



Alexandria Redevelopment and Housing Authority

**Alexandria Redevelopment & Housing Authority**

401 Wythe Street

Alexandria, Virginia 22314

[www.arha.us](http://www.arha.us)

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**INVITATION FOR BID (IFB)**

**LANDSCAPING MAINTENANCE/SNOW REMOVAL SERVICES**

**SOLICITATION # B-24-03**

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**Issue Date:** March 7<sup>th</sup>, 2024

**Proposal Due Date:** April 15<sup>th</sup>, 2024 @ 2:00 P.M EST

**Contact Information:**

Mohammad Muhsen

Procurement Manager

Tel: (703) 549-7115 Ext: 232

Fax: (703) 683-1376

Email: [mmuhsen@arha.us](mailto:mmuhsen@arha.us)

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**INTRODUCTION**

Alexandria Redevelopment & Housing Authority (hereinafter, ARHA) was established on June 27, 1939, by City Ordinance and Mayoral appointment of a five-member Board of Commissioners, By Virginia legislation. The first low-rent housing units were occupied in 1941. The primary purposes of the Authority as stated in its By-Law documents are listed below.

ARHA is governed by a nine-member Board of Commissioners appointed by the Alexandria City Council to staggered four-year terms and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR” Executive Officer who is responsible for agency operations.

Mission Statement: ARHA is a leader in the provision, preservation, and expansion of quality affordable housing opportunities for low-income families in Alexandria. In partnership with its stakeholders, ARHA uses its housing and other assets to enhance housing choice, self-sufficiency, and improved quality of life for its residents. By leveraging its operational and capital resources, ARHA promotes economic opportunities for residents, disadvantaged businesses, and neighborhoods. ARHA is and will continue to be responsive to its constituents by delivering the highest quality housing and related services that meet their needs.

The United States Department of Housing and Urban Development ("HUD"), a federal agency, partially funds and monitors the operations of the ARHA. **Nothing contained in this IFB or in the contract resulting from the selection process shall be construed to create any contractual relationship between the successful respondent and HUD.**

In addition to the provision of housing and housing assistance to low-income families, ARHA has expanded its focus into the redevelopment of public housing properties, acquisition of affordable housing units, use of non-HUD sources of funding, and creation of partnerships with both non-profit and for-profit entities.

The Alexandria Redevelopment & Housing Authority (ARHA) has approximately 80 full-time and part-time employees, and administers the following housing programs and property management services:

Public Housing Program	644 units
Project Based (Moderate Rehabilitation) Vouchers	109 units
Project Based Voucher (Sec. 18/RAD/JB5	169 units
Market-Rate Housing	84 units
Low-Income Housing Tax Credits (LIHTC)	84 units
Section 8 Housing Choice Voucher Program	1,906 units

ARHA maintains a website at <http://www.arha.us> with information for clients, landlords, prospective business partners, and the public at large.

**INVITATION FOR BIDS (IFB) No. B-24-03, Landscaping Maintenance/Snow Removal Services**

**IFB INFORMATION AT A GLANCE**

[Table No. 2]

<p><b>ARHA CONTACT PERSONS</b></p> <p><b>NOTE:</b> All questions shall be submitted by email to the provided contact persons or through eProcurement. All questions will be replied to as submitted through an addendum posted in eProcurement.</p>	<p>Mohammad Muhsen, VCA          Telephone: (703) 549-7115 ext. 232          E-mail: mmuhsen@arha.us</p>
<p><b>HOW TO OBTAIN THE IFB DOCUMENTS ON THE ePROCUREMENT MARKETPLACE</b></p>	<ol style="list-style-type: none"> <li>1. Access <a href="https://ha.internationaleprocurement.com/">https://ha.internationaleprocurement.com/</a> (no “www”).</li> <li>2. Click on the “Login” button on the upper left side.</li> <li>3. Follow the listed directions.</li> <li>4. If you have any problems accessing or registering on the system, please call customer support at: 1-866-526-9266.</li> </ol> <p>Email: <a href="mailto:larry.t.hancock@gmail.com">larry.t.hancock@gmail.com</a></p>
<p>PRE-BID CONFERENCE</p>	<p>Monday, March 18th, 2024 @ 02.00 P.M EST</p>
<p>QUESTION SUBMITTAL DEADLINE</p>	<p>Monday, March 25th, 2024 @ 02.00 P.M EST</p>
<p>QUESTIONS ANSWERED THROUGH ADDENDUM:  ADDENDUM POSTED DATE:</p>	<p>Tuesday, April 2nd, 2024.</p>
<p>BID SUBMITTAL RETURN &amp; DEADLINE</p>	<p>April 15<sup>th</sup>, 2024 @ 2:00 P.M EST</p>

