



MCB LANDSCAPING SERVICES RFP ARIZONA

DESCRIPTION OF SERVICES

The purpose of this solicitation is to provide MCB with landscaping services at a competitive rate for all properties for the term of one year and any renewal periods agreed upon. MCB is contracted with HUD to market and manage all properties in the state of Arizona. The following description of services details the scope and content of services as it will apply to HUD properties for MCB.

Bidders should read the entire set of specifications carefully, as these will form the basis of the contractual agreement with MCB. Failure to comply with the specifications may provide grounds to nullify the contract agreement. Bids should reflect only the expected cost to MCB associated with landscaping congruent to the specifications listed herein.

REQUIREMENTS

Contractor Qualifications. During the period of this agreement, subcontractor agrees that it will utilize personnel for the performance of duties pursuant to this Agreement that meet the following qualifications:

- (a) All subcontractors must be experienced in performing Landscaping services
- (b) It is preferred that the contractor be capable of covering the entire state; however, this is not a bid requirement; It is required that bidders give their geographic coverage by county or zip code;

Subcontractor Technical Requirements. During the period of this Agreement, Subcontractor agrees that it will maintain, at a minimum, the following performance and technical capabilities:

- (a) Subcontractor shall maintain an e-mail capability sufficient to handle the work capacity covered by this agreement, and must be able to receive initial landscaping orders and order-related communications via email on a 24-hour basis;

(b) Subcontractor shall have facsimile equipment sufficient to handle the work capacity covered by this agreement, and must be able to receive landscaping orders and order-related communications via facsimile on a 24-hour basis;

(c) Subcontractor shall be familiar with, and meet all computer security requirements mandated by the applicable provisions of federal law and regulations, and the HUD/MCB M&M prime contract;

(d) Subcontractor shall have digital camera equipment sufficient to handle the capacity covered by this agreement;

(e) Subcontractor shall maintain proof of certifications and licenses required for each employee used in performance of this subcontract agreement, and for all State specific requirements.

(f) Subcontractor shall maintain insurance(s) that meets or exceeds the MCB Insurance Requirements. If multiple states are covered, the subcontractor shall maintain insurance coverage in all specific states meeting or exceeding MCB requirements. Subcontractor shall provide evidence of coverage to MCB every six months from the start of any contract award and will advise MCB of any changes of coverage; failure to do so may be grounds for revocation of your agreement.

(g) Subcontractor hereby warrants that no current employee, consultant or subcontractor, has been convicted of a felony charge, either in State or Federal court, nor is any misdemeanor or felony charge stemming from facts relative to issues of fraud or moral turpitude, pending in any jurisdiction or before any tribunal

(h) Subcontractor shall ensure that sufficient personnel are maintained and available for subcontractor to perform landscaping services required by the scope of this Agreement;

CONTRACTOR TIMELINESS

(a) All initial landscaping must be completed within 48 hours of request. In extreme cases where 48 hours are not enough time MCB must be notified within 24 hours of assignment.

GENERAL SUBCONTRACTOR RESPONSIBILITIES

Initial and Monthly Landscaping. The subcontractor shall conduct a thorough visual inspection of the grounds and evaluate the conditions in readily accessible areas at the time of landscaping. Generally accepted professional landscaping standards and methods shall be used.

Subcontractor is required to perform landscaping services to all premises to be covered in the contract for all months in the contract year. The subcontractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the landscaping services. The initial landscaping service is to be completed within 48 hours of assignment.

The subcontractor shall contact MCB via telephone or email notification, from location, of property deficiencies that require 24 hour responses; health/safety hazards and security breaches.

Landscaping Specifications

- Initial lawn services to include cutting grass not to exceed 2", edging all property exterior (front, back, side, etc.), and weed abatement. If grass/weeds are excessively overgrown, or other conditions are present that are not in the scope of this agreement, contractor will notify MCB within 24 hours and will send bid and photos to request additional consideration. (Initial lawn service will not be required for desert landscaping, these will be serviced as re-cuts for weed removal only)
- Monthly services to include cutting grass not to exceed 2", edging all property exterior (front, back, side, etc.), and weed abatement.
- Weed removal of lawns, beds, fence lines, driveways, and curbs.
- All exterior holes and indentures in the lawn are to be filled to eliminate trip hazards.
- Removal of litter/trash/debris, grass clippings, tree trimmings, leaves, etc.
(All are to be properly disposed of by contractor off of property location)
- Sweeping paved areas.
- All lawn maintenance, shrubbery, and snow removal must be consistent with neighborhood standards and in compliance with local code/ordinance.
- Reporting of any adverse property findings (.i.e. vandalism, unsecured openings, abandoned vehicles, broken windows, diseased trees, etc.) to be reported to MCB immediately upon discovery.

Spring & Fall Cleanups

Spring & falls cleans ups are to be performed no later than April 30 and October 31, respectively. Bush, tree, and shrub trimming, cleaning of gutters and downspouts are to be performed at the time of each clean up.

Snow Removal & Winter Services (if requested by MCB)

- ***Snow removal to be performed when snow accumulation is above 3”***
- All areas are to be salted
- Walks, steps, and entry areas are to be kept snow and ice free
- Area is to be kept free of trash & debris

Condominiums, Reporting, Sign-In, Inspection and Monitoring

Subcontractor agrees if the unit is found to be a Condominium, having lawn maintenance and snow removal performed by the association, to notify MCB in writing (email or fax). MCB will determine if the property will be removed from the subcontractor's inventory. Subcontractor agrees not to perform or invoice for

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Subcontractor agrees to notify MCB, upon discovery of any health, safety, hazards, or securing problems present at the time of services.

Subcontractor agrees to have all personnel sign-in on the Sign-In Sheet each and every time the Subcontractor performs services with respect to Assigned Properties. Subcontractor will not be paid for properties where sign-in was not made.

Performance is monitored bimonthly by MCB local inspectors. Findings are reported bimonthly to the Contractor Compliance Manager.

Adverse Findings & Contract Non-Compliance

Adverse findings reported by MCB local Inspectors, HUD Inspectors, and Code Enforcement Officials will be reported to the contractor. The contractor has 24 hours to cure. Another follow-up inspection will be performed by MCB local Inspector 24 hours after notification. If correction has not been made, or contractor has not submitted a request for an extension due to extraordinary circumstances (weather, or property condition beyond realm of specification) payment of full contract for that month will be delayed until correction has been made.

MCB reserves the right to terminate the contract without notice for excessive non compliance issues.

RESPONSE TO RFP

As time is of the essence all bids must be received by 5:00 p.m. PST, August 26, 2004.

Bids may be faxed, mailed or emailed; to the attention of the Vendor Manager, Michaelson, Connor & Boul, Inc., 5312 Bolsa Ave. Huntington Beach, California 92649. Fax: 208-474-6610; E-mail: landscapingrfp@mcbreo.com.

All bids must be submitted by the deadline on company stationery and include the State(s), Counties (if entire county is covered) and Zip-codes of proposed coverage area.