



HOUSING AUTHORITY OF YAMHILL COUNTY

# REQUEST FOR PROPOSAL

## LANDSCAPING SERVICES

**OWNER**

**HOUSING AUTHORITY OF YAMHILL COUNTY**

135 NE DUNN PLACE

MCMINNVILLE, OR 97218

Phone: 503-883-4300

Fax: 503-472-4376

[www.hayc.org](http://www.hayc.org)

**VICKIE YBARGUEN, EXECUTIVE DIRECTOR**

**KAYDI WILLIAMS, DIRECTOR OF ASSET MANAGEMENT**

**RFP NUMBER:** 2024.02

**DATE:** April 19, 2024



HOUSING AUTHORITY OF YAMHILL COUNTY

**\*\*REQUEST FOR PROPOSALS\*\***

The Housing Authority of Yamhill County (HAYC) will receive Proposals for Landscaping Services for our sites throughout Yamhill County until 11:00 a.m., Friday, on the 24<sup>th</sup> day of May, at 135 NE Dunn Place, McMinnville, OR 97128. FAXED bids are not acceptable.

HAYC invites your company to submit a Proposal. If interested, please adhere to the **General Instructions and Requirements** as outlined in the enclosed Request for Proposal (RFP).

RFP documents will be available for download (.pdf format) on Friday, April 19<sup>th</sup> at <https://www.hayc.org/contractors> or via e-mail request to [kaydi@hayc.org](mailto:kaydi@hayc.org). Contractors will be responsible for checking the above-mentioned website for applicable addenda prior to submitting a proposal.

Contractors shall pay particular attention to all ***INSTRUCTIONS, REQUIREMENTS and DEADLINES*** indicated in the attached documents and should govern themselves accordingly.

In accepting Proposals, HAYC reserves the right to reject any and all Proposals and to waive any requirements in order to take the action it deems to be in the best interest of HAYC.

At the time and place established for receipt of the Proposals, Housing Authority of Yamhill County will only release the names of the Contractors who have responded to this solicitation. No other information will be released until after HAYC's Evaluation Team has evaluated the Proposals, and an award has been made and approved by HAYC's Board of Directors.

Any requests for information should be made to Kaydi Williams by e-mail to [Kaydi@hayc.org](mailto:Kaydi@hayc.org)

HOUSING AUTHORITY OF YAMHILL COUNTY

By Vickie Ybarguen  
Executive Director



## **SECTION I - OVERVIEW**

### **Background and Objectives**

The Housing Authority of Yamhill County (HAYC) operates as an independent local public agency whose mission is to provide the opportunity for decent, safe, sanitary and affordable housing to lower-income families residing in Yamhill County. HAYC and its associated organizations serve close to 2,000 local families each month.

HAYC invites qualified companies herein after referred to as “contractor, vendor or proposer” to submit proposals for **Landscaping Services** for our facilities throughout Yamhill County in response to this solicitation. HAYC is the largest community-based provider of affordable housing in Yamhill County. It Maintains operations at 17 properties throughout all parts of Yamhill County and operates on an annual budget in excess of \$14 million. The Housing Authority has fixed pricing budgets and all pricing quoted should remain fixed for the duration of the contract. Our goal is to employ best practices and cost effectiveness.

HAYC is requesting Proposals for the selection of a contractors to provide Landscaping Services for multiple facilities within Yamhill County for a base period of two (2) years beginning July 2024 through June 2026 with three (3) one (1) year renewal options at the sole discretion of HAYC.

## **SECTION II**

**Solicitation Packet Ready for Pick up or Download**

**Site Visits**

**Deadline for Questions Submitted by Vendor**

p.m. (All questions should be e-mailed to [kaydi@hayc.org](mailto:kaydi@hayc.org) or faxed to Kaydi at 503-472-4376)

**Final Deadline to Respond to Contractor Questions**

(All addendums and question answers will be posted at <https://www.hayc.org/contractors>)

**Proposal Due to HAYC:**

## **RFP TIMELINE AND EVENTS**

**Friday, April 19, 2024**

Location: 135 NE Dunn Place,  
McMinnville, OR 97128; or HAYC  
website <https://www.hayc.org/contractors>

**Wednesday, April 124-Monday,  
May 20, 2024**

(HAYC Staff will not accompany Visits)

**Monday, May 20, 2024 by 5:00**

**Wednesday, May 22, 2024 by 5:00**

**Friday, May 24, 2024, 11:00 a.m.**

Location: 135 NE Dunn Place,  
McMinnville, OR 97128

## SECTION III - GENERAL INSTRUCTIONS

### A. Site Visits

The **Site Visits** will begin on **Wednesday, April 24<sup>th</sup>** through **Monday, May 20<sup>th</sup>**. **HAYC Staff will not accompany contractors.** Staff Contact Person for Site Visits will be Maintenance Manager Rick Miller 971-237-0083

### B. Contractor Questions

*Deadline for questions from contractors: Monday, May 20<sup>th</sup> by 5:00 p.m.*

*Deadline for responses to questions: Wednesday, May 22<sup>nd</sup> by 5:00 pm.*

**All questions concerning the PROPOSAL specifications must be emailed or faxed to:**

**Kaydi Williams**

**Email:**

**[Kaydi@hayc.org](mailto:Kaydi@hayc.org)**

**Fax: 503-472-4376**

**All vendor questions, subsequent answers and RFP addenda will be posted via the HAYC website <https://www.hayc.org/contractors>**

### C. Submittal Procedure (See Section VII for Required Proposal Contents)

**The proposal** subject to all conditions and specifications attached hereto **must be signed in ink** by a person or officer of the company that is authorized to enter into contractual agreements **on behalf of the company. Proposals received unsigned will not be accepted.**

**Deadline** to submit “**Final Proposal**” is **Friday, May 24, 2024** at 11:00 a.m. All bid documents shall be submitted in a sealed envelope which shall be clearly marked with the words “**LANDSCAPING SERVICES,**” the RFP number, 2024.02, and the bidder’s company name. The enclosed Proposal must be signed in ink. No proposal will be accepted after the stated deadline.

