



PROVIDENCE HOUSING AUTHORITY
FACILITIES MANAGEMENT DEPARTMENT
 40 LAUREL HILL AVENUE, PROVIDENCE, RI 02909



Pre-Bid Requests for Information

Due Date: Monday, April 15th, 2024 @ 2:00 PM (EST)
 Project: Landscaping Services – Authority Wide
 Sent: Monday, April 15th, 2024 @ 3:00 PM (EST)
 Recipients: Sean Condon (Northern Landscape); Mia & Nick Guilmette (MND Landscaping); Bobby Pagliarini (Pristine Lawn Care); Juan (J & G Masonry)

#	DATE	ASKED BY	COMPANY	QUESTION	RESPONSE
1	03.28.2024	Sean Condon	Northern Landscape	The pre-bid meeting mandatory?	The pre-bid meeting was not mandatory.
2	04.03.2024	Juan	J & G Masonry	What are all the addresses for each location I have to bid?	The bid package lists all of the address locations for the Scattered Sites on Appendix E (Please See Attached).
3	04.08.2024	Sean Condon	Northern Landscape	(1) Is the total amount of sites to bid on 121 or 122? (2) Please confirm the prevailing wage requirement.	(1) The total amount of sites to bid is 122. (2) Since PHA has union landscapers, we have to pay (at a minimum) the rates paid to those workers. The required rates for this project are listed in the bid package on Bid Package Requirements under the section Wage Requirements (Please See Attached).
4	04.09.2024	Nick Guilmette	MND Landscaping	During the pre-bid meeting, it was asked what the total contract price was for the previous award.	If you would like information on the previous contract, please submit a records request form to the email records@provhousing.org (Attached), the form can also be found on our website: https://provhousing.org/contact/request-records/ .
5	04.12.2024	Mia Guilmette	MND Landscaping	I would like clarification of the section of "weeding 3x / season" on the bid form. In the scope it says that the curbing and everything has to be cleared of weeds on the 2x monthly maintenance. Is this a fertilization program or specifically pulling weeds on each property 3x per year?	Each site varies a bit in terms of the type of work and frequency required. Based on the Scope of Work (bullet 4 under Summary of Work) and the Bid From, weed control shall be performed 3x per season for the Scattered Sites. This is specifically for pulling weeds on each property.
6	04.15.2024	Sean Condon	Northern Landscape	(1) Can you provide an attendance list for the pre-bid meeting and a list of questions and answers that may have been discussed at the meeting? (2) Are monthly field reports needed for all sites? This is described in the scope of work section. Will photos of all sites need to be submitted on a monthly basis. If so, how should these be submitted?	(1) All questions have been listed as part of the RFI form. Please see the attached sign in sheet for the list of pre-bid meeting attendees. (2) No field reports will be necessary for this project. Please disregard this section. Just submit a schedule before the start of each season.

APPENDIX E

- SITE LOCATIONS (SCATTERED SITES)