**1.0 The Agency's Reservation of Rights**

- 1.1 Right to Reject, Waive, or Terminate the IFB.** Reject any or all bids, to waive any informality in the IFB process, or to terminate the IFB process at any time, if deemed by the Agency to be in its best interests.
- 1.2 Right to Not Award.** Not to award a contract pursuant to this IFB.
- 1.3 Right to Terminate.** Terminate a contract awarded pursuant to this IFB, at any time for its convenience upon 10 days' written notice to the successful bidder(s).
- 1.4 Right to Determine Time and Location.** Determine the days, hours, and locations that the successful bidder(s) shall provide the services called for in this IFB.
- 1.5 Right to Retain Bids.** Retain all bids submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving bids without the written consent of the Agency Executive Director (ED).
- 1.6 Right to Reject any Bid.** Reject and not consider any bid that does not meet the requirements of this IFB, including but not necessarily limited to incomplete bids and/or bids offering alternate or non-requested services.
- 1.7 No Obligation to Compensate.** Have no obligation to compensate any bidder for any costs incurred in responding to this IFB.
- 1.8 Right to Prohibit.** At any time during the IFB or contract process to prohibit any further participation by a bidder or reject any bid submitted that does not conform to any of the requirements detailed herein. By accessing the (hereinafter, also the Marketplace") and by downloading this document, each prospective bidder is thereby agreeing to abide by all terms and conditions listed within this document and within the eProcurement Marketplace, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve the Agency, but not the prospective bidder, of any responsibility pertaining to such an issue. **Right to Reject – Obtaining Competitive Solicitation Documents.** The eProcurement Marketplace is the only official and appropriate venue to obtain the competitive solicitation documents (and any other information pertaining to the competitive solicitation such as addenda). Accordingly, by submitting a response to this competitive solicitation the respondent thereby affirms that he/she obtained all information on the eProcurement Marketplace. Any other group such as a bid depository that informs potential respondents of the availability of such competitive solicitations are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential respondents to visit the eProcurement Marketplace to obtain the

documents. The Agency will reject without consideration any response submitted from a firm that has not obtained the documents from the eProcurement Marketplace.

**2. Solicitation Backgrounds and Anticipated Schedule**

- 2.1.** ARHA is seeking to obtain bids from firms qualified to perform services as described within the Scope of Work below, at the location listed below.
- 2.2.** It is the intention of ARHA to award a contract for a one (1) year period, with additional four (4), one (1) year options to renew based on performance and other contract requirements.
- 2.3.** This solicitation is subject to the ARHA Procurement Policy dated January 2019, a copy of which will be provided upon request and a printing fee.

**3. Statement of Work – Ground Keeping, and Landscaping**

**3.1 Summary**

ARHA is seeking to enter a contract with a professional Landscaping Contractor for services in 21 communities and two office sites. Site maps of the rental communities are available upon written request. The main Administration Building is located at 401 Wythe Fairfax Street and the Maintenance Facility is located at 2834 Duke Street, Alexandria, Virginia. Both are included in this scope of work.

**3.2 Overview**

The successful bidder shall provide all parts, materials, tools, equipment, and labor to perform GROUNDS maintenance, landscaping, and other services as part of the Authority's ongoing maintenance program.

Services to be provided shall include but not be limited to all grass cutting, edging, and weed-eating, trimming and cutting, weed control, fertilization, mulching, sweeping and cleaning, etc., as described below items # 5, 6, 7 & 8 - Scope of Work.

**4. Scope of Work**

Unless indicated otherwise, the work in the Contract shall be performed based on a schedule to be approved by ARHA.

**4.1 Grass cutting:**

4.1.1 **Contractor** shall cut the grass in the following frequency:

- a) Weekly (every seven calendar days) within each of the following months: April, May, June, and September.
- b) Three (3) times a month (every ten calendar days) during the following months: July, August, October, and November.
- c) One (1) time a month during the following months: December, January, and February One (1) time in March. (as needed).

4.1.2 If the cutting is not performed during the months of December, January, February, and March, the Contractor shall issue ARHA a change order deducting the amount for these months pursuant to the schedule of values submitted to ARHA.

4.1.3 Contractor shall cut all grassy areas throughout each property including the outside perimeters (sidewalks and common areas) and the front and/or rear yard of each dwelling unit (see Site Maps). The contractor shall not be responsible for the lawn care of individual dwelling units with a private rear yard that is fenced and gated (the following sites: Scattered Sites II, Princess Square only town-homes, Condo building's rear shall be included in the bid proposal)

**4.2 Edging and Weed-Eating:**

4.2.1 Contractor shall edge and weed-eat all sidewalks, driveways, curbing, court yards, playgrounds, parking lots, common area perimeters (including all fenced areas, around the fence and under fence pickets), alongside building foundations and walls, around trees and shrubs, etc. Grass clippings must be blown and/or swept off all the affected areas.

