

**INVITATION FOR BID (IFB)
LAWN CARE SERVICE
LITTLE ROCK HOUSING AUTHORITY D/B/A METROPOLITAN HOUSING ALLIANCE**

Notification Date:

Title: Lawn Care Service

Issuing Agency Metropolitan Housing Alliance
100 S. Arch Street
Little Rock, Arkansas 72201

Period of Contract: One year during the growing season from March 1 to October 31,
and as needed thereafter. (Renewable for four one-year terms thereafter)

Proposals will be received until **June 9, 2025, until 2:00 P.M.** For furnishing the services described herein.

ALL PROPOSALS ARE TO BE SUBMITTED BY ELECTRONICALLY AND EMAILED TO:

Email address: dbrady@mhapha.org

In compliance with this Invitation for Bid and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods/services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. The undersigned further certifies that he/she is authorized to sign this document on behalf of the submitting firm.

_____ Name of Firm	Date: _____
_____ Address	By: _____ (Signature in Ink)
_____ City and State	Name: _____ (Print or Type Name)
_____ Zip Code: _____	Title _____
FEI/FIN NO. _____	Phone : (____) _____
E-mail: _____	Fax : (____) _____

NOTE: Changes to this IFB may be issued in the form of an addendum at any time prior to the due date and time for submitting proposals. Firms or individuals who obtain bid packages electronically are required to notify dbrady@mhapha.org and it is the responsibility of the firm or individual to periodically check the MHA website at www.mhapha.org for changes to the IFB. MHA's purchasing regulations require each Offeror to submit a signed copy of the addendum to the above delivery address by the proposal due date and time or included with the firm's response to the solicitation

INVITATION FOR BID– LAWN MAINTENANCE

The Little Rock Housing Authority D/B/A Metropolitan Housing Alliance “MHA” request proposals from Lawn Care Service companies to provide lawn care for sites owned and operated by MHA. The proposal due date for the Lawn Care Service solicitation is at 2:00 p.m. CST on Monday, June 9, 2025.

This Invitation for Bid contains specific submission requirements, anticipated scope, and period of services requirements, as well as terms, conditions, and other pertinent information for submitting a proposal for this service. The MHA office hours are Monday to Thursday 8:00 a.m. to 5:00 p.m. CST. A free copy of the RFP document can be obtained starting May 30, 2019, by visiting the MHA website at <http://lrhousing.org>

All bids must be submitted on the forms request below with the IFB and submitted to the Metropolitan Housing Alliance at 100 S. Arch Street, Little Rock, AR 72201. Each submission **must** contain the following items, completed and signed by the Owner. HUD Forms can be found at https://www.hud.gov/program_offices/administration/hudclips/forms

SUBMISSION CHECKLIST:

1. Invitation to Bid Form – Owner Authorization Form
2. Vendor’s and Bidders Information, Fact Sheet and Questionnaire
3. Bid Form – Cost of Service
4. Non-Collusive Affidavit
5. W-9 Form

Failure to provide any of these documents signed and /or certifications if needed will render the bid non-responsive. All questions regarding the Bid Package and forms shall be directed to Deputy Executive Director, Dexter Brady at dbrady@mhapha.org

MHA reserves the right to reject any and all bids or to waive any informality in the bidding.

**METROPOLITAN HOUSING ALLIANCE
SITE FOR SERVICE**

Location covered by the scope of work:

Service Site Number	Name	Location	Minimum number of cuts per month
1	Madison Heights	1401 Madison, Little Rock, Arkansas 72204	2
2	Homes at Granite Mountain	100 Hayes Drive, Little Rock, Arkansas 72206	2
3	Legacy – Homes at Granite Mountain	100 Hayes Drive, Little Rock, Arkansas 72206	2

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- 7. Non-Collusive Affidavit**

INVITATION FOR BID

MHA invites proposals from qualified lawn care companies to maintain residential properties it owns or manages. The initial contract term is one (1) year, with up to four (4) optional one-year renewals. Services are required seasonally from March 1 to October 31, every 10 days and as needed during the off-season to maintain a clean, well-kept appearance. This Invitation for Bid (IFB) seeks to establish fair pricing and reliable service agreements. Pricing is a major determination for award; MHA will rate the submissions 1.

