



Invitation for Bids

#2025-03

for

Landscaping and Grounds Maintenance

The Suffolk Redevelopment and Housing Authority (SRHA) hereby seeks the services of a qualified lawn care contractor for Landscaping and Grounds Maintenance Services at Hoffer Apartments, Chorey Park Apartments, Colander Bishop Meadows Apartments, Finney House, vacant lot(s), and Administrative Offices. All locations are throughout the city of Suffolk, VA. Sealed bids will be received until 2:00 PM Suffolk, Virginia local time on April 4, 2025, at our Administrative Offices at 530 E. Pinner St. Suffolk, VA. Bids will be publicly opened and read aloud immediately thereafter. Late bids will not be accepted nor opened. The final date for questions is March 26, 2025, at 2:00 pm; after this date, questions will not be accepted.

A pre-bid meeting will be conducted on Friday, March 21, 2025, at 2:00 p.m. at 530 E. Pinner St., Suffolk, VA. Please email Ashante Humphries, Facilities Manager, at Ahumphries@suffolkrha.org to register for the meeting on or before the end of business on March 20, 2025.

The SRHA reserves the right to reject all bids or waive any informality in the bidding. No bid may be withdrawn for sixty (60) days after the opening of bids without the consent of the SRHA. Federal labor requirements and Section 3 apply. Bid packages are available on our website at: [https:// www.suffolkrha.org/procurement-bids-rfps](https://www.suffolkrha.org/procurement-bids-rfps)

Accommodations for individuals with handicaps/disabilities or limited English proficiency shall be assisted upon request by calling (757) 539-2100.

For additional information, call Ashante Humphries, Facilities Manager at (757)925-6495(O) or (757) 335-9677 (C).

March 13, 2025

IFB # 2025-03

GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to Ashante Humphries, e-mail: ahumphries@suffolkrha.org. Offerors shall not contact any other SRHA staff member for any questions regarding this solicitation. The deadline for questions is **Wednesday, March 26, 2025, at 2:00 PM EST**. No questions will be answered after that date.

DUE DATE: Sealed Bids will be received until **Friday, April 4, 2025, 2:00 p.m. EST**. Failure to submit bids to the correct location by the designated date and time will result in disqualification.

ADDRESS: Bids should be mailed or hand-delivered to SHRA Administrative Offices, 530 E. Pinner St., Suffolk, Virginia, 23434. The Opening Date and Hour and IFB Number should be referenced in the lower left corner of the return envelope or package.

In compliance with this Invitation for Bids (IFB) and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

PRE-BID CONFERENCE: See Section IX for pre-bid conference information.

TYPE OF BUSINESS: (Please check all applicable classifications). If your classification is certified by the Virginia Department of Minority Business Enterprise, provide your certification number: _____ For certification assistance, please visit <http://www.dmb.e.state.va.us>.

___ Large – A company that has more than 250 full-time employees.

___ Small business – An independently owned and operated business that, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less over the previous three years. Department of Minority Business Enterprise (DMBE) certified women-owned and minority-owned businesses shall also be considered small businesses after receiving DMBE small business certification.

___ Women-owned business – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.

___ Minority-owned business – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation. ***Providing false data on this sheet is grounds for deciding that your company is non-responsive regarding proposal submittal and may be removed from the competition.***

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (ID#)	
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		UNIQUE ENTITY ID & DUNS NUMBER	
BILLING NAME (Company name as it appears on your invoice)		IDENTIFICATION NUMBER issued by the State Corporation Commission (See Section III, paragraph 8)	
CONTRACT AND TASK ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)		SIGNATURE (IN INK)	DATE
E-MAIL ADDRESS	TELEPHONE NUMBER	TOLL-FREE TELEPHONE NUMBER	FAX NUMBER TO RECEIVE

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1. CONTRACT NUMBER	2. SOLICITATION NUMBER # 2025-03	3. TYPE OF SOLICITATION <input checked="" type="checkbox"/> SEALED BID (IFB) <input type="checkbox"/> NEGOTIATED (RFP) <input type="checkbox"/> SOLE SOURCE	4. DATE ISSUED March 13, 2025	5. CHANGE/TASK NUMBER
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6. ISSUED BY Suffolk Redevelopment and Housing Authority Administrative Offices 530 E. Pinner Street Suffolk, VA 23434	7. SUBMIT INVOICES TO: accountspayable@suffolkra.org
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NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "Contractor"

SOLICITATION

8. Sealed offers in original plus one electronic copy for furnishing the supplies or services in the Schedule will be received at the place and time in item 6 or, if hand-carried, in the depository located in item 6 until M, 2022, at 2:00 p.m. local time.

CAUTION: LATE Submissions, Modifications, or Withdrawals: All offers are subject to all terms and conditions contained in this solicitation.

9. FOR INFORMATION CALL:	A. NAME Ashante Humphries	B. TELEPHONE:			C. EMAIL ADDRESS ahumphries@suffolkra.org
		AREA CODE 757	NUMBER 925-6495	EXT	

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OFFER (Must be fully completed by offeror)

11. In compliance with the above, the undersigned agrees, if the offer is accepted within calendar days (120 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all terms upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

12. DISCOUNT FOR PROMPT PAYMENT ▶ Not applicable	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
13. ACKNOWLEDGEMENT OF AMENDMENTS <i>(The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):</i>	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

14A. NAME AND ADDRESS OF THE OFFEROR	SCC #:	TAX ID:	15 NAME AND TITLE OF PERSON AUTHORIZED TO SIGN		
14B. TELEPHONE NUMBER		14C. CHECK IF THE REMITTANCE ADDRESS IS DIFFERENT FROM THE ABOVE – ENTER SUCH ADDRESS IN THE SCHEDULE.	16. SIGNATURE		17. OFFER DATE
AREA CODE	NUMBER				

AWARD (To be completed by SRHA)

18. AWARD AMOUNT:	\$	19. PERIOD OF PERFORMANCE:
	<input type="checkbox"/> Funded <input type="checkbox"/> Incrementally Funded via Task Orders	20. SRHA ACCOUNTING DATA:

21. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)	22. Suffolk Redevelopment and Housing Authority	23. AWARD DATE
	<i>(Signature of Contracting Officer)</i>	

I. BID COVER SHEET

Suffolk Redevelopment and Housing Authority, hereafter referred to as SRHA, hereby seeks the services of a qualified lawn care contractor for Landscaping and Grounds Maintenance Services at Hoffer Apartments, Chorey Park Apartments, Colander Bishop Meadows Apartments, Finney House, the vacant lot(s), and Administrative Offices. All locations are throughout the City of Suffolk, VA. **Sealed bids will be received by 2:00 PM Suffolk, Virginia, local time on April 4, 2025.** Bids will be publicly opened and read aloud immediately thereafter. Late bids will not be accepted nor opened. The final date for questions is March 26, 2025, at 2:00 pm. After this date, questions will not be accepted.

For information, please contact:

Name: Ashante Humphries
Email:
ahumphries@suffolkrha.org

Bids may be mailed or delivered to:

Suffolk Redevelopment and Housing Authority
Administrative Offices
530 E. Pinner Street
Suffolk, VA 23434

II. BID INSTRUCTIONS

1. All bids shall conform to the requirements of Attachment A - HUD form 5369-B, Instructions to Offerors, Non-Construction.
2. Clarification of Terms:

If any prospective bidder has questions about the specifications or other solicitation documents, the prospective bidder should contact the buyer whose name appears on the face of the solicitation no later than the date listed in Section I above. The buyer can only issue an amendment to the solicitation. All questions must be submitted in writing or by email.

3. Corrections to the Bid:

Any bid submitted with corrections must have the corrections initialed by the person who signed the bid. No bid changes will be permitted after the bid opening. If a total computation error occurs, the unit price will prevail.

4. Preparation and Submission of Bids:

- a. Bids must give the full business address of the bidder and be signed by him/her with his/her usual signature. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or any authorized representative, followed by the designation of the person signing. Bids by corporations must be signed with the legal name of the corporation followed by the name of the State in which it is incorporated and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid by a person who affixes to the signature the words "President," "Secretary," "Agent," or other designation without disclosing the principal may be held to be the bid of the individual signing. Satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished when requested by SRHA.

b. Bids may be hand delivered, mailed through the United States Postal Service (USPS), or sent via courier or package delivery service (UPS, FedEx, etc.) to the address specified on the cover sheet. It shall be the Bidder's responsibility to ensure that bids delivered by courier or package delivery services are delivered to the correct location and promptly; bids mishandled or delivered to the wrong location by such firms will not be considered. Except for bid bonds, no other correspondence or bids should be placed in the envelope when required. Submittals, if needed, should be clearly identified and packed in SEPARATE package(s), identifying the bid name and number, the date and time due, and the bidder.

c. All bids will be publicly opened and identified at the prescribed time and date; however, they may not be read in their entirety or open to public inspection at that time.

