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*“Enhancing Neighborhoods, Strengthening Communities, Changing Lives”*

SOLICITATION TYPE: Request for Proposals

RFP NUMBER: RFP #21-01

DESCRIPTION: Lawn Care Services

ISSUE DATE: February 12, 2021

**PROPOSAL DUE DATE & TIME: March 8, 2021 at 2:00 PM**

PROPOSAL  
DELIVERY LOCATION: Greater Dayton Premier Management (GDPM)  
400 Wayne Avenue  
Dayton Ohio 45410

DIRECT INQUIRIES TO: Procurement Department  
(937) 910-7613/Fax(937)910-7628  
Procurement@gdpm.org

Submitting a response to this RFP on or before the stated date and time will be the sole responsibility of the respondent.



DAYTON METROPOLITAN HOUSING AUTHORITY  
dba  
GREATER DAYTON PREMIER  
MANAGEMENT 400 WAYNE AVENUE  
DAYTON OH 45401-8750

*"Enhancing Neighborhoods, Strengthening Communities, Changing Lives"*

# RFP REQUEST FOR PROPOSALS

#21-01

Lawn Care Services

Prepared by: Greater Dayton Premier Management  
400 Wayne Avenue  
Dayton, Ohio 45410

## 1.1 REQUIREMENTS & SPECIFICATIONS

### **Project Overview:**

Greater Dayton Premier Management (GDPM) is seeking proposals from qualified companies to provide lawn care, landscaping and seasonal services for all Asset Management Properties (AMP's).

### **Term:**

The proposed pricing will remain in effect from the date of contract commencement for a 12-month period or upon exhaustion of the total contract amount for the 12-month period. Contractor is to provide pricing per category item for the initial contract year and one (1) twelve (12) month renewal option. Renewal of an optional period to be at the discretion of the Authority.

### **Scope of Services:**

The contractor(s) shall be prepared to perform the following services, according to the work schedule outlined in the specifications below. The contractor(s) shall provide the management, supervision, manpower, and equipment necessary to provide the lawn care services, as detailed in this solicitation. The Contractor(s) will also supply grass seed, fertilizer, lime, pine needles, mulch, and herbicides needed.

Contractor must provide individual pricing for each service listed below. The individual pricing will be based on the specified quantity providing for an increase or reduction to quantity as needed but ensuring the average cost for the service. The contractor must provide all materials, equipment, labor and any other related items. GDPM reserves the right to inspect all materials, equipment and credentials for labor providing services at AMPs and/or Portfolios prior to and after contract award. Contractor may print additional Cost Price AMP forms (attachments) for each service year as follows:

Year 1	Year 2 (Option #1)	Year 3 (Option #2)	Year 4 (Option #3)	Year 5 (Option #4)
April 2021-March 2022	April 2022-March 2023	April 2023-March 2024	April 2024-March 2025	April 2025-March 2026

### **Timeline:**

Date	Time, if applicable	Action
Friday, February 12, 2021	N/A	Date RFP Issued
Thursday, February 18, 2021	3:00 PM	Deadline for written questions from responders and Vendor registration email <a href="mailto:procurement@gdpm.org">procurement@gdpm.org</a>
Monday, February 22, 2021	N/A	Provide written responses to responders, addendums and/or clarifications to responders
Monday, March 8, 2021	2:00 PM	RFP Due @ 400 Wayne Ave Dropbox

### **List of Services - MANDATORY**

**#1 - Mow all grass areas on a property, cost based on 26 mows per season (list price per cut)**

**\*services to begin no earlier than March 15<sup>th</sup>, and no later than April 8<sup>th</sup> of each season**

Trash and litter pick-up and removal from parking lot(s), sidewalks, common area(s), and grass shall be completed prior to each mowing. At no time shall debris be mowed over and left on the lawn. The Contractor **MAY** use GDPM dumpster for the disposal of unwanted items found on the grounds.

Grass areas should be mowed according to the specifications below, edged and weeding of borders

RFP 21-01 Lawn Care Services

and edges.

String trimming to be done on all grass areas not accessible with mowing equipment and/or in the event the grass exceeds 4" in height due to the rainy season.

Clippings are to be removed from the lawn and promptly blown off concrete and asphalt areas, including but not limited to, sidewalks, drives and parking lots after mowing and trimming. GDPM dumpsters **may NOT** be used to dispose of the clippings.

From contract begin date to September 15, the mower blade setting will be 2 ½". The grass height shall not exceed 3 ½" between mowing and contractor shall not allow grass to exceed 4" before mowing. If rainy conditions restrict the mowing process and the grass exceeds 4" in height, the grass shall be cut with a string trimmer to less than 4" in height before mowed.

September 16, through November 30, the mower blade settings will be 2" and the grass height shall not exceed 3" between mows. At no time shall the grass exceed 4" in heights.

**The selected lawn care service provider will provide a weekly schedule to Maintenance Supervisor or designee. In the event of adverse weather conditions (rainy or extremely dry weather conditions) lawn services will not be completed.**

**If the Community Manager or Maintenance Supervisor elects to delay services the Contractor will be provided a written 24-hour advance notice of the delay.#2**

**– Edging of all exterior, common area sidewalks, cost based on 2 times per year (list price per edge)**

**\*services to commence no sooner than April 1<sup>st</sup>, and no later than May 15<sup>th</sup>, of each year, for the first event and no sooner than July 15<sup>th</sup> and no later than August 15<sup>th</sup> of each contract period for the second event.** Edging of all concrete and asphalt areas, sidewalks, curbs and drives, beginning with the first mow of the season. When completing string trimming, vendor must invert edger to ensure curb appeal.

**#3 – Fertilization – First application to be applied no sooner than April 1<sup>st</sup> and later than April 30<sup>th</sup>, the second application no sooner than June 1<sup>st</sup> and no later than June 30<sup>th</sup>.**

The contractor will supply and apply fertilization to all common area grass 3 times per year. SPRING WEED & FEED, based on 2 applications. The application will be a formula of 47-3-3 application rate, as well as the optimum time of application, will be as per the manufacturers' recommendations printed on the bag or label.