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SITE LOCATIONS



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Scattered Sites Locations

ADDRESS	UNIT TYPE	SQ FT	LOT SIZE
160-162 Almy Street	Duplex	2,704	9,600
35-37 Alvin Street	Duplex	2,226	5,014
7-9 Ark Court	Duplex	2,160	4,180
29-31 Barbara Street	Single	1,138	3,102
33-35 Barbara Street	Duplex	2,222	4,009
37-39 Barbara Street	Single	1,144	4,000
41-43 Barbara Street	Single	1,322	3,200
45-47 Barbara Street	Duplex	2,080	4,000
85-87 Bergen Street	Duplex	2,472	5,528
53-55 Berkeley Street	Duplex	2,500	5,000
98-100 Bogman Street	Duplex		
10-12 Boyd Street	Duplex	2,704	4,458
14-16 Boyd Street	Duplex	2,288	9,600
38-40 Boyd Street	Duplex	2,312	5,110
44-46 Bridgham Street	Duplex	2,148	5,105
66-68 Burnside Street	Duplex	2,288	7,200
72-74 Burnside Street	Duplex	2,288	5,000
80-82 Burnside Street	Duplex	2,520	4,997
397 Cahill Street	Duplex	2,264	5,360
2-4 Caxton Street	Duplex	2,288	3,200
98-100 Chad Brown Street	Duplex		
440-442 Chalkstone Avenue	Duplex	2,653	6,489
444-446 Chalkstone Avenue	Duplex	2,187	4,000
1201-1203 Chalkstone Avenue	Duplex	2,148	5,105
242-244 Clarence Street	Single	1,298	3,200
33-35 Comstock Avenue	Duplex	2,148	7,029
37-39 Comstock Avenue	Duplex	2,148	7,029
131-133 Congress Avenue	Duplex	2,600	7,682
25-27 Congress Avenue	Duplex	2,400	6,069
29-31 Congress Avenue	Duplex	2,245	5,490
21-23 Congress Street	Duplex	2,104	17,900
34-36 Cortez Street	Duplex	2,054	4,024
38-40 Cortez Street	Duplex	2,400	3,040
42-44 Cortez Street	Duplex	2,245	5,250
46-48 Cortez Street	Duplex	2,288	6,462
68-70 Crandall Street	Duplex	3,578	12,800
52-54 Dartmouth Avenue	Duplex	2,288	6,950
14 Derry Street	Single	1,190	4,800
16 Derry Street	Single	1,230	3,600
22 Derry Street	Duplex	2,400	5,000
23 Derry Street	Single	1,190	3,600
29 Derry Street	Duplex	2,110	5,045
13-15 Dome Street	Duplex	2,360	2,517
187-189 Dora Street	Duplex	2,380	5,002
2-4 Dorr Street	Duplex	2,392	3,830
69-71 Fillmore Street	Duplex	2,080	6,366
51-53 Flora Street	Duplex	2,652	5,254
55-57 Flora Street	Duplex	2,388	6,400
10 French Street	Single	1,296	3,200
14 French Street	Single	1,296	3,200
45-47 Gesler Street	Duplex	2,245	5,250
54-56 Gesler Street	Duplex	2,245	7,017
23-25 Gifford Street	Single	1,190	3,102
11-13 Glenham Street	Duplex	2,245	4,302
7-9 Glenham Street	Duplex	2,136	3,883
35-37 Grant Street	Duplex	2,240	5,063
188-190 Hanover Street	Duplex	2,704	6,089
192-194 Hanover Street	Duplex	2,704	6,089
87-89 Harrison Street	Duplex	2,264	5,822
47 Health Avenue	Duplex	2,226	6,612
1-3 Hebron Street	Duplex	2,264	6,715
5-7 Hebron Street	Duplex	2,264	6,715



