

## REQUEST FOR PROPOSAL (RFP) 2022-02

### LAWN CARE SERVICES

**TYPE OF PROJECT:** New Bern Housing Authority (NBHA) is seeking proposals from qualified individual(s)/firm(s) to service a Lawn Care Services for both Trent Court and New Bern Towers properties.

**CONTACT PERSON:** Dee Meadows, Office Administrator  
[dmeadows@newbernha.org](mailto:dmeadows@newbernha.org)

**SUBMISSION DEADLINE:** Thursday, March 31, 2022@ 3:00 p.m. (EST)

**SUBMISSION ADDRESS:**

New Bern Housing Authority  
Administrative Office  
PO Box 1486  
New Bern, NC 28563

Single copies of the RFP package may be obtained, at no cost by:

1. Visiting the NBHA's website at [www.newbernha.org](http://www.newbernha.org)
2. Requesting via email to [dmeadows@newbernha.org](mailto:dmeadows@newbernha.org)

The responsibility for submitting a response to this RFP at the New Bern Housing Authority on or before the stated time and date will be solely and strictly the responsibility of the respondent. The Housing Authority is not liable for any costs incurred by the offer prior to the issuance of a contract. The offer shall wholly absorb all costs incurred in the preparation and presentation of the proposal.

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## **PART I- GENERAL INFORMATION**

### **1.1 Introduction**

New Bern Housing Authority (NBHA) plans to contract for Lawn Care Services for both Trent Court and New Bern Towers properties. The contract shall begin on **May 1, 2022, to April 30, 2023**. The contract may be extended twice in one-year increments, not to exceed **April 30, 2025**. **We reserve the right to select one, two or three Contractor(s) for Lawn Care Services.**

### **1.2 Method of Solicitation**

NBHA is soliciting competitive proposals from qualified firms with a documented record of accomplishments of providing the required services, preferably for public housing authorities or other agencies through a formal Request for Proposal (RFP) process.

### **1.3 Obtain Copies of this Solicitation**

Single copies of the RFP package may be obtained, at no cost by:

1. Visiting the NBHA's website at [www.newbernha.org](http://www.newbernha.org)
2. Requesting via email to [dmeadows@newbernha.org](mailto:dmeadows@newbernha.org)

Persons wishing to be emailed or mailed copies may request via email: [dmeadows@newbernha.org](mailto:dmeadows@newbernha.org)

## **PART II- INSTRUCTIONS FOR SUBMITTING PROPOSALS**

### **2.1 Submission of Proposals**

**Respondents should submit one (1) original and three (3) copies of their proposal, dated and signed by an authorized official of the company. Proposals must be submitted in a sealed envelope that shows the firm's name and address, and clearly written on the outside of the envelope must be the words "LAWN CARE SERVICES - (RFP 2022-) - DEADLINE." Thursday, March 31, 2022@ 3:00 p.m. (EST)**

Proposals received after deadline date and time may be determined unacceptable. Refer to **HUD FORM 5369-B, Section 6** regarding late submissions and withdrawals.

All proposals must be submitted in accordance with the conditions and instructions provided herein and must remain open for acceptance from the due date.

Proposals should demonstrate detailed plans on how the Respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s). In addition, the proposal should demonstrate the Respondent's capacity and readiness to perform the Scope of Services immediately upon execution of a contract with NBHA. Finally, the proposal should

include evidence of the Respondent's previous experience and qualifications relative to the provision of such services.

## **2.2 Interpretation/Questions**

During the period between issuance of this RFP and the proposal due date, no oral interpretation of the RFP's requirements will be given to any prospective respondent. Requests for interpretation must be made, in writing, at least 10 days before the submission due date and time to Email: [dmeadows@newbernha.org](mailto:dmeadows@newbernha.org) Fax: 252-633-9496.

## **2.3 Addendum and Update Procedures for the RFP**

During the period of advertisement for this RFP, NBHA may wish to amend, add to, or delete from, the contents of this RFP. In such situations, NBHA will issue an addendum to the RFP setting forth the nature of the modification(s). NBHA will email (or send via regular postal mail or fax upon written request) any addenda to Respondents of this RFP Solicitation. Interested parties may also view addenda on NBHA's website [www.newbernha.org](http://www.newbernha.org). It shall be the responsibility of each Respondent to ensure they have any/all additional addenda relative to this RFP.