Criteria and Max Points allowed	
Total Price	60 pts
Experience & Past Performance	20 pts
Capacity and Performance, Staff and Equipment	10 pts
References / Client Satisfaction	5 pts
Compliance (Background checks, insurance, licenses)	5 pts

MHA reserves the right to make multiple awards to ensure high-quality lawn care across its housing developments.

LIQUIDATED DAMAGES

Time is of the essence in the performance of this Agreement. In the event the Contractor fails to perform the required lawn care services (including mowing, edging, trimming, debris removal, or any other services outlined in the Scope of Work) on the schedule agreed upon, without prior written approval from the Owner or its authorized representative, the Contractor shall be liable to pay the Owner, as liquidated damages and not as a penalty, the sum of \$50.00 per day for each calendar day the service is late or not performed.

The parties acknowledge that the actual damages for late or missed lawn service would be difficult to determine due to potential impacts on property appearance, health of landscaping, tenant/resident satisfaction, and potential complaints or violations of community or municipal standards. Therefore, this agreed-upon liquidated damages amount represents a fair and reasonable estimate of such damages.

Liquidated damages may be withheld from any amounts due to the Contractor under this Agreement or may be collected through other legal means. The assessment of liquidated damages does not relieve the Contractor from the obligation to perform all remaining services in accordance with the terms of this solicitation.

SCOPE OF WORK – LAWN SERVICE

The selected vendor shall provide all necessary labor, tools, fuel, equipment (and its maintenance), permits, and materials including disposal bags for grass clippings and debris to complete the lawn care services specified in this IFB,

TRIMMING MOWING AND EDGING

The vendor shall mow all lawn areas, ensuring lawn is cut to seasonally appropriate heights. All curbs, sidewalks, poles, bushes, flower beds, and trees must be edged and trimmed to create a uniform, manicured appearance. Grass clippings shall be blown and bagged from all walkways and parking lots after each mowing cycle.

Where irrigation systems are present, sprinkler heads must be cleared of overgrowth to prevent spray obstruction. Dirt buildup from mowing and edging operations shall be removed from all adjoining areas. Shrubs, bushes, trees, and decorative landscaping elements shall be pruned and shaped as needed to maintain visual appeal and ensure walkways and overhead areas remain clear and accessible for residents.

Grass and vegetation along the perimeter of buildings, fences, clotheslines, power poles, HVAC systems, meters, doors, windows, wire tie-downs, trees, and shrubbery shall be neatly trimmed. All leaves, underbrush, and lawn debris must be raked, bagged and fully removed from the property upon completion of each service. Vendors are strictly prohibited from leaving or piling any yard waste including leaves, limbs, or bagged clippings at curbs or on-site; all materials must be hauled away the same day of service.

WEED EXTRACTION AND FLOWER BED MAINTENANCE

All lawn and flower bed areas must be maintained weed-free through monofilament trimming. Ground cover beds shall remain undisturbed. Weed control methods should be continuous. Edges of all beds must be kept clean, defined, and free of weeds. Shrubs must be regularly trimmed and pruned to maintain a uniform appearance and kept from contacting buildings. Tree branches shall be trimmed to a minimum clearance of twelve feet above ground level. All clippings and extracted materials must be removed from the premises upon completion of each service.

PEST CONTROL EXTERIOR

The lawn pesticide control method should be used as a part of the service to each location. This service will include the extraction of snakes, mosquitoes, rodents, moles and any other pest responsible for causing damage to the lawn and possibly a threat to the safety and well-being of the residents.

GENERAL CLEAN UP

All extraneous litter, including paper, trash and debris, will be removed prior to cutting the grass. All cuttings, clippings, etc. must be removed from the site. Any tires, furniture or excessive debris found in the grass at any site shall be removed upon obtaining proper removal from the management staff at the site.