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Scattered Sites Locations

ADDRESS	UNIT TYPE	SQ FT	LOT SIZE
38-40 Henrietta Street	Duplex	2,226	5,921
16-18 Henry Street	Duplex	2,288	12,619
25-27 Hillwood Street	Duplex	2,154	5,967
33-35 Hollis Street	Duplex	2,312	5,131
66-68 Judith Street	Duplex	2,160	4,200
70-72 Judith Street	Duplex	3,676	10,315
74-76 Judith Street	Duplex	3,676	8,182
78-80 Judith Street	Duplex	2,427	4,997
83-85 Lancashire Street	Duplex	2,236	5,254
250-252 Laurel Hill Avenue	Single	1,298	3,200
47-49 Ledge Street	Duplex	2,154	5,105
8-10 Malbone Street	Duplex	2,104	2,517
14-16 Malbone Street	Duplex	2,104	2,517
817-819 Manton Avenue	Duplex	2,288	6,568
821-823 Manton Avenue	Duplex	2,080	4,526
55-57 Melissa Street	Duplex	2,080	5,034
21-23 Milk Street	Duplex	2,520	4,024
1 Miner Street	Single	2,245	3,200
122-124 Mitchell Street	Duplex	2,600	8,000
130-132 Mitchell Street	Duplex	2,600	10,000
134-136 Mitchell Street	Duplex	2,600	10,005
28-30 Mount Vernon Street	Duplex	2,480	8,480
86-88 Oakland Avenue	Duplex	2,080	4,779
90-92 Oakland Avenue	Duplex	2,054	4,024
11 Ocean Street	Single	1,176	3,147
76-78 Opper Street	Duplex	2,077	4,750
21-23 Parnell Street	Duplex	2,288	5,359
55-57 Phebe Street	Duplex	2,394	9,600
330A-330B Plain Street	Duplex	2,520	5,489
218A-218B Power Street	Duplex	2,104	5,967
115-117 Prairie Avenue	Duplex	2,080	4,552
293-295 Prairie Avenue	Duplex	2,104	5,967
23-25 Ridgeway Avenue	Duplex	2,288	5,000
15-17 Ring Street	Duplex	2,288	5,770
14-16 Ruby Avenue	Duplex	2,240	6,400
6-8 Salisbury Street	Duplex	2,266	6,000
241 Sayles Street	Duplex	2,222	6,400
245 Sayles Street	Duplex	2,496	6,000
249 Sayles Street	Single	1,298	3,200
9-11 Street James Street	Duplex	2,154	6,903
130-132 Stansbury Street	Duplex	2,978	7,334
134-136 Stansbury Street	Duplex	2,978	7,334
21-23 Sterling Avenue	Duplex	3,480	7,947
27-29 Stone Street	Duplex	2,548	10,005
39-41 Stone Street	Duplex	2,288	6,191
37 Suffolk Street	Duplex	2,652	6,747
43-45 Suffolk Street	Duplex	2,226	6,787
124-126 Tell Street	Duplex	2,288	6,500
130-132 Tell Street	Duplex	2,400	6,500
136-138 Tell Street	Duplex	2,736	7,000
49-51 Wayne Street	Duplex	2,152	4,000
83-85 West Clifford Street	Duplex	2,480	5,400
88-90 West Clifford Street	Duplex	1,976	4,779
94-96 West Clifford Street	Duplex	2,204	2,517
193-195 Whitehall Street	Duplex	2,288	10,000
133-135 Whittier Avenue	Duplex	2,340	5,500
175-176 Whittier Avenue	Duplex	2,288	5,000
177-179 Whittier Avenue	Duplex	2,288	5,000
321-325 Willard Avenue	Duplex	2,180	3,425
338-340 Willard Avenue	Duplex	2,472	6,787

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BID PACKAGE REQUIREMENTS

The Housing Authority of the City of Providence Rhode Island is seeking proposals from qualified vendors for the three (3) year **Landscaping Services – Authority Wide** project, to include lawn cutting, shrub pruning, and weeding for the developments listed below, all located in Providence, RI.

The selected contractor shall provide all labor and equipment necessary to complete the project in a workmanlike manner. Work shall be done in strict accordance with terms and conditions in this Invitation for Bids (IFB) and Specifications included in this IFB. The project in general comprises:

- The Contractor must have sufficient equipment and personnel to meet the demands of the contract.
- The Contractor will be responsible for mowing / lawn services for 121 residential properties (Scattered Sites) a minimum of two (2) times per month during the months of April to November.
- The Contractor will be responsible for pruning shrubs for 121 residential properties (Scattered Sites) a minimum of two (2) times per season during the months of April to November.
- The Contractor will be responsible for weed control for 121 residential properties (Scattered Sites) a minimum of three (3) times per season during the months of April to November.
- The Contractor will be responsible for mowing, trimming, and cleanup for the Coddling Court development a minimum of two (2) times per month during the months of April to November.
- The Contractor will be responsible for mowing, trimming, and cleanup for the Roger Williams development a minimum of two (2) times per month during the months of April to November.
- The Contractor will be responsible for removing and disposing of brush / vegetation for the slopes at Hartford Park & Manton Heights a minimum of two (2) times per season during the months of April to November.
- The Contractor shall ensure that the height of mowing shall be appropriate for the turf species and shall remain consistent in order to prevent scalping or burning.
- The Contractor shall ensure that mowing patterns are alternated each week in order to prevent ruts and compaction.
- The Contractor shall use a power weed eater for trimming in any areas inaccessible by a mower.
- The Contractor shall ensure that the trimming height match the mowing height.
- The Contractor shall perform weed control, ensuring that areas along sidewalks, porches, driveways, and fence lines are free from weeds.
- The Contractor shall ensure that adjacent sidewalks and streets shall be clean of clippings.
- The Contractor shall remove all cut grass and promptly remove collected debris to an authorized disposal site.
- The Contractor shall coordinate all work with the Owner at least three (3) days prior to servicing.
- The Contractor shall prepare a monthly project schedule for lawn services.
- The Contractor shall prepare monthly field reports (with photographs) per development in order to monitor the conditions of the site (before and after).