## **2.4 Proposal Format**

All proposals shall be submitted in 8 ½ x 11-inch format, preferably in three (3) ring binders. Larger size pages or inserts may be used provided; they fold into 8 ½ x 11 inches. All copies of the submittal must be identical in content and organizations. The format of the respondent's proposal should be structured the same as the format of the RFP. Proposals should be organized into sections and tabbed for ease of review. Provide a comprehensive Table of Contents at the front of the proposal. Organize the proposal in response to the Submission Requirements, taking care to address all issues identified in the Scope of Service. The front cover of the proposal should bear the name and number of the RFP, the date, and the Respondent's name, address, phone/fax number, and email address.

## **2.5 Submittal Forms**

Provide, as a part of the proposal, all required certifications and HUD forms, licenses, and proof of insurance. All forms that require a signature or initials must bear an original initial or signature.

## **2.6 Acceptance of Proposals**

Proposals must be signed, sealed, and received in the completed form at the NBHA, no later than the proposal closing date and time. Proposals submitted after the designated closing date and time will not be accepted for any reason and will be returned unopened to the originator.

NBHA reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further considerations for failure to comply with the specifications of this RFP.

NBHA also reserves the right to reject the proposal of Respondents, who have previously failed to perform properly or to complete on time, a contract of similar nature, which is not able to

perform the contract. Alternatively, who habitually without just cause neglected the payment of bills or disregarded its obligations to subcontractors, providers of materials, or employees.

### **2.7 Time for Reviewing Proposals**

Proposals received prior to the closing date and time will be securely kept, unopened. Proposals received after the closing date and time may not be considered. All proposals properly received will be evaluated by NBHA's Evaluation Committee appointed by the Executive Director.

The Evaluation Committee will analyze proposals within the 60 days of the date and time due and make a recommendation for Award of Contract or not to award to the NBHA Executive Director.

### **2.8 Withdrawal of Proposals**

Proposals may be withdrawn by means of a written request or faxed request dispatched by the Respondent in time for delivery in the normal course of business prior to the time fixed for receipt and must be signed by the Respondent. In addition, withdrawals must be postmarked prior to the date and time set for the proposal submission deadline. Negligence on the part to the Respondent in preparing their proposal confers no right to make modifications or withdraw the proposal after the due date and time.

### **2.9 Award of Contract**

The contract shall be awarded to the Respondent submitting a proposal according to the evaluation criteria contained herein, provided the proposal is in the best interest of NBHA. The Respondent to whom the award is made will be notified at the earliest practical date.

### **2.10 HUD Debarment and Suspension List**

The Respondents and all subcontractors' names or businesses must not appear on the HUD's Debarment and Suspension list.

### **2.11 Certification of Legal Entity**

Prior to the execution of the contract agreement, the Respondent shall certify that joint ventures, partnerships, team agreements, new corporations, or other entities that either exist or will be formally structured are, or will be, legal and binding under the North Carolina State Law, the City of New Bern, and the New Bern Housing Authority.

### **2.12 Cost Borne by Respondent**

All costs related to the preparation of this RFP and any related activities are the responsibility of the Respondent. NBHA assumes no liability for any costs incurred by the Respondent throughout the entire selection process.

**2.13 Best Available Data**

All information contained in this RFP is the best data available to NBHA at the time of the RFP was prepared. The information given in the RFP is not intended as a representation having a binding legal effect.

This information is furnished for the convenience of Respondents and NBHA assumes no liability for any errors or omissions.

**2.14 Contact with NBHA Staff, Board Members, and Residents**

Beyond the above referenced written communications, Respondents and their representatives may not make any other form of contact with NBHA, Board Members, or Residents. Any improper contact by or on behalf of Respondents may be grounds for disqualification.

**2.15 Licenses and Insurance**

The awarded individual/firm shall have and maintain all required Licenses necessary to conduct business in the State of North Carolina and the City of New Bern. All licenses must be kept up to date for the duration of this contract. Copies of all licenses must be in the Procurement/Contract Office prior to contract execution.

Prior to contract award and for the duration of the contract, the successful proposer will be required to provide proof of insurance (as outlined) and the NBHA shall be named as an additional insured.

Professional Liability (and/or Errors & Omissions)	Coverage \$1,000,000 each occurrence
General Liability	Coverage \$1,000,000 each occurrence
Comprehensive Automobile Liability	Coverage \$1,000,000 each occurrence
Worker's	

Compensation with Statutory Limits of the State of NC

**2.16 Respondent Responsibilities**

Each Respondent is presumed by NBHA to have thoroughly studied this RFP and become familiar with the contents, locations, nature of requests, covered by the RFP. Any failure to understand completely any aspect of this RFP is the responsibility of the Respondent.

