



**PURCHASING DIVISION**

901 Broadway, N.E. • Knoxville, TN 37917-6699  
865.403.1133 • Fax 865.594.8858  
800.848.0298 (Tennessee Relay Center)  
Email: [purchasing@kcdc.org](mailto:purchasing@kcdc.org)  
<http://www.kcdc.org/en/DoingBusiness.aspx>

**Request for Proposals**

**MOWING SERVICES**

**Due Date:** By 3:00 p.m. (Eastern Standard Time) on February 6, 2015

*Check KCDC's webpage for addenda and changes before submitting your proposal.*

**Proposal Number:** Q1522

**Deliver Proposals to:** Knoxville's Community Development Corporation  
Purchasing Division (building behind the main office building)  
901 Broadway N.E.  
Knoxville, Tennessee 37917

Faxed/Emailed Responses are acceptable: **Yes**  **No**

**Pre-Proposal Conference:** At 1:30 p.m. on January 30, 2015 in KCDC's Board Room. Please read this document prior to the meeting. Mark questions and bring this document with you. Proposers will sign up for site visits at the end of the meeting. However KCDC's properties are open and interested vendors may visit them as desired.

**Award Results:** KCDC posts the award decision to its webpage at:  
<http://www.kcdc.org/en/DoingBusiness/SolicitationResults.aspx>

**Electronic Copies:** Vendors are encouraged to use the MS Word and Excel versions of this document. If you need an electronic copy, send an email requesting it to [purchasing@kcdc.org](mailto:purchasing@kcdc.org).

## General Information for Vendors

### 1. **BACKGROUND AND INTENT**

- a. Knoxville's Community Development Corporation (KCDC) is the public housing and redevelopment agency for the City of Knoxville and for the County of Knox in Tennessee. KCDC's public housing property portfolio includes seventeen housing properties with approximately 3,551 dwelling units. KCDC also administers approximately 3,700 vouchers through our Section 8 department and has three tax credit properties.
- b. KCDC contracts with vendors for its mowing needs at all of its properties.
- c. A Senior Asset Manager and an Asset Manager lead the operation of each site although there are a few locations managed remotely by staff at another KCDC location. These managers will be the primary point of day-to-day contact for the successful vendor.

### 2. **ACCEPTANCE**

Proposer's submission in response to this RFP will constitute acceptance of the terms and conditions of the RFP.

### 3. **AWARD SCHEDULE**

Vendors may bid on any or all of the sites or groups. KCDC reserves the right to award by each site, group or on an "All or None" basis-whichever is in its best interest. KCDC also reserves the right to not award if that is in its best interest. KCDC reserves the right to limit the awards to any vendor to the total number of sites that, in KCDC's judgment, the vendor can handle. The groups are:

- a. Family Style Properties
  - Austin Homes
  - Autumn Landing
  - Lee Williams Senior Citizen Complex
  - Lonsdale Homes
  - Montgomery Village
  - Nature's Cove
  - North Ridge Crossing
  - Taylor Homes
  - Valley Oaks
  - Verandas
  - Vista (for accounting purposes this site is divided in Vista 1 and Vista 2)
  - Western Heights

b. High Rise Properties

- Cagle Terrace
- Isabella Terrace
- Love Towers
- Northgate Terrace

c. Offices

- Main Office
- Supportive Maintenance

d. Scattered Site Properties

Phase I Five Points

- 301 Chestnut Street
- 303 Chestnut Street
- 124 Chestnut Street
- 126 Chestnut Street
- 2505 Louise Avenue
- 2507 Louise Avenue
- 2511 Louise Avenue
- 2513 Louise Avenue

Phase II Five Points

- 314 S. Chestnut Street
- 316 S. Chestnut Street
- 2501 Wilson Avenue
- 2503 Wilson Avenue
- 519 S. Chestnut Street
- 521 S. Chestnut Street
- 601 S. Chestnut Street
- 603 S. Chestnut Street
- 2451 Selma Avenue
- 2453 Selma Avenue
- 2452 Selma Avenue
- 2454 Selma Avenue

Phase III Five Points

- 300 Chestnut Street (House)
- 317 S. Chestnut Street
- 319 S. Chestnut Street
- 401 Juanita Cannon (2 six plex structures)

e. Single Family Properties

Mechanicsville I

- 1503 Dora
- 1501 Dora
- 301 Douglas
- 303 Douglas
- 1507 Boyd
- 1505 Boyd
- 1503 Boyd
- 1411 Boyd
- 1409 Boyd
- 409 Cansler
- 411 Cansler
- 405 Cansler
- 407 Cansler
- 1412 Wallace
- 321 Cansler
- 319 Cansler
- 317 Cansler
- 313 Cansler
- 311 Cansler
- 1406 Dora

- 1404 Dora
- 241 Cansler
- 219 Cansler

- 217 Cansler
- 215 Cansler
- 213 Cansler

Mechanicsville II

- 1326 W. Fifth Avenue
- 1328 W. Fifth Avenue
- 1403 W. Fifth Avenue
- 1405 W. Fifth Avenue
- 1415 Iradell Avenue
- 1415 Moses Avenue
- 1417 Moses Avenue
- 1419 Iradell Avenue
- 1419 Moses Avenue
- 1423 Moses Avenue
- 1424 Iradell Avenue

- 1425 Iradell Avenue
- 1426 Iradell Avenue
- 1427 Iradell Avenue
- 1627 Wallace Street
- 1629 Wallace Street
- 1631 Boyd Street
- 1633 Boyd Street
- 1701 Boyd Street
- 1703 Boyd Street
- 200 Douglas Avenue
- 204 Douglas Avenue

Passport Homes

- 1225 University Avenue
- 1313 University Avenue
- 1315 University Avenue
- 1402 University Avenue
- 1601 Dora Street
- 1605 Wallace Street

- 1627 Dora Street
- 1629 Dora Street
- 1631 Dora Street
- 1633 Dora Street
- 238 Douglas Avenue
- 240 Douglas Avenue

Passport Homes Other

- 700 Alfreda Delaney
- 1308 Calloway Street
- 700 College Street
- 212 Douglas
- 1625 Dora Street
- 1627 Dora Street
- 1629 Dora Street
- 1631 Dora Street
- 1633 Dora Street
- 227 Douglas Avenue
- 223 Douglas Avenue
- 238 Douglas Avenue
- 240 Douglas Avenue
- 1600 Dunbar Street
- 1601 Dunbar Street
- 1626 Dunbar Street
- 1401 Moses Avenue

- 1225 University Avenue
- 1313 University Avenue
- 1315 University Avenue
- 1321 University Avenue
- 1330 University Avenue
- 1402 University Avenue
- 1404 University Avenue
- 1500 University Avenue
- 1503 University Avenue
- 1505 University Avenue
- 1507 University Avenue
- 1601 University Avenue
- 1605 University Avenue
- 1615 University Avenue
- 1601 Dora Street
- 1605 Wallace Street

Passport Residences (50 units)

- 701 Alfreda Delaney Street
- 707 Alfreda Delaney Street
- 709 Alfreda Delaney Street
- 739 Alfreda Delaney Street
- 741 Alfreda Delaney Street
- 1514 Boyd Street
- 1906 Brandau Street
- 1908 Brandau Street
- 1924 Brandau Street
- 1926 Brandau Street
- 2000 Brandau Street
- 2020 Brandau Street
- 2024 Brandau Street
- 2028 Brandau Street
- 1016 Knoxville College
- 1818 Knoxville College
- 700 Monroe Senter Street
- 710 Monroe Senter Street
- 712 Monroe Senter Street
- 716 Monroe Senter Street
- 718 Monroe Senter Street
- 721 Monroe Senter Street
- 726 Monroe Senter Street
- 728 Monroe Senter Street
- 729 Monroe Senter Street
- 731 Monroe Senter Street
- 734 Monroe Senter Street
- 735 Monroe Senter Street
- 736 Monroe Senter Street
- 737 Monroe Senter Street
- 740 Monroe Senter Street
- 1708 Moses Avenue
- 1750 Moses Avenue
- 1200 University Avenue
- 1208 University Avenue
- 1210 University Avenue
- 1216 University Avenue
- 1218 University Avenue
- 1224 University Avenue
- 1625 University Avenue
- 1627 University Avenue
- 1629 University Avenue
- 1631 University Avenue
- 1633 University Avenue
- 1637 University Avenue
- 1511 Wallace Street
- 1606 Wallace Street
- 1608 Wallace Street
- 1624 Wallace Street
- 1626 Wallace Street

f. Vacant Land

- Austin Field at Austin Homes
- Garden Area at Northgate Terrace
- Garden Area at Isabella
- Lee Williams vacant land (where demolition recently occurred) [Awarded with the site]
- Taylor Homes vacant land (where demolition recently occurred) ) [Awarded with the site]

g. Elderly Complexes

- The Residences at Eastport (for accounting purposes this property is divided in to “Eastport I” and “Eastport II”).

h. Vendors may indicate that they are not interested in partial awards. However the determination of whether or not that is in KCDC’s best interest is totally at KCDC’s discretion.

