



MCB LANDSCAPING AND SNOW REMOVAL SERVICES
Request for Proposal (RFP)
COLORADO

DESCRIPTION OF SERVICES

The purpose of this solicitation is to provide MCB with landscaping and snow removal services at a competitive rate for properties MCB is contracted with HUD to market and manage in the state of Colorado. 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 non-contractual Agreement with MCB. Failure to comply with the specifications may provide grounds to nullify the Service Agreement. Bids should reflect only the expected cost to MCB associated with landscaping and snow removal congruent to the specifications listed herein.

REQUIREMENTS

Subcontractor Qualifications. It is required that bidders give their geographic coverage by county and Zip code. During the period of this Agreement, subcontractor agrees that it will utilize employees and subcontractors for the performance of duties pursuant to this Agreement that meet the following qualifications:

(a) All subcontractors must be experienced in performing Landscaping and Snow Removal services

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/snow removal 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/snow removal 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 Service Agreement period 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 and snow removal services required by the scope of this Agreement.

(i) Subcontractor shall have identification badges for all employees who provide services at HUD owned assets. The badges must have Subcontractor name and address as well as the employee name and photograph. Badges must be worn outside of clothing so that they are visible.

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 Bimonthly 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 period from April 1st through November 30th, and snow removal services between December 1st and March 31st. 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 two (2) inches, edging all property exterior (front, back, side, etc.), and weed abatement. If grass/weeds are excessively overgrown (24 inches or higher), or other conditions are present that are not in the scope of this Agreement, Subcontractor will notify MCB within 24 hours and will send bid and digital photos to request additional consideration.
- Bimonthly services to include cutting grass not to exceed two (2) inches, 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, fallen branches, leaves, etc. All are to be properly disposed of by the Subcontractor off the property 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 & Fall Cleanups are to be performed at each inventoried property no later than April 30th and November 30th, respectively. Bush, tree, and shrub trimming, cleaning of gutters and downspouts, and mass leaf removal are to be performed at the time of each

clean up. All resulting debris is to be properly disposed off by the contractor off site.

Snow Removal & Winter Services (if requested by MCB) Snow removal to be performed when snow accumulation is above three (3) inches

- All areas are to be salted or treated with other de-icing agent
- At a minimum a three (3) foot wide walking path must be cleared to provide access from the street to the front entry
- Both front and rear walks, steps, and entry areas are to be kept snow and ice free, to include all adjacent public walkways
- 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 Home Owners Association, to notify MCB in writing (email or fax) within 72 hours.. MCB will determine if the property will be removed from the Subcontractor's inventory. Subcontractor agrees not to perform or invoice for services on these properties.

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 Subcontractor 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 Subcontractor. The Subcontractor 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 Subcontractor 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. Subcontractor may be assessed for code violation fines on properties that were found to not be maintained as based on the Service Agreement.

MCB reserves the right to terminate the Service Agreement 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. MOUNTAIN STANDARD TIME, FRIDAY: MARCH, 14TH 2008.

Bids may be faxed, mailed or emailed; to the attention of the Property Manager, Michaelson, Connor & Boul, Inc., 4500 Cherry Creek Drive South, Suite 1060, Glendale, CO 80246; Fax: 303-758-0523; Email: Kimberly.Phillips@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. The following documentation must be submitted at the time of your bid in one complete package:

- Completed Vendor Application
- Completed W-9 and Federal Tax Identification Certificate
- Liability Insurance Certificate meeting MCB requirements
- Workers Compensation Certificate meeting MCB requirements (we do not accept exemptions)

The Vendor Application, W-9, and our insurance requirements, can be found on our website at www.mcbreo.com on the Contractor page.