Since the Authority will not be aware of all who may submit bids, it is the responsibility of all bidders to inquire after any amendment(s) issued to this bid solicitation prior to their bid submittal. Bidders are responsible for reviewing in-depth the entire bid package, Scope of Work, plans and specifications, amendments (if any), and any other information contained in the Invitation for Bids. **All bids are considered final and must be submitted before the deadline.**

The bid package, as submitted, shall include the following documents (as listed below). The Authority will not be responsible for the receipt of bids not properly submitted.

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1. Bid Form (Notarized Original)
2. Form HUD 5369-C: Certifications & Representations of Offerors (Non-Construction)
3. Company Profile Form
4. Non-Collusive Affidavit (Notarized Original)
5. Vendor Disclosure Agreement
6. Copy of RI Contractor's License

By completing, executing, and submitting a bid, the "bidder is thereby agreeing to abide by all terms and conditions pertaining to this IFB as issued by the Authority, including the contract Terms and Conditions included in Appendix C. Accordingly, the Agency has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

Additional forms to be submitted by lowest responsible and responsive bidder for further evaluation by the Authority prior to contract award:

1. Client References Form, Minimum of three (3) references of similar projects
2. List of all Subcontractors (All subcontractors subject to review and approval by the Authority)
3. Fair Employment Practice Statement (Notarized original)

Additional Bidder Credentials:

- Company must be registered on Sam.gov (<https://sam.gov/content/home>).
- Company must not be barred from doing business with HUD / receiving Federal Funds.

Insurance:

- The winning bidder shall **name the Authority as an additional insured** and shall maintain the insurance for the duration of the Contract.
- The winning bidder shall provide a certificate of comprehensive liability / auto / workers compensation insurance.
- The liability coverage shall be a minimum of \$1,000,000.00 per occurrence.
- Proof of such coverage must be presented to the Authority upon request.
- Failure to maintain insurance as required during the term(s) of this Contract shall constitute a material breach thereof.

Licenseses & Permits:

- The Contractor will ensure all required licensing requirements are met.
- The Contractor and Contractor's employees and agents shall secure and maintain in force such licenses and permits as are required by law and shall conform to all Federal, State, and local laws, ordinances, and regulations covering the work under the contract.
- The Contractor shall provide to the Authority copies of these and any other required licenses.
- Failure to maintain licenses in current status during this Contract shall constitute a material breach.
- The Contractor is responsible for complying with all governmental licensing requirements and associated business regulations whether Local, State or Federal. It is the responsibility of the Contractor to determine the applicability of any rule, regulation or other training or certification requirement.
- **The Authority is exempt from the payment of all taxes and fees to the State of Rhode Island and City of Providence.**

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Wage Requirements:

- Failure to abide by Prevailing Wage requirements shall constitute a material breach of contract.
- All employees performing labor at the project jobsite(s) must be paid wages no lower than the minimum wage rate equal to the Providence Housing Authority laborer's union rate for landscape maintenance.
- Hourly Wage Rate Minimum Requirements:
 - Lead Laborer \$26.79 + 45% of wage rate in fringe benefits
 - Lead Laborer Landscaper \$23.97 + 45% of wage rate in fringe benefits
 - Custodian \$15.94 + 45% of wage rate in fringe benefits

Certified Payroll Requirements:

- Certified payroll documents must be submitted weekly via certified email (i.e.: DocuSign) by a verifiable, authorized signatory for the Company. Scanned documents no longer comply.
- Certified Payroll must be completed using the latest U.S. DOL Form WH-347.
- The General Contractor (i.e., Prime Contractor) shall be responsible for the compliance by any subcontractors, agents or assigns to wage rate requirements.
 - The General Contractor shall confirm all proper wages and benefits are being paid correctly and in accordance with wage rate requirements.
 - The General Contractor shall be liable for the non-compliance of its employees, subcontractors, agents, and assigns.
 - The General Contractor shall be required to pay back wages on behalf of their subcontractors, agents, and assigns.
 - The General Contractor may be subject to debarment in appropriate circumstances due to subcontractor's violations.
- The General Contractor and subcontractors shall maintain the required records for a minimum of three (3) years after all the work on the prime contract is completed.
- Statements or notices containing a breakdown of the fringe benefit rate(s) without sufficient supporting documentation are not acceptable forms of verification.
 - Contractor's own administrative costs are **not** creditable as fringe benefits even when the Contract pays a third party to perform such tasks. However, costs incurred by third parties directly related to administration and delivery of bona fide fringe benefits to Contractor's laborers and mechanics are creditable. If uncertain, the Contractor shall contact WHD for review.
- All Contractors who indicate on payrolls that fringe benefits are paid in approved plans must provide **verification** in the form of statements to third parties, union report forms, etc., along with copies of checks to those plans.
- All Contractors who have apprentices on the job will be required to provide DOL verification and any other verifications required by HUD regulations.
 - Any apprentices noted on payroll forms in excess of allowable ratio permitted under the registered program shall be paid NOT less than the applicable wage rate.
 - Every apprentice must be paid no less than the rate specified in the registered program for the apprentice's level of progress.
 - Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program.
 - IF the program does NOT specify fringe benefits, apprentices must be paid the full amount of fringe benefits.
 - All apprenticeship programs must follow the ratio and wage rate standards established for Rhode Island, regardless of where their company's main office is located.

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- Failure to provide payroll reports and benefit statements on a weekly basis shall constitute a material breach of the Contract.
- Refer to the following website for a video demonstrating the process of filling out a certified payroll report <https://www.youtube.com/watch?v=wI9ekEHoAvg>.

Labor Violations:

- Contractors submitting a bid shall provide with the bid on the company letterhead a list of any work practice and/or labor violations received by OSHA, EPA, Dept. of Labor, within the last five years, for **all** States where the Contractor is registered.
- Contractors failing to disclose violations with the bid will have their bid rejected.
- The Authority reserves the right to reject any bid based on the severity and number of violations received.

Cost Incurred in Responding:

- All costs directly or indirectly related to preparation of a response to this Invitation for Bids, or any oral presentation required to supplement and/or clarify the submittal which may be required by the Authority shall be the sole responsibility of and shall be borne by the Offeror.
- Each firm, by submitting its proposal waives any claim for liability against the Authority as to loss, injury and costs or expenses, which may be incurred as a consequence of its response to this document.

Contract Compliance Statement:

- The Bidder shall state their compliance with all applicable rules and regulations of Federal, State and Local governing entities and that they are not excluded from Federal procurement programs. Bidders must state compliance with the terms of this Invitation for Bids (see attachments).
- The Bidder must demonstrate that the bid meets **all** applicable rules, regulations, permitting, registration, and licensing requirements, whether Local, State or Federal. It is the responsibility of the Bidder to determine the applicability of any rule, regulation, or other requirement.

Equal Employment Opportunity:

- The Bidder shall affirm that it does not have or subscribe to any personnel policy which permits or allows for discrimination in the employment promotion, demotion, dismissal or laying off of any individual due to his/her race, creed, color, national origin, age, gender, gender identity, disability, or any other protected class, and that it has not been charged or found guilty of such discriminatory practices.

Diversity Business Enterprise (DBE) Program Requirements:

Consistent with Presidential Executive Orders 11625, 12138, and 12432, the bidder shall make efforts to ensure that minority, women, and small business enterprises are utilized whenever possible. Efforts to achieve minority, women and small business participation shall include, but shall not be limited to:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- Ensuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises.

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- Establishing delivery schedules, where the requirements of the Contract permit, which encourage participation by small and minority businesses and women's business enterprises.
- Using the services and assistance of the U.S. Small Business Administration, the Minority Business Development Agency of the U.S. Department of Commerce, and State and local governmental small business agencies.
- Firms submitting proposals are encouraged to consider subcontracting portions of the engagement to small firms owned or controlled by socially and economically disadvantaged individuals. The proposed subcontracting firms must be clearly identified in the proposal. Following the award of the contract, no additional subcontracting of services provided herein will be allowed without the express prior written consent of the Authority.

