

**Request for Bids to  
Provide Lawn Maintenance for  
Various Elderly Developments**

MONROE HOUSING AUTHORITY  
300 HARRISON STREET  
MONROE, LOUISIANA 71201  
PHONE (318) 388-1500

**January 2024**

## Request for Bids

<b>Contract Number</b>	<b>Development Name</b>
1. 24LWN613-MP	McKeen Plaza, 1500 McKeen, Monroe, LA 71201 Property Manager – Jada Battle, (318) 329-1394
2. 24LWN-CC	Claiborne Creek, 200 Claiborne Creek Dr., West Monroe, LA 71291 Property Manager – Christy Lary, (318) 397-1998
3. 24LWN-OGP	Ouachita Grand Plaza, 501 S Grand St., Monroe, LA 71201 Property Manager – Tracy McGee, (318) 329-1381

## Minimal Acceptable Work

The minimal acceptable work for the entire neighborhood, including all adjacent MHA properties, shall be defined as follows, and the contractor should bear in mind that all the conditions outlined below are done so with the intention of maintaining the neighborhood in a professionally manicured manner. Non-compliance of the following specifications will not be tolerated and will result in termination of the contract.

### A. Bid and Contract Information:

Monroe Housing Authority requests that interested parties submit with their bid with the following:

- a. Proof of insurance
- b. Certification that the contractor has the manpower and equipment in place at time of quote sufficient to handle a contract of this scope in a timely and efficient manner.
- c. Equipment list
- d. Proof of at least 3 years minimum of lawn care experience and a minimum of (5) references indicating the name, address, and phone number of projects equal in scope to this contract.

### B. **Bids will be accepted until 2:00 PM, February 20, 2024.** All bids shall be turned in to Kara Kannard, at Monroe Housing Authority, 300 Harrison Street, Monroe, LA or through email to [jenkinsk@monroeha.com](mailto:jenkinsk@monroeha.com). Submit your bid with the following subject line: "Lawn Maintenance - (Development Name & Contact No.)".

### C. Insurance Requirements:

#### **Monroe Housing Authority must be listed as an Additional Insured on all policies.**

- a. General Liability: Each occurrence – \$1,000,000; Gen aggregate – \$2,000,000
- b. Vehicle Insurance: \$500,000 combined single limit
- c. Workmen’s Compensation (as mandated by the State; must include owners)

### D. Contractors must maintain the following equipment:

- a. 2 - commercial or industrial grade mowers
- b. 2 - steel blade edgers
- c. 2 - commercial grade string trimmers
- d. 2 - leaf blowers
- e. A minimum of 3 employees.

### E. No bid shall be withdrawn for a period of 60 days subsequent to the submittal of bids without the consent of the Monroe Housing Authority.

### F. Contractors must be in compliance with LA state Agriculture, Pesticide, and Horticulture Laws.

### G. Contract Duration: This contract period shall be in effect for one year with an option for two additional years renewable each year at the same price upon approval by the Monroe Housing Authority and the contractor. The contract period will not begin until the contractor has received a signed contract.

### H. Monroe Housing Authority reserves the right to limit a total of three contracts to any one contractor. Should any one contractor have the lowest bid on more than his allotted three contracts, he may choose which contracts he will accept, upon MHA approval. The next lowest contractor will then be awarded the contract(s), providing he meets all requirements. The Monroe Housing Authority reserves the right to reject any or all proposals or to waive any informality in the process.

### I. In lieu of a performance bond or cashier’s check and at MHA’s discretion, 1/12<sup>th</sup> of the total contract shall be withheld from the amount agreed upon at contract signing before any payments are made. The withheld amount will be returned to the contractor at the completion of the contract period. In the event

that the contract is terminated by the contractor or by MHA for non-compliance before the end of the contract period, the contractor shall forfeit the total amount withheld.