**4.3 Trimming and Cutting:**

4.3.1 Trim, cut, and maintain trees, hedges, shrubs, and other ornamental plants in a neat appearance and in a manner that ensures that no overhang or overgrowth is an impediment to the building structure or pedestrian traffic. A minimum clearance of six (6) feet, measured from the GROUND up, shall be maintained free of branches for all tall trees. Shrubs and other ornamental plants less than six (6) feet tall must be trimmed regularly and branches trimmed back/removed from the buildings or as otherwise instructed by the ARHA representative. Dead branches or limbs shall be removed. Fallen or damaged trees must be immediately reported to an ARHA representative to facilitate cutting or removal.

**4.4 Trash Cleaning:**

4.4.1 Contractor shall be responsible for the pickup and disposal of all loose debris prior to commencing grass cutting, etc. No grass cutting, trimming, or edging shall be done prior to trash pick-up to prevent the shredding of some. **If debris is shredded during mowing, the contractor shall rake up all the resulting debris and dispose of same at its expense.**

**4.5 Weed Control**

The contractor shall apply an approved weed control chemical during each scheduled service cycle as submitted on the Schedule of Values in all areas affected by weeds, including those areas described in Paragraph 7.2. Particular attention shall be given to areas that show no improvement after the initial treatment. It shall be the Contractor's responsibility to ensure that the weed control chemical performs according to the requirements of the Contract, or it is incumbent on the Contractor to recommend a substitute application process that will achieve the results desired.

Additionally, the Contractor shall treat all weeds growing through cracks or concrete/asphalt as soon as it is identified.



#### 4.6 Weed Control and Fertilization Treatments

4.6.1 Contractor shall apply three (3) annual treatments to all grassy areas as follows:

- a) First treatment, pre-emergent, on or around April 25<sup>th</sup> including application of a broad leaf weed control chemical and fertilization equivalent to 13-10-24;
- b) Second treatment, post-emergent, on or around May 16<sup>th</sup>, including application of a broad leaf weed control chemical and fertilization equivalent to 13-10-24;
- c) Third treatment in fall, on or around October 15<sup>th</sup>, including application of a broad leaf weed control chemical and fertilization equivalent to 40-0-0. **Contractors shall submit technical data and MSDS to ARHA for approval prior to each treatment.**

4.6.2 Contractor shall use a commercial grade granular fertilizer, applied with a manual or mechanical spreader overall lawn areas. The application of the fertilizer should be according to industry standards and the manufacturer's recommendations. **The contractor shall not use water-soluble fertilizer or natural organic fertilizer. The contractor must notify the ARHA representative of the date and time of the application of weed control and fertilization treatments.**

4.6.3 The contractor shall submit a Material Safety Data Sheet (MSDS) from the product manufacturer with the guaranteed analysis of nutrients contained in the fertilizer. The minimum amounts of Nitrogen (N), Phosphorus (P), and Potassium (K) should be equivalent to the quantities indicated in 5.6.1.

4.6.4 Contractor must place grounds signage and/or flags in all areas being treated with chemicals. Signs should be made of weatherproof material, using standard OSHA warning colors (orange or yellow), at least sixteen (16") inches in size and 16" tall, with a warning legend regarding the chemical applied.

**4.7 Seeding**

- 4.7.1 Contractor shall aerate and/or slice all bare areas and apply seed according to standard practices. Grass seed shall match the existing grass type and specimen and all treated areas shall be protected with straw or a stabilization matting to prevent seed loss and watered until established. Damaged grassy areas showing poor grass growth, or eroded grass areas shall be treated according to industry standards.
- 4.7.2 Contractor shall supply, as part of his/her cost, any topsoil, stabilization matting, or hay straw required for proper germination and maintenance of the seeded areas during the entire term of the contract.

**4.8 Mulching**

- 4.8.1 Contractor shall mulch one (1 time) a year, on or around April 25<sup>th</sup>, all areas currently being treated with mulch. Organic mulch composed of pine straw or bark shall be used in all mulched beds to a height of approximately 3 inches. Mulch to be applied around trees or shrubs shall extend an area equivalent to no less than two (2) but no more than three (3) times the diameter of the planting hole to encourage root growth into the surrounding soils.
- 4.8.2 Prior to the installation of mulch material, the Contractor shall provide the Owner a certificate of origin of the mulch material and ensure that the material is free of hazardous components, including but not limited to mold, mildew, and/or termites. Mulch material of local origin is preferred.

**4.9 Mulching of Playgrounds**

- 4.9.1 Contractor shall mulch all playgrounds once a year, on or around April 20<sup>th</sup>. Old mulch material and weed barrier shall be removed and disposed of, prior to the installation of an approved new weed barrier and the new mulch material. The placement of the new weed control barrier shall be completed in a manner to prevent shifting or movement to the barrier material, including but not limited to matting staples or other products deemed to be appropriate in this application.
- 4.9.2 Prior to the application of the new mulch cover, the Contractor shall clean PLAYGROUNDS surface area of any foreign objects (i.e.: broken glass, trash, etc.) Mulch shall be applied in a manner that conforms to industry standards.
- 4.9.3 Contractor shall use playground grade mulch for the mulching of all PLAYGROUNDS areas, applied to a thickness of measurable depth of at least eight (8") inches.