5. Bid Acceptance Period

Unless the bidder indicates a longer time on the Bid Cover Sheet, any bid in response to this solicitation shall be valid for 120 days. At the end of the 120 days, the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled.

6. Mistakes in Bids

Errors or mistakes in bids will be handled in accordance with the Commonwealth of Virginia Vendor's Manual.

7. Receipt and Opening of Bids

a. It is the responsibility of the bidder to assure that his/her bid is delivered to the place designated for receipt of bids and before the time set for receipt of bids. Bids received after the time designated for receipt of bids will not be considered.

i) Bidders should be careful when choosing to use private courier services to deliver their bids. Bids have arrived late in the past because they were delivered to other offices, departments or agencies located in the same building.

ii) If the deadline for the receipt of bids or proposals and/or public openings is scheduled during a period of suspended operations due to inclement weather or other conditions, the receipt of bids or public openings will be rescheduled for processing at the same time on the next business day.

iii) Bids offered by telephone, telegraph, e-mail, or facsimile will not be accepted.

b. Bids will be opened at the time and place stated in the advertisement, and their contents are made public for the information of bidders and others interested who may be present either in person or by representatives. The officer or agent of the owner, whose duty it is to open them, will decide when the specified time has arrived. No responsibility will be attached to any officer or agent for the premature opening of a bid not properly addressed and identified.

c. The provisions of Chapter 43, Article 2, §2.2-4342-C of the Code of Virginia, as amended, shall be applicable to the inspection of the bids received.

d. Protection of any trade secrets for specific proprietary information must be requested before or upon submission of the data or materials. Bidders MUST identify information to be protected and state why protection is necessary. Bidders may not claim the entire bid or bid prices as proprietary information to be protected. Bids that are marked confidential or proprietary without the required explanation may be rejected.

8. Withdrawal or Modification of Bids

Bids may be withdrawn or modified by written notice received from bidders before the deadline fixed for bid receipt. The withdrawal or modification may be made by the person signing the bid or by an individual(s) who is authorized by him/her on the face of the bid. Written modifications may be made on the bid form itself, on the envelope in which the bid is enclosed, or on a separate document. Written modifications, whether the original is delivered, or transmitted by facsimile, must be signed by the person making the modification or withdrawal.

III. CONTRACT TYPE AND ADMINISTRATION

This bid will result in a firm-fixed-price contract to provide landscaping and grounds maintenance services according to the work schedule in **Attachment B**. The SRHA Technical Representative or his/her designee will administer the contract and will be determined at contract award.

1. Contract Documents:

- a. The contract entered into by the parties shall consist of the Invitation for Bids, the bid submitted by the bidder; General Terms and Conditions, the Additional Terms and Conditions; the Special Terms and Conditions; the drawings, if any; the specifications; and all amendments and addenda to the foregoing documents, all of which shall be referred to collectively as the contract documents, and incorporated by reference into the final contract.
- b. All time limits stated in the contract documents, including but not limited to the time for completion of the work, are of the essence of the contract.
- c. Anything called for by one of the contract documents and not called for by the others shall be of like effect as if required or called for by all, except that a provision clearly designed to negate or alter a provision contained in one or more of the other contract documents shall have the intended effect.

2. Period of Performance: The period of performance is for up to three (3) years with two (2) – one-year options. SRHA reserves the right to exercise option years. Submission of a response to this bid guarantees that the Contractor is bound to the contract and all option years.

OPTION EXERCISE—The Contractor will be notified within ninety (90) days prior to the end of the contract whether an option year will be exercised. Option exercise is the sole right and prerogative of the SRHA.

3. **Contract Waiver:** Any waiver of any provision of this contract shall be in writing and shall be signed by the duly authorized agent of the Contractor and/or SRHA Contracting Officer. The waiver by either party of any term or condition of this contract shall not be deemed to constitute a continuing waiver thereof nor a waiver of any further or additional right that such party may hold under this contract.
4. **Cancellation of Contract:** SRHA reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **Disputes and Claims:** The SRHA Contracting Officer shall review and decide disputes and claims arising during the performance of the contract, in writing, within thirty days of receipt of the dispute or claim. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence of the beginning of the work upon which the claim is based. The vendor/Contractor may not institute legal action before receipt of the Executive Director's

decision on the claim unless that office fails to render such a decision within thirty (30) days. The decision of the Executive Director shall be final and conclusive unless the vendor/Contractor, within six months of the final decision on the claim, institutes legal action as provided in the Code of Virginia.

6. Notices: All notices, requests, demands, and elections under this contract, other than routine operational communications, shall be in writing and shall be deemed to have been duly given on the date when hand-delivered or on the date of the confirmed facsimile transmission, or on the date received when delivered by courier that has a reliable system for tracking delivery, or six (6) business days after the date of mailing when mailed by United States mail, registered or certified mail, return receipt requested, postage prepaid. All notices shall be addressed to the following individuals:

SRHA: Ashante Humphries, Facilities Manager

To the Contractor: Account Executive as identified by the Contractor.

All notices under this contract shall be submitted to the Contract Administrator or Account Executive, respectively, either by fax or certified mail, return receipt requested. From time to time, either party may change the individual(s) who will receive notices and/or its address for notification purposes by giving the other party written notice as provided above.

7. Breach of Contract: The Vendor/Contractor shall be deemed in breach of this contract if the Vendor/Contractor:
 - a. Fails to comply with any terms of the resulting contract.
 - b. Fails to cure such noncompliance within ten (10) calendar days from the date of SRHA's written notice or such other time frame specified by SRHA's Contract Administrator in the notice.
 - c. Fails to submit a written response to SRHA's notification of noncompliance within ten (10) calendar days after the date of SRHA notice or such other time frame specified by SRHA Contract Administrator in the notice.
 - d. The Vendor/Contractor shall not be in breach of this contract if its fault was due to causes beyond reasonable control and occurred without fault or negligence on either The Vendor/Contractor or its sub-contractors. Such causes may include but are not restricted to, acts of God or of the public enemy, fires, floods, epidemics, strikes, freight embargoes, and unusually severe catastrophic weather such as hurricanes and floods.
8. Compliance with All Laws: The Vendor/Contractor shall comply with all federal, state, and local statutes, ordinances, and regulations now in effect or hereafter adopted in the performance of this contract. The bidder represents that it possesses all the necessary licenses and permits required to conduct its business and will acquire any additional licenses and permits necessary for the performance of this contract prior to the initiation of work. If the bidder is a corporation, the bidder further expressly represents that it is a corporation of good standing in the Commonwealth of Virginia and will remain in good standing throughout the term of the contract and any extensions. The Vendor/Contractor shall always observe all health and safety measures and precautions necessary for the sanitary and safe performance of the contract work. Any costs associated with violations of the law, including, but not limited to, remediation, clean-up costs, fines, administrative or civil penalties or charges, and third-party claims imposed on SRHA by any regulatory agency or by any third party as a result of the noncompliance with Federal, state or local environmental laws and regulations or nuisance statutes by the Vendor/Contractor or by sub-Contractors, consultants, sub-consultants, or any other persons, corporations or legal entities retained by the Vendor/Contractor for this contract, shall be paid by the Vendor/Contractor.

9. Severability: If any provision of this contract is found by any court of competent jurisdiction to be invalid or unenforceable, the invalidity of such provision shall not affect the other provisions of this contract, and all other provisions of this contract shall remain in full force and effect.
10. The location's Property Manager, or designee, shall be identified as the Technical Contract Administrator and shall use all powers under the contract to ensure its faithful performance.
11. The Technical Contract Administrator, or designee, shall determine the amount, quantity, acceptability, and fitness of all aspects of the services and shall decide all other questions in connection with the services. The Technical Contract Administrator or designer shall not have the authority to approve changes in the services that alter the concept or that call for an extension of time for this contract. The SRHA Contracting Officer must authorize any modifications made through a written amendment to the contract

IV. STATEMENT OF NEED / SPECIFICATIONS

SRHA is a political subdivision created under the laws of the State of Virginia to provide public and other affordable housing and related services to eligible low-income families in Suffolk, Virginia. SRHA, primarily funded by the U.S. Department of Housing and Urban Development ("HUD"), develops, maintains, and manages low-rent public housing and other low-income housing. SRHA currently manages over 1,200 units of public housing.