Respondents may mail or personally deliver their proposals to the Housing Authority at 135 NE Dunn Place, McMinnville, OR 97128. HAYC will not be responsible for any proposal that is lost in the mail or not delivered to HAYC by the stated deadline for any reason. Proposals shall include all documentation as requested in the Request for Proposal.

### D. Proposal Opening/Public Notification

No official proposal opening will be held.

## **E. Non-Discrimination Policy Statement**

The Housing Authority of Yamhill County does not discriminate against any individual or contractor with respect to his/her compensation, terms, conditions, or award of contract because of race, color, religion, sex, national origin, age, disability, or political affiliation, or limit, segregate, or classify candidates for award of contract in any way which would deprive or tend to deprive any individual or company of business opportunities or otherwise adversely affect status as a contractor because of race, color, religion, sex, national origin, age, disability, or political affiliation.

## **F. Contractor Requirements and Responsibilities**

The Contractor agrees to perform all work and to take any required actions, including the furnishing of all supervision, labor, materials, tools, machinery, equipment, insurance, services, and transportation required for the accomplishment and completion of Grounds Keeping Services as described in these specifications, in the locations listed. Services are to be rendered in a workmanlike manner, with consideration for building occupants, and in accordance with the provisions of this contract.

It shall be the responsibility of all Contractors, **prior to submitting their Proposal**, to personally visit each site. Each Contractor shall verify all existing conditions and all work required for the services as outlined by the specifications. Add-ons resulting from oversight by Contractor during the verification process will not be accepted.

## **G. Immigration Reform and Control Act**

The Contractor shall provide appropriate identification and employment eligibility documents and complete a W-9 form to meet requirements of the Immigration Reform and Control Act of 1986.

## **H. References and Experience**

All interested parties will be required to **submit with their Proposal** a minimum of three (3) references where contractors have provided service (within the last six months) that pertain to this type of project/service. References shall include **company name, address, telephone number, contact person, and email address**. The interested parties must agree to authorize clients to furnish any information required by HAYC to verify references provided, and for determining the quality and timeliness of previous work performed.

## **I. Proposal Guarantee/Award Procedure**

All interested parties are required to guarantee their offers as an irrevocable offer for sixty days (60) days after the Proposal due date. Housing Authority of Yamhill County in its sole and absolute discretion shall have the right to award Proposals for any or all items/services listed in each Proposal; shall have the right to reject any and all Proposals as it deems to be in its best

interests; to waive formalities and reasonable irregularities in submitted documents; shall not be bound to accept the lowest Proposal; and shall be allowed to accept the total Proposal of any one contractor or divide the sites between multiple contractors.

**J. Permits**

Any and all permits as required by authorities having jurisdiction; federal, state, county, city and/or local, are the total responsibility of the contractor, and must be obtained prior to commencement of any work.

**K. Payments/Invoicing**

Contractor is to submit properly completed invoice(s) to the address specified on the purchase order. To ensure prompt payment each invoice should indicate address of service, description of services, unit and total price, discount terms and include Vendor's name and return remittance address.

**L. Price Adjustments**

Contractor will be required to honor their prices for the term of the contract period.

**M. Direct or Indirect Assignment**

The successful contractor will not be permitted to directly or indirectly assign its rights and duties under the contract without express approval by HAYC.

**N. Form W-9 (Attachment 2)**

Contractors are to complete Form W-9 and submit with their proposal documents.



## **SECTION IV - PROPOSAL STIPULATIONS & REQUIREMENTS**

### **A. Modification or Withdrawal of PROPOSALS**

Any Proposal may be modified or withdrawn prior to the deadline, provided such modification or withdrawal is submitted prior to the deadline. Any modification received after the deadline shall be deemed late and will not be considered.

### **B. Irregularities in PROPOSALS**

Except as otherwise stated in the PROPOSALS, evaluation of all Proposals will be based solely upon information contained in the contractor's reply. HAYC shall not be held responsible for errors, omissions or oversights in any contractor's reply. HAYC may waive technical irregularities, which do not alter the price or quality of the services.

HAYC shall have the right to reject Proposals containing a statement, representation, warranty or certification, which is determined, by HAYC and/or its counsel to be materially false, incorrect, misleading or incomplete. Additionally, any errors, omissions, or oversights of a material nature may constitute grounds for rejection of any Proposal.

The inability of a contractor to provide one or more of the required components or specified features or capabilities required by this Proposal does not, in and of itself, preclude acceptance by HAYC of the Proposal. All Proposals will be evaluated as a whole and for the best interests of HAYC.

### **C. Offer and Acceptance Period**

All Proposals must specifically state that the proposal is an irrevocable offer valid for sixty (60) days after the proposal opening time and date.

### **D. Late Proposal Submittal**

Proposals received after the stated deadline shall be deemed late and will not be considered.

### **E. Oral Presentations**

Any Contractor that submits a Proposal in response to this request may be required to make an oral presentation for further clarification upon HAYC's request.

### **F. Amendments to the PROPOSAL**

If it becomes necessary to revise any part of this Request for Proposals, or if additional information is necessary to clarify any provision, the revision and/or additional information will be provided online at <https://www.hayc.org/contractors> Contractors should acknowledge that they've reviewed all addendums in their proposals.