4.9.4 Contractor shall notify in writing, seven (7) days in advance before the starting of the mulch removal, installation of new weed barrier, and new mulch to allow owner's visual inspections of each phase listed in paragraph 4.9 above.

#### **4.10 Leaf Cleaning and Removal**

4.10.1 Contractor, at his option, may use mowing equipment capable of shredding leaves to a fine powder or shall rake and remove leaves in conjunction with mowing, during the same periods indicated in Paragraph 5.1.1. In addition, the Contractor shall shred or clean and remove leaves twice during the month of December and, if any leaves remain after the second cleaning in December, Contractor must shred or rake and remove leaves in January. Thereafter, any remaining leaves shall be cleaned in the spring, prior to mulching (see Paragraph 5.8).

4.10.2 Contractor shall be responsible for the pickup and disposal of leaves prior to commencing with the mowing unless equipment capable of shredding leaves to a fine powder is used. If leaves are shredded during mowing, Contractor shall be responsible for raking and disposing of any material other than the leaf material to the Owner's satisfaction. If required, Contractor shall recycle all leaves according to current city regulations governing recyclable materials.

#### **4.11 Execution**

4.11.1 Contractor shall develop a Schedule of Values for the work under this Contract for approval by the Contracting Officer prior to execution of the Contract. Payments shall be made to the Contractor monthly based on the approved Schedule of Values. Any work commenced prior to an approved Schedule of Values shall be at the Contractor's risk.

4.11.2 All employees of the Contractor shall wear Contractor-issued uniforms with the Contractor's logo and name and/or I.D. badges at all times that identify them as employees of the Contractor.

4.11.3 Contractor shall pick up and remove from Owner's properties all loose trash, debris, rubbish, etc. prior to mowing.

4.11.4 Storage of Contractor equipment or materials on site will not be permitted.

4.11.5 Should the Contractor encounter interference with the performance of the work in the Contract through any direct or indirect action of an ARHA resident or employee, the Contractor shall contact ARHA immediately and follow up with a written notice fully describing the incident and the parties involved.

ARHA, upon receipt of a call from the Contractor, shall address the issue with the resident. Contractor's failure to notify ARHA will not exempt the Contractor from performing his obligations under the terms of the Contract.

4.11.6 The contractor must maintain a regular mowing schedule and update that schedule when there are interruptions. This schedule will allow ARHA Staff to provide notice to its residents so that lawn furniture, toys, etc. will be picked up. If ARHA has provided notice based on the Contractor's regularly scheduled time for mowing, the resident will be cited for items remaining in the yard and the Contractor shall remove these items prior to mowing.

The scheduling of work according to the terms of this contract is imperative and is something ARHA will be vigilant about. Failure to produce and maintain a schedule will not be acceptable and will be cause for termination of the Contract.

#### **4.12 Existing Conditions**

4.12.1 Contractor shall visit each site prior to bidding and familiarize him/herself with all existing conditions and the Scope of Work as set forth in the Contract Documents. Failure to inspect any or all sites shall not exempt the Contractor from any obligation under the terms of the Contract.

#### **4.13 Submittals**

4.13.1 All chemicals must be environmentally safe, must be applied in accordance with the manufacturer's recommendations, and shall be subject to final approval by the ARHA. A list of the weed control chemicals must be approved prior to Contract execution, including Material Safety Data Sheets ("MSDS") and other documentation as prescribed by OSHA. MSDS shall be always kept on site with the site supervisor as well as on file at ARHA. The Contractor may be required to inform Poison Control regarding all chemicals being used for weed control and fertilizing.

4.13.2 Contractor shall be responsible for all subcontractor compliance with the conditions set forth herein.

4.13.3 Chemicals must be approved by the EPA, the Department of Agriculture, and/or any other governmental agencies who have governance under the applicable laws and regulations.

#### **4.14 Inspections**

4.14.1 The Contractor and the ARHA Contract Administrator will inspect the sites together. The Contract Administrator's role in the inspection is to allow access to the Contractor to all required areas and to answer any questions posed by the Contractor and to verify Contractor's understanding of the work in the Contract, and ultimately for compliance.

#### **4.15 Licensing**

4.15.1 Contractor shall comply with all federal, state, and local regulatory and licensing rules and standards, and all local ordinances applicable to the performance of the work described herein.

#### **4.16 Warrants**

4.16.1 The contractor warrants that he/she has inspected each site prior to the submission of this bid and has included all costs necessary to carry out the Summary of Work, which is part of the same bid.

#### **4.17 Health, Safety & Accident Prevention**

4.17.1 Contractor shall comply with all safety regulations and standards pursuant to the General Conditions of the Contract and any other regulations required by state and local authorities.

4.17.2 Property is currently occupied, and Contractor shall conduct his work in a manner that respects the rights of ARHA's clients to enjoy the premises in a safe, quiet manner. Any broken articles such as windows (home or vehicle) shall be the Contractor's responsibility and shall be repaired at the Contractor's expense.