**2.17 No Claim against NBHA**

The Respondent shall not obtain, by submitting a proposal in response to this RFP, any claim against NBHAs properties for the reason of all or any part of any of the following: the selection process; the rejection of any or all offers; the acceptance of any offer; entering into any agreements or the failure to enter any agreements; any statement, representations, acts or omissions of NBHA or any person or entity acting on its behalf; the exercise of any discretion outlined in or concerning any of The foregoing; and any other matters arising out of the foregoing.

**PART III - SCOPE OF SERVICES**

Provide the New Bern Housing Authority, Lawn Care Services for both Trent Court and New Bern Towers. *Property Characteristics are located on pages 14 in this RFP.*

**CONTRACTOR(S) RESPONSIBILITIES:** The chosen Contractor(s)/s shall provide the management, supervision, and manpower necessary to provide the Lawn Care Services, as detailed in this proposal. All work shall be performed in a professional and workmanship manner.

1. This contract is for one (1) year with renewal options for two (2) additional, one-year periods considering all pricing, terms, and conditions remain the same. (This could be a three-year contract).
2. Services for each site must be bid individually on the bid sheet. One or up to three contracts will be awarded for the two properties.
3. The Property Managers for both Asset Management Property (AMP) and Section 8 New Construction Property shall be the Contract Administrator and the point of contact regarding services to be performed and invoicing.

**YARD MAINTENANCE PRODUCTS:** The Contractor(s) will supply grass seed, fertilizer, lime, pine needles, mulch, and herbicides needed to perform the Lawn Care Services. All equipment shall be supplied by the Contractor(s).

The successful Contractor(s) shall be prepared to perform the following services, according to the work schedule outlined in the specifications below:

ALL LOCATIONS -- WEEKLY -- from MAY 1<sup>st</sup> until APRIL 30<sup>TH</sup>:

- Trash and litter pick-up and removal from the parking lot(s), sidewalks, common area(s), and grassed area prior to mowing.
- Grassed areas mowed.
- Grass trim, edge and weeding eating of borders and edges.
- Concrete areas and parking lots are to be blown or swept to remove grass trimming after mowing and trimming - sidewalks to doors.
- Edging to be done at all sidewalks and stairways 1 inch wide and cleaned.
- Remove leaves out of the parking areas/lots

ALL LOCATIONS -- Bi-WEEKLY -- from MARCH 15<sup>th</sup> until OCTOBER 15<sup>th</sup>:

- Herbicides sprayed as needed. (Herbicides will be provided by Contractor(s))

ALL LOCATIONS -- from OCTOBER 1<sup>st</sup> until NOVEMBER 30<sup>th</sup>: (Fall Maintenance)

- Apply fertilizer and lime to all grassed areas. (Fertilizer and Lime will be provided by the Contractor(s)).
- Remove leaves out of the parking areas/lots
- Reseed grassed areas where needed. (Grass seed will be provided by the Contractor(s)).

ALL LOCATIONS -- from DECEMBER 1st until FEBRUARY 28th: (Fall Maintenance)

- Trim and prune trees, shrubbery, and bushes; remove leaves around the buildings and on the lawns to maintain a neat, uniform appearance.

ALL LOCATIONS -- from FEBRUARY 15th until APRIL 1st: (Spring Maintenance)

Mulch or straw areas around buildings, trees, and shrubs. (Mulch and Pine Straw will be provided by the Contractor(s)).

ALL LOCATIONS -- from MARCH 1st until MARCH 31st: (Spring Maintenance)

- Apply fertilizer to all grassed areas. (Fertilizer will be provided by the Contractor(s)).

### **Site Visits**

NBHA will arrange walk-through inspection tours of their buildings upon request, prior to the submission of qualification. Site representatives will be available to answer questions about the operation of the buildings. All Contractors are encouraged to carefully evaluate the community profile data contained in the attachments and to visit the facility to enhance their understanding of existing lawn and ground conditions.

To make arrangements to tour New Bern Housing Authority sites, please contact:

#### **Trent Court Property Manager**

**Pamela Minor**

**New Bern Housing Authority**

**1307 Tatum Drive**

**New Bern, NC 28562**

**Phone: 252-633-0800 extension 210**

**Email: pminor@newbernha.org**

#### **New Bern Towers Property Manager**

**Latahsha Simmons**

**New Bern Towers**

**1125 Walt Bellamy Drive**

**New Bern, NC 28562**

**Phone: 252-633-0800 extension 280**

**Email: lsimmons@newbernha.org**

**Team Composition** - a complete listing of all key personnel who will be assigned to this project. This will include their relevant experience, qualifications for this project, roles, and responsibilities, leadership, etc., in addition to their availability for this project.