## LAWN MAINTENANCE – SCOPE OF WORK

*All grass areas will be addressed.*

- A. Prior to mowing, the grounds will be policed to remove and appropriately discard any debris or foreign matter. This includes any item that, if struck, could become a projectile that may cause damage or injury and any matter that would be shredded by the mowers or trimmers causing the area to be left in an unsightly manner. If any material is shredded, the appropriate measures will be taken to make the area neat in appearance. All pruning debris shall be removed, and the site thoroughly cleaned.
- B. All grass areas will be mowed. Turf is to be mowed as defined by each “Seasonal Cycle” to bring the turf to a uniform height according to the recommendations set forth by the Louisiana Agricultural Extension Service. Grass clippings and debris will be mulched or removed from the site after each mowing cycle to provide a manicured lawn. **Contractors should keep all parking areas, sidewalks, streets, air conditioning cages, and both sides of fences (up to 6’ where possible) clear of debris, brush, grass, weeds, leaves, trash, etc. Contractors shall clean street curbs and keep street gutters free of all debris, dirt, sticks, etc.**
- C. Edging will be performed around all impervious surfaces including curbs, streets, walks, patios, courtyards, and porches, to provide a sharp, distinct edge between the turf and any impervious surface. Also, the edge of the turf adjoining any plant beds will be maintained as a distinct line (3-5”) keeping the turf out of the mulched areas and mulch out of the turf areas. Building foundations should be free of all growth. The grass will be removed from the joints in the pavement either mechanically or with Roundup equivalent grass and weed killer. **Contractor shall use grass/weed killer as needed to prevent vegetation from growing at streets and sidewalks.** Grass will be trimmed away from the building foundations and shall be the same height as all other mowed areas. Grass/weed killer **is not** allowed around any foundations of the dwelling units or management buildings. A 4-6” band of grass/weed killer may be applied around the trees in lieu of trimming. This must be kept tight around the tree and not applied in any way that may damage the root system. A 4-6” band of grass/weed killer may be used around the air conditioner cages in lieu of trimming. A 1-2’ band of grass/weed killer may be applied on both sides of the perimeter fencing in lieu of trimming, except where there is a canal bank. Grass/weed killer must be used on all streets and sidewalks, at each episode, to remove excess growth.
- D. Contractors will be responsible for removing all suckers and new growth from the existing trees, up to 8’ from the ground, throughout the contract period. Limbs are to be trimmed to prevent any contact with buildings.
- E. All shrubbery and flowering trees throughout the development are to be pruned and shaped 1 time a year. Shrubby adjacent to the unit should not exceed 3’ in height. Shrubby height throughout the yards may vary from 3-4’ to provide a professional appearance. The exception to this guideline is at the corner of a unit, plants on the building corners shall be trimmed to a proper height to maintain professional appearance. An MHA representative will verify shrubby height in lawn. All irregular shrubby growth shall be trimmed in each mowing cycle to maintain a natural shape.
- F. Shrubby Cycle: Pruning shall be scheduled according to flowering i.e. prune flowering plants that typically bloom in late winter in May after the blooming cycle for the species has ended. Prune all other shrubs and flowering trees in mid to late winter. Do NOT prune shrubs when they are stressed from extremely hot or dry weather. All shrubby debris is to be removed by the contractor.
- G. All beds will be weeded and cleaned out at each mowing cycle. All grass must be removed from the beds before the mowing cycle will be accepted as complete. Any abnormal growth on the shrubs will be selectively pruned.
- H. Operate the irrigation system at the manager’s office and community center: upon the first mowing of the contract, the contractor is to ensure that all heads are working properly and that there are no leaks, all problems shall be reported to MHA representative immediately for repairs. Thereafter, the contractor is

solely responsible for all broken or damaged heads. Should this damage not be repaired by the next mowing cycle, the contractor shall have \$100 deducted from his invoice, per occurrence.

- I. Fertilize the beds and grass around the manager's office and the learning center according to season. This shall be witnessed by an MHA representative and signed off on before payment will be made. Contractors must get approval from the Manager before application of fertilizer and furnish the correct amount visually. Application must be witnessed by an MHA representative.
- J. Problem areas that could prevent any mowing cycle completion shall be reported, in writing, to an MHA representative immediately. This includes fallen trees, limbs, water leaks, broken sewers, etc.
- K. Contractors must remove existing pine straw and replace all pine straw in the beds (minimum 3") the first week of April. Before mulching, pine straw quality shall be inspected and approved by an MHA representative; only new straw will be accepted. Mulch is to be tidy, neat, and free of weeds, sticks, and debris. Mulch shall begin 6" away from the building to allow for a clear space between the building and mulch. Mulching shall be applied to all beds throughout the development.

## **PERFORMANCE REQUIREMENTS BY CYCLE:**

### **A. Spring Cycle: (March 1 thru April 30)**

1. **Mowing Episodes: FOUR** total; duration between episodes not to exceed 15 days. Mowing height, 2". All fence rows are to be cleaned each mowing cycle according to specifications.
2. **Trimming:** Prune all spring blooming shrubs that have completed their blooming cycle throughout development in April. Suckers and new growth, up to 8' high, on the trees should be trimmed and removed in April. All shrubbery is to be trimmed 4-6" away from all buildings. Tree limbs are to be trimmed away from all buildings to prevent contact. All fence rows are to be cleaned each mowing cycle according to specifications. Contractor is responsible for removal of all debris associated with trimming and pruning.
3. **Mulching:** Remove old and replace all new pine straw in the beds. Ensure mulch is tidy, neat, and free of weeds, sticks, and debris. Only new straw will be accepted. All beds in all developments shall be covered under this contract.
4. **Fertilization:** Entire development will be fertilized during this period. Use a balanced formula. The application rate will be equal to 12-13 pounds per 1,000 sq. ft. of (8-8-8) for lawn grasses which are primarily Bermuda grass. Fertilize planting beds using 1-2 lbs. nitrogen/1,000 sf. after blooming cycle is completed.