### **5. Statement of Work – Snow Removal Services**

#### **5.1 Summary**

The Alexandria Redevelopment and Housing Authority (ARHA) will require the services of a professional contractor to perform Seasonal Snow Removal services at seventeen (17) residential communities and two (2) office locations throughout the City of Alexandria, VA. Site Plans with the description of the communities are attached to the IFB documents (see Exhibit A). It is the Contractor's responsibility to familiarize itself with the physical size and conditions at each of the sites. The removal of snow shall be performed under the terms and conditions of the Contract and the specifications herein.

Before commencing work, the Contractor shall provide proof of all necessary licenses and insurance as required. Insurance shall be submitted with ARHA named as an additional insured for the term of the contract.

The Contractor shall not enter into any sub-contracts or assign, transfer, convey, or otherwise dispose of the ensuing contract, or any or all of its rights, title, or interest, or its power to execute such contract to any person, company, or corporation without the written consent of the ARHA.

## **6. Execution**

- 6.1 The Contractor shall provide all supervision, labor, equipment, machinery, fuel, tools, and materials necessary for the removal of snow or ice, including but not limited to the use of the following methods and/or materials:
- a. Plowing with a vehicle equipped with a front-mounted hydraulic/mechanical plow such as:
    - Skid Steer (Bobcat) with the operator
    - Backhoe with front/rear plow and operator
    - Hand shovels for use by manual laborer(s)
    - Ice Melt applied with mechanical or manual spreaders
    - Salt and Sand Mix applied with mechanical or manual spreaders
- 6.2 Snow removal shall be initiated by the Contractor at two (2) inches of snowfall, unless instructed otherwise by the Owner, at all the designated sites. The areas of removal and suggested methods include but are not limited to the following:
- All parking areas, driveways, and access areas within the property perimeter.
  - All sidewalks, steps, and other routine or emergency access routes used by residents or the general public to travel to or from any dwelling unit or administrative building;
  - Walkways or driveways in front of trash collection areas and mailboxes;
  - Concrete surfaces shall be treated with an approved ice melt product designed specifically for that purpose. The contractor shall submit a sample including the manufacturer's written specifications and warranty for the Owner's approval, prior to the use of the product;
  - Sidewalk de-icing: application of ice melt should be the first choice to control ice build-up and to make surfaces slip-resistant;
  - Application of sand, salt rock, and/or a mix of sand and salt rock shall be used only as a last resort when snow accumulation and/or ice build-up prevents the use of ice melt as the primary means for controlling ice-build up; and
  - Parking areas, driveways, and pedestrian travel routes shall be treated with sand, salt rock, and/or a mix of sand and salt after initial snow removal to prevent icing of the cleaned surfaces.

6.3 The following areas shall be excluded from the requirements of paragraph 7.2:

- All private sidewalks or walkways leading to the entrance of one single dwelling unit, front or rear, through or within a fenced or non-fenced area;
- Rear sidewalks that are not the main route to enter or exit a dwelling or building;
- Public sidewalks that are not within the property line;
- Sidewalks leading to backyards, playgrounds, or other outdoor recreational areas; and
- Secondary walk or pathway into a dwelling unit (i.e., units with front and rear entry); Contractor to clear only one walk/pathway to a particular entrance that appears to be the main entrance to the unit.

6.4 Snow removal performed by mechanical means (plow) shall be accomplished by removing all snow from affected areas and shall result in a clean, slip-free finished surface or grade at each road, parking area, or sidewalk specified as being required to be cleaned.

Under extreme winter conditions and snow accumulation in excess of twelve inches (12”), the Contractor may be required to use methods other than plowing equipment, including Bobcat and/or Back Hoe. This provision is subject to Owner’s approval prior to the use of the equipment.

6.5 Snow removal performed manually with blowers and shovels shall be accomplished by removing the snow on sidewalks or roadways down to the concrete or asphalt surface.

6.6 Access to utility areas such as gas, water, and electrical meters, main shut-off boxes, fire hydrants, twin Siamese connections for Fire Department use, etc. shall be cleared by any means necessary to provide easy access to emergency and utility personnel.

6.7 If snow accumulation is less than twelve inches (12”), the Contractor shall store the plowed snow in a manner to avoid excessive use of available parking spaces or which would otherwise block any means of access.



Snow piles shall be kept to a minimum and when possible, placed on grassy areas to allow the melted snow to drain naturally into the GROUNDS or storm water sewers. Salt-treated snow shall not be placed on grassy or naturally landscaped areas to prevent damage to the grass surface or other plants or shrubs.

- 6.8 Excessive snow accumulation due to snowfall in excess of twelve inches (12”) that cannot be stored on the site shall be removed from the sites by means of a dump truck, subject to the Owner’s approval.
- 6.9 In the event of ice storms, snow, freezing rain, and excessive build-up of any frozen material in the designated areas, the Contractor shall use ice-melting agents to provide a slip-resistant surface.