BROKEN OR DAMAGED PROPERTY CAUSED BY LAWN EQUIPMENT

The vendor shall be held responsible for any broken windows, sprinklers and or property damage caused by lawn care equipment. MHA will require full reimbursement for the actual cost of repairs. If reimbursement or remediation is not completed, MHA reserves the right to withhold the equivalent amount from any outstanding payment due to the vendor.

FREQUENCY REQUIREMENT

Lawn care services shall be performed every eight (8) to ten days (10), Monday through Sunday, between the hours of 8:00 a.m. and 5:00 p.m. only. Services must be delivered in accordance with the assigned site schedule and the required number of cuts. MHA may request additional cuts, which shall be billed at the vendor's submitted per-cut rate

SUPPLEMENTAL SCOPE

MHA reserves the right to add or remove service locations at any time during the contract term through written notice to the vendor.

Vendors must ensure that all personnel wear visible uniforms or ID badges while on-site and comply with development-specific security procedures.

Upon completion of each visit, the vendor must log services performed and submit this log to the property manager or foreman for approval. A summary of all service logs must accompany the monthly invoice for verification.

Vendors shall comply with all applicable local, state, and federal laws, including environmental regulations, permitting, and hazardous waste handling. Lawn care operations must also adhere to OSHA safety standards and City of Little Rock codes. Vendors are responsible for maintaining their own safety equipment and ensuring tenants, staff, and public safety. Any incident must be reported immediately and documented with an incident form.

The vendor shall notify MHA immediately upon discovery of any illegal or suspicious activity, including but not limited to unauthorized dumping, signs of squatting, vandalism or other criminal behavior. Notification must be made verbally and in writing within 24 hours of discovery.

COMPENSATION

The selected vendor must demonstrate sufficient financial capacity to perform all contracted services. MHA will issue payments on a monthly basis, NET-30 contingent upon verification and acceptance of completed work by MHA staff.

SUBCONTRACTING, LICENSING AND RECORD ACCESS

The vendor shall not subcontract any portion of the work without prior written approval from MHA. The vendor is responsible for obtaining and maintaining all necessary permits, licenses, and certificates required to perform the contracted services, and must comply with all applicable laws and regulations. Additionally, MHA, the City of Little Rock, HUD, and other authorized federal representatives shall have full access to review all relevant records, documents, and financial materials related to contract performance.

CONDUCT, PERSONNEL MANAGEMENT, AND SUPERVISION

The vendor shall maintain high standards of employee competency, conduct, appearance, courtesy, honesty, and integrity. The vendor is responsible for supervising staff and taking appropriate

disciplinary action when necessary. A qualified Project Manager must be designated in writing prior to contract execution and must remain available to communicate with MHA staff as needed. Contact information for this representative shall be provided.

MHA reserves the right to request the immediate removal of any vendor employee deemed unfit for duty due to neglect of responsibilities, disorderly behavior, abusive language, intimidation, theft, vandalism, immoral conduct, or being under the influence of drugs or alcohol while on assignment.

CANCELLATION

Irrespective of any default hereunder, the MHA may at any time at its discretion cancel the contract in whole or in part, and in such event the firms shall be entitled to receive equitable compensation for all work completed and accepted, prior to such termination or cancellation.

BACKGROUND CHECK REQUIREMENTS FOR SAFETY AND LIABILITY

To protect the safety and well-being of residents, staff, visitors, and the public, and to mitigate liability risks to the Housing Authority, the Contractor shall conduct appropriate and thorough background checks on all employees, subcontractors, and agents who will perform work on Housing Authority properties under this Agreement.

Background checks shall include, at a minimum:

1. Criminal History Check covering federal, state, and local records for convictions including but not limited to violent crimes, property crimes, drug-related offenses, theft, and fraud.
2. Sex Offender Registry Check through applicable federal and state registries (including but not limited to the National Sex Offender Public Website).
3. Verification of Work Authorization in accordance with federal, state, and local laws (such as E-Verify or I-9 compliance).
4. Driving Record Check for any personnel operating vehicles or equipment on or near Housing Authority property (if applicable).