### **G. Availability of the PROPOSALS**

After HAYC makes a final vendor selection, all proposals will be made available for public inspection, except those portions for which a contractor has included a written request for confidentially (e.g., proprietary information).

### **H. Retention of PROPOSALS**

All PROPOSALS submitted to HAYC shall become the property of HAYC and shall not be returned.

### **I. Incurred Expenses**

HAYC shall not be responsible for expenses incurred by a contractor in the preparation and submission of a Proposal. This provision also includes any costs involved in providing an oral presentation.

### **J. Locations**

HAYC has various locations throughout Yamhill County. The successful contractor should not have geographical limitations.

### **K. Pricing/Fees and Billing Practices**

Each Contractor shall provide their responses on the “Request for Proposal Reply” page regarding any fees applicable for provision of required and/or extra services. (Section IX)

### **L. Invoicing**

The successful contractor will be required to submit an invoice to HAYC once a month for **all work** completed “within” the month.

### **M. Cost of Services**

Each firm submitting a response to this Request for Proposal will be evaluated on all substantial aspects of their Proposal including total evaluated cost to HAYC. Contractors are required to provide a breakdown of all cost in accordance with the Proposal Reply Page.

## **N. Safety**

The Contractor is solely responsible for conducting its operations in a professional and safe manner, and to ensure all applicable Federal, State, County and local health and safety laws and regulations are followed.

## **O. Licensure**

The contractor shall submit, with their Proposal, a copy of any license(s), certification(s), registration(s), permit(s), etc. as required by authorities having jurisdiction: local, state, county, and/or federal.

## **P. Deviation Form**

Each response to the solicitation shall contain a Deviation Form, which states the prospective contractor's commitment to the provisions of this Request for Proposal. An individual authorized to execute contracts must sign the Deviation form. Any exceptions taken to the terms and conditions identified in this solicitation Package including the sample contract must be expressly stated in the Deviation Form.

## **Q. Subcontractors**

All provisions and/or stipulations within this Proposal also apply to any authorized subcontractors.

## **R. Term of Contract**

The intent of the Request for Proposal is to award a base two (2) year initial period of performance with three (3) one (1) year renewal options at the sole discretion of HAYC based upon satisfactory performance, which will be reviewed, on an annual basis. The contract is anticipated to begin with the qualified Contractor on July 1, 2024, and shall remain in effect unless terminated, canceled or extended, as otherwise provided herein.

## **S. Conflict of Interest Provision**

No member, officer, or employee of HAYC, no member of the governing body of the locality in which the project is situated, no member of the governing body of the locality in which the PHA was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

## **SECTION V - INSURANCE REQUIREMENTS**

### **A. Policies, Coverage's, and Endorsements.**

Contractor agrees to maintain the insurance policies, with the specified coverage's and limits, to protect and insure the Housing Authority and Contractor against any claim for damages arising in connection with Contractor's responsibilities or the responsibilities of Contractor's personnel under this agreement. **See Attachment 1 for detailed requirements.**

### **B. Cancellation.**

New Insurance Endorsements shall be furnished to the Housing Authority at the renewal date of all policies named on these Certificates. Contractor shall give the Housing Authority thirty (30) days prior written notice of any policy cancellation.

### **C. Indemnification**

To the extent permitted under the laws of the State of Oregon, Contractor hereby agrees to indemnify and hold harmless the Housing Authority of Yamhill County and all of its directors, officers, employees, agents and volunteers from all suits, actions, claims or cost of any character, type, or description brought or made on account of any injuries, death, or damage received or sustained by any person or persons or property, including but not limited to clients, arising out of or occasioned by any acts or negligence of Contractor or Contractor's personnel, if any, or its agents or employees whether occurring during the performance of the services hereunder or in the execution of the performance of any of its duties under this agreement.

## **SECTION VI - PROPOSAL EVALUATION CRITERIA**

Not all evaluation factors are equal in importance, and each factor is weighted in accordance with its importance to HAYC. Each item has been assessed a percentage upon which the final score will be determined. A total of 100 percentage points for the following items will be considered a perfect score.

The following will be significant factors in evaluating proposals, but the evaluation will not be limited to these items when making a final recommendation.

- A. Overall Program Concept 30 %** Indication that the contractor has a well-defined concept and program structure for all components of service desired by HAYC.
- B. Understanding 30%** Indication that the contractor understands the nature of HAYC services and constraints in providing those services and that the contractor has thoroughly analyzed HAYC's needs. Includes the breadth and multitude of services to be provided.
- C. References 15%** The quality of the response from references particularly those in the area. Issues that will be addressed include contract performance, quality of the personnel, responsiveness, etc.
- D. Past Performance 15%** Documentation of past performance in areas of this magnitude and resulting customer satisfaction.
- E. Cost 10%** Cost will only become a determining factor when all other conditions are equal.