FALL WEED AND FEED, **one time per season, application no sooner than October 1<sup>st</sup> and no later than October 15<sup>th</sup>.** The application will be a formula of 47-0-0 application rate, as well as the optimum time of application, will be as per the manufacturers' recommendations printed on the bag or label. Fertilization must be completed by a licensed company. USDA Applicator License. This prevents companies from using "Retail Type" weed and feed. They must provide copy of license. Reseed grassed areas where needed.

**#4 - Weed control**

The Contractor will ensure the asphalt and concrete areas, sidewalks, parking lots, mulch beds and common areas are weed and grass free **at all times**. For asphalt, concrete, walkways, sidewalks contractor may use round up or equal. However, in the beds, GDPM recommends a product like

PREEN or equal and hand/equipment weeding of the beds so to ensure other plant material is not disturbed.

**#5 – Spring Clean Up – service to be performed no later than April 15<sup>th</sup>**

The Contractor is to remove all debris (i.e., leaves, trash, broken/detached branches from shrub and bed areas. All beds are to be cleanly edged and shall not exceed their current size and/or shape.

**#6 - Shrub/Tree trimming, shaping and pruning, cost based on 2 times per year (list price per edge)** All shrub and ground cover will be shaped or sheared evenly in accordance with GDPM standards for the greatest curb appeal effect. This service should also include removing any invasive plant items (i.e Honey Suckle, Poison Oak etc.) GDPM site staff to determine acceptable height for trees and bushes. Hand pruning in combination with thinning of old growth shall be used to promote plant growth and health. All shrubs and overgrowth are to be trimmed at least 12” back off of buildings, fencing and GDPM property lines.

**List of Services - OPTIONAL**

Optional services may be provided based on the contract cost listed under the Cost Price AMP Form. The Sr. Manager of Asset Management and/or Vice President of Programs may determine the need for additional mandatory services. All optional services and/or *additional* mandatory services will require a GDPM Purchase Order.

**#7 - Leaf Removal, cost per event**

On an ongoing basis leaves will be considered a normal part of the clean-up process and the Contractor will be responsible for the period of October through November to ensure removal of fallen leaves year end leaf proper disposal. The proper disposal **may not** include use of the GDPM dumpster.

**#8 – Mulch – if selected, service to be performed no sooner than April 1<sup>st</sup> and no later than April 30<sup>th</sup>**

Install a minimum of 2” of treated mulch in all beds at the entrances and around trees at each location. Mulch must be treated and colors verified by Community Manager.

Cost per:	Black Gold	\$ _____
	Brick Red	\$ _____
	Playground Mulch	\$ _____

**#9 – Miscellaneous Services – Property Specific**

- A. Dayton View Commons – If a property becomes vacant GDPM may request contractor to provide a mowing services. Price will be based on contractor price list under the Cost Price AMP Form.
- B. Cleaning of Water Retention Area (Wolf Creek only), cost per event
- C. Flowers – perennials (day lilies, hostas, mums – based on lots of 50 plants
- D. Grasses & ornamental landscaping – based on lots of 50 plants
- E. Trees suckers removed
- F. Tree canopies lifted and maintained at a 10’ height
- G. Aeration and Grub Ex Treatment (Windcliff Village)

**Additional Requirements:**

Contractor will provide a weekly schedule to Community Manager and/or Maintenance Supervisor.

Contractor is responsible to provide all mandatory services.

Copies of all certificates of liability and insurance requirements for all representatives of the contractor performing service required. Contractor to provide credentials of staff or applicable licenses.

Contractor to provide list of equipment inventory associated in the performance of the services listed. Contractor will be responsible to provide all services listed above. If contractor subcontracts services, it is

the responsibility of contractor to ensure all services meet GDPM standards. A copy of all subcontracts must be provided to GDPM (i.e., fertilization and mulching) five business days following notice to proceed.

Seven days following contract award, the contractor shall provide on Company letterhead the following;

<b>Name of employee(s)</b>	<b>Work Classification(s)</b>	<b>Wage</b>	<b>Fringe Benefits</b>	<b>Job Description(s)</b>
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### **Holidays**

GDPM recognizes the following holidays as vacation days for its employees (if holiday below falls on a

Saturday GDPM is off Friday and if holiday is on Sunday GDPM is off on

Monday): Holidays are not excluded for the services listed under the Scope of Work.

New Year's Day  
Martin Luther King, Jr. Birthday  
President's Day  
Good Friday  
Memorial Day  
Independence Day

Labor Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day

## **2.0 GENERAL INFORMATION**

### **Introduction**

The mission of GDPM is “to provide low to moderate income residents of Montgomery County access to decent, safe, affordable housing and to advocate on behalf of our clients on community issues and services that affect their ability to secure and maintain housing”.

GDPM is committed to a goal of 15 percent of all professional services contract funds being awarded to Minority Business Enterprises (MBEs: MBE/DBE/SBE/WBE/VBE/EDGE). The firms submitting are encouraged to include MBE participation to the maximum extent possible.

The agency is also committed to its Section 3 participation goal for all professional service contracts, which constitutes 3 percent of the total contract amount. The successful proposer should show their effort in meeting these goals “to the greatest extent feasible.”

The Competitive Negotiation Process or Award without Discussion will be used to select the contract award, beginning with the highest ranked firm. GDPM reserves the right to negotiate a contract with the individual(s), firm(s), or organization(s) who provides the greatest benefit to GDPM, not necessarily the lowest price.

**Contact Person:** Procurement@GDPM.org, (937) 910-7500 Fax: (937) 910-7628

### **Contractor Disclosures**

Contractor must provide disclosure of any pending or threatened court actions and/or claims against the Contractor. This information may not cause rejection of the proposal; but withholding the information may be cause to reject the proposal.

### **Conflict of Interest**

No contractor will promise, or give to any GDPM employee anything of value that could influence that employee in their decision on awarding contracts. No contractor will try to influence an employee of GDPM

to violate any procurement policies of the agency, the Ohio Revised code, or Federal Procurement Regulations.

### **Contractor Examination of the RFP**

Contractors are expected to be familiar with the entire RFP. The contractor is expected to respond to the RFP

in a manner that makes it clear they understand and have responded to all sections of the RFP. If a contractor discovers any mistakes or omissions in the RFP they must notify GDPM's Contact Person in writing. Clarifications and corrections will be sent to all contractors who have registered with the agency for the RFP.