4. **BOARD APPROVAL**

The KCDC Board will consider the award of this solicitation at a regularly scheduled Board meeting.

5. **CHANGES AFTER AWARD**

It is possible that after award KCDC may need to revise the service needs or requirements specified in this document. KCDC reserves the right to make such changes after consultation with the vendor. Should additional costs arise, KCDC reserves the right to accept these charges provided the vendor can document the increased costs. KCDC reserves the right to add or delete sites (properties) as needs change.

6. **CODES AND ORDINANCES**

All work covered by these award documents is to be done in full accord with national, state and local codes, ordinances and orders that are in effect at the time the work is performed.

7. **CONTACT PERSONNEL**

A good working relationship must develop between KCDC and the successful vendor. The vendor will not have more than two persons to handle billing inquiries and service related issues. In the event one or both contacts leave the KCDC account, the successful vendor will formally introduce the new contacts to KCDC personnel (both Procurement and property managers). These contacts must be knowledgeable of KCDC to avoid any interruption of service.

8. **CONTACT POLICY**

The vendor may not contact anyone other than the KCDC's Purchasing Division from the issuance of this RFP until award. Information obtained from an unauthorized officer, agent, or employee of KCDC will not affect the risks or obligations assumed by the vendor or relieve the vendor from fulfilling any of the conditions of the resulting award for the purpose of this project. Additionally, such contact can disqualify the proposer from participation in the solicitation process.

9. **EMPLOYEES**

Vendor will:

- a. Only allow personnel thoroughly trained and skilled in the tasks assigned them to work on the job.
- b. Have sufficient personnel to complete the work in a timely manner.
- c. Enforce strict discipline and good order among his/her employees. Employees may not loiter on the premises before or after job working hours.
- d. Provide at least one employee on every job assignment with the ability to clearly speak, read, write and understand the English language in order that KCDC's representatives may effectively communicate with the vendor.

10. **ENTRANCE TO KCDC SITES**

Vendor employees may not be on KCDC premises unless they are working on a KCDC project. Acquaintances, family members, assistants or any person will not accompany employees on KCDC sites unless said person is an authorized employee of the vendor.

11. **EVALUATION:**

KCDC will determine the responsiveness and responsibility of each proposal. Once responsiveness and responsibility are determined, KCDC will evaluate the remaining responses on these criteria:

<b>Factors</b>	<b>Maximum Points</b>
Cost	60
Equipment Available	10
References	10
Service Plan Proposed Including Quality Control	20
<b>Total Points Possible</b>	<b>100</b>

- a. If oral presentations are required, the Procurement Director will arrange structured oral presentations by each vendor on the shortlist.
- b. After completion of interviews and negotiations, the evaluation team will recommend an award to the Procurement Director.
- c. KCDC will consider as “non-responsive” any proposal from which required information is lacking or any proposal that represents a material deviation from this RFP.
- d. KCDC reserves the right to request additional information from any vendor after the submission deadline. KCDC also reserves the right to reject any and all, or part(s) of any and all proposals, to select one or more vendors, or to award no award and re-advertise this RFP; postpone or cancel the RFP process at any time, and to waive any irregularities in this RFP or in proposals received as a result of this RFP.
- e. All materials submitted pursuant to this RFP become KCDC’s property. KCDC does not release information about proposals until the process is complete and a recommendation is ready for the KCDC Board. Members of the evaluation team will not release information to anyone except the Procurement Director.
- f. KCDC reserves the right to use all pertinent information whether disclosed in the RFP process or learned from sources that affect KCDC’s judgment as to the appropriateness of an award to the best-evaluated vendor.

12. **GENERAL INSTRUCTIONS**

KCDC no longer inserts “General Instructions to Vendors” in the solicitation document. Instead, these instructions are at [www.kcdc.org](http://www.kcdc.org). Click on “Doing Business With KCDC” where you will find a link to the instructions. By submitting a response to this solicitation, the vendor accepts the responsibility for downloading, reading and abiding by the terms and conditions set forth in KCDC’s “General Instructions to Vendors.” Vendors may wish to review certain applicable HUD instructions on KCDC’s webpage.

13. **IDENTIFICATION**

The vendor's employees will have proper identification displayed, at all times, while on KCDC property. All employees must wear a company uniform or have picture identification badges or other company identification at all times. Vendor vehicles are to have placards (on the doors or in the windshield) that identify the company name.

14. **INSURANCE**

Upon award, Certificates of Insurance must be provided to KCDC indicating that the vendor carries at least the following minimum levels of insurance. Vendor will at its sole expense obtain and maintain in full force and effect for the duration of the resulting award and any extension hereof at least the following types and amounts of insurance for claims which may arise from or in connection with this resulting award. All insurance must be underwritten by insurers with an A.M. Best rating of A-: VI or better.

The contractor will maintain, at contractor's sole expense, on a primary and non-contributory basis, at all times during the life of the award insurance coverages, limits, and endorsements described herein. All insurance must be underwritten by insurers with an A.M. Best rating of A-: VI or better. Upon award, the contractor will provide Certificate(s) of Insurance to KCDC evidencing said insurance coverages.

The contractor agrees the insurance requirements herein as well as KCDC's review or acknowledgement, is not intended to and will not in any manner limit or qualify the liabilities and obligations assumed by the contractor under this award

- a. ***Commercial General Liability Insurance:*** occurrence version commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence for bodily injury, personal injury, property damage, and products and completed operations. If such insurance contains a general aggregate limit, it will apply separately to the work/location in this award or be no less than \$2,000,000.

Such insurance will contain or be endorsed to contain a provision that includes KCDC, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the contractor including materials, parts, or equipment furnished in connection with such work or operations. The coverage will contain no special limitations on the scope of its protection afforded to the above-listed insureds.

The Additional Insured will read "Knoxville's Community Development Corporation (KCDC)".

If necessary, umbrella/excess liability insurance can be used in conjunction with the general liability insurance to meet these requirements. Unless the umbrella/excess liability insurance provides coverage on a pure/true follow-form basis, or KCDC is automatically defined as an additional insured, the contractor will add by endorsement, KCDC, its officials, officers, employees, and volunteers as an additional insured.

b. **Automobile Liability Insurance:** including vehicles owned, hired, and non-owned, with a combined single limit of not less than \$1,000,000 each occurrence. Such insurance will include coverage for loading and unloading hazards.

c. **Workers' Compensation Insurance and Employers Liability Insurance:** with statutory limits as required by the State of Tennessee or other applicable laws.

d. **Other Insurance Requirements:** Contractor will:

1. Upon award, furnish KCDC with original Certificates of Insurance and amendatory endorsements effecting coverage required by this section. Certificates of Insurance will provide a minimum 30-day endeavor to notify KCDC of cancellation when available by contractor's insurance. If the contractor receives a non-renewal or cancellation notice from an insurance carrier affording the required coverage, or receives notice that coverage no longer complies with the insurance requirements herein, contractor will notify KCDC by email or fax within five (5) business days and provide a copy of the non-renewal for cancellation notice or written specifics as to which coverage is no longer in compliance.

The certificate holder address will read:

Knoxville's Community Development Corporation  
Attn: Contracting Officer  
901 Broadway, NE  
Knoxville, TN 37917

2. Provide certified copies of endorsements and policies if requested by KCDC in lieu of or in addition to Certificates of Insurance.
3. Replace certificates, policies, and endorsements for any such insurance expiring prior to completion of services.
4. Maintain such insurance from the time services commence until services are completed. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by KCDC as a material breach of award.
5. Require all subcontractors to maintain during the term of the resulting award commercial general liability insurance, automobile liability insurance, and workers' compensation/employers liability insurance (unless subcontractor's employees are covered by contractor's insurance) in the same manor and limits as specified for the contractor. Contractor will furnish subcontractor(s)' Certificates of Insurance to KCDC without expense prior to subcontractor(s) commencing work.
6. Any deductibles and/or self-insured retentions greater than \$50,000 must be disclosed to and approved by KCDC prior to the commencement of services. Use of large deductibles and/or self-insured retentions will require proof of financial ability as determined by KCDC.