SRHA's goal is to partner with a qualified lawn care Contractor who can provide a full-service lawn and maintenance program that will achieve and maintain healthy, vigorous, and attractive-looking grounds for a fair and reasonable cost at the locations noted in this solicitation. SRHA considers the Virginia Cooperative Extension (VCE) an excellent resource for lawn and grounds care and desires a Contractor who is familiar with and practices VCE standards for lawn care.

The Offeror shall visit the locations noted in this bid and submit a response to this Invitation for Bid.

Contractors shall address questions and concerns to the buyer so named on this solicitation.

1. General Contractor Requirements

- a. The Contractor shall have been in the same business of lawn care and maintenance as specified in the solicitation for no less than three (3) years.
- b. The Contractor shall be in good financial standing, not in any form of bankruptcy, current in payment of all taxes and fees, and have no financial difficulties that prevent its company from fulfilling its contractual obligations.
- c. The Contractor shall be a licensed pesticide and fertilizer applicator as per the requirements of the Virginia Department of Agriculture.
- d. The Contractor shall ensure compliance with all applicable federal, state, and local laws, regulations, codes, and guidelines.
- e. The Contractor shall have sufficient resources, including supervision, personnel, equipment, and supplies, to accomplish all specified requirements for the properties stated herein.

- f. The Contractor shall complete and submit **Attachment C** - Pricing Schedule
- g. The Contractor shall provide three (3) references, using the form under **Attachment D**, for work performed similar in size and scope as this request for quote.
- h. The Contractor shall provide three (3) past performance write-ups using the form under Attachment E for work performed similar in size and scope to this request for quote. Past Performance write-ups shall show proof of at least three years in the business of providing grounds maintenance services.
- i. The Contractor shall complete and submit **Attachment F**– Bidder Qualification Sheet, **Attachment G**; HUD Form 5369-C – Certifications and Representations of Offerors, Non-Construction; **Attachment H**
 - W9; **Attachment I** – Certificate of Compliance – Section 3; **Attachment L**-Conflict of Interest Form; **Attachment M**-Non-collusive Affidavit; **Attachment N**-Debarment and Suspension Certification.

2. Service Locations

- a. Hoffler Apartments, Chorey Park Apartments, Colander Bishop Meadows Apartments, Finney House, vacant lot(s), and Administrative Offices. Their grounds consist of trees, grass, shrubs, and flower beds.
- b. Properties that the Contractor will serve are as follows:

PROPERTY	ADDRESS
Hoffler Apartments	2210 E. Washington Street Suffolk, VA 23434
Chorey Park	804 W. Constance Road Suffolk, VA 23434
Colander Bishop Meadow	925 Brook Avenue Suffolk, VA 23434
Finney House	404 Finney Avenue Suffolk, VA 23434
Vacant Lot	524 Kissimmee Suffolk, VA 23434
Vacant Lot	520 Lucerne Avenue Suffolk, VA 23434
Administrative Offices	530 E. Pinner Street Suffolk, VA 23434

- c. The addresses above are based on management office locations. The work to be performed shall encompass the entire property grounds, from border to border, around all buildings.

3. Specifications

Note: The solicitation does not state detailed procedures for accomplishing work. Bidders must ensure that the bid price includes all necessary staff, equipment, transportation, and tools to meet all performance standards required in this solicitation.

a. Turf Mowing and Hard Surface Maintenance

- i. The Contractor shall mow the lawns at Hoffer Apartments, Chorey Park Apartments, Colander Bishop Meadows Apartments, Finney House, vacant lot(s), and Administrative Offices according to the work schedule in **Attachment B**. Lawns shall be mowed to a height of 2 to 2.5 inches.
- ii. The Contractor shall inspect the area prior to mowing and remove debris. Debris shall be properly disposed of offsite. There shall be no paper, plastic, or other foreign objects cut and scattered during mowing operations. Use of refuse containers on Authority property is prohibited.
- iii. Uneven cuts, scalping, and varying heights of lawn areas will be considered unsatisfactory to Authority standards. The Contractor will be required to provide correction action at no cost to SRHA.
- iv. The Contractor shall not bag grass clippings. Mulching mowers are preferred as they cut grass clippings into smaller pieces to allow grass to easily fall back into the soil. Grass clippings shall not result in clumping and/or heavy concentrations. Clippings shall be dispersed for an even lawn appearance. No grass clumps shall be left on the grounds.
- v. The Contractor shall be responsible for removing grass clippings from sidewalks, entranceways, parking areas, planted and mulch areas, walls and structures, and other areas do not part of the grass being mowed. Do not power-blow grass clippings or edging debris back into the lawn.
- vi. Upon SRHA inspection, any lawn found to be dead or severely yellowed shall be replaced with plant material of identical species at the Contractor's expense, unless the loss was **NOT** found to be the fault of the Contractor. If the loss is a result of excluded damage, replacement will be at the cost of SRHA.
- vii. Contractor shall maintain and adjust equipment for consistent, neat, even cutting appearance and height of grass. Mowing height shall be measured with the mower on a flat, paved surface. The lawn shall not be scalped.

b. Edging

- i. All borders of the lawns shall be edged with each mowing to maintain contour lines. Debris shall be removed, and areas blown or swept and left clean. Do not power-blow grass clippings or edging debris back into the lawn.
- ii. All sidewalks, curbs, driveways, parking lots, or other paved adjoining areas shall be edged concurrent with mowing. The edging shall be accomplished by mechanical means; no chemical edging is permitted. All grass clipping from the edging shall be blown away from the lawn. Grass or weeds growing in cracks, seams expansion joints, or other inappropriate areas of sidewalks, gutters, parking lots, or any other paved areas shall be removed concurrently with mowing.
- iii. Edge around building peripheries, appurtenances, or other structures not covered above.
- iv. Edging shall be accomplished by mechanical means; no chemical edging is permitted.
- v. Edging shall be maintained throughout the year.

c. Mulching

- i. All landscape beds and individual plant collars shall be mulched once a year with color-enhanced Walnut (dark brown) dyed double-shredded hardwood mulch.

- ii. Mulch shall be applied by or around April 1 and October 1 in cleaned-out beds, free from litter, leaves, and other debris. An average two and one-half inches (2 ½”) layer of mulch should exist after the mulching. No mulch should encounter any portion of tree trunks or any plant’s lower branches/limbs. The mulch shall never exceed three inches (3”) in depth. Mulch that exceeds three inches (3”) in depth shall be removed and discarded off-site at a legal waste facility at the Contractor’s expense.
- iii. Fertilizer, pre-emergent herbicide, etc., shall be applied before mulching.
- iv. Mulch shall not contain any soil, lumps, leaves, shaved/chipped wood pallets, or other milled wood by-products. The contractor is responsible for removing off-site and responsibly disposing of large chunks, pieces, or shreds of mulch or other debris that do not meet specifications.
- v. Edge beds to sufficiently maintain the mulch, preferably using a “Trench master”-like machine or manually cutting an earthen “V”-shaped groove into the soil at the outer edge of the mulch area. All soil generated from edging activities shall be evenly distributed and graded into the planting beds before new mulch applications are collected responsibly and discarded off-site.

d. Installation and Maintenance of Seasonal Color Plantings

- i. The Contractor shall provide materials (annuals), labor, and equipment to install and remove annuals and mulch semi-annually to maintain a neat and attractive appearance. Mulch color shall be uniform throughout the entire community.
- ii. Prior to any new plant installation and replacements, remove and discard off-site at the Contractor’s expense all existing mulch, leaf, litter, or other debris in beds, leaving exposed topsoil. Add sifted clean topsoil as necessary to bring the soil up to the surrounding grade level, providing positive drainage.
- iii. SRHA staff at the service location must schedule the installation of annuals with mulch at least one week in advance. All flower beds shall be free of weeds, pests, and disease. Public and environmental safety must be considered when applying pesticides.
- iv. The Contractor is responsible for providing water (portable) needed during service.