### **Changes to RFP**

GDPM may make changes to this RFP. These changes will be posted <http://www.gdpm.org/doing-business-with-gdpm/requests-for-proposals.html>.

### **Availability of Funds**

This RFP and all agency contracts are contingent on the availability of funds. If, during the RFP process, funds

are not available for the proposed services, the RFP process will be canceled. The contractor will be notified at the earliest possible time. GDPM is not required to compensate the contractor for any expenses incurred as a result of the RFP process.

### **Non-Appropriation Clause**

The proposed services will be subject to termination in the subsequent fiscal years if the sufficient funds are not

appropriated and budgeted or are not otherwise available to continue making payments for the equipment of other services performing similar functions and services.

### **Right to Terminate**

Both parties reserve the right to terminate the depository contract entered into as a result of this RFP for any

reason or for no reason upon giving 180 days written notice. GDPM further reserves the right to terminate the depository contract without notice for non-performance by Depository of any of the contract requirements, thirty (30) days after providing specific written notification of the deficiency. State and local law govern this RFP and any depository contract resulting from it. In the event there is a conflict between the terms of this RFP or any contractual term or condition, state and local law shall control and shall have the effect of making void the conflicting term or condition

### **Holidays**

GDPM recognizes the following holidays as vacation days for its employees (if holiday below falls on a

Saturday GDPM is off Friday and if holiday is on Sunday GDPM is off on Monday): Holidays are not excluded for the services listed under the Scope of Work.

New Year's Day  
Martin Luther King, Jr. Birthday  
President's Day  
Good Friday  
Memorial Day  
Independence Day

Labor Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day

### 3.0 TERMS & CONDITIONS

The RFP and the commitments made in the selected proposal will be contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award.

#### **Type of Contract**

The evaluation of proposals submitted in response to this RFP may result in the issuance of a contract. The contract will incorporate the requirements of the RFP, the contractor's proposal, and all other agreements that may be reached. For services outlined in this RFP, GDPM intends to award a contract. The contract will contain maximum dollar limits of services that may be performed under this contract. At no time, during the length of the contract the contractor may change the pricing submitted in response to this RFP. Failure to do so will signify breach of contract.

The contractor is normally responsible for the execution of the project/program and contract requirements.

If the contractor proposes a different type of approach, describe the contractual protection offered to ensure successful implementation of the project. If contractor proposes a multi-contractor or sub-contract approach, clearly describe the responsibilities of each party and the assurances of the performance you offer. The successful contractor's proposal, this RFP, and other applicable addenda will become part of the final contract and will merge into the contract.

#### **Contract Period**

The proposed pricing will remain in effect from the date of contract commencement for a 12-month period or upon exhaustion of the total contract amount for the 12-month period. Contractor is to provide pricing per category item for the initial contract year and one (1) twelve (12) month renewal option. Renewal of an optional period to be at the discretion of the Authority.

A contract will be in effect for a period the periods stated above unless otherwise terminated or funds are exhausted. The contractor can claim payment only for services already provided, in amount determined by the negotiated rate. Reimbursement by GDPM is made within 30 days of receipt of invoices and any required documentation.

#### **Billing and Payment:**

Unless otherwise agreed to by the parties, the charges assessed shall be billed by Contractor and paid by the GDPM on an annualized basis. **Reimbursement by GDPM is made within 30 days of receipt of invoices and any required documentation.** Invoices must be issued on the last calendar day of each service month and mailed with attention to Accounts Payable (GDPM Central Office location).

At no time will the payments be allowed to exceed work performed or the dollar amount of the contract.

#### **Confidentiality & Security**

Any contractor that has access to confidential information will be required to keep that information confidential.

### 4.1 SUBMITTING PROPOSALS

#### **Preparation of Proposal**

Proposals must portray a clear picture of the contractor's qualifications to provide the services required in the RFP. The contractor should respond to the RFP instructions and requirements. The proposal must include all



costs that relate to the responses submitted.

All proposals become the property of GDPM to use. All proposals will be considered public information and will be open for inspection.

#### **Proposal Cost**

The cost of creating proposals is the responsibility of the contractor and shall not be chargeable to GDPM. The contractor must guarantee the pricing listed in the proposal will remain in effect for a minimum of 180 days after the proposal submission date.

#### **False or Misleading Statements**

Proposals containing false or misleading statements may be rejected.

#### **Contractor Representative's Signature**

An officer of the Respondent, who is legally authorized to enter into a contractual relationship on behalf of the Respondent, must sign the submission package, and Respondent(s) must affix the organization's corporate seal to these documents. In the absence of a corporate seal, a Notary Public must notarize the submission package signature. The signature must indicate the title or position the individual holds in the contractor's organization. Any and all unsigned proposals will be rejected.

#### **Delivery of Proposals**

Contractors must submit one (1) electronic copy on USB a flash drive and one (1) bound and tabbed original with table of contents and four (4) completed bound and tabbed copies with table of contents to GDPM's Contact Person at the address listed in the RFP (**Total of one original and three copies for each AMP you are submitting a proposal**). **All proposals must be double sided.** The completed submission package must be received by **2:00 p.m. Eastern Standard Time, on Monday, March 8, 2021**. The original and all copies of the submission package must be labeled with the Respondents name, address, telephone number, e- mail, due date and RFP title: **"RFP 21-01: Lawn Care Services"** Proposals received after the deadline **will not** be considered. If mailed, the contractor should use certified or registered mail, UPS, or Federal Express with return receipt requested. Faxes or electronically mailed proposals **will not** be accepted. All contractors must carefully review their final proposals. Once opened, proposals cannot be changed; however GDPM may request information or respond to inquiries for clarification purpose only.

All contractors submitting a proposal must agree to honor the terms and conditions contained herein for a period of one-hundred and eighty (180) days.

#### **Acceptance and Rejection of Proposals**

GDPM reserves the right to accept or reject any or all proposals, to take exception to the RFP specifications, or to waive any formality. Firms may be excluded from further consideration for failure to comply with the specifications of this RFP. The recommendation of GDPM staff, GDPM Chief Executive Officer and GDPM's Board of Housing Commissioners shall be final

#### **No Proposal**

If a respondent wishes to remain on the contractor's mailing list, but is not submitting a proposal, the "No Proposal/Offer" form (contained in this Solicitation) must be returned by the stated proposal closing date. Mark the form "No Proposal" and explain the reason for not submitting. Failure to respond three times in succession, without justification, shall be cause for removal of the contractor's name from our mailing list.