### **B. Summer Cycle: (May 1 thru September 30)**

1. **Mowing Episodes: TWENTY-TWO** total; developments are to be mowed every 7 days. Mowing height, 2". All fence rows are to be cleaned each mowing cycle according to specifications.
2. **Mulching:** Refresh all beds as necessary to maintain cover.
3. **Trimming:** All irregular shrubbery growth shall be trimmed during each mowing cycle. All shrubbery is to be trimmed 4-6" away from all buildings. Tree limbs are to be trimmed away from all buildings to prevent contact. All fence rows are to be cleaned according to specifications (per mowing cycle). Contractor is responsible for removal of all debris associated with trimming and pruning.

### **C. Fall/Winter Cycle: (October 1 thru February 29)**

1. **Mowing Episodes: FOUR** total - (3) in the fall and (1) in February. Mowing Height 2".
2. **Trimming:** Trim all evergreen/summer blooming shrubs between Oct. 15-Feb. 1. All shrubbery is to be trimmed 4-6" away from all buildings. Tree limbs are to be trimmed away from all buildings to prevent contact. All fence rows are to be cleaned per mowing cycle according to specifications. Contractor is responsible for removal of debris associated with trimming and pruning.

3. **Mulching:** Refresh all beds with new straw the first week of November. Ensure mulch is tidy, neat, and free of weeds, sticks, and debris. Only new straw will be accepted.
4. **Fertilization:** One time; between Oct. 1 and Oct. 15. Use a low nitrogen formula. The application rate will be equal to 1-2 pounds muriate or potash per 1,000 sq. ft. This shall be an approved “Winterizing” formula. It is imperative that fertilizer is watered in. Contractor shall schedule application in association with forecasted rain. This application shall also be witnessed, and the amount shall be approved by an MHA representative.

### SECTION 3 COMPLIANCE:

- The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing. The parties to this contract agree to comply with HUD’s regulations in 24 CFR part 135, which implements Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- Noncompliance with HUD’s regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

### WORK COMPLIANCE:

- Compliance will be enforced through “pay-no pay” method. If the grounds are not clean, edged, and properly mowed, the contractor will not be paid. In addition, if the irrigation system is not working properly, the contractor will not be paid. The contractor shall notify the Property Manager upon arrival to begin work and not leave until work is approved and signed off on by an MHA representative. It is the contractor’s responsibility to notify the manager when inspections are needed and to respond to/correct all manager noted deficiencies within 48 hours. **Deficiencies not corrected within this time frame will result in an “Incomplete Episode” and the contractor shall forfeit payment for that episode. Three or more missed or incomplete episodes will result in the termination of the contract (unless the episode is waived by MHA due to extenuating circumstances, with proper documentation).**

### PAYMENT:

- The contractor will submit an invoice for payment only once per month. This invoice will be based on the quoted amount per month for each Cycle. MHA has a 10-day turnaround period to process all payment starting on the date the invoice is received by MHA Administration. Any invoice received past noon on Wednesday will be processed for payment the following week.

# LOUISIANA UNIFORM PUBLIC WORK BID FORM

TO: Monroe Housing Authority  
300 Harrison Street  
Monroe, LA 71201

BID FOR: Lawn Maintenance  
PROJECT: McKeen Plaza  
NUMBER: 24LWN613-MP

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by Monroe Housing Authority.

**Bidders must acknowledge all addenda.** The Bidder acknowledges receipt of the following ADDENDA: (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) \_\_\_\_\_

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" \* but not alternates) the sum of:  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1: for the lump sum of:  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

NAME OF BIDDER: \_\_\_\_\_

ADDRESS OF BIDDER: \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NUMBER: \_\_\_\_\_

NAME OF AUTHORIZED SIGNATORY OF BIDDER: \_\_\_\_\_

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: \_\_\_\_\_

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER \*\*: \_\_\_\_\_

DATE: \_\_\_\_\_

\* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

\*\* If someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with La. R.S. 38:2212(A)(1)(c) or RS 38:2212(O).

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LA RS 38:2218.A is attached to and made a part of this bid.