e. Trimming

- i. The Contractor shall be responsible for the careful trimming of all areas not reachable by a mower. Trimming shall be done at the same height as the lawn. This includes trimming around plant beds, trees, fencing, dumpsters, structures, HVAC units, and signage.
- ii. The Contractor shall not damage trees, tree supports, shrubs, plantings, structures, HVAC equipment and wires, gutter downspouts, and other SRHA property.
- iii. Mature shrubbery located on the properties shall be trimmed and pruned as necessary to maintain a neat appearance.
- iv. Shrubby adjacent to buildings, walkways, driveways, fence lines, and parking lots shall be maintained to avoid encroachment to a minimum of 8” clearance. No shrubbery shall be trimmed or pruned to a point that it is rendered misshapen, leggy, or otherwise to an unacceptable appearance.
- v. Shrubs that have not reached maturity will be pruned as needed to establish proper size and shape.

f. Weeding

- i. A weed shall be considered any vegetation found growing that was not originally planted or intended for the landscape and/or any vegetation that is deemed undesirable. Weeds shall include but are not limited to, all annual, perennial, and sedge grasses, broadleaf herbaceous plants (dandelion, chickweed, henbit, spurge, sweetbrier, poison ivy, muscadine grape, trumpet vine, etc.), volunteer tree/shrub seedlings, wild rose or any other unruly vegetation, (as deemed by SRHA).
- ii. SRHA may request additional pre- and post-emergent herbicide applications up to two times annually to control annual and perennial grassy, crabgrass, and broadleaf weeds in strict accordance with label directions.
- iii. All flower beds, fence lines, sidewalks, walkways, curb areas around objects, tree collars, and structures shall be kept free of weeds using herbicides (pre- and post-emergent) and manual removal, including root systems. The Contractor shall inspect the sites weekly to ensure that the weeds are being eliminated promptly and effectively.
- iv. Where herbicides may cause damage to sensitive plants (lawn edges, shrubs, ground covers, ornamental grasses, perennials, seasonal color, bulbs, etc.), and/or waterways or windy conditions prevail, weeds shall be pulled by hand to minimize plant loss or damage(s). Manual weed removal shall include both the roots and the above-ground vegetation.
- v. The Contractor will be responsible for physically removing all weeds and grasses once they have been sprayed and died, especially those within the hardscapes.
- vi. The Contractor shall comply with all City of Suffolk, Commonwealth of Virginia, VCE, and Federal laws regarding the application of any herbicide or other agents.

g. Leaf/Pine Needle Removal

- i. During the fall season, the contractor shall remove fallen leaves from grounds, including lawn areas, beds, parking lots, sidewalks, drive areas, streets, storage or maintenance compound areas, building gutters, porches, HVAC units, and other appurtenances and structures. Leaf removal operations shall be accomplished according to the work schedule (See Attachment C). Debris removal according to leaf removal operations shall be the same.

h. Additional Work Request

At some point, the Authority may request the Contractor provide additional services. When these services are needed, the Contractor shall submit a quote. Once the quote is approved, an executed task order will be forwarded to the Contractor.

* SRHA retains the right to seek quotes from other sources for additional services

i. Work Hours

Services will be provided between 7:30 pm and 4:30 pm, Monday through Friday. Holidays observed by SRHA.

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

j. Contractor Equipment

- i. It is highly recommended (for safety reasons) that guards be utilized for side or rear discharge mowers, and it is preferred those mowers with mulching blades and decks be used.
- ii. The contractor must furnish all equipment utilized in performing the awarded contract. The equipment must be in good mechanical and safe condition and meet minimum OSHA Standards.
- iii. All rotary mowers must be equipped with safety shields, chains, or guards to prevent damage to property by flying objects from under the mower.
- iv. All equipment should be kept in good operating condition and should be maintained to provide a clean, sharp, and even always cut off the vegetation.
- v. The Contractor shall not store equipment or materials at the work site overnight.
- vi. The Contractor shall not leave machinery unattended during work hours.
- vii. The Contractor is responsible for the security of all materials, tools, and equipment used in the performance of work while on SRHA properties, whether the Contractor's personnel or subcontractor personnel

- ix. The Contractor shall notify SRHA of any damage to SRHA property or private property caused by the performance of work under this contract, including, but not limited to, damage to grounds, trees, shrubbery, beds, sidewalks, driveways, parking lots, vehicles, building exteriors, floors, walls, doorways, or elevators, HVAC equipment during the work. The contractor shall be responsible for repairs to, or replacement of, damaged property and timely remediation of any water damage at no additional cost to SRHA.

k. Insurance:

By signing and submitting a bid under this solicitation, the Bidder certifies that if awarded this contract, it will maintain adequate liability insurance, which shall protect and save harmless SRHA and its officials from all suits and actions of every kind and description arising from injury or damage to persons and property in the persecution of said work or in failure to properly safeguard same, and from all claims arising under the workmen's compensation laws. The Contractor shall provide insurance documentation to SRHA within 10 days of the contract award and upon renewal of all policies and coverage.

At the minimum, the awardee shall acquire and maintain insurance in the types and amounts of coverage as detailed below:

- i. Worker's Compensation—Statutory requirements and benefits. Coverage is compulsory for employers with three or more employees, including the employer. Contractors who fail to notify SRHA of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the contract shall be in noncompliance with the contract.
- ii. Automobile insurance (when applicable) \$1,000,000.00 (combined)
- iii. Commercial General Liability Insurance of not less than \$1,000,000.00 - Commercial General Liability is to include bodily injury, property damage, personal injury, advertisement injury, products, and completed operations coverage. SRHA must be named as an additional insured and so endorsed on the policy.
- iv. The Contractor must maintain the minimum required insurance coverage throughout the entire contract period, including all option years.

4. Special Terms and Conditions

a. Audit: The Contractor shall retain all books, records, and other documents relative to this contract for five years after final payment or until the audit by the Authority, whichever is sooner. The Authority, its authorized agents, and/or its auditors shall have full access to and the right to examine any said materials during the period.

b. Green-E Adherence Standards

When applicable, the awardees of contracts under this solicitation will be required to supply products that adhere to and comply with the Commonwealth of Virginia's Executive Order 19. EO 19 requires conservation and efficiency in the operation of state government.

Information on EO 19 can be found at:

<http://www.governor.virginia.gov/Issues/ExecutiveOrders/2010/EO-19.cfm>

- c. Awardees must comprehensively understand available green materials and energy-efficient products. All products provided under this solicitation must be earth-friendly, sustainable products that save significant amounts of water and power and allow for a more energy-efficient living environment. Products provided under this contract shall, whenever possible, adhere to Green Seal criteria for “green products” compliance. Vendors should offer energy-efficient light bulbs and fixtures including but not limited to CFL, Cold Cathode, LED, and Solar LED whenever possible. All products must meet or exceed green cleaning criteria, such as being biodegradable and hypoallergenic, using recycled packaging, and containing no phosphates. Information on Green Seal may be found at:

<http://www.greenseal.org>

V. Pricing Schedule

1. The Bidder agrees to provide all material, equipment, transportation, and incidentals per the bid conditions and specifications for items (see Attachment A).
2. ALL DEVIATIONS FROM THE SPECIFICATIONS WILL BE NOTED IN THE BID RESPONSE. BIDDERS ARE CAUTIONED THAT SUCH DEVIATIONS MAY RESULT IN A DETERMINATION THAT THE BID IS NON-RESPONSIVE.

VI. Billing Specifications

1. The Contractor shall invoice in electronic format; both in PDF and/or Excel. Invoices shall be per the requirements listed in this IFB. Electronic format shall be emailed to: accountspayable@suffolkrha.org
2. Electronic invoicing follows the Paper Reduction Act of 1995. However, if a Contractor can show that the utilization of electronic means for invoicing is causing a hardship, a waiver may be granted. If you are a small business, you must contact the SRHA Small Business Representative before proposal submittal to register as a small business and complete the applicable paperwork.
3. All invoices shall show the contract number and/or purchase order number; and the federal employer identification number (for proprietorships, partnerships, and corporations).
4. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last.
5. The Contractor shall bill All goods or services provided under this contract or purchase order that are to be paid for with public funds at the contract price, regardless of which public agency is being billed.
6. SRHA adheres to the prompt payment regulations as listed under 5 CFR Part 1315. The due date for making an invoice payment is as follows:
 - a. The latter of the following two events:
 - i) On the 30th day after the SRHA Purchasing Department receives a proper and payable invoice from the Contractor/vendor.
 - ii) The 30th day after SRHA's acceptance of supplies delivered or services performed issued under a signed SRHA Purchase Order.
 - b. For a final invoice, when the payment amount is subject to contract settlement actions, acceptance is deemed to occur on the effective date of the contract settlement.