### **Withdrawal of Proposal**

Proposals may be withdrawn by written request dispatched by the Respondent in time for delivery in the normal course of business prior to the time fixed for opening. Negligence on the part of the Respondent in preparing the required documents confers no right of withdrawal or modification of proposal data after such documents are opened.

### **Evaluation and Award of Contract**

The Competitive Negotiation Process will be used to select the agreement award, beginning with the highest ranked firm. GDPM reserves the right to negotiate an agreement with individual (s), firm(s), or organization (s) that provides the greatest benefit to GDPM, not necessarily the lowest price. Firms in the competitive range **will** be required to be interviewed by GDPM Senior Management.

GDPM will select the respondent that is the most advantageous to GDPM based upon the evaluation criteria stated herein. GDPM reserves the right to negotiate price and other factors with any acceptable respondent.

GDPM reserves the right to waive any minor irregularity or technicalities in the proposals received. GDPM reserves the right to award without discussion (s) and may make an award to multiple contractors. The professional services selective process will involve the ranking of professional firms by the appointed GDPM evaluation committee. Once the proposals have been evaluated, GDPM will negotiate with the Respondent (s) who falls within the competitive range. Fees for these services will be a negotiation factor as well as any other relevant factor identified by the evaluation committee. Once negotiations are completed, GDPM shall establish a common date and time for the submission of the Best and Final Offer (BAFO).

If a Respondent does not submit a notice of withdrawal or best and final offer, the Respondent's previous offer shall be construed as its best and final offer.

### **Preliminary Proposal Review**

The review process will be conducted in two parts. The preliminary review will consist of a review to be sure the proposal meets the minimum requirements (and mandatory conditions) specified in the RFP. If they do not, they will be rejected.

### **Initial Review**

Proposals in response to the RFP must meet the following requirements:

- The proposal must be received at the address indicated in the RFP no later than **2:00 p.m. Eastern Standard Time, on Monday, March 8, 2021**. Proposals that are not received at the designated address by the specified date will be rejected.
- Required number of copies submitted.
- Proposal signed by authorized contractor representative.
- Proposals that pass this initial review will be considered a valid proposal and will move on to the final review. Those that do not pass such review will be filed as rejected.

### **Final Review**

- All valid proposals will be reviewed, evaluated, and rated by the Review Committee. The Review Committee will be composed of GDPM staff.
- The Review Committee will evaluate each proposal against the criteria in the RFP. During the review, the Committee may request additional information from the contractor. Such information requests and contractor's responses must always be in writing.
- All qualified proposals shall be reviewed by the Review Committee using a standard Proposal Review Evaluation Rating Sheet tailored specifically for this RFP. The number of evaluation points for each section varies according to the value assigned for that particular aspect of the program.
- Selected responders will be expected to discuss their proposals with GDPM Senior Management

prior to final selection. The discussion will be used to clarify responses made to this proposal and to answer any questions that either party may have concerning the proposal

The Review Committee members may request information from sources other than the written proposal to evaluate contractor's programs. Other sources of information may include oral presentations by contractors, written responses to clarifying questions posed by the Review Committee, and contractor's history/experience in providing similar services.

Review Committee member rating sheets will be used to focus discussion. The final composite Evaluation Rating Sheet that includes the prioritized contractor's rankings will be maintained on file by GDPM. The end result of the review process is a prioritized list from best to least.

Written notification will be made to all contractors who submitted a proposal. In awarding the contract, GDPM's evaluation will include, but will not be limited to:

- Criteria for the Stage 1 review;
- Strength and stability of the contractor to provide the requested services;
- Ability to meet the project/program time lines;
- Overall responsiveness and completeness of the bid proposal as well as the likelihood that, in GDPM's opinion and at GDPM's discretion, the bid proposal best meets or exceeds GDPM's specifications;
- Scope of service being proposed;
- Customer references;
- Cost of proposed service;
- Any other factors considered relevant by GDPM and demonstrated by the bid proposal or investigation by GDPM; and
- Experience with a similar project/program of comparable size and scope

Contractor finalists will be notified of their non-selection immediately after the preferred contractor is notified. If the successful contractor fails to execute the contract, GDPM may award the contract to another contractor whose proposal met the requirements of the RFP and any addenda. The period of time within which such an award of the contract may be made shall be subject to the written agreement between GDPM and the contractor.

### **Contractor Selections**

GDPM reserves the right to make an award based solely on the Respondent or to negotiate further with one or more contractors. The contractor(s) selected for the award will be chosen on the basis of the greatest benefit to the Authority, not necessarily on the basis of the lowest price.

### **Post-bid Meeting**

If a contractor wishes to discuss the selection process, the request for a meeting and the explanation for it must be in writing within five (5) working days after receipt of notification of the decision. The request shall state the reason(s) for the meeting, citing the law, rule, regulation or RFP procedures on which the request is based. All requests must be signed by an individual authorized to represent the contractor and addressed to the GDPM Contact Person.

### **Proposal Selection**

Proposal selection does not guarantee a contract for services will be awarded. The selection process includes:

- All proposals will be evaluated based on the criteria in the RFP.
- Based upon the results of the evaluation, GDPM will select a proposer for the service(s) who it determines to be the top rated, responsive and responsible proposer.
- GDPM works with the proposer who was selected to finalize the details of the contract document.
- If GDPM determines that GDPM and the contractor are unable to successfully come to terms regarding the contract, GDPM reserves the right to terminate contract discussions with the proposer. If this

happens, GDPM reserves the right to select another candidate from the proposal process, cancel the RFP or reissue the RFP if this is deemed necessary.

### 5.0 Evaluation Criteria

The professional services selective process will involve the ranking of Contractor by the appointed GDPM evaluation committee. In no circumstance a proposer shall contact any members of the evaluation committee or any GDPM employee besides the Contact Person specified in this proposal; failure to do so will more than likely result in removal of the proposer from the evaluation process.

