



603 N. Tennessee St.  
McKinney, TX 75069

Phone: 972-542-5641  
Fax: 972-542-0908  
McKinneyha.org

## McKinney Housing Authority

01/25/23

### REQUEST FOR PROPOSAL

#### **Notice of Request for Proposal for Lawn Maintenance Service for McKinney Housing Authority:**

McKinney Housing Authority (MHA) requests proposal for a contract to conduct all lawn services on designated properties.

All bidders must submit verification of coverage for \$1,000,000 General Liability and Workmen's Compensation coverage with MHA endorsed as additional insured for said project. Such insurance will be primary and non-contributory to any other insurance available to MHA. All contractors must be in compliance with Davis Bacon Labor Standards. Contractors will furnish a minimum 5 past business references.

#### **Scope of work locations and time frame:**

**Time frame for services will begin March 1, 2023 and conclude October 31, 2023. Note: This time frame is subject to the demolition of the properties expected Fall 2023.**

Mowing along with trash/debris clean-up will be done on a weekly basis. Trimming of trees, shrubs to be done monthly. Special yard maintenance and other items as needed. MHA will monitor service and is free to request additional trimmings etc. as needed. Monthly fertilization and weed care.

- ☑ Lloyd Owens Homes at Throckmorton Street, Center Street, Drexel Street and Throckmorton Place
- ☑ All vegetation within property boundaries, walk areas and fence lines
- ☑ Cockrell Homes at Fitzhugh Street, Murray Street and Murray Place.
- ☑ All vegetation within property boundaries, walk areas and fence lines
- ☑ Main Office facility at 603 N. Tennessee
- ☑ 612 Wood Street
- ☑ 144 Redbud

#### **Scope of Work:**

##### **Lawn**

- ☑ Cut to an appropriate height for the particular species of grass
- ☑ Edge all curbs and sidewalks
- ☑ Blow all excess trimmings away from sidewalks and/or porches
- ☑ Remove trash or debris prior to mowing
- Clean flower beds, trim bushes

##### **Fertilization and Weed Care**

Monthly treatment at all sites

#### **McKinney Housing Authority Board of Commissioners**

Naomi Hodges – Chairman  
Logan Gill – Vice Chairman  
Ada Simmons – Commissioner

Bob Fisher - Commissioner  
– Resident Commissioner  
Vince Vittatoe - Commissioner



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### **Shrubs**

- ☑ Trimmed to an appropriate size and shape to enhance overall appearance of property and not impede emergency egress
- ☑ Trimmed at or below window level
- ☑ Vegetation must be cut clear of buildings and/or structures
- ☑ Shrubs and or other vegetation will not extend on to walkways stairs or porches
- ☑ All dead branches will be removed as needed

### **Trees**

- ☑ All limbs or branches will be cut to clear clotheslines, roof, windows, building or any other structure. All cut material will be removed from the site at time of removal.
- ☑ Must be trimmed to an appropriate size and shape to enhance property appearance and not impede emergency egress.
- ☑ Undesirable new growth will be removed at the trunk and removed from the site immediately.
- ☑ All branches overhanging walkways will be cut to a height of no less than six feet to clear all pedestrian walkways
- ☑ Remove any dead or weak branches as necessary

### **Flower beds**

- ☑ Remove weeds, grasses, tree sprouts, Poison Ivy or any other undesirable vegetation
- ☑ Treat any inactive/unattended flower beds with Roundup or similar product to prevent future unwanted plant growth
- ☑ Check with resident before cutting or removing and resident planted flowers or vegetables in flowers beds or garden areas

### **HVAC condenser units**

- ☑ Do not allow cuttings from weed-eaters and or mowers to blow into the condensing units as this creates maintenance problems with clogged fins overheating units and/or eventually burning up the compressor.
- ☑ Any damage to condensing units by mowers will result in charges needed to correct damages.

### **Sidewalks, curbs and other walkways**

- ☑ Edge all areas with appropriate equipment that will not damage walks, curbs or other walkways or promote erosion.
- ☑ Treat any unwanted vegetation in cracks or crevices of walkways with Roundup or similar to prevent or slow future growth.

### **Utility Metering Devices**

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- ☑ Remove any vegetation such as Poison Ivy, Climbing Ivy, tree sprouts or any other undesirable vegetation growing in or around metering devices including water, gas and electrical.
- ☑ Treat any unwanted vegetation with Roundup or similar to prevent or slow future growth.

### Fence Line

- ☑ Remove any tree limbs, tree sprouts. Poison Ivy, Climbing Ivy, English Ivy or any other unwanted vegetation protruding in to property boundaries.
- ☑ Treat fence line area with Roundup or similar to prevent unwanted vegetation.

### Disposal

- ☑ Remove from property and properly dispose of tree clippings, trimmings, limbs. Branches and/or any other vegetation accumulated during service to keep MHA property free of any clippings or unnecessary debris.

Clean all trash and debris along fence line and property.

☑ **Pre-bid and tour date is January 30, 2023 – February 1st at 9-2pm. Location is 603 North Tennessee, McKinney, Texas 75069.**

☑ **Date for submittal is Noon February 27, 2023.**

☑ **Sealed bids should be submitted to the attention of Procurement at 603 North Tennessee, McKinney, TX 75069.**

☑ **All bids submitted after that date will be declined.**

☑ **E-mailed bids will be accepted at [info@mckinneyha.org](mailto:info@mckinneyha.org). You can fax them to 972-542-0908**

☑ **Questions should be directed in writing to Procurement, McKinney Housing Authority at [info@mckinneyha.org](mailto:info@mckinneyha.org). Written replies to all questions will be submitted to all vendors.**

### Section 3 Requirements for All Contractors and Vendors

MHA is committed to providing quality housing and economic opportunities for our residents and the neighborhoods we serve. One of the major vehicles for this is Section 3 of the HUD Act of 1968, which requires that HUD funds provide low-income individuals with a springboard for economic empowerment through direct participation in construction and other activities that are designed to physically improve and revitalize the communities in which they live.

HUD considers public housing authorities to be in compliance with Section 3 if they meet the following minimum numerical goals:

- A. 30% of the aggregate number of new hires shall be Section 3 residents;
- B. 10% of the total dollar amount of all covered construction contracts shall be awarded to Section 3 business concerns; and

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C. 3% of the total dollar amount of all covered non-construction contracts shall be awarded to Section 3 business concerns. Section 3 requirements apply to **all** contractors and vendors who receive awards from public housing authorities. At a minimum all bid recipients will be required to provide job training or sponsorship for employment/training in the amount of 3% of the contract award. This amount will be deducted from the final payment.

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