**FOR ACCOUNTING PURPOSES ONLY — 24LWN613-MP – McKeen Plaza**

**Spring Cycle**

Mowing Episodes	4	x	\$	=	\$
Trimming	1	x	\$	=	\$
Mulching	1	x	\$	=	\$
Fertilization	1	x	\$	=	\$
<b>Total Spring Cycle</b>					\$

**Summer Cycle**

Mowing Episodes	22	x	\$	=	\$
Trimming	1	x	\$	=	\$
<b>Total Summer Cycle</b>					\$

**Winter Cycle**

Mowing Episodes	4	x	\$	=	\$
Trimming	1	x	\$	=	\$
Mulching	1	x	\$	=	\$
Fertilization	1	x	\$	=	\$
<b>Total Winter Cycle</b>					\$

**Total Contract Amount** \$

Please complete all itemized pricing spaces above. If you believe a certain line item is not applicable for the property for which you are bidding, please contact the Property Manager or Planning and Development Department at MHA to confirm its exclusion prior to bid submission to ensure your bid will be accepted if item pricing was not provided.



# LOUISIANA UNIFORM PUBLIC WORK BID FORM

TO: Monroe Housing Authority  
300 Harrison Street  
Monroe, LA 71201

BID FOR: Lawn Maintenance  
PROJECT: Claiborne Creek  
NUMBER: 24LWN-CC

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by Monroe Housing Authority.

**Bidders must acknowledge all addenda.** The Bidder acknowledges receipt of the following ADDENDA: (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) \_\_\_\_\_

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" \* but not alternates) the sum of:  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1: for the lump sum of:  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

NAME OF BIDDER: \_\_\_\_\_

ADDRESS OF BIDDER: \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NUMBER: \_\_\_\_\_

NAME OF AUTHORIZED SIGNATORY OF BIDDER: \_\_\_\_\_

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: \_\_\_\_\_

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER \*\*: \_\_\_\_\_

DATE: \_\_\_\_\_

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BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LA RS 38:2218.A is attached to and made a part of this bid.

**FOR ACCOUNTING PURPOSES ONLY — 24LWN-CC – Claiborne Creek**

**Spring Cycle**

Mowing Episodes	4	x	\$	=	\$
Trimming	1	x	\$	=	\$
Mulching	1	x	\$	=	\$
Fertilization	1	x	\$	=	\$
<b>Total Spring Cycle</b>					\$

**Summer Cycle**

Mowing Episodes	22	x	\$	=	\$
Trimming	1	x	\$	=	\$
<b>Total Summer Cycle</b>					\$

**Winter Cycle**

Mowing Episodes	4	x	\$	=	\$
Trimming	1	x	\$	=	\$
Mulching	1	x	\$	=	\$
Fertilization	1	x	\$	=	\$
<b>Total Winter Cycle</b>					\$

**Total Contract Amount** \$

Please complete all itemized pricing spaces above. If you believe a certain line item is not applicable for the property for which you are bidding, please contact the Property Manager or Planning and Development Department at MHA to confirm its exclusion prior to bid submission to ensure your bid will be accepted if item pricing was not provided.

# LOUISIANA UNIFORM PUBLIC WORK BID FORM

TO: Monroe Housing Authority  
300 Harrison Street  
Monroe, LA 71201

BID FOR: Lawn Maintenance  
PROJECT: Ouachita Grand Plaza  
NUMBER: 24LWN-OGP

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by Monroe Housing Authority.

**Bidders must acknowledge all addenda.** The Bidder acknowledges receipt of the following ADDENDA: (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) \_\_\_\_\_

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" \* but not alternates) the sum of:  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1: for the lump sum of:  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

NAME OF BIDDER: \_\_\_\_\_

ADDRESS OF BIDDER: \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NUMBER: \_\_\_\_\_

NAME OF AUTHORIZED SIGNATORY OF BIDDER: \_\_\_\_\_

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: \_\_\_\_\_

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER \*\*: \_\_\_\_\_

DATE: \_\_\_\_\_

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\*\* If someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with La. R.S. 38:2212(A)(1)(c) or RS 38:2212(O).

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LA RS 38:2218.A is attached to and made a part of this bid.

**FOR ACCOUNTING PURPOSES ONLY — 24LWN-OGP – Ouachita Grand Plaza**

**Spring Cycle**

Mowing Episodes	4	x	\$	=	\$
Trimming	1	x	\$	=	\$
Mulching	1	x	\$	=	\$
Fertilization	1	x	\$	=	\$
<b>Total Spring Cycle</b>					\$

**Summer Cycle**

Mowing Episodes	22	x	\$	=	\$
Trimming	1	x	\$	=	\$
<b>Total Summer Cycle</b>					\$

**Winter Cycle**

Mowing Episodes	4	x	\$	=	\$
Trimming	1	x	\$	=	\$
Mulching	1	x	\$	=	\$
Fertilization	1	x	\$	=	\$
<b>Total Winter Cycle</b>					\$

**Total Contract Amount** \$

Please complete all itemized pricing spaces above. If you believe a certain line item is not applicable for the property for which you are bidding, please contact the Property Manager or Planning and Development Department at MHA to confirm its exclusion prior to bid submission to ensure your bid will be accepted if item pricing was not provided.