The evaluation criteria to be used in reviewing proposals and their respective weights are as follows:

## EVALUATION CRITERIA

NO.	FACTOR	MAXIMUM POINTS
1	The <b>PROPOSED COSTS</b> will be evaluated through a careful analysis of respondents approach and ability to perform the work at minimum cost to GDPM.	20
2	<b>PROVIDE</b> a brief statement for services listed under items 1 – 9 of scope of service, statement is not to exceed 75 words for <u><i>each item</i></u> , indicating the plan to complete the scope of services.	10
3	<b>Organizational Capacity: PROVIDE</b> a brief statement on organizational capacity of staff, specialists' and consultants' experience and qualifications, and their ability to perform the work in a timely and professional manner.	25
4	<b>Relevant Experience and Past Performance: PROVIDE</b> a brief statement describing documented experience and performance successfully completing projects of the similar type.	25
5	<b>Approach and Response to Scope of Service:</b> Respondent's response and approach to each element of work identified in the Scope of Service will be evaluated and assessed for a clear and prudent plan for performing the work.	10
6	<b>PROVIDE</b> a brief statement not to exceed 100 words indicating the Contractor's plan to complete the services listed under additional requirements and will performed and provided to GDPM.	10
	<b>TOTAL POINTS</b>	<b>100</b>

<b><u>Section 3 Participation Points</u></b>			
<b>Category 1 Business</b>	15 pt.	51% or more of the business is owned by public housing residents of a specific public housing community for which the Section 3 covered assistance is expended	<b>15</b>
<b>Category 2 Business</b>	12 pt.	51% or more of the business is owned by residents of a public housing community or communities within GDPM for which the Section 3 covered assistance is not being expended.	
<b>Category 3 Business</b>	9 pt.	<ul style="list-style-type: none"> <li>• 51% or more of the business is owned by Section 3 eligible residents and/or</li> <li>• Will subcontract in excess of 25% of the total amount of subcontracts to category 1 or 2 Section 3 businesses</li> </ul>	
<b>Category 4 and 5 Business</b>	6 pt.	<p>Full time, permanent workforce includes 30% or more of Section 3 eligible residents.</p> <p>An entity selected to carry out HUD Youth Build program in Montgomery County in which Section 3 covered funding is expected.</p>	
<b>Category 6 Business</b>	3 pt.	Joint venture with inclusion of Section 3 business is a form of organization where: Section 3 business is responsible for a clearly defined portion of the work to be performed, holds management responsibilities in the joint venture, performs at least 25 percent of the work and is contractually entitled to compensation proportionate to its work.	
<b>Total Maximum Points</b>			<b>115 Points</b>

## **PROPOSAL FORMAT**

Please refer to the “Delivery of Proposals” section for specific instructions on the number and type of proposal copies to submit. To simplify the process for evaluation, and to assure each proposal receives the same review, all responses must be submitted in the following format. Proposals must contain all the items listed. Responses should provide adequate information for reviewers to appropriately score each factor, however be concise in nature so that reviewers can easily find relevant information.

### **Proposal sections must be numbered corresponding to the following format and lettering:**

**TABLE OF CONTENTS** The items listed follow the factors listed in the Evaluation Criteria with additional details as follows:

#### **1. EXECUTIVE SUMMARY & EXPERIENCE/QUALIFICATIONS**

The submission shall include a statement of the Service Provider’s understanding of the project, including reflections on the scope of work and the firm’s ability to meet the anticipated project milestones. Proposals shall describe the proposed project team, including a brief description of team members’ expertise, qualifications and role on the team/project. A resume should be provided for each key member. The submission should also include identification of potential subcontractors who will work on the project, if applicable.

The submission should include information pertaining to the Service Provider's experience working on similar projects (no more than 3). For each project, the summary should include the project client and contact information, a description of the Service Provider's role in the project, project budget and timeframe.

**2. PLANNING & PROJECT MANAGEMENT**

State specifically your intended practices for addressing the items listed in the "Scope of Services." Please cite your organization's commitment to meeting or exceeding the expectations and duties set forth.

**3. SOUNDNESS OF APPROACH:** See the evaluation criteria for details.

**4. TRACKING AND REPORTING/ACHIEVE PERFORMANCE OUTCOMES:** See the evaluation criteria for details.

**5. FEE PROPOSAL** See the evaluation criteria for details.

**6. INSURANCE**

A statement of liability insurance from an accredited insurance company/agent is required. A minimum of \$500,000.00 liability insurance coverage is required should your firm be chosen.

**7. ATTACHMENTS**

All other required information is set forth by each of the following exhibits. Please tab and label each exhibit individually. **Any Attachments left out are not required.**

All other required information is set forth by each of the following exhibits. Please tab and label each exhibit individually. **Any Attachments left out are not required.**

- Professional Services Quote Form (signed)
- GDPM General Terms & Conditions for Professional Services (reference document)
- HUD 5369 Form & Instructions (signed)
- Certification of Debarment (signed)
- MBE Good Faith (signed)
- Section 3 (signed)
- Equal Employment Opportunity Statement (signed)
- Drug Free Workplace Certification (signed)
- Non-Collusive Affidavit (signed)
- Certificate of Insurance (completed)
- AMP Cost Price Forms (completed)
- Equipment Inventory List (completed)

**END of RFP 21-01**

# AMP 1

Section Contact: \_\_\_\_\_, Maintenance Supervisor,

Site Name	Site Address	Cost Per Cut-Mandatory (Includes weed control, string trimming, trash/debris removal) Items 1, 4, Scope of Service	Cost per Edge - Mandatory Item 2 Scope of Service	Cost per Fertilization - Mandatory Item 3 Scope of Service	Cost per Spring Clean Up Mandatory Item 5 Scope of Service	Cost per edge Trim/Prune – Mandatory Item 6 Scope of Service	Cost for Leaf Removal per event (ongoing basis) – Optional Item 7 Scope of Service	Cost for Mulch and Play ground Mulch– Optional Item 8 Scope of Service <i>*see note below</i>
Grand Hi Rise	465 Grand Avenue, Dayton, OH 45405 (Black Gold)							
Metropolitan Hi Rise	50 Central Avenue, Dayton, OH 45406 (Black Gold)							
Hallmark-Meridian Hi Rise	714 Plymouth & 59 Central Ave Dayton, OH 45406(Black Gold)							
Triangle Terrace/Embury Office	2728 Triangleview , Dayton, OH 45414 ((Black Gold and playground mulch)							
Short Helena (40-42)	40-42 E. Helena Street, Dayton, OH 45405 (Black Gold)							
Holt St. (404 & 410)	426-428 Holt Street, Dayton, OH 45408 (Black Gold)							
Bruce Av. (404 & 410)	404 & 410 Bruce Avenue, Dayton, OH 45405 (Black Gold)							
Hudson (205)/Cherry (111)	205 Hudson/111 Cherry, Dayton, OH 45405 (Black Gold)							
Redwood (311)	311 Redwood Avenue, Dayton, OH 45405(Black Gold)							
Niagara (241)	241 Niagara Avenue, Dayton, OH 45405 (Black Gold)							
E. Norman	108 E. Norman Avenue, Dayton, OH 45405 (Black Gold)							
Theodore	3504 Theodore Ave Dayton, Ohio 45405 (Black Gold)							