7. Provide a waiver of subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, the policy should be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This waiver of subrogation requirement will not apply to any policy which includes a condition specifically prohibiting such an endorsement, or voids coverage should contractor enter into such an agreement on a pre-loss basis.
8. All policies must be written on an occurrence basis.

15. **INVOICING/ORDERING**

- a. Until a purchase order is in place, work is not to be performed nor are goods to be delivered. As purchase orders authorize work and obligate payment, if a vendor performs work without a purchase order in place, KCDC does not have a legal obligation to pay for the work.
- b. Depending upon the nature and volume of the award, vendors may be asked to:
  1. Bill once per month or to bill each individual job.
  2. Provide a monthly statement that recaps all charges for the month.
  3. Transmit invoices to the site manager or ordering official or to send them to Accounts Payable.
  4. Leave an invoice at the work site, mail them, email them or fax them.
- c. Invoices must:
  1. Be numbered
  2. Have a date on them that is after the work is completed or goods delivered
  3. Show the purchase order number.
  4. Breakdown pricing according to the bid structure. For instance, if the award is priced by the hour, then the invoice needs to show the hours and rates. This is important so that KCDC can quickly compare the rates charged with the approved rates.
  5. Be suitable for scanning since KCDC does not maintain paper records.
- d. Vendors are required to submit invoices within 90 days of the date the goods or services were delivered to KCDC. KCDC reserves the right to not pay invoices submitted after the 90-day threshold.

- e. KCDC is exempt from all taxes levied by the State of Tennessee, its cities and counties, as well as most federally imposed taxes. However if vendors purchase goods for KCDC, the vendor must pay sales or “use tax.” Upon the placement of a purchase order or the award of a contract, KCDC will provide a State of Tennessee Sales Tax Exemption form to the vendor. If taxes are on KCDC’s invoices, they will not be paid.
- f. KCDC normally pays by electronic transfer (ACH) only. Checks are not issued.

16. **LENGTH OF AWARD**

The length of the award will initially be twelve months. KCDC may exercise four one-year optional renewals if KCDC desires.

17. **LICENSING**

The State of Tennessee and all other authorities having jurisdiction must properly license all vendors. Proposers will submit *copies of all such licenses and/or permits with the proposal. Failure to submit copies of such may lead to proposal rejection.* Throughout the term of the award, the vendor will maintain the required current licenses.

The State of Tennessee does not require a license for mowing as long as landscaping services are not included. This solicitation does not include landscaping services.

18. **MAPS**

KCDC’s webpage has maps of the general location of each property. To access these maps, go to <http://www.kcdc.org/en/Housing-Opportunities.aspx> . Then click on “Premiere Properties” and access the information for each one. Repeat the process for “Conventional Properties.”

19. **MEASUREMENTS AND DRAWINGS**

Complete responsibility for the final determination of dimensions lies with the vendor. The vendor shall verify all dimensions with the actual on site conditions.

20. **PRICE STRUCTURE**

Vendors are to quote a specific price for each service listed herein.

- a. At the end of each year period, the successful vendor may request a price increase. Proof of increased cost to the successful vendor must accompany price increase requests. KCDC may, at its option:
  - 1. Accept the proposed price increase; or
  - 2. Reject the proposed price increase; or
  - 3. Suggest an alternative price increase.
- b. If KCDC rejects a proposed price the successful vendor may:
  - 1. Continue with the existing pricing.
  - 2. Suggest an alternative price increase.
  - 3. End the award.

- c. The vendor may decrease prices at any time with or without notice.
- d. KCDC understands that fuel prices fluctuate widely. When fuel prices increase more than 10% in cost from the original bid price or a subsequent agreed to renewal cost, a fuel adjustment may be requested. Price increases related to fuel must be documented by the average AAA price for Knoxville, Tennessee for regular unleaded fuel. As of 01-22-15, the current average cost per gallon is \$1.942. Increases will be limited to increases above that amount. Conversely, if the average price of gasoline decreases 10% or more after a price increase is granted, the decrease will also be placed into effect.

21. **QUESTIONS**

Direct questions pertaining to this document to [purchasing@KCDC.org](mailto:purchasing@KCDC.org) with "Questions about Mowing Services" in the subject line, at least five days prior to the due date.

22. **REPRESENTATIONS**

By submitting a response, the vendor represents and warrants:

- a. That the vendor is financially solvent and that it is experienced in and competent to perform the type of work, and/or to furnish the personnel, plans, materials, supplies or equipment to be performed or furnished by it; and
- b. That the vendor is familiar with all federal, state, municipal and county laws, ordinances and regulations, which may in any way affect the work of those employed therein, including but not limited to any special acts relating to the work or to the project of which it is a part; and
- c. That the vendor has carefully examined the plans, the specifications and the worksites and that from its own investigations, has satisfied itself as to the nature and location of the work, the character, quality, quantity of surface and subsurface materials likely to be encountered, and character of equipment and other facilities needed for the performance of the work, the general and local conditions and all other materials which may in any way affect the work or its performance.

23. **REQUIREMENTS CONTRACT**

- a. Any agreement resulting from this solicitation will be an "open-end" type of agreement and KCDC guarantees 21 cuts per year. Additional cuts may be required but are not guaranteed.
- b. KCDC reserves the right to postpone any of the mowings (at all sites) due to weather conditions but the vendor will mow at least 21 times per season.
- c. It is understood that KCDC intends to use the successful vendor for these services but that KCDC reserves the right to purchase these products or services elsewhere if it is in KCDC's best interest.

24. **RESPONSIBILITIES**

At no expense to KCDC, the vendor will:

- a. Provide quality control for all services provided.
- b. Provide competent supervision.
- c. Provide competent workers.
- d. Take precautions necessary to protect persons or property against injury or damage and be responsible for any such damage, or injury that occurs as a result of their fault or negligence.
- e. Perform work without unnecessarily interfering with the activities of KCDC, residents or other vendors.

25. **SAFETY**

- a. Vendor shall furnish KCDC copies of Safety Data Sheets (SDS), for all products used, prior to beginning service in any facility. The Safety Data Sheets must be in compliance with OSHA Regulation 1910.1200, paragraph g.
- b. Vendor shall comply with OSHA Regulation 1919.1200, paragraph f, concerning the labeling of all chemical containers.
- c. Vendor shall use caution signs as required by OSHA Regulation 1910.144 and 1910.145 at no cost to the KCDC.
- d. Vendor shall comply with all other OSHA and TOSHA safety and worker safety standards that apply.

26. **SECTION 3 OF THE HUD ACT OF 1968**

Section 3 is a provision of the Housing and Urban Development Act of 1968 which requires that programs of direct financial assistance administered by the U.S. Department of Housing and Urban Development (HUD) provide, to the greatest extent feasible, opportunities for job training and employment to lower income residents in connection with projects in their neighborhoods. Further, to the greatest extent feasible, contracts in connection with these projects are to be awarded to local businesses. Section 3 is a tool for fostering local economic development, neighborhood economic improvement and individual self-sufficiency.

- a. Recipients and vendors must make a good faith effort to utilize Section 3 area residents as trainees and employees in connection with the project. Targeted recruitment and the selection of Section 3 area residents for available positions are two examples of good faith efforts to meet this requirement.
- b. Recipients and vendors must make a good faith effort to award contracts to Section 3 business concerns for work in connection with the project. An example of a good faith effort to meet this requirement is the implementation of an affirmative action plan, which includes targets for the number and dollar value for awarding contracts to Section 3 business concerns.