## **7. Quality Control**

- 7.1 Contractor shall exercise all care to prevent damage to existing structures, concrete curbs, retaining walls, landscaping elements, signage, utility poles, lighting, fencing, garbage containers and equipment, vehicles, bikes, windows, sliding glass doors, etc. and any damages resulting from the Contractor’s actions derived from the performance of this Contract shall be subject to the terms and conditions of the Contract.
- 7.2 The Contractor shall at all times observe and comply with all Federal, State, and local laws, ordinances, and regulations of Federal governments, the Commonwealth of Virginia, and the City of Alexandria as it relates to the services described herein.
- 7.3 ARHA is a tax-exempt entity. Copies of the state sales tax exemption information will be provided to the successful bidder to be used on materials used exclusively at ARHA sites. Any violation of the exemption will be reported, and the Contractor shall be subject to prosecution.

## 8. Response

### 8.1 Insurance Requirements

- 8.1.1 Prior to award (but not as a part of the bid submission) the successful bidder will be required to provide ARHA with the following:
- 8.1.2 An original certificate evidencing the bidder's current worker's compensation carrier and coverage amount. ARHA will not accept state waiver of worker's compensation insurance liability;
- 8.1.3 An original certificate evidencing General Liability coverage, **naming ARHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of ARHA as an additional insured under the said policy**, evidencing a minimum of \$1,000,000 for each occurrence, the general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000 with a deductible of not greater than \$1,000;
- 8.1.4 An original certificate showing the bidder's vehicle insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this contract, when not owned by the entity, each vehicle must have evidence of vehicle insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000; each must be furnished with the bidder's response.

### 8.2 Proposed Services

8.2.1 Describe the methodology, equipment, and supplies to be utilized to perform services as described in the Scope of Work section above.

8.2.2 Describe the experience of the company and staff expected to be assigned to this contract.

### **8.3 Client References**

8.3.2 List the name, addresses, services performed, contact persons as well as contact phone numbers, fax numbers, and e-mail addresses of at least three clients for whom similar services are being performed currently or within the past two years.

8.3.3 Include information specifying if the clients are past or current.

8.3.4 Advise clients being submitted as references that they may be contacted by ARHA staff in the evaluation of the response.

### **8.4 Site Visits**

8.4.1. Site visits are strongly recommended. ARHA staff will only be available to show the property right after the pre-bid conference.

8.4.2. Should the bidder not visit the site, ARHA will not be held responsible for incorrect fee bids due to the contractor's misunderstanding of requirements, sizes, and services required under this IFB.

### **8.5 Pre-Bid Meeting**

8.5.1 The scheduled pre-bid meeting is pursuant to HUD regulation and not mandatory. Typically, such meetings last one hour or less, though such is not guaranteed. The purpose of this meeting is to assist prospective bidders in having a full understanding of the IFB documents so that he/she feels confident in submitting an appropriate bid; therefore, at this conference, ARHA will conduct a brief overview of the IFB documents, including the attachments. Prospective bidders may also ask questions, though ARHA may require that some such questions be

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delivered in writing before a response is delivered. Whereas the purpose of this meeting is to review the IFB documents, attendees should bring a copy of the IFB documents to this conference. **ARHA will not distribute any copies of the IFB documents at this meeting.**

**8.6 Bid Submission**

8.6.1 All bid responses submitted pursuant to this solicitation shall be formatted in accordance with the following sequence as noted below. Each category shall be separated by numbered index dividers (which number extends so that each tab can be located without opening the response) and labeled with the corresponding tab reference also noted below.

<b>Tab</b>	<b>Contents</b>
<b>I</b>	<b>Bid for Lump Sum Contract – Attachment A</b>
<b>II</b>	<b>Representations, Certifications, and Other Statements of Bidders, Form HUD-5369-A – Attachment C</b>
<b>III</b>	<b>Non-Collusive Affidavit – Attachment D</b>
<b>IV</b>	<b>Equal Employment Opportunity Certification, Form HUD-92010 Attachment E</b>
<b>V</b>	<b>Section III Compliance Clause &amp; Commitment Form – Attachment F</b>
<b>VI</b>	<b>Certification for Business Concerns Seeking Section 3 Preference in Contracting &amp; Demonstration of Capability – Attachment G</b>
<b>VII</b>	<b>Minority Business &amp; Section III Participation Commitment Form Attachment I</b>
<b>VIII</b>	<b>List of Subcontractors – Attachment J</b>
<b>IX</b>	<b>Client References – Attachment K</b>
<b>X</b>	Form W-9- Request for Taxpayer Identification Number & Certification  Attachment-L
<b>XI</b>	Proposed Services Form – Attachment M
<b>XII</b>	Register of Wage Determinations Attachment N
<b>XIII</b>	A copy of the bidder’s business license allowing the bidder to provide such services within the City of Alexandria, Virginia
<b>XIV</b>	Proposed Contract Form - Attachment O