Please refer to the following website for more information on submitting a proper and payable invoice and when an invoice is considered late:

<http://www.fms.treas.gov/prompt/index.html>

7. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
8. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, Contractors should be put on notice that final payment in full is contingent on a determination of reasonableness concerning all invoiced charges. Charges that appear to be unreasonable will be researched and challenged, and that portion of the invoice is held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, SRHA shall promptly notify the Contractor, in writing, as to the unreasonable charges and the basis for the determination. A Contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations concerning those charges which are not in dispute (Code of Virginia, § 2.2-4363).

VII. Bid Preparation and Submission

1. General Requirements:

- a. IFB Response: To be considered for selection, Offerors must submit a sealed bid in response to this IFB. One original and one electronic copy must be submitted to:

Suffolk Redevelopment and Housing Authority Administrative Offices
530 E. Pinner Street
Suffolk VA 23434

- b. The Opening Date, hour, and IFB Number should be referenced in the lower left-hand corner of the return envelope or package. The Offeror shall make no other distribution of the proposals.
- c. The outer envelope and each page must have the Offeror's name, proposal number, and submission due date and time.

DO NOT RETURN THE SOLICITATION IN YOUR SUBMITTAL PACKAGE. ONLY SUBMIT THE REQUIRED INFORMATION/DOCUMENTS.

2. Bid Preparation:

- a. Bidders shall complete and submit the General Information form at the front of this solicitation.
- b. Bidders shall complete blocks 12 through 17, including an affixed authorized signature, on the Solicitation, Offer, and Award form, page 1 of this solicitation, and submit with the bid.

c. Bidders shall complete and/or submit the following attachments:

- Attachment C, Pricing Schedule
- Attachment D, References (See bid packet link)
- Attachment E, Bidder Qualification Sheet (See bid packet link)
- Attachment F, HUD form 5369-C - Certifications and Representations (See bid packet link)
- Attachment G, W9 (See bid packet link)
- Attachment H, Certificate of Compliance Sec. 3 (See bid packet link)
- Attachment I, Conflict of Interest Form (See bid packet link)
- Attachment J, Non-collusive Affidavit (See bid packet link)
- Attachment K, Debarment Certification (See bid packet link)

- d. Failure to submit any required information may result in your bid being considered non-responsive and removed from the competition.
- e. SRHA encourages the use of recycled paper in bid preparation.
- f. Do not use color or expensive stock when preparing bids.
- g. Bids should be prepared and economical, providing a straightforward, concise description of capabilities to satisfy the IFB's requirements. Emphasis should be on completeness and clarity of content.
- h. Additional information, such as company brochures, literature, or other marketing material, will be discarded and not used in the evaluation process. Non-compliant bids may be considered non-responsive.
- i. Ownership of all data, material, and documentation originated and prepared for SRHA under the IFB shall belong exclusively to SRHA and be subject to public inspection by the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a Bidder shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure, the Offeror must invoke the protection of Section 2.2-4342F of the Code of Virginia in writing, either before or at the time the data or other materials are submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method, such as highlighting or underlining, and must indicate only the specific words, figures, or paragraphs that constitute a trade secret or proprietary information. The classification of an entire bid document, line-item prices, and/or total bid prices as proprietary or trade secrets is unacceptable and may result in the rejection of the bid.

VIII. Selection Criteria and Award

Selection may be made without discussions with one responsive and qualified bidder who offers the lowest responsible price and whose bid totally complies with all required solicitation requirements.

IX. Pre-bid Conference

A pre-bid meeting will be held on Friday, March 21, 2025, at 2:00 p.m. Please register by emailing Ashante Humphries at ahumphries@suffolkrha.org.

This conference allows potential offerors to present questions and obtain clarification relative to any facet of this solicitation. Offerors are encouraged to visit the locations, walk to the site, and review areas that are to be serviced under the landscaping and grounds maintenance contract.

X. Amendments

Any AMENDMENTS issued for this solicitation may be accessed at:

www.suffolkrha.org

Since you will not receive a paper copy of the amendments, we encourage you to check the websites regularly.

XI. Special Contract Requirements

1. Section 3 Clause

- a. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3 shall, to the greatest extent feasible, be directed to low and very low-income people, particularly people who are recipients of HUD assistance for housing.
- b. The Contractor is responsible for making every effort to ensure that employees from SRHA-owned property have the first right of refusal when hiring new employees under this contract.
- c. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 75, which implement Section 3. As evidenced by the execution of this contract, the parties to this contract certify that they are under no contractual or any other impediment that would prevent them from complying with the 24 CFR Part 75 regulations.
- d. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth the minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- e. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 75 and agrees to take appropriate actions, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found violating the regulations in 24 CFR Part 75.
- f. The contractor will certify that any vacant employment positions, including training positions, that are filled: 1) after the contractor is selected but before the contract is executed, and 2) with people other than those to whom the regulations of 24 CFR Part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 75.
- g. Noncompliance with HUD's regulations in 24 CFR Part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD-assisted contracts. See Section 3 Certification included as Attachment I.

2. § 2.2-4311.2 – Virginia Public Procurement Act; Compliance with state law; foreign and domestic businesses authorized to transact business in the Commonwealth.
 - a. A Contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so, required by Title 13.1 or Title 50 or as otherwise required by law.
 - b. A bidder or offeror organized or authorized to transact business in the Commonwealth according to Title 13.1 or Title 50 shall include in your bid or proposal the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.
 - c. Any bidder or offeror described in subsection B that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the Director of the Department of General Services or his designer or by the chief executive of a local governing body.
 - d. Any business entity described in subsection A that enters a contract with SRHA according to this law shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, required under Title 13.1 or Title 50, to be revoked or canceled at any time during the term of the contract.
 - e. SRHA may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.
3. Cooperative Procurement (Contract available for use by other public entities)
 - a. This procurement is being conducted by Suffolk Redevelopment and Housing Authority (SRHA or the Authority) by the provisions of Virginia Code § 2.2-4304. Except for contracts for architectural and engineering services, if agreed to by the Contractor(s), Contractor(s), or Vendor(s), henceforth referred to as the Contractor, other public bodies may utilize the resultant contract(s), henceforth referred to as the contract. Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract will be extended to the public bodies indicated above to purchase at contract prices by contract terms.
 - b. The Contractor shall notify the County in writing of any such institutions accessing the contract. No modification of this contract or execution of a separate agreement is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract.
 - c. Participating entities shall place their orders directly with the Contractor. They shall fully and independently administer their contract, including contractual disputes, invoicing, and payments, without direct administration from the lead-issuing institution. SRHA shall not be held liable for any costs or damages incurred by any other participating public body because of any authorization by the Contractor to extend the contract. It is understood and agreed that the Authority is not responsible for the acts or omissions of any entity and will not be considered in default of the contract, no matter what the circumstances. This contract does not prevent any participating entity from using other contracts or competitive processes as needed.

4. Continuation of Work
 - a. Any work that commences before and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the Authority and the successful Bidder(s), continue until completion at the same prices, terms, and conditions.
 - b. Lawn service care will pause on November 1 and resume on the second Monday of March each year
5. WAGE REQUIREMENTS—Per the Department of Housing and Urban Development (HUD) regulations, all on-site work on SRHA properties shall require hourly workers to be paid the Virginia state minimum wage of \$17.75. See Attachment J.
6. The requirements of form HUD 5370-C, General Conditions for Non-Construction Contracts Attachment K, apply to this solicitation and its impending contract.
7. Successful compliance with HUD Section 3, federal regulation 24 CFR Part 75, will be a factor in determining future awards of Section 3 covered assistance. This is a Section 3 covered project. Section 3 Certified Businesses will be given preference to meet our minimum goals. Submit proof of Section 3 Certified Business on or before the bid due date.