Any individual found to have convictions that may pose a threat to the safety of residents, staff, or property, including but not limited to crimes of violence, sexual offenses, crimes involving children or vulnerable adults, or recent felony convictions, shall not be permitted to work on Housing Authority premises.

The Contractor shall maintain written documentation of completed background checks for each applicable worker for a period of no less than three (3) years and shall provide a written certification of compliance to the Housing Authority prior to the start of work. Upon request, the Contractor shall make background check records available for review by the Housing Authority or its designated representatives.

Failure to comply with these background check requirements shall constitute a material breach of this Agreement and may result in suspension of work, withholding of payment, or termination of the

Agreement at the sole discretion of the Housing Authority.

Nothing in this section shall relieve the Contractor of responsibility for the conduct of its employees, subcontractors, or agents on Housing Authority property

CONTRACT TERM

MHA intends to enter into a contract with the selected vendor for a period of one (1) year, with the option to renew annually for up to four (4) additional years, not to exceed a total term of five (5) years. The contract will be active only during the grow season, from March 1 through October 31, and as needed during the off-season, subject to the availability of funds and satisfactory performance. MHA reserves the right to add or remove services at any time and may transfer the contract to its affiliates, partners, or an assigned developer with written notice.

AVAILABILITY OF FUNDS

If the funds necessary to finance this contract become unavailable, MHA may terminate the agreement with no less than seven (7) days' written notice. Upon notice, the contract shall become null and void. MHA shall be the sole authority in determining the unavailability of funds.

CONFLICT OF INTEREST

No MHA employee, officer, or agent shall participate in the selection or award of a contract where a real or apparent conflict of interest exists. A conflict arises when the individual, or any of the following, has a financial or other interest in the firm selected for the award:

- The employee, officer, or agent directly involved in the award process,
- Their relatives, including parents, children, siblings, spouse, domestic partner, in-laws, step-relatives, or half-siblings,
- Any business or professional partner of the individual,
- Any organization that employs is negotiating employment with or has arranged future employment with any of the above.

INSURANCE

The vendor shall provide MHA with certificates of insurance confirming that all required coverage is in effect for the duration of the contract and updated on an annual basis. Certificates must list the Little Rock Housing Authority (LRHA) as an additional insured and specify coverage periods. All policies must be issued by insurers licensed to operate in the State of Arkansas and deemed financially responsible.

Required insurance coverage includes:

- Workers' Compensation: As mandated by Arkansas state law.
- General Liability: Minimum of \$1,000,000 per occurrence for bodily injury and property damage; combined aggregate coverage of at least \$1,000,000. This must include protection against claims involving equipment and vehicles not covered under auto liability.
- Automobile Liability: For all owned and non-owned vehicles used in the performance of the

contract, with a combined single limit of at least \$500,000 per occurrence.

If the vendor holds a “claims-made” policy, it must include a retroactive date on or before the contract execution and provide an extended reporting period of no less than five years after contract completion. The vendor must ensure that insurance coverage remains active throughout the contract term. Policies may not be canceled or non-renewed without providing at least 30 days’ written notice to MHA.

ATTACHMENT A

VENDOR'S AND/OR BIDDERS INFORMATION, FACT SHEET AND QUESTIONNAIRE (IFB)

I. GENERAL

This document is a part of the bid document and shall be completed in its entirety. Failure to complete and submit subject documents may cause the bidder to be considered non-responsive thus deemed disqualified.

- A. All questions are to be answered in full, without exception. If copies of other documents answer the questions completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.
- B. MHA and its representatives reserve the right to contact all references provided in response to this IFB, as well as any entities mentioned in the vendor's submitted responses.

The Vendor, _____
(Hereinafter "Vendor"), by completing this document, expressly agrees that any information concerning the Vendor in possession of said entities and references may be made available to the Owner.