- c. Recipients and vendors must keep records and submit reports to HUD documenting the good faith efforts taken and the results of these actions. Examples of such documentation include letters to community organizations, employment development and business development centers, copies of solicitations for proposals or proposals; and copies of affirmative action plans.
- d. How can businesses find Section 3 residents to work for them? By recruiting in the neighborhood and public housing developments to tell about available training and job opportunities. Distributing flyers, posting signs, placing ads, and contacting resident organizations and local community development and employment agencies to find potential workers are a few effective ways of getting jobs and people together.
- e. All contracts awarded are subject to Section 3 requirements. Vendor will seek to fill any and all position that are needed and unfilled with residents of KCDC communities. For additional information, please go to <http://www.hud.gov/offices/fheo/section3/Section3.pdf>. The successful vendor will supply KCDC with job announcements for any position that must be filled as a result of the award of KCDC work. Additionally the successful vendor will supply the same job announcement to the Knoxville-Knox County Committee Action Committee's Workforce Connections group. These can be faxed to 544-5269.
- f. A Section 3 resident is one who lives within a public housing authority's apartment. It is also people who live in an area with a HUD assisted program and whose income is below HUD's low income requirements.
- g. A Section 3 business is one that:
  1. Is at least 51% owned by a Section 3 resident; or
  2. Employs Section 3 residents for at least 30% of its employee base; or
  3. Makes a commitment to sub award at least 25% of the project's dollars to a Section 3 business.

27. **SECURITY**

The successful vendor is responsible for providing (if necessary) all security to equipment, materials, personnel and tools that are required for this work. KCDC is not responsible for damage or losses to equipment, materials, personnel, tools or the apartment.

28. **SITE VISITS**

- a. All prospective vendors are strongly encouraged to visit the sites to assure they fully understand the scope of work at each site. The vendor shall make such investigations as they may see fit so that they may fully understand the facilities, difficulties and restrictions attending the execution of the work.
- b. Due to time constraints, KCDC will be conducting site visits following the conclusion of the Pre-Bid Conference at appointed times.

- c. The failure or omission of the vendors to receive or examine or document, or any part of the specifications, or to visit the sites and acquaint themselves as to the nature and location of the work, the general and local conditions and all matters which may in any way affect performance shall not relieve the proposer of any obligation to perform as specified herein. The vendor understands the intent and purpose thereof and their obligations there under and that they will not make any claim for, or have any right to damages resulting from any misunderstanding or misinterpretation of this agreement, or because of any lack of information.
- d. Questions that may arise during the site visits/tours must be followed up in email format with [purchasing@kcdc.org](mailto:purchasing@kcdc.org) for an authoritative response. Information or answers supplied at site tours are not binding upon KCDC until the Purchasing Division responds to it in writing.

29. **STORM WATER AND STREET ORDINANCES**

The City of Knoxville's Storm Water and Street Ordinances apply to this solicitation. The successful vendor will comply with all aspects of the City's ordinances. Compliance includes but is not limited to:

- a. Retaining all sediments on the project site using structural drainage controls. The cost of all drainage controls shall be considered incidental to the work.
- b. No construction or demolition related materials, wastes, spills, or residues shall be discharged from the project site to streets, drainage facilities or adjacent properties by wind or runoff.
- c. Non-storm water runoff from equipment and vehicle washing and any other activity shall be contained at the project site.
- d. Eliminate erosion from slopes and channels by implementing Best Management Practices (BMPs) that may include, but not limited to, limiting grading scheduled during the wet season, inspecting graded areas during rain events, planning and maintaining vegetation on slopes, and covering erosion susceptible slopes.
- e. Additional information about NPDES, BMPs, and Land Development Manual is on the City of Knoxville's Storm water Engineering Division webpage. To access the additional information, go to (<http://www.cityofknoxville.org/engineering/stormwater/npdes.asp>).
- f. Vendor shall be responsible for all work, remediation, repair, and monetary penalties or fines arising out of a Notice of Violation of the City of Knoxville's Storm water and Street Ordinances. The vendor shall be charged any cost incurred by KCDC to install structural drainage controls or remedy a Notice of Violation. KCDC shall also charge a \$50 fee per violation for related administrative costs.

30. **SUBCONTRACTORS**

Subcontractors must:

- a. Be approved by KCDC prior to beginning work.

- b. Report change to KCDC during the project.
- c. Not be on HUD's Debarment List.
- d. Carry the insurance coverages as outlined herein.

31. **VENDOR SURVEYS**

Each KCDC site will receive a survey up to four times a year. The purpose of this is to ascertain their satisfaction level with the grounds maintenance program. KCDC will share the results with the vendor. Please note that poor results can lead to contract revocation.

32. **WAGE COMPLIANCE**

This work is federally funded and "prevailing wage" requirements apply. The successful vendor will be required to submit certified wage compliance forms once per month. Failure to do so will be sufficient cause for withholding payment and/or termination of the contract. Periodically KCDC will "interview" one or more of your employees while they are on our sites and working. These brief interviews usually last around two minutes.

- a. Two forms are used:
  - 1. "Employee Statement of Time/Wage Skilled Labor/Employee Statement of Time/Wage Unskilled Labor."
  - 2. Certification of Wage Compliance.

These forms and completion instructions are supplied to the successful vendor.

- b. The minimum rates are:

<b>Title</b>	<b>Hourly Rate</b>	<b>Fringe Benefit</b>	<b>Or a Total Wage of at Least</b>
Mower	\$7.62	\$2.13	\$9.75

- c. These requirements apply to all subcontractors that used by the successful vendor.

33. **WORK HOURS**

Acceptable work hours are Monday through Friday from 7:30 a.m. until 6:00 p.m. Work on Saturdays, Sundays or holidays will require advance approval by KCDC.

## Scope of Work

### 1. **GENERAL**

KCDC desires the professional services of a mowing company to mow and manicure its lawns at the various KCDC sites. The successful vendor must be able to complete mowing assignments and thus not drag out the mowing cycle. KCDC anticipates 21 mows per year (but reserves the right to add additional mowing's if they are needed). The vendor may assume that generally all KCDC sites will be mowed during each cut cycle but due to weather and other needs, on occasion, a site may not need to be mowed. KCDC assumes cuts start April 1<sup>st</sup> and end October 31<sup>st</sup>, with a cut every 10 days. Note that KCDC also requests pricing for cutting every seven days and will consider this option.

### 2. **ADDITION OF TREES, SHRUBS, PLAY AREAS, ET CETERA**

With this size portfolio, some landscape items will be added over time. Vendor will not receive additional payment for mowing around new items except in extreme circumstances. Such extreme circumstances are solely at the discretion of KCDC.

### 3. **BUSH HOG WORK**

Vendor will not bush hog. All areas will be mowed or string trimmed. KCDC reserves the right to request bush hog services from the vendor should the need arise.

### 4. **CHEMICALS**

Vendor shall not use chemicals on KCDC property without the expressed and written consent of KCDC. For a request to be considered:

- a. Submit it in writing to the Supportive Maintenance Manager, 901 Broadway North, Knoxville, Tennessee 37917.
- b. Include a copy of your license from the State of Tennessee to spray chemicals.
- c. Include a copy of your insurance coverage to spray chemicals.
- d. Include a copy of your bond for spraying chemicals.
- e. Include a copy of the SDS for the proposed chemical.

### 5. **DAMAGE**

- a. Vendor shall immediately report any damage to KCDC property or damage to private personal property. Make such reports to the Senior Asset Manager at the site as well as the Supportive Maintenance Manager. The process of repair/reparation shall immediately commence.

- b. KCDC strives to provide suitable mowing conditions for vendors. However, KCDC cannot guarantee that foreign objects will not be present at some point. Vendor is to exercise due caution and diligence before mowing. If damage to property is reported, KCDC and the vendor will investigate. Should the finding be that it was clearly the result of vendor's action, equipment or lack of diligence, the vendor will be totally liable. If the finding is that the accident was caused by existing conditions that could not reasonably be alleviated by the vendor, KCDC will be responsible for the damage.
- c. If the vendor breaks an apartment window, KCDC will repair the window and bill the vendor.
- d. If the vendor damages private property such as vehicles, the vendor takes care of it directly with the owner once notified of damages by resident or KCDC.

6. **DISPLACEMENT OF CUTTINGS**

- a. Normal amounts of clippings may be left on the turf. Excessive clippings that would kill or harm the grass are to be removed by the vendor.
- b. Vendor shall blow off all entrances, patios, sidewalks, all driveways and other normal walking areas around facilities.
- c. Excess amount of grass accumulated during blowing of sidewalks, driveways, main entrances, facilities shall be removed from site.
- d. Clippings shall not be discharged along building foundation side areas, or blown into bedding areas or tree rings or swells.
- e. HVAC units and equipment shall be cleared of cuttings by blowing after each cut.
- f. Cuttings are not to be placed in KCDC's dumpsters.
- g. The vendor will keep all swells and/or storm water drains clean and free of grass clippings/debris.