XIII. ATTACHMENTS

Attachment A – Form HUD 5369-B, Instructions to Offerors for Contracts – Non-Construction (See bid packet link)

Attachment B – Work Schedule

Attachment C – Pricing Schedule

Attachment D – References (See bid packet link)

Attachment E – Bidder Qualification Sheet (See bid packet link)

Attachment F - Form HUD 5369-C, Representation and Certifications Non-Construction (See bid packet link)

Attachment G – W9 (See bid packet link)

Attachment H – Certificate of Compliance - Section 3(See bid packet link)

Attachment I - HUD FORM 52158 Maintenance Wage Rate Determination

Attachment J – HUD Form 5370-C General Conditions for Non-Construction Contracts (See bid packet link)

Attachment K - Conflict of Interest Form (See bid packet link)

Attachment L - Non-collusive Affidavit (See bid packet link)

Attachment M - Debarment Certification (See bid packet link)

ATTACHMENT B – WORK SCHEDULES

HOFFLER WORK SCHEDULE

WORK SCHEDULE	Jan	Feb	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
MOWING / EDGING												
Mowing/Edging/Trimming	-	-	2	3	4	4	4	4	4	3	2	
Herbicide Treatment				1					1			
FLOWER BEDS												
Plantings & Mulching (Twice per year)				1						1		
Weed Control (Herbicide Spray)				1						1		
TREES/SHRUBS												
Shrubbery Trimming					1				1			
Pine Needle Removal	1	1										1
* PEAK SEASON * March thru October												

Chorey Park WORK SCHEDULE

WORK SCHEDULE	Jan	Feb	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
MOWING / EDGING												
Mowing/Edging/Trimming	-	-	2	3	4	4	4	4	4	3	2	
Herbicide Treatment				1					1			
FLOWER BEDS												
Plantings & Mulching (Twice per year)				1						1		
Weed Control (Herbicide Spray)				1						1		
TREES/SHRUBS												
Shrubbery Trimming					1				1			
Pine Needle Removal	1	1										1

*** PEAK SEASON ***
March thru October

COLANDER BISHOP MEADOWS WORK SCHEDULE

WORK SCHEDULE	Jan	Feb	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
MOWING / EDGING												
Mowing/Edging/Trimming	-	-	2	3	4	4	4	4	4	3	2	
Herbicide Treatment				1					1			
FLOWER BEDS												
Plantings & Mulching (Twice per year)				1						1		
Weed Control (Herbicide Spray)				1						1		
TREES/SHRUBS												
Shrubbery Trimming					1				1			
Pine Needle Removal	1	1										1

*** PEAK SEASON ***
March thru October

FINNEY HOUSE WORK SCHEDULE

WORK SCHEDULE	Jan	Feb	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
MOWING / EDGING												
Mowing/Edging/Trimming	-	-	2	3	4	4	4	4	4	3	2	
Herbicide Treatment				1					1			
FLOWER BEDS												
Plantings & Mulching (Twice per year)				1						1		
Weed Control (Herbicide Spray)				1						1		
TREES/SHRUBS												
Shrubbery Trimming					1				1			
Pine Needle Removal	1	1										1

*** PEAK SEASON ***
March thru October

VACANT LOTS

524 Kissimmee

Suffolk, VA 23434

WORK SCHEDULE	Jan	Feb	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
MOWING / EDGING												
Mowing/Edging/Trimming	-	-	2	3	4	4	4	4	4	3	2	
Herbicide Treatment				1					1			
FLOWER BEDS												
Plantings & Mulching (Twice per year)				1						1		
Weed Control (Herbicide Spray)				1						1		
TREES/SHRUBS												
Shrubbery Trimming					1				1			
Pine Needle Removal	1	1										1
* PEAK SEASON *												
March thru October												

VACANT LOTS

520 Lucerne Avenue

Suffolk, VA 23434

WORK SCHEDULE	Jan	Feb	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
MOWING / EDGING												
Mowing/Edging/Trimming	-	-	2	3	4	4	4	4	4	3	2	
Herbicide Treatment				1					1			
FLOWER BEDS												
Plantings & Mulching (Twice per year)				1						1		
Weed Control (Herbicide Spray)				1						1		
TREES/SHRUBS												
Shrubbery Trimming					1				1			
Pine Needle Removal	1	1										1
* PEAK SEASON * March thru October												

ADMINISTRATIVE OFFICE WORK SCHEDULE

WORK SCHEDULE	Jan	Feb	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
MOWING / EDGING												
Mowing/Edging/Trimming	-	-	2	3	4	4	4	4	4	3	2	
Herbicide Treatment				1					1			
FLOWER BEDS												
Plantings & Mulching (Twice per year)				1						1		
Weed Control (Herbicide Spray)				1						1		
TREES/SHRUBS												
Shrubbery Trimming					1				1			
Pine Needle Removal	1	1										1
* PEAK SEASON *												
March thru October												

ATTACHMENT C – PRICING SCHEDULES
Pricing Schedule – A HOFFLER APARTMENTS
 Grounds Maintenance Service

Company Name: _____

Notes:

1. *The solicitation does not state detailed procedures for accomplishing work. Offerors must ensure that the pricing schedule includes all necessary hours, equipment, transportation, and materials to meet all performance standards required in this solicitation. Services should be billed once monthly, according to Section VI. Billing of the solicitation. Invoices shall detail all services provided for that month. Invoices for additional work shall be billed separately under its task order number. SRHA reserves the right to remove services from the contract when in its best interest.*

In accordance with Section V, Pricing Schedule, the following costs are hereby submitted:

Base Year:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
A001	Mowing (includes edging, weeding and hard surface maintenance) – PEAK SEASON: March thru October	25		
A002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
A003	Planting and Mulching – Flower Bed	2		
A004	Shrubs Trimming	3		
A005	Herbicide Treatments (Weed Control)	2		
A006	Leaf/Pine Needle Removal	3		
Total Annual Cost of A001 – A006				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

Option Year One:**Grounds Maintenance Service**

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
B001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
B002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
B003	Planting and Mulching – Flower Beds	2		
B004	Shrubs Trimming	3		
B005	Herbicide Treatments (Weed Control)	2		
B006	Leaf/Pine Needle Removal	3		
Total Annual Cost of B001 – B006				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

Option Year Two:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
C001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
C002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
C003	Planting and Mulching – Flower Beds	2		
C004	Shrubs Trimming	3		
C005	Herbicide Treatments (Weed Control)	2		
C006	Pine Needle Removal	3		
Total Annual Cost of C001 – C006				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

Option Year Three:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
D001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
D002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
D003	Planting and Mulching – Flower Beds	2		
D004	Shrubs Trimming	3		
D005	Herbicide Treatments (Weed Control)	2		
D006	Pine Needle Removal	3		
Total Annual Cost of D001 – D006				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

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Option Year Four:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
E001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: April thru October	25		
E002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
E003	Planting and Mulching (includes flower beds and tree wells)	2		
E004	Shrubs Trimming	3		
E005	Herbicide Treatments (Weed Control)	2		
E006	Pine Needle Removal	3		
Total Annual Cost of E001 – E007				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

Grand Total Cost of All Years – Hoffler \$ _____

Pricing Schedule – B CHOREY PARK
Grounds Maintenance Service

Name: _____

Notes:

1. The solicitation does not state detailed procedures for accomplishing work. Offerors must ensure that the pricing schedule includes all necessary hours, equipment, transportation, and materials to meet all performance standards required in this solicitation. The annual cost of the contract will be divided into 12 monthly payments. Invoices for additional work shall be billed separately under their task order number. SRHA reserves the right to remove services from the contract when it is in its best interest.

In accordance with Section V, Pricing Schedule, the following costs are hereby submitted:

Base Year:

Grounds Maintenance Service

CLIN	Description	Number of Treatments Per Year	Unit Cost Per Treatment	Annual Cost (Unit cost x number of treatments)
A001	Mowing (includes edging, weeding, and hard surface maintenance) – PEAK SEASON: March through October	25		
A002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
A003	Planting and Mulching – Flower Beds	2		
A004	Shrubs Trimming	3		
A005	Herbicide Treatments (Weed Control)	2		
A006	Leaf Removal	3		
Total Annual Cost of A001-A006				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

Option Year One:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
B001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
B002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
B003	Planting and Mulching – Flower Beds	2		
B004	Shrubs Trimming	3		
B005	Herbicide Treatments (Weed Control)	2		
B006	Leaf/Pine Needle Removal	3		
Total Annual Cost of B001 – B006				

Note—The figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

Option Year Two:

Grounds Maintenance Service

CLIN	Description	Number of Treatments Per Year	Unit Cost Per Treatment	Annual Cost (Unit cost x number of treatments)
C001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
C002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
C003	Planting and Mulching (includes flower beds and tree wells)	2		
C004	Shrubs Trimming	3		
C005	Herbicide Treatments (Weed Control)	2		
C006	Leaf Removal	3		
Total Annual Cost of C001-C006				

Note—The figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

Option Year Three:

Grounds Maintenance Service

CLIN	Description	Number of Treatments Per Year	Unit Cost Per Treatment	Annual Cost (Unit cost x number of treatments)
D001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
D002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
D003	Planting and Mulching (includes flower beds and tree wells)	2		
D004	Shrubs Trimming	3		
D005	Herbicide Treatments (Weed Control)	2		
D006	Leaf Removal	3		
Total Annual Cost of D001-D006				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

Option Year Four:**Grounds Maintenance Service**

CLIN	Description	Number of Treatments Per Year	Unit Cost Per Treatment	Annual Cost (Unit cost x number of treatments)
E001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
E002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
E003	Planting and Mulching (includes flower beds and tree wells)	2		
E004	Shrubs Trimming	3		
E005	Herbicide Treatments (Weed Control)	2		
E006	Leaf Removal	3		
Total Annual Cost of E001-E006				

Note—The figures used in the pricing schedule below are estimates only and shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services)

Grand Total Cost of All Years – CHOREY PARK \$

Pricing Schedule – C COLANDER BISHOP MEADOWS
Grounds Maintenance Service

Company Name: _____

Notes:

1. The solicitation does not state detailed procedures for accomplishing work. Offerors must ensure that the pricing schedule includes all necessary hours, equipment, transportation, and materials to meet all performance standards required in this solicitation. The annual cost of the contract will be divided into 12 monthly payments. Invoices for additional work shall be billed separately under their task order number. SRHA reserves the right to remove services from the contract when it is in its best interest.

In accordance with Section VI, Pricing Schedule, the following costs are hereby submitted:

Base Year:

Grounds Maintenance Service

CLIN	Description	Number of Treatments Per Year	Unit Cost Per Treatment	Annual Cost (Unit cost x number of treatments)
A001	Mowing (includes edging, weeding, and hard surface maintenance) – PEAK SEASON: March thru October	25		
A002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
A003	Planting and Mulching – Flower Beds	2		
A004	Shrubs Trimming	3		
A005	Herbicide Treatments (Weed Control)	2		
A006	Leaf Removal	3		
Total Annual Cost of A001-A006				

Note—The figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

Option Year One:

Grounds Maintenance Service

CLIN	Description	Number of Treatments Per Year	Unit Cost Per Treatment	Annual Cost (Unit cost x number of treatments)
B001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
B002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
B003	Planting and Mulching – Flower Beds	2		
B004	Shrubs Trimming	3		
B005	Herbicide Treatments (Weed Control)	2		
B006	Leaf Removal	3		
Total Annual Cost of B001-B006				

Note—The figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

Option Year Two:

Grounds Maintenance Service

CLIN	Description	Number of Treatments Per Year	Unit Cost Per Treatment	Annual Cost (unit cost x number of treatments)
C001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
C002	Mowing (includes edging and hard surface maintenance) – NON PEAK SEASON: November thru February	5		
C003	Planting and Mulching – Flower Beds	2		
C004	Shrubs Trimming	3		
C005	Herbicide Treatments (Weed Control)	2		
C006	Leaf Removal	3		
Total Annual Cost of C001-C006				

Note - Figures used in the pricing schedule below are estimates only and shall not be construed as specifying, implying and/or guaranteeing any specific quantity of additional service requests during

the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

Option Year Three:

Grounds Maintenance Service

CLIN	Description	Number of Treatments Per Year	Unit Cost Per Treatment	Annual Cost (unit cost x number of treatments)
D001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
D002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
D003	Planting and Mulching – Flower Bed	2		
D004	Shrubs Trimming	3		
D005	Herbicide Treatments (Weed Control)	2		
D006	Leaf Removal	3		
Total Annual Cost of D001-D006				

Note—The figures used in the pricing schedule below are estimates only and shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

Option Year Four:**Grounds Maintenance Service**

CLIN	Description	Number of Treatments Per Year	Unit Cost Per Treatment	Annual Cost (Unit cost x number of treatments)
E001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
E002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
E003	Planting and Mulching – Flower Beds	2		
E004	Shrubs Trimming	3		
E005	Herbicide Treatments (Weed Control)	2		
E006	Leaf Removal	3		
Total Annual Cost of E001-E006				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

Grand Total Cost of All Years – COLANDER BISHOP MEADOWS \$

Pricing Schedule – D
FINNEY HOUSE Grounds
Maintenance Service

Company Name: _____

Notes:

1. *The solicitation does not state detailed procedures for accomplishing work. Offerors must ensure that the pricing schedule includes all necessary hours, equipment, transportation, and materials to meet all performance standards required in this solicitation. Services should be billed once a month, according to Section VI. Billing of the solicitation. Invoices shall detail all services provided for that month. Invoices for additional work shall be billed separately under its task order number. SRHA reserves the right to remove services from the contract when in its best interest.*

In accordance with Section V, Pricing Schedule, the following costs are hereby submitted:

Base Year:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
A001	Mowing (includes edging, weeding, and hard surface maintenance) – PEAK SEASON: March thru October	25		
A002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
A003	Planting and Mulching – Flower Bed	2		
A004	Shrubs Trimming	3		
A005	Herbicide Treatments (Weed Control)	2		
A006	Leaf Removal	3		
Total Annual Cost of A001 – A006				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

Option Year One:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
B001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
B002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
B003	Planting and Mulching – Flower Beds	2		
B004	Shrubs Trimming	3		
B005	Herbicide Treatments (Weed Control)	2		
B006	Leaf Removal	3		
Total Annual Cost of B001 – B006				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services)

Option Year Two:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
C001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
C002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
C003	Planting and Mulching – Flower Beds	2		
C004	Shrubs Trimming	3		
C005	Herbicide Treatments (Weed Control)	2		
C006	Leaf Removal	3		
Total Annual Cost of C001 – C006				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services)

Option Year Three:
Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
D001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
D002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
D003	Planting and Mulching – Flower Beds	2		
D004	Shrubs Trimming	3		
D005	Herbicide Treatments (Weed Control)	2		
D006	Leaf Removal	3		
Total Annual Cost of D001 – D006				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

Option Year Four:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
E001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: April thru October	25		
E002	Mowing (includes edging and hard surface maintenance) – NON PEAK SEASON: November thru February	5		
E003	Planting and Mulching (includes flower beds and tree wells)	2		
E004	Shrubs Trimming	3		
E005	Herbicide Treatments (Weed Control)	2		
E006	Leaf Removal	3		
Total Annual Cost of E001 – E007				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services)

Grand Total Cost of All Years – FINNEY HOUSE \$

**Pricing Schedule – E
VACANT LOT (1)**

Ground Maintenance Services

Company Name: _____

Notes:

1. The solicitation does not state detailed procedures for accomplishing work. Offerors must ensure that the pricing schedule includes all necessary hours, equipment, transportation and materials to meet all performance standards required in this solicitation. Services shall be billed once monthly according to Section VI. Billing of the solicitation. Invoices shall detail all services provided for that month. Invoices for additional work shall be billed separately under its task order number. SRHA reserves the right to remove services from the contract when in its best interest.

In accordance with Section V, Pricing Schedule, the following costs are hereby submitted:

Base Year:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
A001	Mowing (includes edging, weeding, and hard surface maintenance) – PEAK SEASON: March thru October	25		
A002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
A003	Planting and Mulching – Flower Bed			
A004	Shrubs Trimming			
A005	Herbicide Treatments (Weed Control)			
A006	Leaf Removal			
Total Annual Cost of A001 – A006				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

Option Year One:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
B001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
B002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
B003	Planting and Mulching – Flower Beds			
B004	Shrubs Trimming			
B005	Herbicide Treatments (Weed Control)			
B006	Leaf Removal			
Total Annual Cost of B001 – B006				

Note—The figures used in the pricing schedule below are estimates only and shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates (The same hourly rates shall be used for regular and additional services).

Option Year Two:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
C001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
C002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
C003	Planting and Mulching – Flower Beds			
C004	Shrubs Trimming			
C005	Herbicide Treatments (Weed Control)			
C006	Leaf Removal			
Total Annual Cost of C001 – C006				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

Option Year Three:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
D001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
D002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
D003	Planting and Mulching – Flower Beds			
D004	Shrubs Trimming			
D005	Herbicide Treatments (Weed Control)			
D006	Leaf Removal			
Total Annual Cost of D001 – D006				

Note—The figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates (The same hourly rates shall be used for regular and further services).