- C. The vendor certifies that all information provided is complete, accurate, and truthful to the best of knowledge. The vendor acknowledges that MHA is relying on the accuracy of these responses. If any material misrepresentation is later discovered to have been made knowingly, MHA reserves the right to immediately terminate or rescind any resulting agreement.
- D. The completed form is due in with each bid/proposal to MHA.
- E. This form, its completion by the Vendor, and its use by the MHA shall not give rise to any liability on the part of MHA to the Vendor or any third party or person.

II GENERAL BACKGROUND

A. CURRENT NAME AND ADDRESS OF VENDOR:

B. PREVIOUS NAME OR ADDRESS OF VENDOR, IF ANY:

C. CURRENT PRESIDENT OR CHIEF EXECUTIVE OFFICER:

YEARS IN THAT POSITION: _____

D. NUMBER OF FULL TIME EMPLOYEES:

E. NAME AND ADDRESS OF CURRENT AFFILIATED COMPANIES
(PARENT, SUBSIDIARY, DIVISIONS):

III. REFERENCES

Please provide **three (3)** business references, which currently use or have used lawn care services from your company for at least the last three years for services similar in size, type and scope to that described herein.

Name of Company: _____

Address: _____

City and State: _____

Name & Phone Number of Contact:_____

Years of Service:_____

Name of Company:_____

Address:_____

City and State:_____

Name & Phone Number of Contact:_____

Years of Service:_____

Name of Company:_____

Address:_____

City and State:_____

Name & Phone Number of Contact:_____

Years of Service: _____

IV. NUMBER OF VEHICLES IN FLEET:

V. COMMENTS

BID FORM - Page 1

JOB # : MHA 2025 LAWN SERVICE SITE #

FROM:

NAME OF BIDDER

ADDRESS

CITY STATE ZIP

TO:

Metropolitan Housing Alliance

NAME OF PHA

100 Bruce T. More Way

ADDRESS

Little Rock, Arkansas 72201

CITY STATE ZIP

Bidders:

1. The undersigned has reviewed the scope of work, local conditions, and all required bid documents—including the IFB, [HUD Forms](#) 5369-B, 5370-C2, the Statement of Work, and any addenda—and hereby proposes to furnish all labor, materials, equipment, and services necessary to perform lawn care services for MHA-owned developments in Little Rock, Pulaski County, in accordance with the IFB package, for the total sum indicated below:

LAWN SERVICE

DEVELOPMENT

#() BID

\$ (Per Cut)

TOTAL BID for minimum number of cuts per scope \$

2. The undersigned acknowledges receipt and inclusion as a part of the Contract Documents the following addenda:

Addendum Number

Dated

3. Offerors may submit bids for one, multiple, or all development sites; however, each bid must be submitted on a separate form and clearly reference the corresponding site number. MHA will not accept a single bid form covering multiple sites—no exceptions. MHA reserves the right to reject any or all bids and may award contracts to multiple vendors if deemed in the agency's best interest. Bidders are not required to bid on every site. Awards will be based on the lowest, most responsive proposals per site.

BID FORM - Page 2

JOB # : MHA 2025 LAWN SERVICE SITE #

4. Listed below are all bidders' partners (or members of the corporation):

NAME	TITLE	ADDRESS
_____	_____	_____
_____	_____	_____

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

DATE:

(Print Name of Bidder)

(Arkansas License Number)

BY: _____

TITLE: _____

ADDRESS: _____

NON-COLLUSIVE AFFIDAVIT

JOB #

STATE OF _____

COUNTY OF _____

_____, BEING FIRST DULY SWORN, DEPOSES, AND SAYS:

That he is _____ of _____

_____, the Bidder that has submitted the attached bid: that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the METROPOLITAN HOUSING ALLIANCE and/or its AFFILIATES or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of Bidder

Partner's Signature

Partner's Signature

Subscribed and sworn to before me this _____ day of _____, 20_____.

My Commission Expires _____, 20_____.