



415 E. INDEPENDENCE
TULSA, OK 74106
(918) 582-0021

PROJECT MANUAL

FOR

**SEASONAL LAWN MAINTENANCE FOR THA OWNED
SCATTERED SITE PROPERTIES AND VACANT LOTS**

BID OPENING:

APRIL 27, 2018 @ 2:00PM

TULSA HOUSING AUTHORITY
CONTRACTING CONFERENCE ROOM
415 E. INDEPENDENCE

DATE: April 6, 2018

**SECTION 01010
SUMMARY OF WORK**

1.01 WORK INCLUDED

- A. Work of this Contract comprises of seasonal lawn and property maintenance (mowing and weed eating) as described herein of THA owned properties as directed by the THA Job Representative See Exhibit "A" attached, "SAMPLE ADDRESSES OF THA OWNED PROPERTIES"). *Property maintenance may be requested at locations that are not listed. THA neither expresses nor implies that Contractor will be guaranteed a minimum or maximum number of mowings during any term of this contract.*
- B. Contractor may also receive requests to mow other properties as designated by the THA Job Representative.
- C. Once Contractor receives "Request to Mow", contractor is to perform lawn and property maintenance within 48 hours. If the following day is noted as an Ozone Alert Day, the completion time shall be adjusted accordingly.
- D. Contractor shall notify THA Job Representative once properties have been completed according to request.
- B. Contractor shall furnish all necessary labor, materials, equipment, and proper insurance for the completion of all work per specifications. Contractor shall furnish all necessary labor, including skilled workmen in their trade, materials, equipment, proper insurance, and permits necessary for the completion of all work per plans and specifications.
- C. Exceptions:
Ozone Alert Days: The Tulsa Branch of the Oklahoma Department of Environmental Quality (DEQ), in collaboration with the National Weather Service has developed a model to predict days when high ozone levels could occur. Ozone alert days typically occur from May through September on days with high temperatures, light winds, and no rainfall. DEQ notifies the INCOG Air Quality Committee when the conditions warrant it, and an Ozone Alert is called. It is usually determined by 3:00 P.M. for the following day.

Under no circumstances is Contractor to perform lawn and property maintenance using fuel powered machinery or carbon-containing fuel, for example, coal, peat, petroleum, and natural gas on ozone alert days. Any violation of this policy could result in fines and termination of this Contract. Further, it is the responsibility of the Contractor to be apprised of City-alerted ozone alert days and to reschedule work on the next available work day. The THA Job Representative will maintain a written record of all City-alerted ozone days. (Sign up for free Ozone Alerts via e-mail at www.ozonealert.com)

Drought: With little or no rainfall over an extended period of time, it is possible that there will be no lawn or weed growth at THA properties. Therefore, there may be occasions to discontinue lawn and property maintenance at THA properties until such time as it is deemed by THA necessary to continue. The THA Job Representative only, shall have authority to make this determination.

- D. Upon completion of the work of the Contract according to specifications, Contractor's invoice(s) will be processed for payment. Invoices shall be submitted for payment no later than ten (10) days after work completion. *Invoices submitted later than thirty (30) days after work completion are subject to funding availability.* Payment requests for all lots can be submitted on one (1) invoice. **Contractor Invoice must contain the following: Property Address, Date of Service, amount per mowing, before and after photos showing address of property (if available).**
- E. Payments will be made in approximately thirty (30) days from the date of submission of invoice(s) to THA.
- F. Consistent mowing height for all lawn areas shall be no less than 1 ½" – 2". The lawn shall be cut at a uniform height (no scalping or uneven cutting). Mower blades shall be maintained in a good condition for an even cut.

- G. Trimming shall be performed using a type of string trimming device (weed-eater) around all road signs, trees, shrubs, utility poles, fences, gas meters, and other obstacles in order to remove all grass and/or weeds during each visit. The areas to be trimmed shall not be trimmed to less than the desired height of cut determined by the mowing operation. Trimming is included in lawn maintenance base bid.

NON-ROUTINE LANDSCAPING MAINTENANCE

- A. Non-routine landscaping activities of THA properties which shall be designated by the THA Job Representative on an as-requested basis and billed by Contractor at the contracted rate.
- B. Non-routine landscaping activities shall be performed by Contractor, on an as requested basis, and could include the following described duties.
 - 1. Contractor to remove limbs, trash and/or debris from property.