Option Year Four:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
E001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: April thru October	25		
E002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
E003	Planting and Mulching (includes flower beds and tree wells)			
E004	Shrubs Trimming			
E005	Herbicide Treatments (Weed Control)			
E006	Leaf Removal			
Total Annual Cost of E001 – E007				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services)

Grand Total Cost of All Years – Vacant Lot(1) \$

**Pricing Schedule – F
VACANT LOT (2)**

Ground Maintenance Services

Company Name: _____

Notes:

1. The solicitation does not state detailed procedures for accomplishing work. Offerors must ensure that the pricing schedule includes all necessary hours, equipment, transportation and materials to meet all performance standards required in this solicitation. Services shall be billed once monthly according to Section VI. Billing of the solicitation. Invoices shall detail all services provided for that month. Invoices for additional work shall be billed separately under its task order number. SRHA reserves the right to remove services from the contract when in its best interest.

In accordance with Section V, Pricing Schedule, the following costs are hereby submitted:

Base Year:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
A001	Mowing (includes edging, weeding, and hard surface maintenance) – PEAK SEASON: March thru October	25		
A002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
A003	Planting and Mulching – Flower Bed			
A004	Shrubs Trimming			
A005	Herbicide Treatments (Weed Control)			
A006	Leaf Removal			
Total Annual Cost of A001 – A006				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

Option Year One:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
B001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
B002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
B003	Planting and Mulching – Flower Beds			
B004	Shrubs Trimming			
B005	Herbicide Treatments (Weed Control)			
B006	Leaf Removal			
Total Annual Cost of B001 – B006				

Note—The figures used in the pricing schedule below are estimates only and shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates (The same hourly rates shall be used for regular and additional services).

Option Year Two:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
C001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
C002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
C003	Planting and Mulching – Flower Beds			
C004	Shrubs Trimming			
C005	Herbicide Treatments (Weed Control)			
C006	Leaf Removal			
Total Annual Cost of C001 – C006				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services).

Option Year Three:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
D001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
D002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
D003	Planting and Mulching – Flower Beds			
D004	Shrubs Trimming			
D005	Herbicide Treatments (Weed Control)			
D006	Leaf Removal			
Total Annual Cost of D001 – D006				

Note—The figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates (The same hourly rates shall be used for regular and further services).

Option Year Four:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
E001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: April thru October	25		
E002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
E003	Planting and Mulching (includes flower beds and tree wells)			
E004	Shrubs Trimming			
E005	Herbicide Treatments (Weed Control)			
E006	Leaf Removal			
Total Annual Cost of E001 – E007				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services)

Grand Total Cost of All Years – Vacant Lot (2) \$

Pricing Schedule – G
ADMINISTRATIVE OFFICES Grounds
Maintenance Service

Company Name: _____

Notes:

1. *The solicitation does not state detailed procedures for accomplishing work. Offerors must ensure that the pricing schedule includes all necessary hours, equipment, transportation, and materials to meet all performance standards required in this solicitation. Services should be billed once monthly, according to Section VI. Billing of the solicitation. Invoices shall detail all services provided for that month. Invoices for additional work shall be billed separately under its task order number. SRHA reserves the right to remove services from the contract when in its best interest.*

In accordance with Section V, Pricing Schedule, the following costs are hereby submitted:

Base Year:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
A001	Mowing (includes edging, weeding and hard surface maintenance) – PEAK SEASON: March thru October	25		
A002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
A003	Planting and Mulching – Flower Bed	2		
A004	Shrubs Trimming	3		
A005	Herbicide Treatments (Weed Control)	2		
A006	Leaf Removal	3		
Total Annual Cost of A001 – A006				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services)

Option Year One:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
B001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
B002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
B003	Planting and Mulching – Flower Beds	2		
B004	Shrubs Trimming	3		
B005	Herbicide Treatments (Weed Control)	2		
B006	Leaf Removal	3		
Total Annual Cost of B001 – B006				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services)

Option Year Two:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
C001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
C002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
C003	Planting and Mulching – Flower Beds	2		
C004	Shrubs Trimming	3		
C005	Herbicide Treatments (Weed Control)	2		
C006	Leaf Removal	3		
Total Annual Cost of C001 – C006				

Note—The figures used in the pricing schedule below are estimates only and shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the

estimated five (5) year contract period. Hourly Rates (The same hourly rates shall be used for regular and additional services).

Option Year Three:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
D001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: March thru October	25		
D002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
D003	Planting and Mulching – Flower Beds	2		
D004	Shrubs Trimming	3		
D005	Herbicide Treatments (Weed Control)	2		
D006	Leaf Removal	3		
Total Annual Cost of D001 – D006				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and additional services)

Option Year Four:

Grounds Maintenance Service

CLIN	Description	Number Of Treatments Per Year	Unit Cost per Treatment	Annual Cost (unit cost x number of treatments)
E001	Mowing (includes edging and hard surface maintenance) – PEAK SEASON: April thru October	25		
E002	Mowing (includes edging and hard surface maintenance) – NON-PEAK SEASON: November thru February	5		
E003	Planting and Mulching (includes flower beds and tree wells)	2		
E004	Shrubs Trimming	3		
E005	Herbicide Treatments (Weed Control)	2		
E006	Leaf Removal	3		
Total Annual Cost of E001 – E007				

Note - Figures used in the pricing schedule below are estimates only. They shall not be construed as specifying, implying, and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period. Hourly Rates – (the same hourly rates shall be used for regular and further services).

Grand Total Cost of All Years – ADMINISTRATIVE OFFICES \$

Grand Total Cost for Hoffler Apartments, Chorey Park Apartments, Colander Bishop Meadows Apartments, Finney House, Vacant Lot(s), and Administrative Offices

\$

Pricing shall include labor, travel, overhead, G&A, and fee. No other charges are applicable to the resultant contract; thus, they are disapproved on all invoices. The Offeror hereby agrees to provide all material, equipment, transportation, and incidentals in accordance with the bid conditions and specifications for the location listed below.

ALL DEVIATIONS FROM THE SPECIFICATIONS ARE TO BE NOTED IN THE BID RESPONSE.

Offeror Name: _____

Date: _____

Offeror Signature: _____

ATTACHMENT J – HUD MAINTENANCE WAGE RATE



**HUD-52158
Maintenance Wage Rate Determination**

**U.S. Department of Housing and Urban Development
Office of Davis-Bacon and Labor Standards**

Issuance of a Maintenance Wage Rate Determination to a Public Housing Agency, Tribally Designated Housing Entity, or the Department of Hawaiian Home Lands (collectively "Local Contracting Agencies" or "LCAs") does not require the LCA to submit any materials to HUD upon receipt. Issuance of this form sets an obligation on the receiving LCA to pay no less than the HUD-determined or adopted prevailing wage rates to maintenance laborers and mechanics employed in the LCA's operation of certain Public and Indian housing projects. This requirement is set by statute pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended (42 USC § 1437j(a)), and Sections 104(b) and 805(b) of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA), as amended (25 USC § 4114(b) and 25 USC § 4225(b), respectively.)

Agency Name: Suffolk Redevelopment & Housing Authority 530 E. Pinner Street Suffolk, VA 233434	DBLS Agency ID No: VA025A	Wage Decision Type: <input type="checkbox"/> Routine Maintenance <input checked="" type="checkbox"/> Nonroutine Maintenance
	Effective Date: March 5, 2025	Expiration Date: March 4, 2026

The following wage rate determination is made pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended (Public Housing Agencies), or pursuant to Section 104(b) of the Native American Housing Assistance and Self-Determination Act of 1996, as amended (Tribally Designated Housing Entities), or pursuant to Section 805(b) of the Native American Housing Assistance and Self-Determination Act of 1996, as amended (Department of Hawaiian Home Lands). The Agency and its contractors shall pay to maintenance laborers and mechanics no less than the wage rate(s) indicated for the type of work they actually perform.

	March 5, 2025
DBLS Staff Signature	Date
	
Name and Title	

WORK CLASSIFICATION(S)	HOURLY WAGE RATES	
	BASIC WAGE	FRINGE BENEFIT(S) (if any)
CARPENTER.....	\$ 17.75	0.00
DRYWALL FINISHER/TAPER.....	\$ 17.75	0.00
DRYWALL HANGER	\$ 17.75	0.00
LABORER: Common or General.....	\$ 17.75	0.00
LABORER: Pipelayer.....	\$ 17.75	2.66
PAINTER (Brush and Roller)....	\$ 17.75	0.00
PLUMBER.....	\$ 17.75	0.00
ROOFER.....	\$ 17.75	0.00