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<b>XV</b>	General Conditions for Non-Construction Contracts- Section I With or Without Maintenance-5370- Attachment P
<b>XVI</b>	Supplemental Terms and Conditions of the Contract - Attachment Q
<b>XVII</b>	Notice to Proceed- Attachment R

- 8.6.2 It is preferable and recommended that the response be bound in such a manner that ARHA can if needed, remove the binding to make copies and then return the response to its original condition. ARHA suggests that either comb-type binding or three-ring binding be used.
- 8.6.3 All bid responses shall be submitted to the contact person listed in the IFB in person or uploaded to the eProcurement. If you have any problems in accessing or uploading on the system, please call customer support at 1-866-526-9266. All Proposals need to be submitted **by April 15<sup>th</sup>, 2024, at 2.00 PM EST.**
- 8.6.4 **The bidder shall submit one (1) original signature copy (marked “ORIGINAL”) and one (1) exact copy.** They shall be placed **unfolded** in a sealed package and addressed to:

**Alexandria Redevelopment & Housing Authority**  
**Attn: Mohammad Muhsen, Procurement Manager**  
**401 Wythe Street**  
**Alexandria, VA 22314**

**8.7 Submission Responsibilities**

- 8.7.1 The bidder shall take care to ensure that the response is received by the time and date indicated on the first page of this solicitation document. **The package shall clearly indicate the solicitation/bid number and title.** Submissions received after the noted deadline will not be accepted. The official US-Eastern Time at <http://www.time.gov> shall determine receipt within the deadline.

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- 8.7.2 Do not fold or make any additional marks, notations, or requirements on the documents to be submitted. Bidders are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if such additional marks, notations, or requirements are entered on any of the documents submitted, such may invalidate that response.
- 8.7.3 By virtue of completing, signing, and submitting the completed documents, the bidder is stating his/hers agreement to comply with all of the conditions and requirements set forth within those documents.
- 8.7.4 Bidders shall address all communication and correspondence relating to this solicitation to the contact person named on the cover sheet of this document. Bidders shall not make inquiry or communicate with any other ARHA staff member or official, including the Audit Committee and the **Board of Commissioners, pertaining to this solicitation. Failure to comply with this requirement may cause for ARHA to disqualify from consideration a response submitted by the bidder doing so.**
- 8.7.5 All questions shall be submitted via e-mail to the contact person named on the cover sheet of this document **mmuhsen@arha.us** Questions will not be accepted via telephone.
- Responses to questions shall be made via the form of an Addenda, which will be posted on the NAHRO E-procurement.
- 8.7.6 Bidders are subject to *Instructions to Offerors – Non-Construction*, HUD Form 5369-B, included as an **attachment B** to this solicitation document.
- 8.7.7 Bidders are subject to *General Contract Conditions – Non-Construction*, HUD Form 5370-C, included as an **attachment P** to this solicitation document.
- 8.7.8 Bidders are subject to *24 CFR 135, Economic Opportunities for Low- and Very Low-Income Persons* commonly referred to as Section 3 included as an **attachment F** to this solicitation document. The bidder shall be required to, as

detailed therein, “to the greatest extent feasible provide economic opportunities to low- and very-low-income persons,” meaning, if the bidder must hire anyone to help with the work, he/she must submit a work plan showing how he/she will give first preference to such jobs to Section 3 persons.

8.7.9 Bidders are subject to *Register of Wage Determinations Under The Service Contract Act*, included as an **attachment N** to this solicitation document, for work classifications of (1) painter – skilled, (2) journeyman, and (3) laborer, as appropriate to the work being performed. Bidder acknowledges that he/she will not pay his/her employees at rates less than detailed on the applicable Wage Rate Determination. The contractor will be required to submit certified payrolls; the contractor must make its payroll records available to ARHA or HUD on request, and failure on the part of the contractor to comply with this requirement will be the sole responsibility of the contractor, including any ensuing penalties, court costs, or wages due its employees. **See Attachment N** for the most current Wage Rate Determination in effect. Future Wage Rate Determinations will apply and will be provided to the contractor as available.

## 8.8 Bid Evaluation – Public Bid Opening

8.8.1 At the set date and time, all bids received will be opened and publicly read aloud by the Procurement Manager, including the company name of the bidder and the total calculated costs proposed. At the bid opening ARHA will only disclose the following information: (a) the company name of each bidder; (b) the calculated total amount bid; and (c) the identity of the apparent lowest bidder. The bids will not be made available for inspection by anyone at this time; ARHA will, at a later time, review all bids in detail and will in a timely manner, within fourteen (14) days, notify all bidders of any bidder that is, as a result of the more detailed inspection of bids submitted, ruled to be non-responsive or not-responsible; (please be reminded, as detailed within Section 8 (d) of form HUD-5369 and Section 7(b) (3) of form HUD-5369-B, ARHA reserves the right to, as determined by ARHA, “waive informalities and minor irregularities” in the offers received. Bids will be available for inspection by the public after the award has been completed.