CONTRACTOR IS REQUIRED TO FURNISH A CERTIFICATE OF WORKERS COMPENSATION, LIABILITY, AND AUTOMOBILE INSURANCE. THA REQUIRES THAT ALL CONTRACTORS HAVE A MINIMUM OF \$1,000,000.00 EACH OF GENERAL LIABILITY AND VEHICLE LIABILITY, PER OCCURRENCE. CONTRACT WILL NOT BE AWARDED TO A CONTRACTOR WHO CANNOT PROVIDE PROOF OF INSURANCE IN THE REQUIRED AMOUNTS. *EVIDENCE OF INSURANCE **MUST BE INCLUDED WITH BID.***

SUBMISSION:

THE HOUSING AUTHORITY OF THE CITY OF TULSA will receive **bids** for the above, until **2:00 PM, April 27, 2018**, to the attention of: **Beth Cole**, in the **Construction Services Department** of the **TULSA HOUSING AUTHORITY, 415 East Independence, Tulsa, Oklahoma 74106**. No bid bond will be required.

THE HOUSING AUTHORITY OF THE CITY OF TULSA cannot convey their tax exempt status to Contractors or Subcontractors. The bidders shall include the applicable City, County, State and Federal taxes in their bid.

THE HOUSING AUTHORITY OF THE CITY OF TULSA reserves the right to reject any or all bids or to waive any informalities in the bidding.

Attachment "A" –Addresses of THA / HPT owned properties

ATTACHMENT "A"

THA OWNED PROPERTY ADDRESSES			
1403 E. Reading St.	1815 N. Quaker Ave.	1030 E. 51st Pl. N.	102 W. 65th Pl. N.
1417 E. Reading St.	1819 N. Quaker Ave.	1524 E. 51st St. N.	6397 N. Boulder Ave.
1613 N. Troost Ave.	1821 N. Quaker Ave.	1524 E. 51st Pl. N.	6394 N. Boulder Ave.
1805 N. Utica Ave.	1826 N. Quaker Ave.	5440 N. Iroquois Ave.	6393 N. Boulder Ave.
1810 N. Utica Ave.	1834 N. Quaker Ave.	644 E. 52nd St. N.	6390 N. Boulder Ave.
1813 N. Utica Ave.	1843 N. Quaker Ave.	628 E. 52nd Pl. N.	6389 N. Boulder Ave.
1815 N. Utica Ave.	1844 N. Quaker Ave.	624 E. 54th St. N.	6341 N. Boulder Ave.
1818 N. Utica Ave.	2007 N. Quaker Ave.	618 E. 54th St. N.	6328 N. Boulder Ave.
1841 N. Utica Ave.	2008 N. Quaker Ave.	544 E. 54th Pl. N.	102 W. 65th Pl. N.
1845 N. Utica Ave.	2010 N. Quaker Ave.	537 E. 55th St. N.	6229 N. Cheyenne Ave.
2005 N. Utica Ave.	2013 N. Quaker Ave.	5618 N. Frankfort Ave.	6314 N. Cheyenne Ave.
2015 N. Utica Ave.	2032 N. Quaker Ave.	513 E. 57th St. N.	6317 N. Cheyenne Ave.
1845 N. Troost Ave.	2036 N. Quaker Ave.	5658 N. Elgin Ave.	6396 N. Cheyenne Ave.
1829 N. Troost Ave.	1823 N. Peoria	338 E. 57th Pl. N.	207 W. 65th Pl. N.
1803 N. Troost Ave.	1819 N. Peoria	314 E. 58th St. N.	424 W. 65th Pl. N.
1801 N. Troost Ave.	1807 N. Peoria	5920 N. Elgin Ave.	421 W. 65th Pl. N.
1620 E. Seminole St.	1907 N. Cheyenne Ave.	447 E. 59th Pl. N.	6378 N. Denver Ave.
1550 E. Seminole St.	3336 N. Garrison Ave.	403 E. 59th St. N.	6359 N. Denver Ave.
1801 N. Trenton Ave.	522 E. 40th St. N.	532 E. 57th Pl. N.	305 W. 63rd Ct. N.
1802 N. Trenton Ave.	4108 N. Frankfort Pl	546 E. 57th Pl. N.	310 W. 63rd Ct. N.
1808 N. Trenton Ave.	4324 N. Kenosha Ave	516 E. 58th St. N.	3124 E. Xyler St.
1821 N. Trenton Ave.	4317 N. Garrison	519 E. 59th St. N.	3212 E. Xyler St.
1822 N. Trenton Ave.	517 E. 43rd St. N.	573 E. 59th St. N.	1578 N. New Haven
1827 N. Trenton Ave.	4313 N. Frankfort Pl	574 E. 59th St. N.	3508 E. Virgin St.
1833 N. Trenton Ave.	4317 N. Frankfort Pl.	5948 N. Garrison Ave.	3514 E. Woodrow Pl.
1838 N. Trenton Ave.	4365 N. Frankfort Pl.	6018 N. Garrison Pl.	3539 E. Xyler St.
1839 N. Trenton Ave.	4448 N. Detroit Pl.	335 W. 61st Pl. N.	2222 N. Oswego Ave
2024 N. Trenton Ave.	4620 N. Troost Ave.	209 W. 61st Pl. N.	4122 E. Xyler St.
2034 N. Trenton Ave.	4824 N. Iroquois Ave	6103 N. Boulder Ave.	4509 E. Xyler St.
2030 N. St. Louis Ave.	626 E. 47th Pl. N.	6102 N. Main St.	3812 E. Young St.
2016 N. St. Louis Ave.	558 E. 49th St. N.	6218 N. Main. St.	4230 E. Young St
2012 N. St. Louis Ave.	524 E. 49th Ct.	6228 N. Main. St.	4276 E. Young Pl.
2003 N. St. Louis Ave.	4610 N. Boston Pl	17 E. 62nd Pl. N.	2437 N. Vandalia
1834 N. St. Louis Ave.	4622 N. Main St.	23 E. 62nd Pl. N.	1107 N. Canton Ave.
1810 N. St. Louis Ave.	4698 N. Boulder Ave.	27 E. 62nd Pl. N.	6236 E. Latimer Pl
1522 E. Seminole St.	119 W. 49th St. N.	34 E. 63rd St. N.	6728 E. Jasper St.
1510 E. Seminole St.	4695 N. Cheyenne Ave	106 W. 63rd St. N.	6753 E. Jasper St.
1825 N. Rockford Ave.	314 W. 49th St. N.	116 W. 63rd St. N.	1038 N. 78th E. Ave.
1831 N. Rockford Ave.	5030 N. Denver Pl.	120 W. 63rd St. N.	7846 E. Marshall St.