Reservation of Rights:

The Providence Housing Authority reserves the right:

- To reject any or all bids, to waive informality in the IFB process, or to terminate the process at any time, if deemed to be in its best interest.
- Not to award a contract pursuant to this IFB.
- To terminate a contract award pursuant to this IFB, at any time at its convenience upon ten (10) days written notice to the successful bidder(s).
- To determine days, hours, and locations that the bidder(s) shall provide services called for in this IFB.
- To retain all bids submitted in response to this IFB, and no firm shall be allowed to withdraw said bid for a period of ninety (90) days after the deadline for receiving bids without the written consent of the Authority's Contracting Officer (CO).
- To negotiate the fees proposed by the bidding entity.
- To reject and not consider any bid that does not meet the requirements of this IFB, including but not limited to incomplete bid and/or bids offering alternate or non-requested services.

Breach of Agreement:

- If the Contractor fails to fulfill any obligation under a contract in a timely and proper manner or if it shall violate any of the terms of a contract, the Authority shall have the right to immediately terminate such contract and withhold payments in excess of fair compensation for work completed. The term "breach of agreement" specifically includes, but is not limited to, failure to comply with any applicable Federal, State or Local laws or regulations.

Termination:

- The Authority shall have the right to terminate a contract at any time and reserves the right to terminate a contract for its convenience or in the event it shall abandon or indefinitely postpone the program. Such termination shall be accomplished by written notice delivered to the Contractor. Payment to the Contractor shall be made for work performed prior to receipt of the termination notice, together with the Contractor's reasonable, subject to Authority approval, cost for closing down its work, and the Contractor shall have no claim for loss of anticipated profits or any additional compensation.
- Despite the above, the Contractor shall not be relieved of liability to the Authority for damages sustained by virtue of any breach by the Contractor.
- Omissions of Wage Determinations and Contracts Clauses.

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If The Authority terminates a contract due to missing contract clauses or wage determinations, The Authority shall withhold, cross-withhold, and/or otherwise identify and obligate sufficient funds through a termination settlement agreement drafted by The Authority to pay any necessary back wages. The Contractor shall sign said termination settlement agreement and shall comply with its terms.

Termination of Contract for Cause:

- If, through any cause, the Contractor shall fail to fulfill in timely and proper manner any obligation under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the Authority shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Contractor under this Contract shall, at the option of the Authority, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.
- Despite the above, the Contractor shall not be relieved of liability to the Authority for damages sustained by the Authority by virtue of any breach of the Contract by the Contractor, and the Authority may withhold any payments to the Contractor for the purpose of setoff until such time as the exact amount of damages due the Authority from the Contractor is determined.

Termination of Convenience by Authority:

- The Authority may terminate this Contract at any time by a notice in writing from the Authority to the Contractor. If the Contract is terminated by the Authority for Convenience, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services covered by this Contract, less payments of compensation previously made: Provided, however, that if less than sixty per cent (60%) of the services covered by this Contract have been performed upon the effective date of such termination, the Contractor may be reimbursed for that portion of the actual out-of-pocket expenses (not otherwise reimbursed under this Contract) incurred by the Contractor during the Contract period that are directly attributable to the uncompleted portion of the services covered by this Contract. If this Contract is terminated due to the fault of the Contractor, Termination for Cause or Convenience will be determined by the Authority in its sole discretion.
- Termination of this Contract can be for other reasons, as noted in HUD 5370 {attached}.



**ACCESS TO PUBLIC RECORDS ACT
PUBLIC RECORDS REQUEST FORM**

**Mail this form to Records Request, Providence Housing Authority, 100 Broad St, Providence, RI 02903 or email it to records@provhousing.org.
You may also drop it off at 100 Broad Street at the PHA Administrative Offices (there is a drop box outside for contactless drop off).**

Date _____ **Request Number** _____

Name (Optional) _____ **Email (Optional)** _____

Address (Optional) _____ **Telephone (Optional)** _____

Requested Records _____

If after review of your request the PHA determines that the requested records are exempt from disclosure for a reason set forth in the APRA, the PHA reserves its right to claim such exemption.
The Act permits the PHA to charge reasonable costs to provide public records. The cost per copied page of written documents provided to the public shall not exceed fifteen cents (\$.15) per page for business-page-size documents. Hourly costs for search and retrieval shall not exceed fifteen dollars (\$15.00) per hour. The first hour expended regarding new requests is at no cost.