7. **DUMPSTERS**

KCDC dumpsters are only for litter and trash. Cuttings must be otherwise properly disposed of by the vendor.

8. **EMPLOYEES**

The successful vendor(s) agrees to utilize only experienced, responsible and capable people for this work. KCDC may require that the successful vendor(s) remove from the jobsite, employees who endanger persons or property or whose continued employment under this contract is inconsistent with the interest of KCDC. All employees of the vendor shall:

- a. Have a minimum of one-year mowing/landscaping experience.
- b. Receive regular safety training.

- c. Understand KCDC sites are open to the general public and have large numbers of visitors. Extreme care and caution are to be used in selecting employees to fulfill the contract requirements.

9. **EQUIPMENT**

- a. Vendor is responsible for providing, maintaining and transporting all necessary equipment and fuel for its use in connection with the program of mowing described herein.
- b. Vendor shall ensure that mower blades are sharp to make a clean cut across the blades of grass. Vendor will sharpen mower blades monthly or more often if necessary.
- c. All equipment shall be in proper running order in accordance with all applicable laws, rules and regulations.
- d. Any equipment deemed unsafe by KCDC will not be used.
- e. All safety guards and switches original to the mowing equipment must be intact and in working condition.

10. **LEAF REMOVAL**

Leaf removal is to be priced for KCDC to use as/when necessary and desired by KCDC. There is no guarantee that KCDC will use this portion of the solicitation.

11. **LIMBS**

Normally KCDC staff will pick up limbs. However should there be limbs down in areas that need mowed, the vendor will remove the limbs.

12. **LITTER AND DEBRIS**

- a. The vendor is to remove large litter (within reason). The vendor shall dispose of litter in a manner acceptable to all county and state codes and ordinances.
- b. Excessive piles of grass clippings must be removed from all sites covered by the contract(s) resulting from this bid.
- c. It would be in KCDC's best interest if vendor would schedule the mowing of smaller properties on Monday's (such as Passport Homes, Mechanicsville I & II, Eastport, Five Points Duplexes, Valley Oaks, Verandas, Main Office, Supportive Maintenance and elderly high rises). This will allow maintenance staff to remove most debris at the larger properties on Monday's. However, KCDC is not mandating this suggestion.

13. **LOCKED AREAS**

KCDC locks the Retention Ponds at Lonsdale and "Austin Field" and access requires a key. Eastport also has a locked area. The successful vendor(s) will work out access with the site managers. KCDC may consider giving vendors a key.

14. **MISCELLANEOUS RESIDENT ISSUES**

Some of our residents hang clothes out to dry. If they do, make sure that grass clippings are not thrown on them. Some residents do plant their own flowers and bushes. It is important that your employees not damage these items. If you do, you will reimburse the resident. KCDC does not permit pools so if you see pools, contact the Senior Asset Manager. A few residents may put their dogs on leashes outside. If so, stay away from the dogs.

If there are issues with residents, these type items or otherwise, work with the Senior Asset Manager at the site. They are in charge of the property and can assist you.

15. **MOWING CYCLE**

Depending upon which mowing scenario is selected, the vendor will either mow the sites on a ten or seven calendar days basis once the mowing season commences.

- a. From time to time KCDC may have to adjust this schedule. If so, the vendor will be notified in sufficient time to make appropriate arrangements.
- b. Vendor will not be allowed to perform mowing services if excessive moisture is present.
- c. While the vendor is guaranteed 21 cuts per site per season, individual sites may elect, on occasion, to forego a cut while other sites are being cutting. However, by the end of the season, the vendor is guaranteed to mow each site 21 times.

16. **MOWING HEIGHT**

Vendor shall mow to a height no greater than four inches and no less than three inches.

17. **SCHEDULING OF WORK**

Vendors will:

- a. Cooperate with KCDC officials in performing work so that interference with KCDC's normal work is held to a minimum.
- b. Work around obstacles on the property. For instance, if a vehicle blocks a mowing area, vendors are to cut as close as reasonably possible.
- c. Complete mowing assignments, at each site, within 48 hours of work commencement.
- d. Send each month's mowing schedule to the Senior Asset Manager in advance.
- e. Whenever the schedule is adjusted, send a text, email or call the Senior Asset Manager before mowing.
- f. Notify the property office once the mowing crew is on site.

18. **SIDEWALKS AND ROADS**

Vendors shall:

- a. Keep clippings and debris off sidewalks and roads.
- b. Mow or trim the areas where sidewalks, curbs and road connect.
- c. Not be responsible for weeds growing in the middle of roads or parking lots.
- d. Mechanically edge along sidewalks once a year and during the remainder of the mowing season, these areas are to be string trimmed.

19. **STRING TRIMMING**

Vendor shall string trim the areas listed below to the specified mowing height (no greater than four inches and no less than three inches).

- Courtyards
- Curbs
- Fencing
- Mulch Beds
- Mulch Rings
- Parking Lots
- Shrubs
- Sidewalks
- Structures
- Tree Rings
- Walkways

The vendor will trim all areas where a parking lot connects with a sidewalk or curb. Vendor is not responsible for trimming in cracks where parking lots do not connect with the sidewalk or curb.

20. **TREADMARKS/GRASS STAINS**

The successful vendor shall strive to avoid leaving tread marks and grass stains on sidewalks, parking lots and other such surfaces. Vendor is responsible for removal of such stains.

## Proposal Structure Information

Follow these steps and guidelines when preparing your proposal.

1. Submit your proposal in the order and format indicated on the following pages. Solicitation Document A is to be the first page of your proposal, followed by Solicitation Document B and so on.
2. Place your company's name on each page.
3. Number all pages consecutively. Indicate on all pages the section that you are responding to as shown on the following pages.
4. Be thorough yet succinct in responding to this document. The use of tables in presenting information, where appropriate, will facilitate the evaluation team's review.
5. Submit one original (with all pages marked "original") and one electronic copy (email or CD) of your submittal. Alternatively, the vendor may only submit an electronic copy if so desired.
6. Fancy brochures and advertisements are not necessary.
7. **Do not** use phrases such as "See the attached" or "Will be provided upon award."
8. If you have attachments, mark them (on the cover) with the vendor's name.
9. Bind proposals simply since KCDC ultimately scans documents into electronic format. Acceptable binding methods include paper clips, staples and three ring binders.
10. This document is available in MS WORD format and ***vendors are encouraged*** to use the Word version for their responses. If you are interested in obtaining the Word document, please email [purchasing@kcdc.org](mailto:purchasing@kcdc.org). Note that KCDC's Adobe copy of the document will remain the "official" version of the document. The Word version will not have some forms which are only available in Adobe format.

**THIS AND THE PREVIOUS PAGES DO NOT NEED TO BE RETURNED**

**Mowing Services Q1522**  
**Solicitation Document A    General Response and Cost Section**

General Information about the Vendor	
Sign Your Name to the Right of the Arrow	
Printed Name and Title	
Company Name	
Street Address	
City/State/Zip	
Contact Person (Please Print Clearly)	
Telephone Number	
Fax Number	
Cell Number	
Vendor's e-mail address (Please Print Clearly)	

**Addenda**

Addenda are at [www.kcdc.org](http://www.kcdc.org). Click on "Doing Business With KCDC" and then on "Open Solicitations" to find addenda. Please check for addenda prior to submitting a proposal.

**Acknowledge addenda have been issued by checking below as appropriate:**

None <input type="checkbox"/>	Addendum 1 <input type="checkbox"/>	Addendum 2 <input type="checkbox"/>	Addendum 3 <input type="checkbox"/>	Addendum 4 <input type="checkbox"/>	Addendum 5 <input type="checkbox"/>
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**Statistical Information**

**This business is owned & operated by persons at least 51% of the following ethnic background:**

Asian/Pacific <input type="checkbox"/>	Black <input type="checkbox"/>	Hasidic Jew <input type="checkbox"/>	Hispanic <input type="checkbox"/>	Native <input type="checkbox"/> Americans	White <input type="checkbox"/>
----------------------------------------	--------------------------------	--------------------------------------	-----------------------------------	-------------------------------------------	--------------------------------

**As defined on KCDC's webpage (see the "General Instructions to Vendors"), this business qualifies as being:**

Section 3 <input type="checkbox"/>	Small Business <input type="checkbox"/>	Woman Owned <input type="checkbox"/>
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**Mowing Services Q1522**

**Solicitation Document B Affidavits**

1. Vendor fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer;
2. Such offer is genuine and is not a collusive or sham offer;
3. Neither the said vendor nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against KCDC or any person interested in the proposed award or agreement; and
4. The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.
5. The vendor is not ineligible for employment on public contracts because of a conviction or guilty plea or a plea of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award let by the State of Tennessee or any political subdivision thereof.
6. No commissioner or officer of KCDC or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for KCDC has a direct interest in the responder.
7. No employee, officer or agent of the grantee or subgrantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.
8. The grantee's or sub-grantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from vendors, potential vendors, or parties to sub-agreements.
9. By submission of this form, the vendor is certifying that no conflicts of interest exist.