TOTAL							
	<i>Total from above * 26 =</i>	<i>Total * 2 =</i>	<i>Total * 3 =</i>	<i>Total * 1 =</i>	<i>Total * 2 =</i>	<i>Ongoing basis</i>	
<b>GRAND TOTAL (Add 4 numbers from previous row)</b>	=						

**\*If Mulch and Playground Mulch is requested by AMP, each vendor will provide separate cost for each type.**



## AMP 2

Section Contact: \_\_\_\_\_, Maintenance Supervisor,

Site Name	Site Address	Cost Per Cut-Mandatory (Includes weed control, string trimming, trash/debris removal) Items 1, 4, Scope of Service	Cost per Edge - Mandatory Item 2 Scope of Service	Cost per Fertilization - Mandatory Item 3 Scope of Service	Cost per Spring Clean Up Mandatory Item 5 Scope of Service	Cost per edge Trim/Prune – Optional Item 6 Scope of Service	Cost for Leaf Removal per event (ongoing basis) – Optional Item 7 Scope of Service	Cost for Mulch – Optional Item 8 Scope of Service <i>*see note below</i>
Wentworth Hi Rise	2765 Wentworth Avenue, Dayton, OH 45406 (Black Gold)							
Riverside Estates	4011-4068 Iddings, Dayton, OH 45405 (Brick Red and play ground mulch)							
Caliph Court & Field	5000-5078 Caliph Court, Dayton, OH 45406 (Black Gold and play ground mulch)							
Empty lot next to Caliph Courts	Intersection of Queens and Hickorydale							
Hickorydale	2056 Hickorydale Dayton, Ohio 45406							
Wolf Creek	6055 Cotillion Court, Dayton, OH 45426 (Black Gold and play ground mulch)							
Cornell Ridge	Cornell Drive/Gettysburg Ave, Dayton, OH 45406 (Black Gold and play ground mulch)							
Winston Woods	1820 Winston Woods, Dayton, OH 45415 (Black Gold and play ground mulch)							
Lori Sue (3918)	3918 Lori Sue, Dayton, OH 45406 (Black Gold)							
Frederick (4806)	4806 Frederick Pike, Dayton, OH 45414(Black Gold)							

TOTAL							
	<i>Total from above * 26</i> =	<i>Total * 2 =</i>	<i>Total * 3 =</i>	<i>Total * 1 =</i>	<i>Total * 2 =</i>	<i>Ongoing basis</i>	
<b>GRAND TOTAL (Add 4 numbers from previous row)</b>	=						

**\*If Mulch and Playground Mulch is requested by AMP, each vendor will provide separate cost for each type.**

# AMP 3

Section Contact: \_\_\_\_\_, Maintenance Supervisor,

Site Name	Site Address	Cost Per Cut-Mandatory (Includes weed control, string trimming, trash/debris removal) Items 1, 4, Scope of Service	Cost per Edge - Mandatory Item 2 Scope of Service	Cost per Fertilization - Mandatory Item 3 Scope of Service	Cost per Spring Clean Up Mandatory Item 5 Scope of Service	Cost per edge Trim/Prune Mandatory Item 6 Scope of Service	Cost for Leaf Removal per event (ongoing) Optional Item 7 Scope of Service	Cost for Mulch – Optional Item 8 Scope of Service <i>*see note below</i>
Westdale	110 Melba Street, Dayton, OH 45402 (Black Gold and play ground mulch)							
Olive Hills	7505 Bronson Street, Dayton, OH 45417 (Black Gold)							
Riverview Terrace	3310 W. Riverview Avenue, Dayton, OH 45406 (Black Gold and play ground mulch)							
Malden/Hollencamp & fields	502-524 Malden Av., 504-541 Hollencamp 45417 (Black Gold)							
Friden/Whitmore & fields	4602-4645 Friden Ct., 48-108 Whitmore, 45417(Black Gold)							
138 Gettysburg	138 N. Gettysburg Avenue, Dayton, OH 45417 (Black Gold)							
1617 Liscum	1617 Liscum Dayton, Ohio 45417							
Winters	436-440 Winters St., Dayton, OH 45417 (Black Gold)							
Hawthorne Village	1025, 1021, 1015, 1013, 1009, 1003 Germantown Rd and 10 Fitch (Black Gold) 45402							
TOTAL								
		Total from above * 26 =	Total * 2 =	Total * 3 =	Total * 1 =	Total * 2 =	Ongoing basis	

<b>GRAND TOTAL (Add 4 numbers from previous row)</b>	=			
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**\*If Mulch and Playground Mulch is requested by AMP, each vendor will provide separate cost for each type.**