## **SECTION VII – SPECIALIZED SERVICES TO BE PERFORMED**

### **1.0 SCOPE OF SERVICES**

The Housing Authority of Yamhill County is seeking a contractor experienced in providing Landscaping Services at its main office and outlying facilities. The intent of this request for proposal is to obtain firm pricing to maintain the grounds of various HAYC locations for base period beginning July 2024 through June 2026 with three (3) one (1) year renewal options at the digression of the housing authority. The following locations are where Landscaping Services are to be performed:

#### **A. COMMERCIAL FACILITIES**

#### **ADDRESS**

Housing Authority of Yamhill County Office

135 NE Dunn Place, McMinnville

#### **B. RESIDENTIAL FACILITIES**

#### **ADDRESS**

Riverside Terrace Apartments

200 Riverside Drive, Sheridan

Sunflower Park Apartments

267 NE May Lane, McMinnville

Village Quarter Apartments

333 NE Irvine Street, McMinnville

Charles Duplex

1006 W Charles St. Newberg

Wright Duplex

1315 and 1317 Wright St. McMinnville

Fenton Duplex

680 and 690 Fenton St. McMinnville

Agee Duplex

104 and 110 Agee St. McMinnville

Bridges

103 N Irvine Street, McMinnville

Hendricks Place Apartments

735 NE Cowls Street, McMinnville

Sunnyside Apartments

2201 NE Lafayette Ave., McMinnville

Tice Park Apartments

2965 N Evans Street, McMinnville

Heritage Place Apartments

2915 NE Hembree Street, McMinnville

Homeport

553 SW Cypress, McMinnville

New Reflections

600 Galloway St. McMinnville

Abbey Heights

219 12<sup>th</sup> Street, Lafayette

**B. RESIDENTIAL FACILITIES CONT.**

**ADDRESS**

Fresa Park Apartments	995 Ferry Street, Dayton
Palmer Creek Apartments	200 SE Mill Street, Dayton
Woodside Park Apartments	802 E 9 <sup>th</sup> Street, Newberg
Haworth Terrace Apartments	2700 Haworth Avenue, Newberg
Vittoria Square Apartments	3300 Vittoria Way, Newberg
Deskens Commons Apartments	1103 N Meridian, Newberg

**2.0 GENERAL REQUIREMENTS**

2.1 Landscaping Services for these Facilities shall commence upon the date specified in the executed contract requesting the performance of such Landscaping Services.

2.2 The Contractor's employees shall be trained in the various disciplines of Landscaping services to perform such Landscaping services in a good and workmanlike manner meeting the highest standards for service of like kind.

2.3 Telephone number(s) for the Contractor's establishment for Landscaping Services during Business Hours along with an after-hours number shall be given directly to the Housing Authority Maintenance Manager. A change of the then current telephone number(s) shall immediately be (i) given verbally to the Housing Authority Project Manager, and (ii) confirmed in writing to the Housing Authority Project Manager.

2.4 The Contractor shall immediately give verbal notice (confirmed in writing within 24 hours) to the Housing Authority Project Manager of any damage to the Housing Authority's equipment, buildings, furnishings or property caused by the Contractor or of any damage to third party property during the course of carrying out work for HAYC.

2.5 The Contractor shall perform the Landscaping Services for each Facility, in accordance with the applicable Facility's Work Schedule defined in sections 7 and 8 below, unless the Contractor receives notice from the Housing Authority

Services are to be performed during Business Hours on Business Days during the Service Term of this Contract unless otherwise directed or approved by HAYC.

### **3.0 GENERAL LAWN MAINTENANCE**

Mow, edge, trim, weed and rake, as applicable, all lawns, berms, assessments and ditches. Edging, trimming and raking shall include those areas not accessible to mowers, for the well-manicured look, i.e., abutting buildings, curbs, drives, fences, flower beds, parking areas, sprinkler heads, trees, walk ways and any other area at any Facility which requires Landscaping services in accordance with the following.

#### **3.1 Mowing and Edging**

All fine turf areas are to be mowed on a weekly basis from the beginning of March through the end of October, and as needed and able throughout the late fall and winter. The deciding factor whether to mow or not during the winter months is dependent upon the moisture of the soil, and if the mowing will cause more damage than good. All soft and hard edges are to be edged bi-weekly on an alternating basis. Soft edges shall be raked following edging, and hard edges and sidewalks shall be blown off on a weekly basis.

#### **3.2 Pruning and Trimming**

Three major pruning events are to occur each year. Winter pruning will address all broadleaf evergreen shrubs, deciduous shrubs, ornamental trees that are under 20', and any plants in need of power trimming. Summer pruning shall address any need that has occurred as a result of the spring flush of growth. This includes any power trimming, or any plant material that is growing out into walks or plant material impeding any type of vehicle or pedestrian movement. Fall pruning shall address cutting back any perennial plant material that is heading into dormancy. Pruning will occur at any point in time of the year if plant material is impeding vehicle or pedestrian movement, touching structures, or when limbs or growths of a plant, hedge, bush or tree jut out to and compromises a well-groomed appearance.

#### **3.3 Clean Up**

The Contractor, during its performance of Grounds Keeping Services, shall collect and bag all general trash, excess grass cuttings, leaves and any/or all other cuttings and debris from the entire outside area of each facility. The outside area shall include the parking and walking areas. Bagged trash shall be disposed of by the Contractor in trash containers located in the trash collection area of the applicable facility or disposed of offsite. Debris such grass clippings; cuttings from trimmings, prunings, tree limbs etc. shall be disposed of offsite so as not to fill up on site waste collection containers.

#### **3.4 Irrigation System**

**Irrigation System Operation-** The controller run times shall be increased upon the arrival of summer temperatures. Any brown spots shall be reported and promptly addressed. Sprinklers damaged by the processes of mowing and edging to be replaced under this maintenance agreement.



**Spring Start up-** Mainline will be charged and meter inspected to make sure static pressure is achieved with no mainline leaks. All lateral zones will be turned on and overgrowth turf removed to insure proper head functionality and coverage. Laterals will also be inspected for leaks at this time, and controller programmed for a spring/early summer setting. Any repairs needed will be proposed and performed upon the approval of the client.

**Winter Shutdown-** Mainline is to be shut off and de-pressurized with all drain valves left open. Blowing out the irrigation lines with compressed air to be done only in the event of extreme low temperatures and at the discretion of the Contractor.