The undersigned hereby acknowledges receipt of the above applicable laws and verifies that the proposal submitted in response to this solicitation is in full compliance with the listed requirements.

<b>Signed by</b> _____	
<b>Printed Name</b> _____	
<b>Title</b> _____	
<b>Subscribed and sworn to before me this date</b> _____	
<b>By (Notary Public)</b> _____	
<b>My Commission Expires on</b> _____	

## Certifications and Representations of Offerors

### Non-Construction Contract

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offers to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

#### 1. Contingent Fee Representation and Agreement

(a) The bidder/offers represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offers, the bidder/offers:

(1)  has,  has not employed or retained any person or company to solicit or obtain this contract; and

(2)  has,  has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offers shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offers shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

#### 2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offers represents and certifies as part of its bid/offer that it:

(a)  is,  is not a *small business concern*. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b)  is,  is not a *women-owned small business concern*. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c)  is,  is not a *minority enterprise* which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

*For the purpose of this definition, minority group members are:*

(Check the block applicable to you)

- |                                             |                                                   |
|---------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Black Americans    | <input type="checkbox"/> Asian Pacific Americans  |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans   |
| <input type="checkbox"/> Native Americans   | <input type="checkbox"/> Hasidic Jewish Americans |

#### 3. Certificate of Independent Price Determination

(a) The bidder/offers certifies that—

(1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offers or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offers, directly or indirectly, to any other bidder/offers or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder/offers to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

(1) Is the person in the bidder/offers's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offers's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offers's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

- (iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

**4. Organizational Conflicts of Interest Certification**

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:
  - (i) Award of the contract may result in an unfair competitive advantage;
  - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
  - (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.
- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.
- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

**5. Authorized Negotiators (RFPs only)**

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

**6. Conflict of Interest**

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

**7. Offeror's Signature**

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

\_\_\_\_\_  
*Signature & Date:*

\_\_\_\_\_  
*Typed or Printed Name:*

\_\_\_\_\_  
*Title:*

**Mowing Services Q1522**

**Solicitation Document D Vendor Business Information**

**Vendors are to provide the information requested below so that KCDC can determine their capacity to perform the required work.**

**1. EXPERIENCE:**

Years in business		
Years in business under this name		
Years performing this type of work		
Value of work now under award		
Value of work in place last year		
Number of Clients		
Would this award make KCDC your largest client?		
Percentage (%) of work usually self-performed (not sub contracted)		
What company do you use for pre-employment criminal background checks?		
What percentage of your equipment do you replace each year?		
Has your company:		
Failed to complete an award?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Been involved in bankruptcy or reorganization?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Pending judgment claims or suits against vendor?		Yes <input type="checkbox"/> No <input type="checkbox"/>

**2. SAFETY:**

Have you had any OSHA fines within the last three (3) years?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you had any job related fatalities within the last five (5) years?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered <b>YES</b> to either of the above questions, you <b>MUST</b> submit, on a separate sheet, the details describing the circumstances surrounding each incident.		

**3. PERSONNEL, EQUIPMENT & MATERIALS:**

Area	Fulltime	Part Time
Clerical		
Management		
Laborers		
<b>Total Employees working for your company</b>		

Mowing Services Q1522

Solicitation Document E    References

- 1. Provide client references as similar as possible to this work. KCDC prefers references from “affordable housing” companies but will accept other references at its discretion.
- 2. A proposer may only list a company once even if you have done multiple jobs for them.
- 3. KCDC reserves the right to contact and interview the listed references via electronic survey means.
- 4. Provide **three** references in the following format.

Name of the business that was serviced	
Contact person	
Contact person title	
Contact person’s telephone number	
Contact person’s email address	
Description of the service provided	
Award began	
Award ended	
Approximate Dollar Value of the Award	\$
Size of Site Mowed (acres, lots, et cetera)	



## Mowing Services Q1522

### Solicitation Document G Vendor's Approach to Service

Use this section to detail how you plan to provide services to KCDC. Be specific and be detailed-KCDC does not have to ask additional questions unless it so desires. Use as many pages as necessary to help KCDC fully understand how you plan to service our needs.

Proposers are to address these areas:

1. A narrative to show:
  - How the proposer will mobilize to service KCDC
  - Plan of action for large sites
  - Plan of action for family style sites
  - Plan of action for single family/duplexes/six-plexes
  - Plan of action for high rise buildings
  - Capability of spray chemicals (if any). Submit proof of licensure.
2. Manpower proposed for the project.
3. Timelines proposed for each site.
  - Day of the week
  - Start hour
  - Completion hour
  - Number of hours for the work
  - Number of employees for each site
4. Quality control measures.
  - Assurance that the total job is complete
  - Assurance that litter control is obtained before mowing
  - Assurance that machinery will operate while it is on site
  - Other information
5. Other information that the proposer wishes to supply to assist KCDC in the evaluation.

**Mowing Services Q1522**

**Solicitation Document H Cost for Mowing**

**Do not change KCDC's pricing structure.** If you wish to change the structure, submit a request to [purchasing@kcdc.org](mailto:purchasing@kcdc.org) and await a response.

Vendor:								
Site	Address	Type	Buildings	Acres	10 Day Mowing Cycle	10 Day Mowing Cycle	7 Day Mowing Cycle	7 Day Mowing Cycle
					Cost Each Mow	Total Cost for 21 Mows	Cost Each Mow	Total Cost for 21 Mows
Austin Homes	957 E. Hill	F	27	8.8	\$	\$	\$	\$
Austin Field	Austin Homes	V			\$	\$	\$	\$
Autumn Landing	6331 Pleasant Ridge Road	F	7	14.73	\$	\$	\$	\$
Eastport I	317 McConnell	F	1	1.48	\$	\$	\$	\$
Eastport II	317 McConnell	F	4		\$	\$	\$	\$
Lee Williams	317 McConnell	F	29	14.67	\$	\$	\$	\$
Lee Williams Field	Lee Williams Homes	V			\$	\$	\$	\$
Lonsdale Homes	2020 Minnesota	F	65	46	\$	\$	\$	\$
Montgomery Village	4530 Joe Lewis	F	66	49.38	\$	\$	\$	\$
Nature's Cove	2639 Bakertown	F	11	10.95	\$	\$	\$	\$
North Ridge Crossing	712 Breda Drive	F	101	64.06	\$	\$	\$	\$
Taylor Homes	317 McConnell	F	26	18.77	\$	\$	\$	\$
Taylor Homes Field	Taylor Homes	V			\$	\$	\$	\$
The Verandas	107 Flenniken	F	1	2	\$	\$	\$	\$
The Vista I	957 East Hill	F	21	15.6	\$	\$	\$	\$
The Vista II	957 East Hill	F	21	15.6	\$	\$	\$	\$
Valley Oaks	3504 Oak Branch Circle	F	2	2.68	\$	\$	\$	\$
Western Heights	1621 Jourolmon	F	104	68.7	\$	\$	\$	\$
Cagle Terrace	515 Renford	H	2	5.6	\$	\$	\$	\$
Isabella Towers	1515 Isabella Circle	H	2	5	\$	\$	\$	\$
Isabella	Garden Area at Isabella	V			\$	\$	\$	\$