## AMP 4

Section Contact: \_\_\_\_\_, Maintenance Supervisor,

Site Name	Site Address	Cost Per Cut-Mandatory (Includes weed control, string trimming, trash/debris removal) Items 1, 4, Scope of Service	Cost per Edge - Mandatory Item 2 Scope of Service	Cost per Fertilization - Mandatory Item 3 Scope of Service	Cost per Spring Clean Up Mandatory Item 5 Scope of Service	Cost per edge Trim/Prune – Optional Item 6 Scope of Service	Cost for Leaf Removal per event (ongoing basis) – Optional Item 7 Scope of Service	Cost for Mulch – Optional Item 8 Scope of Service <i>*see note below</i>
Mount Crest Court	700 Mount Crest Ct., Dayton, OH 45403 (Black Gold and playground Mulch)							
Wilmington Hi Rise	958 Wilmington Av., Dayton, OH 45420 (Black Gold)							
Woodview Terrace incl. 29 bldgs.	1000-1093 Sunshine Court, & 3577-3610 Fielding Dr. Dayton, OH 45403 (Black Gold and playground Mulch)							
Rosemont	1432&1438 Rosemont Blvd., Dayton, OH 45410 (Black Gold)							
Superba Court	3004-3027 Superba Ct., Dayton, OH 45403 (Black Gold and playground Mulch)							
Smithville-Monarch	1509 S. Smithville Road, Dayton, OH 45410 (Black Gold)							
Huffman/Parnell	1202-1210 Huffman Av./ 9-11 Parnell, Dayton, OH 45403 (Black Gold and playground Mulch)							
City View Terrace	4330,4324,4326 City View, Dayton, OH 45431 (Black Gold)							
Revere	2531 Revere, Dayton, OH 45410 (Black Gold)							
Watervilet	1204-1210 Watervilet Ave., Dayton, OH 45410 (Black gold)							

Argella	2729 Argella Drive Dayton, Ohio (Black Gold)							
Burkhardt	4826 Burkhardt Rd. Dayton, OH 45431							
Parkside Homes & Field	1201 Brennan Dr, Dayton OH 45404							
Dunbar Manor	1110 Staley Avenue, Dayton OH 45404							
	1014 W. Stewart St, Dayton OH 45404							
Arlington Courts	3500 McCall Street, Dayton OH 45417							
TOTAL								
		<i>Total from above * 26 =</i>	<i>Total * 2 =</i>	<i>Total * 3 =</i>	<i>Total * 1 =</i>	<i>Total * 2 =</i>	<i>Ongoing basis</i>	
<b>GRAND TOTAL (Add 4 numbers from previous row)</b>		=						

**\*If Mulch and Playground Mulch is requested by AMP, each vendor will provide separate cost for each type.**

## AMP #5

Section Contact: \_\_\_\_\_, Maintenance Supervisor,

Site Name	Site Address	Cost Per Cut-Mandatory (Includes weed control, string trimming, trash/debris removal) Items 1, 4, Scope of Service	Cost per Edge - Mandatory Item 2 Scope of Service	Cost per Fertilization - Mandatory Item 3 Scope of Service	Cost per Spring Clean Up Mandatory Item 5 Scope of Service	Cost per edge Trim/Prune – Optional Item 6 Scope of Service	Cost for Leaf Removal per event (ongoing basis) – Optional Item 7 Scope of Service	Cost for Mulch – Optional Item 8 Scope of Service
Park Manor	220 Park Manor, Dayton, OH 200-337 Park Manor 45410 (black gold)							
Limestone/ Modena	Gettysburg /Germantown, Dayton, OH 45417 (black gold) 3601-3645 Limestone 3620-3628 Modena							
Channingway Court	6000-6076 Channingway Ct., Dayton, OH 45424 (black gold)							
Pompano Circle	Floral & Pompano Circle, Dayton, OH 45404 (black gold) 2100-2168, 33 Floral							
Bellefontaine Ridge	5151 Bellefontaine Ridge, Dayton, OH 45424 (black gold) 5101-5149							
Willow	619 Willow Street, Dayton, OH 45404 (black gold)							
Imperial Court	137 Imperial Court, Vandalia, OH 45377 (black gold)							
Imperial Court	149 Imperial Court, Vandalia, OH 45377(black gold)							
TOTAL								
		Total from above * 26 =	Total * 2 =	Total * 3 =	Total * 1 =	Total * 2 =	Ongoing basis	

<b>GRAND TOTAL (Add 4 numbers from previous row)</b>		=						
<b>AMP #5</b>								
Section Contact: _____, Maintenance Supervisor,								
Site Name	Site Address	Cost Per Cut-Mandatory (Includes weed control, string trimming, trash/debris removal) Items 1, 4, Scope of Service	Cost per Edge - Mandatory Item 2 Scope of Service	Cost per Fertilization - Mandatory Item 3 Scope of Service	Cost per Spring Clean Up Mandatory Item 5 Scope of Service	Cost per edge Trim/Prune – Optional Item 6 Scope of Service	Cost for Leaf Removal per event (ongoing basis) – Optional Item 7 Scope of Service	Cost for Mulch – Optional Item 8 Scope of Service
Quitman & Hoch	443 Quitman, 261 Hoch St., 263 Hoch, 265 Hoch and 267 Hoch Dayton, OH 45410 (black gold)							
Fitch/Hawthorn	204,206,208 Hawthorn, 22,24 & 26 Fitch, 45417 (black gold)							
Fisher Drive	5531-5537 Fisher Drive, Dayton, OH 45424 (black gold)							
Wayne Meadows	4511-4517 Wayne Meadows Dr., H/H, OH 45424 (black gold)							
Wayne Meadows	4519-4525 Wayne Meadows Dr., H/H, OH 45424 (black gold)							
TOTAL								
		Total from above * 26 =	Total * 2 =	Total * 3 =	Total * 1 =	Total * 2 =	Ongoing basis	
<b>GRAND TOTAL (Add 4 numbers from previous row)</b>		=						