\*Exclusions- Any additions or improvements to the irrigation system or parts damaged by vandalism, extreme weather, aging, or any other means outside of the control of the Contractor. Backflow testing not included.

#### **4.0 FERTILIZING, PEST CONTROL, SPRAYING AND WATERING**

4.1 Five applications are to be made throughout the year to maximize turf color, vigor, and overall health. Applications are as follows:

- February-liquid fertilizer application with moss and crane fly control;
- March- Lime application;
- April- slow release granular with weed control;
- June- slow release granular; and
- September/October slow release winter blend.

4.2 Lawns shall be treated for weeds; clover and moss at least twice a year. Broadleaf weeds in the fine turf areas are to be spot treated with post emergent weed control at a minimum of four times per year or as needed.

4.3 Insecticides shall be applied at each site as needed to control ants, sod grass, and any lawn and ornamental pests.

4.4 Weed Control shall be exercised on an each visit basis to all lawns, beds, berms, assessments, and ditches.

Note: Application of herbicides, fungicides, insecticides, and/or any other chemicals shall be performed by a Licensed Commercial Applicator certified by the State of Oregon. MSDS sheets must be provided to HAYC for all chemicals being used at HAYC's facilities. One week's notice will be provided to the Owner's Representative at least one week in advance of application.

#### **5.0 MULCHING AND PLANT BED FEEDING**

5.1 Flower and shrub beds shall be mulched in April and October (*of each service year*) with 1½ inches of bark mulch. Contractor to advise HAYC if mulch is needed at any site(s) at times other than the two scheduled applications. If mulch is recommended at any site(s), contractor should present a PROPOSAL based upon billing rate per man-hour and cost per cubic yard of mulch as submitted in the Contractor's proposal.

5.2 All beds and planters whether flower or shrubs shall be kept in a neat condition, edged, and virtually free of weeds and undesirable growth at all times. Contractor will advise HAYC of any sites in need of watering to maintain healthy plants.

5.3 All shrub beds are to be given a minimum of two pre-emergent herbicide applications per year, one in the spring and one in the fall. All germinated weeds are to be removed in accordance with raking and removal of organic debris. Spot spraying with post emergent herbicides will be done as needed

## **6.0 LANDSCAPING SERVICES EQUIPMENT AND SPARE PARTS**

6.1 The Contractor shall maintain a local Landscaping facility (1) adequately staffed by trained Landscaping employees, and (2) equipped with applicable equipment and a fully stocked inventory of spare parts for the equipment for the Contractor to perform Landscaping Services, in accordance with the terms and conditions of this Contract.

6.2 If the Contractor uses all practical means to comply with 3.0 through 5.0 herein above, but nevertheless is unable to complete any Grounds Keeping Services because of lack of spare parts, the Housing Authority Project Manager may, upon a verbal (immediately confirmed in writing) or written request by the Contractor, allow a longer period of time for the completion of such services. Any such request, to be effective, must be received by the Housing Authority Project Manager within the time period otherwise prescribed for the performance of such services. The longer time period allowed by the Housing Authority Project Manager shall be only such time as is necessary to obtain the necessary spare parts, (but in no event may it extend later than the first Business Day after the date such approved services should otherwise be completed.)

6.3 The Housing Authority Project Manager may also grant the Contractor time extension(s) to the extent of any delays caused by the Housing Authority or other agencies with whom the work must be coordinated and over whom the Contractor has no control.

### **6.4 Labor Hours Time Definitions**

#### **Time designations will be as follows:**

***Business Day*** means any calendar day except Saturdays and Sundays and full day holidays, as designated by HAYC.

***Business Hours***, unless mutually agreed upon by the parties, means 8:00 a.m. to 5:00 p.m. on business days.

***Regular Time*** means 8:00 a.m. through 5:00 p.m. Monday through Friday.

***Emergency Time*** means outside of regular time. Two-hour response time required.

**7.0 LANDSCAPING SERVICES WORK SCHEDULES**

7.1 Proposal shall include a matrix/chart that identifies a monthly schedule of services to be performed at each site (sites with similar schedules may be included on the same chart) to accomplish all requirements of paragraphs 3, 4, 5 and 6 above. Visits per month may vary plus or minus one depending on the day of the week of service; however, visits will total a minimum of 40 per year.

7.2 When services for a facility are required four (4) or five (5) times a month, the services will be performed approximately seven (7) days apart on a business day during business hours.

7.3 When services for a facility are required two (2) times a month, the services will be performed approximately fourteen (14) days apart.

7.4 When services for a facility are required once a month, the services will be provided at a time mutually acceptable to the Contractor and the Department.

**9.0 OPTIONAL AND EXTRA CHARGE WORK**

9.1 Contractors may choose to describe their capacity/costs to accomplish other work such as the following:

- |                         |                                     |
|-------------------------|-------------------------------------|
| Clean Roofs and Gutters | Clean/Wash Siding                   |
| Clean/Wash Sidewalks    | Plant and Maintain Seasonal Flowers |
| Water Backflow Testing  | Pruning/Trimming trees above 20'    |
| Snow Removal            |                                     |

Include costs for these, and any other supplemental items, on the Proposal Reply Pages attached. If seasonal flower services are available, include a list of flowers and the cost to maintain and replace, if necessary, through the blooming season.

## **10.0 EXTRA CHARGES, METHOD OF PAYMENT**

For extra Landscaping or Supplemental Service(s) rendered by the Contractor, the Housing Authority shall pay Extra Charges to the Contractor as follows:

10.1 The Contractor shall perform extra Landscaping or Supplemental Service(s) at any Facility, if such service(s) are like or similar to those services defined above, or an extension of those services, i.e., (1) replanting or replacing existing and/or perished plants, (2) establishing new flower beds or newly landscaped areas, upon receipt of notice from the Housing Authority Asset Manager requesting the performance of such service(s). The performance of extra service(s) shall be performed at a time agreed upon by the Contractor and Housing Authority Asset Manager. A purchase order separate from the contract purchase order may be issued prior to commencement of any such work, or the purchase order may be increased.