- 8.8.2 **Ties:** In the case of bids, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection”.

## **8.9 Responsive Evaluation**

- 8.9.1 After the public opening, the bid submittals received will be evaluated in private for responsiveness (i.e. meets the minimum of the published requirements). ARHA reserves the right to reject any bid deemed as not minimally responsive. Firms not meeting the minimum that are deemed to be non-responsive will be notified of such in writing by ARHA in a timely manner; no less than fourteen (14) days after such determination is made.

## **8.10 Responsible Evaluation**

- 8.10.1 ARHA will evaluate the apparent lowest responsive bidder to ensure that he/she is responsible (i.e. a firm that is qualified, responsible, and able to provide ARHA the required services). If ARHA ascertains that such a firm has the required ability, capability, experience, knowledge, licensing, insurance, and resources to provide the required services ARHA will proceed with the award. If ARHA determines that such firm is deemed to be not responsible, such firm will be notified of such in writing by ARHA in a timely manner (in any case, in no less than five (5) days after such determination is made); in such case ARHA will proceed with the noted Responsive and Responsible Evaluations with the next lowest bidder.
- 8.10.2 Depending on the amount of the award (typically for awards greater than \$100,000), it is required that ARHA take such contract prior to the award, to the



ARHA Board of Commissioners (BOC) for approval of the award prior to executing a contract with the selected successful bidder.

### 8.11 Restrictions

8.11.1 Any and all persons having ownership interest in a bidder entity or familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a bidder entity will be excluded from participation in the evaluation of the bid.

## 9 Contract Award

9.1 **Lowest Responsive and Responsible Bidder:** Award of an IFB is made to the responsive and responsible bidder that submits the lowest cost; in this case, the lowest calculated cost.

9.2 **Contract Award Procedure:** By completing, executing, and submitting the Form of Bid, the bidder is thereby agreeing to abide by all terms and conditions pertaining to this IFB as issued by ARHA, either in hard copy, via the ARHA website or via NAHRO E-procurement as well as including an agreement to execute the attached Sample Contract form. The contract clauses are already attached as Attachments D form HUD 5369-C. Accordingly, ARHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published; and in any case, ARHA has no power or authority to negotiate any clauses contained within any attached HUD document.

### 9.3 Contract Document

9.3.1 ARHA and the successful bidder will execute its standard contract. See sample contract document. ARHA will not execute a contract on the successful bidder's forms. Contracts will only be executed on ARHA's form, and by submitting a bid the successful bidder agrees to do so (please note that ARHA reserves the right to amend this contract form as ARHA deems necessary). However, ARHA will during the IFB process (prior to the submittal deadline) consider any contract

clauses that the bidder wishes to include therein and submits in writing a request for ARHA to do so; but the failure of ARHA to include such clauses does not give the successful bidder the right to refuse to execute ARHA's contract form. It is the responsibility of each prospective bidder to notify ARHA, in writing, prior to submitting a bid, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The ARHA will consider and respond to such written correspondence, and if the prospective bidder is not willing to abide by the ARHA's response (decision), then that prospective bidder shall be deemed ineligible to submit a bid.

9.3.2 All provisions within this solicitation document are included in the terms of the contract by reference.

#### **9.4 Contract Conditions**

9.4.1 **Assignment of Personnel:** ARHA shall reserve the right to demand and receive a change in personnel assigned to the work if ARHA believes that such change is in its best interest and the completion of the assigned work.

9.4.2 **Unauthorized Sub-Contracting:** The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this solicitation document (including, but not limited to selling or transferring the contract) without the prior written consent of ARHA. Any purported assignment of interest or delegation of duty, without the prior written consent of ARHA shall be void and may result in the cancellation of the contract with ARHA, or may result in the full or partial forfeiture of funds paid to the successful bidder as a result of the proposed contract; either as determined by ARHA.

9.4.3 **Insurance Requirements:** Licensing and insurance requirements will be examined and approved by the ARHA Contracting Officer.

#### **9.5 Contract Period**

9.5.1 As noted previously, ARHA anticipates that it will initially award a contract for services for a one (1) year period commencing April 1, 2024, through March 31<sup>st</sup>, 2025.

9.5.2 ARHA reserves the right to renew this contract for a maximum of four (4) one-year renewal periods, subject to contract performance and other contract requirements.

#### **9.6 Contract Service Standards**

9.6.1 All work performed under this solicitation must conform to and comply with all applicable federal, state, and local laws, statutes, and regulations.

**10. Contract Payment**

10.1 Following the performance of work, the contractor will submit an invoice to the Accounts Payable Department, Alexandria Housing Authority, 401 Wythe Street, Alexandria Virginia 22314.

10.2 Each invoice must detail the service and location at which work was performed accompanied by a copy of the work order signed by the Contract Administrator indicating satisfactory completion of work.

10.3 ARHA will pay the properly completed and authorized invoice within thirty (30) days of receipt.

10.4 ARHA will pay invoices by check/ACH.