1841 N. Rockford Ave.	154 W. 50th Pl. N.	130 W. 63rd St. N.	7815 E. Newton St.
1845 N. Rockford Ave.	4 E. 50th Pl. N.	6332 N. Main St.	8914 E. Oklahoma Pl.
2002 N. Rockford Ave.	138 W. 50th Ct. N.	6337 N. Main St.	9114 E. Newton St.
2006 N. Rockford Ave.	266 E. 52nd St. N.	714 N. Country Club Dr.	307 W. 65th St. N.
2016 N. Rockford Ave.	254 E. 52nd Pl. N.	718 N. Country Club Dr.	4513 N. Iroquois E. Ave.
2018 N. Rockford Ave.	510 E. 51st Pl. N.	720 N. Country Club Dr.	5734 N. Frankfort Ave.
2029 N. Quincy Ave.	520 E. 51st Pl. N.	722 N. Country Club Dr.	5929 n. Frankfort Ave.
2011 N. Quincy Ave.	613 E. 51st Pl. N.	724 N. Country Club Dr.	5943 N. Frankfort Ave.
2007 N. Quincy Ave.	720 E. 51st Pl. N.	726 N. Country Club Dr.	6114 N. Boulder Ave.
1408 E. Seminole St.	810 E. 52nd Pl. N.	6401 N. Elwood Ave.	6118 N. Boulder Ave.
6732 E. 30th St.	6425 N. Elwood Ave	231 E. Ute Pl.	6202 N. Boulder Ave.
7713 E. 30th Pl.	6114 N. Boulder Ave.	6425 N. Elwood Ave.	6307 N. Cheyenne Ave.
5014 S. 92nd E. Ave	6118 N. Boulder Ave.	1366 E. 51st Pl. N.	6308 N. Boulder Ave.
8917 E. 47th Pl	6202 N. Boulder Ave.	702 N. Country Club Dr.	6318 N. Boulder Ave.
5021 S. 85th E. Ave.	6307 N. Cheyenne Ave.	712 Country Club Dr.	6322 N. Cheyenne Ave.
11035 E. 38th St.	6308 N. Boulder Ave.	6338 N. Main St.	6328 N. Cheyenne Ave.
11122 E. 36th St. S.	6318 N. Boulder Ave.	920 W. 24th Pl.	6337 N. Denver Ave.
11635 E. 28th St.	6342 N. Main St.	915 W. 24th Pl.	6346 N. Main St.
2911 S. 121st E. Ave.	6352 N. Main St.	1514 E. 49th St.	6376 N. Cheyenne Ave.
2907 S. 124 th E. Ave.	6415 N. Main St.	3617 S. Indianapolis	6380 N. Cheyenne Ave.
12946 E. 32nd St.	6418 N. Main St.	6719 E. 28th St	6398 N. Boulder Ave.
12307 E. 26th St.	6425 N. Main St.	2408 S. Nogales	653 N. Country Club Dr.
1541 S. 137th E. Ave.	12 W. 65th Pl. N.	9153 E. Latimer Pl.	654 N. Osage Dr.
1555 S. 139 th E. Ave.	653 N. Country Club Dr.		
3347 S. 142nd E. Ave.	654 N. Osage Dr.		
3447 S. 151 St. E. Ave.	702 N. Country Club Dr.		
135 S. 168th. E. Ave.			
125 S. 169th E. Ave.			
15 S. 185th E. Ave.			
18535 E. 3rd Pl.			
11580 E. 8th St. S.			
1366 E. 51st Pl. N.			
213 W. 65th Pl. N.			
307 W. 65th St. N.			
4513 N. Iroquois E. Ave.			
5734 N. Frankfort Ave.			
5929 N. Frankfort Ave.			
5943 N. Frankfort Ave.			
6322 N. Cheyenne Ave.			
6328 N. Cheyenne Ave.			
6337 N. Denver Ave.			
6346 N. Main St.			
6376 N. Cheyenne Ave.			
6380 N. Cheyenne Ave.			
6398 N. Boulder Ave.			