10.2 If during the Service Term of this Contract there is legislation enacted regarding an increase or increases in the minimum wage rate law or increase mandated in workers compensation rates by the State of Oregon Board of Insurance, the Contractor may submit a request or requests for an increase in the fees.

## **11.0 ADDITIONAL FACILITY/GROUNDS**

The Housing Authority Project Manager may add an additional facility or facilities to this Contract by giving verbal (confirmed in writing) or written notification of such facility or facilities to the Contractor. To be effective the notice must describe the additional facility or facilities by name and address. The initiation of service to the facility shall take effect upon the seventh (30th) day following its receipt of notice by the Contractor or on such earlier date, if agreed upon by the parties, or later date as specified therein. As of the effective date, each Facility so added shall be subject to the Contract requirements and PROPOSAL specifications.

## **12.0 DELETION OF FACILITY**

Any Facility subject to this Contract may be deleted from this Contract. Any such notice takes effect upon its receipt by the contractor unless the notice provides otherwise. To be effective the notice must describe the Facility by complete address. The Housing Authority Asset Manager may give more than one such notice to the Contractor. When such notice takes effect the Monthly Cost Per Service for the deleted Facility shall cease to accrue. Any Facility deleted may be added back subject to the provisions of Section 11.0.

## **13.0 SUBCONTRACTING**

Any services under this contract shall require the express approval of HAYC.

## SECTION VIII - PROPOSAL CONTENTS

### Proposal Package:

- Sealed envelope clearly marked with the words “LANDSCAPING SERVICES,” and “RFP number 2024.02”, and the bidder’s company name, mailed or delivered in a sealed envelope to Kaydi Williams, to 135 NE Dunn Place, McMinnville, OR 97378.
- Submit one (1) proposal original

### Proposal Contents:

- **Title Page** with name of contractor, local address, e-mail address, telephone, fax number, contact name and website if available.
- **Brief History** including date business started, mission statement, what sets them apart from other vendors doing the same type of work and awards or recognition, etc.
- **Additional Proposal Requirements:**
  1. **Signature Page with** original signature of a principle or authorized officer of the interested part. Must be signed by Officer of Company with the name and title of the Officer printed/typed next to the signature.
  2. **Reference List** of at least three (3) current customers, including contact person, telephone number, fax number and email address.
  3. **Proposal documents** listing each site cost
  4. **Matrix/Chart(s)** breaking out work activities by month for commercial, residential and acreage properties. Properties with similar activities and schedules may be represented on the same chart.
  5. **Proposal Specification Deviation Form** in which Contractor must expressly state any exceptions to the Proposal package—items that the contractor cannot perform, or suggested corrections or improvement(s) to the enclosed RFP requirements... (**Attachment C**)
  6. **Required Licenses if any**
- Interested parties are encouraged to submit along with their response to this PROPOSAL any additional descriptive information about their company that they deem is important, or any relevant information that might set their company apart from the rest of the competition

**SECTION X - DEVIATION FORM**

*All deviations to this Request for Proposal (RFP) must be noted on this sheet.* In the absence of any entry on this Deviation Form, The prospective contractor assures HAYC of their full agreement and compliance with all Specifications, Terms and Conditions.

Each response to this RFP shall contain a Deviation Form, which states the prospective contractor's commitment to the provisions of this RFP. An individual authorized to execute contracts must sign the Deviation Form. Any exceptions taken to the terms and conditions identified in this RFP Package must be expressly stated in the Deviation Form.

***THIS DEVIATION FORM MUST BE SIGNED BY EACH PROSPECTIVE CONTRACTOR WHETHER THERE ARE DEVIATIONS LISTED OR NOT, AND SUBMITTED WITH THIS RESPONSE.***

<b>Section # Paragraph #</b>	<b>DEVIATION</b>

**SECTION XI - SIGNATURE PAGE**

**THIS PAGE MUST BE SIGNED OR PROPOSAL WILL NOT BE ACCEPTED**

***THE HOUSING AUTHORITY OF YAMHILL COUNTY IN ITS SOLE AND ABSOLUTE DISCRETION SHALL HAVE THE RIGHT TO AWARD PROPOSAL FOR ANY OR ALL ITEMS/SERVICES LISTED IN EACH PROPOSAL, SHALL HAVE THE RIGHT TO REJECT ANY AND ALL PROPOSALS AS IT DEEMS TO BE IN ITS BEST INTERESTS, TO WAIVE FORMALITIES AND REASONABLE IRREGULARITIES IN SUBMITTED DOCUMENTS, SHALL NOT BE BOUND TO ACCEPT THE LOWEST PROPOSAL AND SHALL BE ALLOWED TO ACCEPT THE TOTAL PROPOSAL OF ANY ONE CONTRACTOR***

**THIS SUBMISSION IS GUARANTEED AS AN IRREVOCABLE OFFER VALID FOR SIXTY (60) DAYS AFTER THE PROPOSAL OPENING.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Firm's Name

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Number and Street Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