Vendor:								
Site	Address	Type	Buildings	Acres	10 Day Mowing Cycle	10 Day Mowing Cycle	7 Day Mowing Cycle	7 Day Mowing Cycle
					Cost Each Mow	Total Cost for 21 Mows	Cost Each Mow	Total Cost for 21 Mows
Love Towers	1171 Armstrong	H	2	8.52	\$	\$	\$	\$
Northgate Terrace	4301 Whittle Springs Road	H	1	4.87	\$	\$	\$	\$
Northgate	Garden Area at Northgate Terrace	V			\$	\$	\$	\$
Main Office Complex	901 Broadway NE	O	2	11,492 sq. ft.	\$	\$	\$	\$
Supportive Maintenance	302 E. Anderson	O	2		\$	\$	\$	\$
Five Points Phase 1	301 Chestnut	S			\$	\$	\$	\$
Five Points Phase 1	303 Chestnut	S			\$	\$	\$	\$
Five Points Phase 1	124 Chestnut	S			\$	\$	\$	\$
Five Points Phase 1	126 Chestnut	S			\$	\$	\$	\$
Five Points Phase 1	2505 Louise	S			\$	\$	\$	\$
Five Points Phase 1	2507 Louise	S			\$	\$	\$	\$
Five Points Phase 1	2511 Louise	S			\$	\$	\$	\$
Five Points Phase 1	2513 Louise	S			\$	\$	\$	\$
Five Points Phase 2	314 S. Chestnut	S			\$	\$	\$	\$
Five Points Phase 2	316 S. Chestnut	S			\$	\$	\$	\$
Five Points Phase 2	601 S. Chestnut	S			\$	\$	\$	\$
Five Points Phase 2	603 S. Chestnut	S			\$	\$	\$	\$
Five Points Phase 2	2501 Wilson	S			\$	\$	\$	\$
Five Points Phase 2	2503 Wilson	S			\$	\$	\$	\$
Five Points Phase 2	519 S. Chestnut	S			\$	\$	\$	\$
Five Points Phase 2	521 S. Chestnut	S			\$	\$	\$	\$
Five Points Phase 2	2451 Selma	S			\$	\$	\$	\$
Five Points Phase 2	2452 Selma	S			\$	\$	\$	\$
Five Points Phase 2	2453 Selma	S			\$	\$	\$	\$
Five Points Phase 2	2454 Selma	S			\$	\$	\$	\$

**Vendor:**

Site	Address	Type	Buildings	Acres	10 Day Mowing Cycle	10 Day Mowing Cycle	7 Day Mowing Cycle	7 Day Mowing Cycle
					Cost Each Mow	Total Cost for 21 Mows	Cost Each Mow	Total Cost for 21 Mows
Five Points Phase 3	300 S. Chestnut	S			\$	\$	\$	\$
Five Points Phase 3	317 S. Chestnut	S			\$	\$	\$	\$
Five Points Phase 3	319 S. Chestnut	S			\$	\$	\$	\$
Five Points Phase 3	401 Juanita Cannon (2 6-plexes)	M			\$	\$	\$	\$
Mechanicsville I	1503 Dora	SF			\$	\$	\$	\$
Mechanicsville I	1501 Dora	SF			\$	\$	\$	\$
Mechanicsville I	301 Douglas	SF			\$	\$	\$	\$
Mechanicsville I	303 Douglas	SF			\$	\$	\$	\$
Mechanicsville I	1507 Boyd	SF			\$	\$	\$	\$
Mechanicsville I	1505 Boyd	SF			\$	\$	\$	\$
Mechanicsville I	1503 Boyd	SF			\$	\$	\$	\$
Mechanicsville I	1411 Boyd	SF			\$	\$	\$	\$
Mechanicsville I	1409 Boyd	SF			\$	\$	\$	\$
Mechanicsville I	409 Cansler	SF			\$	\$	\$	\$
Mechanicsville I	411 Cansler	SF			\$	\$	\$	\$
Mechanicsville I	405 Cansler	SF			\$	\$	\$	\$
Mechanicsville I	407 Cansler	SF			\$	\$	\$	\$
Mechanicsville I	1412 Wallace	SF			\$	\$	\$	\$
Mechanicsville I	321 Cansler	SF			\$	\$	\$	\$
Mechanicsville I	319 Cansler	SF			\$	\$	\$	\$
Mechanicsville I	317 Cansler	SF			\$	\$	\$	\$
Mechanicsville I	313 Cansler	SF			\$	\$	\$	\$
Mechanicsville I	311 Cansler	SF			\$	\$	\$	\$
Mechanicsville I	1406 Dora	SF			\$	\$	\$	\$
Mechanicsville I	1404 Dora	SF			\$	\$	\$	\$

**Vendor:**

Site	Address	Type	Buildings	Acres	10 Day Mowing Cycle	10 Day Mowing Cycle	7 Day Mowing Cycle	7 Day Mowing Cycle
					Cost Each Mow	Total Cost for 21 Mows	Cost Each Mow	Total Cost for 21 Mows
Mechanicsville I	241 Cansler	SF			\$	\$	\$	\$
Mechanicsville I	219 Cansler	SF			\$	\$	\$	\$
Mechanicsville I	217 Cansler	SF			\$	\$	\$	\$
Mechanicsville I	215 Cansler	SF			\$	\$	\$	\$
Mechanicsville I	213 Cansler	SF			\$	\$	\$	\$
Mechanicsville II	1326 W. Fifth	SF			\$	\$	\$	\$
Mechanicsville II	1328 W. Fifth	SF			\$	\$	\$	\$
Mechanicsville II	1403 W. Fifth	SF			\$	\$	\$	\$
Mechanicsville II	1405 W. Fifth	SF			\$	\$	\$	\$
Mechanicsville II	1415 Iradell	SF			\$	\$	\$	\$
Mechanicsville II	1415 Moses	SF			\$	\$	\$	\$
Mechanicsville II	1417 Moses	SF			\$	\$	\$	\$
Mechanicsville II	1419 Iradell	SF			\$	\$	\$	\$
Mechanicsville II	1419 Moses	SF			\$	\$	\$	\$
Mechanicsville II	1423 Moses	SF			\$	\$	\$	\$
Mechanicsville II	1424 Iradell	SF			\$	\$	\$	\$
Mechanicsville II	1425 Iradell	SF			\$	\$	\$	\$
Mechanicsville II	1426 Iradell	SF			\$	\$	\$	\$
Mechanicsville II	1427 Iradell	SF			\$	\$	\$	\$
Mechanicsville II	1627 Wallace	SF			\$	\$	\$	\$
Mechanicsville II	1629 Wallace	SF			\$	\$	\$	\$
Mechanicsville II	1631 Boyd	SF			\$	\$	\$	\$
Mechanicsville II	1633 Boyd	SF			\$	\$	\$	\$
Mechanicsville II	1701 Boyd	SF			\$	\$	\$	\$
Mechanicsville II	1703 Boyd	SF			\$	\$	\$	\$
Mechanicsville II	200 Douglas	SF			\$	\$	\$	\$

Vendor:								
Site	Address	Type	Buildings	Acres	10 Day Mowing Cycle	10 Day Mowing Cycle	7 Day Mowing Cycle	7 Day Mowing Cycle
					Cost Each Mow	Total Cost for 21 Mows	Cost Each Mow	Total Cost for 21 Mows
Mechanicsville II	204 Douglas	SF			\$	\$	\$	\$
Passport Homes	1225 University	SF			\$	\$	\$	\$
Passport Homes	1313 University	SF			\$	\$	\$	\$
Passport Homes	1315 University	SF			\$	\$	\$	\$
Passport Homes	1402 University	SF			\$	\$	\$	\$
Passport Homes	1601 Dora	SF			\$	\$	\$	\$
Passport Homes	1605 Wallace	SF			\$	\$	\$	\$
Passport Homes	1627 Dora	SF			\$	\$	\$	\$
Passport Homes	1629 Dora	SF			\$	\$	\$	\$
Passport Homes	1631 Dora	SF			\$	\$	\$	\$
Passport Homes	1633 Dora	SF			\$	\$	\$	\$
Passport Homes	238 Douglas	SF			\$	\$	\$	\$
Passport Homes	240 Douglas							
Passport Residences	701 Alfreda Delaney	SF			\$	\$	\$	\$
Passport Residences	707 Alfreda Delaney	SF			\$	\$	\$	\$
Passport Residences	709 Alfreda Delaney	SF			\$	\$	\$	\$
Passport Residences	739 Alfreda Delaney	SF			\$	\$	\$	\$
Passport Residences	741 Alfreda Delaney	SF			\$	\$	\$	\$
Passport Residences	1514 Boyd	SF			\$	\$	\$	\$
Passport Residences	1906 Brandau	SF			\$	\$	\$	\$
Passport Residences	1908 Brandau	SF			\$	\$	\$	\$
Passport Residences	1924 Brandau	SF			\$	\$	\$	\$
Passport Residences	1926 Brandau	SF			\$	\$	\$	\$
Passport Residences	2000 Brandau	SF			\$	\$	\$	\$
Passport Residences	2020 Brandau	SF			\$	\$	\$	\$