OFFICE USE ONLY

Request taken by: _____ **Request Number** _____

Date: _____ **Time** _____

Records to be available on _____ **Mail** _____ **Pick Up** _____

Records provided _____

Costs: _____ **Copies** _____ **Search and Retrieval** _____

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SCOPE OF WORK

The Housing Authority of the City of Providence Rhode Island is seeking proposals from qualified vendors for the three (3) year **Landscaping Services – Authority Wide** project, to include lawn cutting, shrub pruning, and weeding for the developments listed below, all located in Providence, RI.

Summary of Work:

- The Contractor must have sufficient equipment and personnel to meet the demands of the Contract.
- The Contractor will be responsible for mowing / lawn services for 121 residential properties (Scattered Sites) a minimum of two (2) times per month during the months of April to November.
- The Contractor will be responsible for pruning shrubs for 121 residential properties (Scattered Sites) a minimum of two (2) times per season during the months of April to November.
- The Contractor will be responsible for weed control for 121 residential properties (Scattered Sites) a minimum of three (3) times per season during the months of April to November.
- The Contractor will be responsible for mowing, trimming, and cleanup for the Codding Court development a minimum of two (2) times per month during the months of April to November.
- The Contractor will be responsible for mowing, trimming, and cleanup for the Roger Williams development a minimum of two (2) times per month during the months of April to November.
- The Contractor will be responsible for removing and disposing of brush / vegetation for the slopes at Hartford Park & Manton Heights a minimum of two (2) times per season during the months of April to November.
- The Contractor shall ensure that the height of mowing shall be appropriate for the turf species and shall remain consistent in order to prevent scalping or burning.
- The Contractor shall ensure that mowing patterns are alternated each week in order to prevent ruts and compaction.
- The Contractor shall use a power weed eater for trimming in any areas inaccessible by a mower.
- The Contractor shall ensure that the trimming height match the mowing height.
- The Contractor shall perform weed control, ensuring that areas along sidewalks, porches, driveways, and fence lines are free from weeds.
- The Contractor shall ensure that adjacent sidewalks and streets be clean of clippings.
- The Contractor shall remove all cut grass and promptly remove collected debris to an authorized disposal site.
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- The Contractor shall prepare a monthly project schedule for lawn services.
- The Contractor shall prepare monthly field reports (with photographs) per development in order to monitor the conditions of the site (before and after).

PROVIDENCE HOUSING AUTHORITY

BID SUBMISSION FORM

Project: LANDSCAPING SERVICES – AUTHORITY WIDE

Bid Due: Thursday, April 25, 2024, by 2:00 PM EST

Date: _____

Contractor: _____

Owner / Officer Title: _____

Address: _____

City, State, Zip Code: _____

Email: _____

To:
Providence Housing Authority
Facilities Management Department
40 Laurel Hill Avenue
Providence, RI 02909

(1.) The undersigned, having become familiar with the local conditions affecting the cost of the work and project requirements for the **Landscaping Services – Authority Wide** project at the Coddington Court, Roger Williams, Manton Heights, Hartford Park, and 121 Scattered Sites located in Providence, Rhode Island, including Bidding Requirements, Contract Documents, Drawings, Technical Specifications and Amendments, if any thereto, and on file at the office of the Authority, hereby proposes to furnish all labor, materials, equipment and services required to complete the work, all in accordance therewith for the following sums of money.

Notes:

- * *Providence Housing Authority is Tax Exempt.*
- * *Bids shall be both written in words and shown in figures.*

PROJECT TOTAL: LABOR AND MATERIALS (FROM BREAKDOWN OF BID PER LINE ITEMS):