HOUSING AUTHORITY OF THE CITY OF TULSA
FORM OF BID
DEADLINE: APRIL 27, 2018 @ 2:00 P.M.

1.1 PROJECT: SEASONAL LAWN MAINTENANCE OF THA OWNED PROPERTIES

1.2 LENGTH OF CONTRACT: This contract will be a seasonal contract with mowing schedule determined by THA Job representative. This contract may be renewed for up to four (4) additional one (1) year periods with written agreement between both parties and the availability of continued funding.

THA neither expresses nor implies that Contractor will be guaranteed a minimum or maximum number of mowings during any term of this contract.

1.3 The undersigned, having familiarized themselves with the conditions affecting the cost of the work, the Form of Contract, as prepared by the Housing Authority of the City of Tulsa, 415 E. Independence, Tulsa, Oklahoma 74106, hereby proposes to furnish all Permits, Licenses, Insurance, Labor, Materials, Equipment, Services, Freight, Applicable Taxes and Fees required to perform the duties as per THA Specifications for ITEMS LISTED ABOVE, at the above identified location for the following amount:

1.4 PLEASE ENTER BASE BID AMOUNTS FOR THE FOLLOWING:

Seasonal Lawn Maintenance (mowing and weed eating) of THA Owned Properties: Per property price

\$ _____

NUMERICAL

\$ _____

WRITTEN

Removal of Tree Limbs, Trash and/or Debris from Properties: Per 16 foot trailer price

\$ _____

NUMERICAL

\$ _____

WRITTEN

1.5 BID ACCEPTANCE OR REJECTION: The Authority reserves the right to accept or reject any or all bids; to waive minor irregularities or formalities. Price alone will not be the sole determining criteria in awarding of bid.

1.6 M/WBE / SECTION 3 CERTIFICATION

A M/WBE is a business in which a woman or a minority owns and operates at least 51% of the business. (MINORITIES: Black American, Native American, Hispanic American, Asian/Pacific American, Hasidic Jew) A Section 3 business concern is one that provides economic opportunities for a class of persons that has a majority controlling interest in the business; employs a substantial number of such persons; or meets such other criteria as the Secretary of HUD may establish.

☐ - is a M/WBE

☐ - is not a M/WBE

☐ - is Section 3

☐ - is not Section 3

1.7 COMPANY NAME: _____ PHONE NUMBER: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

FAX NUMBER: _____ FEIN NUMBER: _____

E-MAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

1.8 All Documents, Specifications and Plans within this bid package are as fully a part of this Form of Bid as if hereto attached or herein repeated.

In submitting this bid, it is understood the right is reserved by the HOUSING AUTHORITY OF THE CITY OF TULSA to reject any and all bids. No bid shall be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of the HOUSING AUTHORITY OF THE CITY OF TULSA.