Vendor:								
Site	Address	Type	Buildings	Acres	10 Day Mowing Cycle	10 Day Mowing Cycle	7 Day Mowing Cycle	7 Day Mowing Cycle
					Cost Each Mow	Total Cost for 21 Mows	Cost Each Mow	Total Cost for 21 Mows
Passport Residences	2024 Brandau	SF			\$	\$	\$	\$
Passport Residences	2028 Brandau	SF			\$	\$	\$	\$
Passport Residences	1016 Knoxville College	SF			\$	\$	\$	\$
Passport Residences	1818 Knoxville College	SF			\$	\$	\$	\$
Passport Residences	700 Monroe Senter	SF			\$	\$	\$	\$
Passport Residences	710 Monroe Senter	SF			\$	\$	\$	\$
Passport Residences	712 Monroe Senter	SF			\$	\$	\$	\$
Passport Residences	716 Monroe Senter	SF			\$	\$	\$	\$
Passport Residences	718 Monroe Senter	SF			\$	\$	\$	\$
Passport Residences	721 Monroe Senter	SF			\$	\$	\$	\$
Passport Residences	726 Monroe Senter	SF			\$	\$	\$	\$
Passport Residences	728 Monroe Senter	SF			\$	\$	\$	\$
Passport Residences	729 Monroe Senter	SF			\$	\$	\$	\$
Passport Residences	731 Monroe Senter	SF			\$	\$	\$	\$
Passport Residences	734 Monroe Senter	SF			\$	\$	\$	\$
Passport Residences	735 Monroe Senter	SF			\$	\$	\$	\$
Passport Residences	736 Monroe Senter	SF			\$	\$	\$	\$
Passport Residences	737 Monroe Senter	SF			\$	\$	\$	\$
Passport Residences	740 Monroe Senter	SF			\$	\$	\$	\$
Passport Residences	1708 Moses	SF			\$	\$	\$	\$
Passport Residences	1750 Moses	SF			\$	\$	\$	\$
Passport Residences	1200 University	SF			\$	\$	\$	\$
Passport Residences	1208 University	SF			\$	\$	\$	\$

Vendor:								
Site	Address	Type	Buildings	Acres	10 Day Mowing Cycle	10 Day Mowing Cycle	7 Day Mowing Cycle	7 Day Mowing Cycle
					Cost Each Mow	Total Cost for 21 Mows	Cost Each Mow	Total Cost for 21 Mows
Passport Residences	1210 University	SF			\$	\$	\$	\$
Passport Residences	1216 University	SF			\$	\$	\$	\$
Passport Residences	1218 University	SF			\$	\$	\$	\$
Passport Residences	1224 University	SF			\$	\$	\$	\$
Passport Residences	1625 University	SF			\$	\$	\$	\$
Passport Residences	1627 University	SF			\$	\$	\$	\$
Passport Residences	1629 University	SF			\$	\$	\$	\$
Passport Residences	1631 University	SF			\$	\$	\$	\$
Passport Residences	1633 University	SF			\$	\$	\$	\$
Passport Residences	1637 University	SF			\$	\$	\$	\$
Passport Residences	1511 Wallace	SF			\$	\$	\$	\$
Passport Residences	1606 Wallace	SF			\$	\$	\$	\$
Passport Residences	1608 Wallace	SF			\$	\$	\$	\$
Passport Residences	1624 Wallace	SF			\$	\$	\$	\$
Passport Residences	1626 Wallace	SF			\$	\$	\$	\$
Passport Home Other	700 Alfreda Delaney	SF			\$	\$	\$	\$
Passport Home Other	1308 Calloway St	SF			\$	\$	\$	\$
Passport Home Other	700 College St.	SF			\$	\$	\$	\$
Passport Home Other	212 Douglas	SF			\$	\$	\$	\$
Passport Home Other	1625 Dora St.	SF			\$	\$	\$	\$
Passport Home Other	1627 Dora St.	SF			\$	\$	\$	\$
Passport Home Other	1629 Dora St.	SF			\$	\$	\$	\$
Passport Home Other	1631 Dora St.	SF			\$	\$	\$	\$
Passport Home Other	1633 Dora St	SF			\$	\$	\$	\$
Passport Home Other	227 Douglas Ave.	SF			\$	\$	\$	\$

Vendor:								
Site	Address	Type	Buildings	Acres	10 Day Mowing Cycle	10 Day Mowing Cycle	7 Day Mowing Cycle	7 Day Mowing Cycle
					Cost Each Mow	Total Cost for 21 Mows	Cost Each Mow	Total Cost for 21 Mows
Passport Home Other	223 Douglas Ave.	SF			\$	\$	\$	\$
Passport Home Other	238 Douglas Ave	SF			\$	\$	\$	\$
Passport Home Other	240 Douglas Ave.	SF			\$	\$	\$	\$
Passport Home Other	1600 Dunbar St.	SF			\$	\$	\$	\$
Passport Home Other	1601 Dunbar St.	SF			\$	\$	\$	\$
Passport Home Other	1626 Dunbar St.	SF			\$	\$	\$	\$
Passport Home Other	1401 Moses Ave.	SF			\$	\$	\$	\$
Passport Home Other	1225 University Ave.	SF			\$	\$	\$	\$
Passport Home Other	1313 University Ave.	SF			\$	\$	\$	\$
Passport Home Other	1315 University Ave.	SF			\$	\$	\$	\$
Passport Home Other	1321 University Ave.	SF			\$	\$	\$	\$
Passport Home Other	1330 University Ave.	SF			\$	\$	\$	\$
Passport Home Other	1402 University Ave.	SF			\$	\$	\$	\$
Passport Home Other	1404 University Ave.	SF			\$	\$	\$	\$
Passport Home Other	1500 University Ave.	SF			\$	\$	\$	\$
Passport Home Other	1503 University Ave.	SF			\$	\$	\$	\$
Passport Home Other	1505 University Ave.	SF			\$	\$	\$	\$
Passport Home Other	1507 University Ave.	SF			\$	\$	\$	\$
Passport Home Other	1601 University Ave.	SF			\$	\$	\$	\$
Passport Home Other	1605 University Ave.	SF			\$	\$	\$	\$
Passport Home Other	1615 University Ave.	SF			\$	\$	\$	\$
Passport Home Other	1601 Dora St.	SF			\$	\$	\$	\$
Passport Home Other	1605 Wallace Street	SF			\$	\$	\$	\$

Vendor:								
Site	Address	Type	Buildings	Acres	10 Day Mowing Cycle Cost Each Mow	10 Day Mowing Cycle Total Cost for 21 Mows	7 Day Mowing Cycle Cost Each Mow	7 Day Mowing Cycle Total Cost for 21 Mows
Grand Total					\$	\$	\$	\$

**\*KCDC's option**

Notes:

- Codes:  
H=High Rise  
O=Office  
S=Scattered Site  
SF=Single Family  
V=Vacant Land
- The acreage shown reflects the total acreage not mowable acreage.

**Other Costs**

**Part I Per Each Costs**

**1. Cost for leaf removal:**

Site	Total Cost for the Site per Leaf Pick Up
Austin Homes	\$
Austin Field	\$
Autumn Landing	\$
Cagle Terrace	\$
Eastport (all buildings)	\$
Five Points	\$
Isabella Towers	\$
Lee Williams	\$
Lonsdale	\$
Love Towers	\$
Main Office	\$
Mechanicsville I & II	\$
Montgomery Village	\$
Nature's Cove	\$
North Ridge Crossing	\$

Northgate Terrace	\$
Passport Homes	\$
Passport Residences	\$
Supportive Maintenance	\$
Taylor Homes	\$
Taylor Field	
Valley Oaks	\$
Verandas	\$
Vista	\$
Western Heights	\$

Does not include disposal costs nor freight to the disposal point. Reimbursement for these will be at the vendor's cost. Vendor must submit proof of cost paid.

- 2. **Mechanical Edging:** \$\_\_\_\_\_ per linear foot
- 3. **Discount if Awarded All Sites:** \_\_\_\_\_%

**Part II Additional Costs/Services Offered (if any):**

\$ \_\_\_\_\_

\$ \_\_\_\_\_