\$

Words

Figures

PROVIDENCE HOUSING AUTHORITY

BREAKDOWN OF BID PER FOLLOWING LINE ITEMS

TYPE OF WORK	COST STRUCTURE					
	Year One (1)		Year Two (2)		Year Three (3)	
	<i>per cut per unit</i>	Total	<i>per cut per unit</i>	Total	<i>per cut per unit</i>	Total
SCATTERED SITES *121 Units						
Lawn Services (2x / Month)	\$	\$	\$	\$	\$	\$
Pruning Shrubs (2x / Season)	\$	\$	\$	\$	\$	\$
Weeding (3x / Season)	\$	\$	\$	\$	\$	\$
ROGER WILLIAMS						
Mowing (2x / Month)	\$	\$	\$	\$	\$	\$
Trimming (2x / Month)	\$	\$	\$	\$	\$	\$
Cleanup (2x / Month)	\$	\$	\$	\$	\$	\$
CODDING COURT						
Mowing (2x / Month)	\$	\$	\$	\$	\$	\$
Trimming (2x / Month)	\$	\$	\$	\$	\$	\$
Cleanup (2x / Month)	\$	\$	\$	\$	\$	\$
HARTFORD PARK						
Removing / Disposing Brush (2x / Season)	\$	\$	\$	\$	\$	\$
MANTON HEIGHTS						
Removing / Disposing Brush (2x / Season)	\$	\$	\$	\$	\$	\$
Total Cost / Year	\$		\$		\$	
TOTAL COSTS	\$					

PROVIDENCE HOUSING AUTHORITY

The Bidder acknowledges below, by number and date, the receipt of Amendments to this solicitation of bids.

AMENDMENT #	ISSUE DATE OF AMENDMENT	DATE OF RECEIPT OF AMENDMENT

- (2.)** In submitting this bid, it is understood that the right is reserved by the Authority to reject any and all bids and to waive any informalities in the bidding. If written notice of the acceptance of this bid is mailed, telegraphed, or delivered to the undersigned within 90 days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form and furnish the required certificates of insurance within seven (7) days after the contract is awarded to him.
- (3.)** Attached hereto is an Affidavit in proof that the undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitting of proposals for the contract for which this proposal is submitted.
- (4.)** The bidder represents that he () **has**, () **has not** participated in a previous contract or subcontract subject to the equal opportunity clause prescribed by Executive Orders 10923, 1114, or 11246 or the Secretary of Labor: that he () **has**, () **has not**, filed all required compliance reports; and those representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. The above representation need be submitted only in connection with contracts or subcontracts exceeding \$10,000.00.
- (5.)** Certification of Non-segregated Facilities. By signing this bid, the bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at a location, under his control, where segregated facilities are maintained. He certified further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities, provided for employees which are segregated on the basis of race, color, religion, or national origin, because of habit, local custom or otherwise. He further agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000.00; that he will retain such certifications in his files; and that he will forward a notice to his proposed subcontractors as provided in the instructions to bidders.

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

PROVIDENCE HOUSING AUTHORITY

Vendor Address:

Telephone:

Federal ID Number:

MBE/WMBE Registration Number:

Vendor Name:

By:

Title:

Signature and Date:

Owner, if bidder is an individual.
Partner, if bidder is a partnership.
Officer, if bidder is a corporation, affix seal.

{Corporate Seal}



Subscribed and sworn to before me this

___ day of _____, 20___.

(Notary Public)

My commission expires _____, 20___.

Roxana Rosario

From: Roxana Rosario
Sent: Tuesday, April 9, 2024 11:47 AM
To: mndlandscaping@outlook.com; bobby@pristineri.com
Subject: PHA Landscaping Services - Records Request
Attachments: PHA-APRA-Records-Request-Form-8.pdf

Good morning,

Thank you for attending the pre-bid meeting today!

I wanted to send over the records request form for any and all questions you may have related to the previous landscaping contract award. Here is the link with more information about how to fill out the form and where to send the request: <https://provhousing.org/contact/request-records/#:~:text=To%20request%20public%20records%2C%20please,records%20may%20be%20requested%20anonymously.>

If you do have any questions regarding the current landscaping bid, please feel free to reach out to me and I will get back to you as soon as possible. RFIs are due Monday, April 15 by 12:00 PM, and you can usually expect response by the end of the day in order to give you time to prepare your bids (due April 25 by 2:00 PM).

I hope to see your bids!

Best regards,

Roxana Rosario

Junior Project Manager



Providence Housing Authority

Facilities Management Department

40 Laurel Hill Ave.

Providence, RI 02909

(401) 709 - 2216