***Proposal Will Not Be Accepted If This Page Is Not Signed By An Authorized Representative.***

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

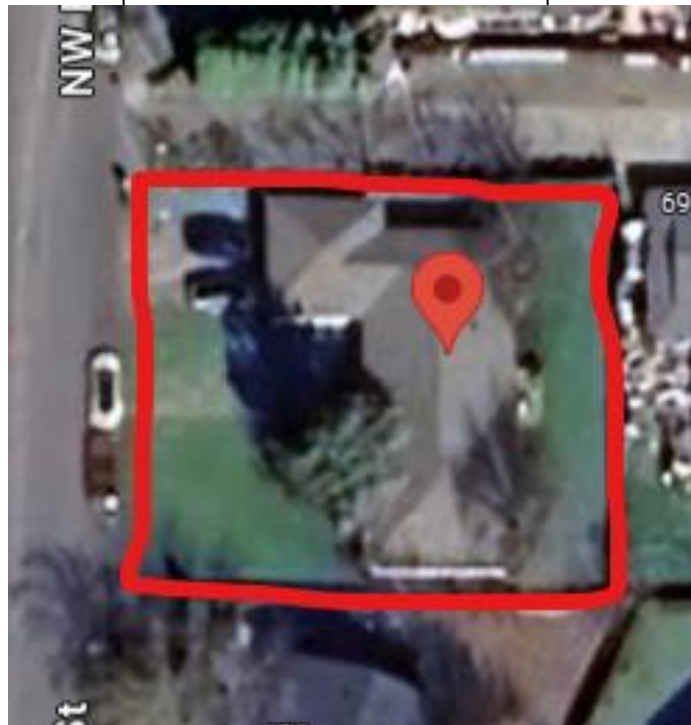
## Riverside Terrace



## Bridges



## Fenton Duplex





# Housing Authority Office



# Sunflower Park



**Charles Duplex**



**Hendricks**



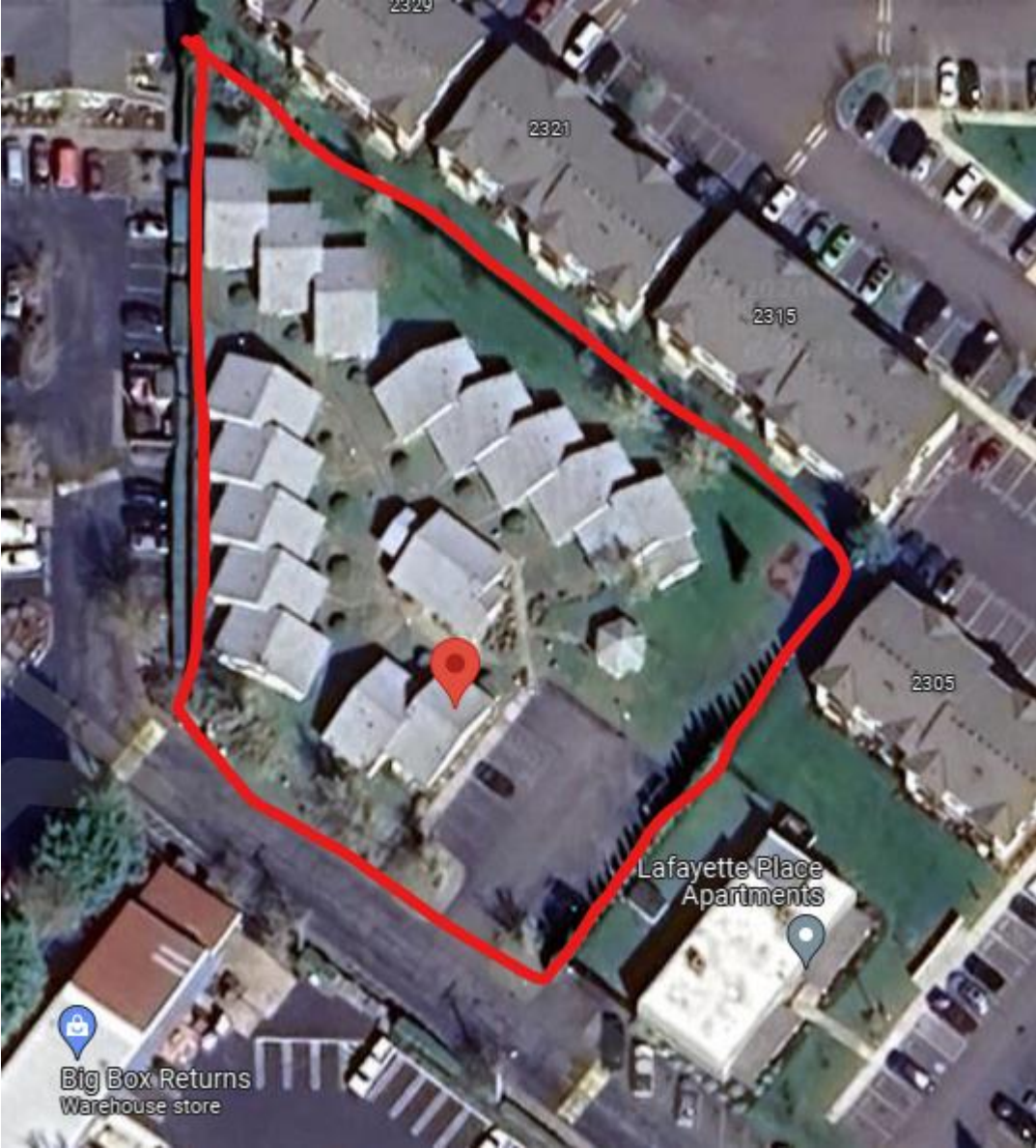
