing, executing and submitting the Profile of Firm, Attachment A, the "proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by HACS. The contract shall not require the HACS to pay interest for late payment.
  
2. **Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by HACS pursuant to this RFP:
  - a) **Contract Form:** HACS will not execute a contract on the successful proposer's form--contracts will only be executed on HACS's form, and by submitting a proposal the successful proposer agrees to do so.
  
  - b) **Assignment of Personnel:** HACS shall retain the right to demand and receive a change in personnel assigned to the work if HACS believes that such change is in the best interest of HACS and the completion of the contracted work.
  
  - c) **Unauthorized Sub-Contracting Prohibited:** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the HACS. Any purported assignment of interest or delegation of duty, without the prior written consent of the HACS shall be void and may result in the cancellation of the contract with HACS, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the HACS.
  
3. **Contract Period:** HACS anticipates that it will initially award a contract for the period of 1 year with the option, at HACS's discretion, of 2 additional one-year option periods, for a maximum total of 3 years.

4. **Licensing and Insurance Requirements:** Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide (NOTE each of the following insurance coverage shall cover both the Contractor and the temporary employee:
- a) **Workers Compensation Insurance.** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount.
  - b) **General Liability Insurance.** An original certificate evidencing General Liability coverage, naming HACS as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of HACS as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$2,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a commercially reasonable deductible (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000;
  - c) **Professional Liability Insurance.** An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$2,000,000), with a commercially reasonable deductible (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000;
  - d) **Automobile Insurance.** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.
  - e) **City/Parish/State Business License.** If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of Shreveport, Louisiana, the Parish of Caddo, and/or the State of Louisiana.
  - f) **Systems of Awards Management Registration (SAM)** will be required upon award to successful bidder.

5. **Right To Negotiate Final Fees:** HACS shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at HACS's options, be the basis for the beginning of negotiations. Such negotiations shall begin after HACS has chosen a top-rated proposer. If such negotiations are not, in the opinion of the Executive Director successfully concluded within 5 business days, HACS shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. HACS shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).
6. **Contract Service Standards:** All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.