## AMP #5

Section Contact: \_\_\_\_\_, Maintenance Supervisor,

Site Name	Site Address	<b>Cost Per Cut-Mandatory</b> <i>(Includes weed control, string trimming, trash/debris removal) Items 1, 4, Scope of Service</i>	<b>Cost per Edge - Mandatory</b> <i>Item 2 Scope of Service</i>	<b>Cost per Fertilization - Mandatory</b> <i>Item 3 Scope of Service</i>	<b>Cost per Spring Clean Up Mandatory</b> <i>Item 5 Scope of Service</i>	<b>Cost per edge Trim/Prune – Optional</b> <i>Item 6 Scope of Service</i>	<b>Cost for Leaf Removal per event (ongoing basis) – Optional</b> <i>Item 7 Scope of Service</i>	<b>Cost for Mulch – Optional</b> <i>Item 8 Scope of Service</i>
Misty Lane (5527)	5527-5533 Misty Lane, Huber Hgts., OH 45424 (black gold)							
Misty Lane (5541)	5541-5547 Misty Lane, Huber Hgts., OH 45424 (black gold)							
Misty Lane (5469)	5469-5473 Misty Lane, Huber Hgts., OH 45424 (black gold)							
Hilgeford Drive	5330-36 Hilgeford Dr. Dayton, OH 45424 (black gold)							
Misty Lane (5441)	5441-5447 Misty Lane Huber Hgts., OH 45424 (black gold)							
Misty Lane (5455)	5455-5461 Misty Lane Huber Hgts., OH 45424 (black gold)							
Misty Lane (5483)	5483-5489 Misty Lane Huber Hgts., OH 45424 (black gold)							
Misty Lane (5556)	5556-5560 Misty Lane Huber Hgts., OH 45424 (black gold)							
TOTAL								
		<i>Total from above * 26 =</i>	<i>Total * 2 =</i>	<i>Total * 3 =</i>	<i>Total * 1 =</i>	<i>Total * 2 =</i>	<i>Ongoing basis</i>	
<b>GRAND TOTAL (Add 4 numbers from previous row)</b>		=						

## AMP 6

Section Contact: \_\_\_\_\_, Maintenance Supervisor,

Site Name	Site Address	Cost Per Cut-Mandatory (Includes weed control, string trimming, trash/debris removal) Items 1, 4, Scope of Service	Cost per Edge - Mandatory Item 2 Scope of Service	Cost per Fertilization - Mandatory Item 3 Scope of Service	Cost per Spring Clean Up Mandatory Item 5 Scope of Service	Cost per edge Trim/Prune – Mandatory Item 6 Scope of Service	Cost for Leaf Removal per event (ongoing basis) – Optional Item 7 Scope of Service	Cost for Mulch – Optional Item 8 Scope of Service
Madrid Estates	9001-9057 Mandel Drive (odd addresses only) 200-218 Fox Grove Drive and 222-296 Fox Grove Drive and all community green spaces <b>220/221 Fox Grove (black gold) Mulch around office and sign only</b>							
Indian Trails	500 Indian Trails, West Carrollton, OH 45449 (Black gold) 502-570							
Shroyer Road	1907 Shroyer, Oakwood, OH 45419 (Black gold)							
Shroyer Road	2018 Shroyer, Oakwood, OH 45419 (Black gold)							
Red Bluff	1301 Red Bluff, West Carrollton, OH 45449 (Black gold)							
Telford (514)	514 Telford Ave., Kettering, OH 45419 (Black gold)							
Telford (520)	520 Telford Ave., Kettering, OH 45419 (Black gold)							
Telford (526)	526 Telford Ave., Kettering, OH 45419 (Black gold)							
Telford (532)	532 Telford Ave., Kettering, OH 45419 (Black gold)							

Telford(538)	538 Telford Ave Kettering, OH 45419 (Black gold)							
Corona(550)	550 Corona Ave Kettering, OH 45419 (Black gold)							
Corona(551)	551 Corona Ave Kettering, OH 45419 (Black gold)							
Corona(557)	557 Corona Ave Kettering, OH 45419 (Black gold)							
Governor Square	1250/1256 Governor Square Drive, Washington Township 45458(black gold)							
Washington Village	8325/8335 Washington Village (black gold)							
Westerfield	10-86 Westerfield Drive (black gold)							
Wilkinson	126 W. Fifth Street, Dayton, OH 45402 (Black gold)							
TOTAL								
		<i>Total from above * 26 =</i>	<i>Total * 2 =</i>	<i>Total * 3 =</i>	<i>Total * 1 =</i>	<i>Total * 2 =</i>	<i>Ongoing basis</i>	
<b>GRAND TOTAL (Add 4 numbers from previous row)</b>		=						

## AMP #7

Section Contact: \_\_\_\_\_, Maintenance Supervisor,

Site Name	Site Address	Cost Per Cut-Mandatory (Includes weed control, string trimming, trash/debris removal) Items 1, 4, Scope of Service	Cost per Edge - Mandatory Item 2 Scope of Service	Cost per Fertilization - Mandatory Item 3 Scope of Service	Cost per Spring Clean Up Mandatory Item 5 Scope of Service	Cost per edge Trim/Prune – Optional Item 6 Scope of Service	Cost for Leaf Removal per event (ongoing basis) – Optional Item 7 Scope of Service	Cost for Mulch – Optional Item 8 Scope of Service <i>*see note below</i>
Desoto Bass	811 Oldfield Avenue, Dayton, OH 45417 (Brick Red and Play Ground Mulch)							
Hilltop Homes	631 Groveland Avenue, Dayton, OH 45417 (Brick Red and Play Ground Mulch)							
TOTAL								
		Total from above * 26 =	Total * 2 =	Total * 3 =	Total * 1 =	Total * 2 =	Ongoing basis	
GRAND TOTAL (Add 4 numbers from previous row)		=						

**\*If Mulch and Playground Mulch is requested by AMP, each vendor will provide separate cost for each type.**

# AMP # 13

Section Contact: \_\_\_\_\_, Maintenance Supervisor,

Site Name	Site Address	Cost Per Cut-Mandatory (Includes weed control, string trimming, trash/debris removal) Items 1, 4, Scope of Service	Cost per Edge - Mandatory Item 2 Scope of Service	Cost per Fertilization - Mandatory Item 3 Scope of Service	Cost per Spring Clean Up Mandatory Item 5 Scope of Service	Cost per edge Trim/Prune – Optional Item 6 Scope of Service	Cost for Leaf Removal per event (ongoing basis) – Optional Item 7 Scope of Service	Cost for Mulch – Optional Item 8 Scope of Service <i>*see note below</i>
Windcliff I	Windcliff and 411 Home (4-179 Windcliff Dr) (Black gold and playground Mulch)							
Windcliff II	Windcliff (185-309 Windcliff Dr) (Black gold and playground Mulch)							
TOTAL								
		Total from above * 26 =	Total * 2 =	Total * 3 =	Total * 1 =	Total * 2 =	Ongoing basis	

<b>GRAND TOTAL (Add 4 numbers from previous row)</b>	=			
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**\*If Mulch and Playground Mulch is requested by AMP, each vendor will provide separate cost for each type.**