**Agee Duplex**



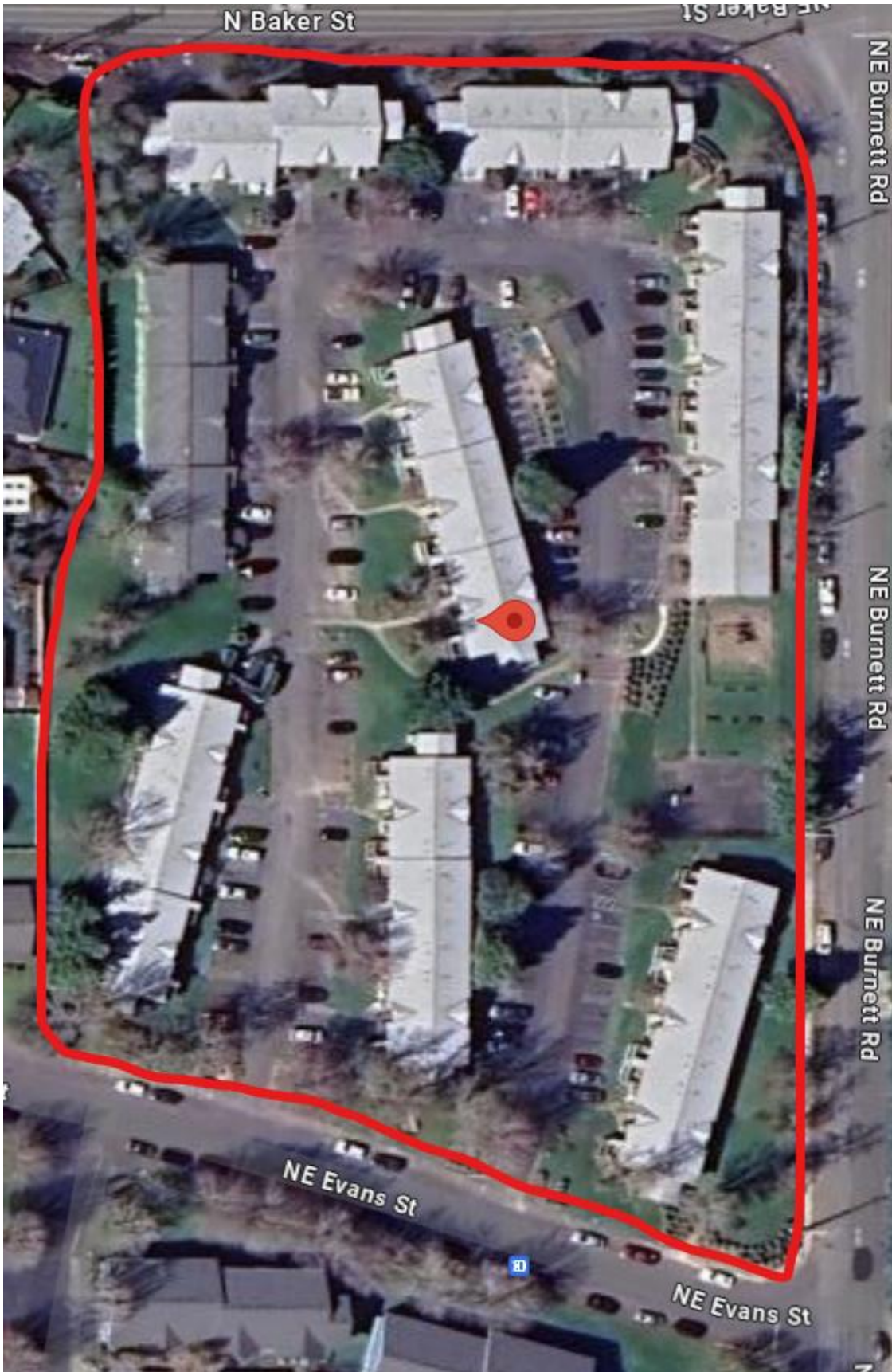
**Wright Duplex**



# Sunnyside



# Tice Park



# Heritage Place



# Homeport



# Woodside



# Abbey Heights





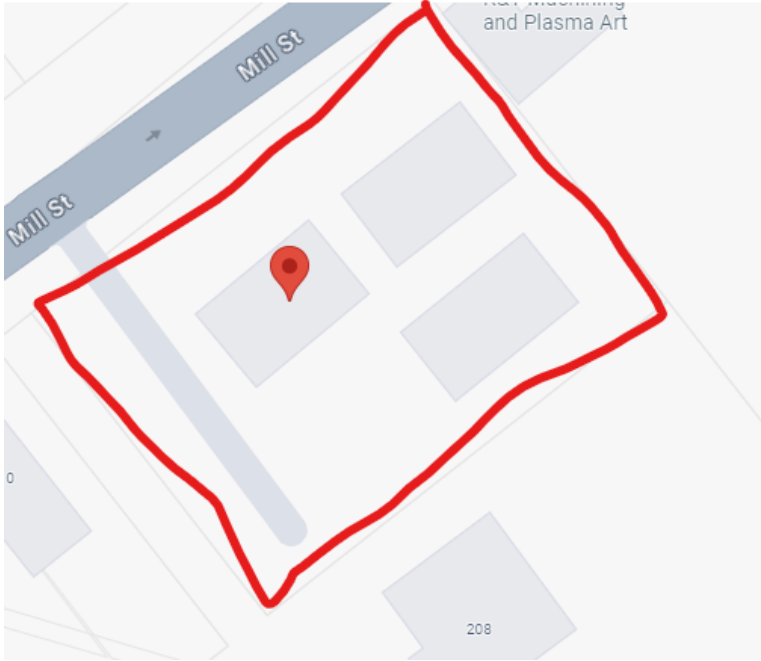
# Fresa Park



# New Reflections



# Palmer Creek



# Haworth Terrace



# Vittoria Square



# Deskin Commons