Provision of a priced methodology complete with a time allotment for each identified task you propose to employ to carry out the work, this shall form the basis for payments to the successful proponent. Supplement this with a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.

A minimum of three (3) client references from projects of a similar size and scope.

**Required State Contractor's License:** As required by the State of North Carolina and by other applicable law, regulation or ordinance the contractor shall be in possession of a current certification and contractor's license.



## **PART IV -SUBMISSION REQUIREMENTS**

Listed below are the sections that must be included in the Respondent's proposal. Each section must be clearly labeled using the bold-faced titles listed below. The required submission must be bound, and each section tabbed.

### **4.1 Staffing and Qualifications**

- a. Provide information regarding staff experience and qualifications that demonstrates the Respondent's capacity to perform the required services. Include an organizational chart that illustrates the Respondent's overall staffing approach for completing the required work. Include in the chart all key personnel, specialists, and consultants who will be assigned work under a contract potentially resulting from this RFP.
- b. Provide resumes of all key personnel, specialists, and consultants who will perform the work required by a contract potentially resulting from this RFP. Identify their specific role in the provision of services required. Resumes should include the relevant experience of the individual as it relates to their proposed role in the project, in addition to the education, career, and achievement data typically included in a resume. Include evidence of required license and certifications, as applicable, held by the Respondent, its principals, and/or key staff.
- c. Identify all individuals who will be devoted to the project on a full-time basis or part-time basis (up to 50% of the time allocated to the project). Including those who will be full time only for specific components of the project, as well as those filling a continuing position throughout the project. Provide detailed resumes for each, highlighting the experience that qualifies them for the position they will fill.

### **4.2 Relevant Experience and Past Performance**

- a. Identify similar or related work performed for public housing authorities or other agencies that have been completed to date or is currently active. Include projects completed or currently underway by the responding entity and/or each major participant in the proposal.
- b. For each project identified provide:
  - i. Project name and address
  - ii. Contact person, title, telephone number, email, fax, and address
  - iii. A detailed description of the scope of work
  - iv. The client for whom the Respondent's services were performed
  - v. The size of the project
  - vi. The services performed by the Respondent on the project.
  - vii. The dollar value of the contract for the services
  - viii. The duration of the project including start and completion dates, or projected completion date if still active.
  - ix. A reference contact for the project with a name, address, email, and telephone number.

- c. Identify experience in performing work for public housing authorities or other agencies by the Respondent and/or its participants.
- d. Demonstrate the ability to produce reports that are well regarded in the industry in terms of content, timeliness, and responsiveness.
- e. Demonstrate, through written explanation, the Respondent's familiarity with Federal, State, and local laws, regulations, and codes that the Respondent believes may be pertinent or applicable to this project.
- f. If the Respondent is a joint venture, or another entity formed solely for responding to this RFP, provide evidence of prior successful collaborations.

#### **4.3 References**

Provide a list of clients, previous and current. This list must include the name and title of the contact person, with an address, email, telephone number, and fax number.

#### **4.4 Respondent's Approach and Response to the Scope of Service**

- a. Provide a detailed narrative that demonstrates the approach intended for use by the Respondent.
- b. The Respondent should outline its anticipated approach for each element of work identified in the Scope of Services.
- c. The approach outlined should be consistent with the objectives and requirements outlined in the RFP and should address how services will be immediately provided upon execution of a contract.
- d. Provide a narrative and bar graph type schedule indicating, in weeks, how the work will proceed under the contract.
- e. Include proposed processes for ensuring effective coordination, as well as procedures for reporting and disseminating information.

#### **4.5 Proposal Cost**

Respondents shall provide a firm total cost along with a detailed itemized breakdown of the total cost. Please show all expected expenditures to include all anticipated travel. The total cost must be all-inclusive. **Cost Proposal Form is located on pages 15 - 16.**

#### **4.6 Required Certifications/Forms**

Each proposal shall contain a copy of the following HUD forms, which may be downloaded from the Procurement page of NBHA website: [www.newbernha.org](http://www.newbernha.org)

## **PART V - PROCUREMENT PROCESS**

### **5.1 Proposal Evaluation/Contract Award**

Proposals received in response to this solicitation will be evaluated using the following evaluation process.

- a. The evaluation process will be used to determine the firms that will comprise the shortlist, from which final selection for contract award will ultimately be made.
  - i. During the evaluation process, technical proposals will be evaluated and scored by an Evaluation Committee appointed by the Executive Director.
  - ii. Each member of the selection committee will score each proposal.
  - iii. Scoring will be based on predetermined Evaluation Criteria. The available points associated with each area of consideration are shown below in Item 5.2.
  - iv. The results of the evaluation of both technical and cost proposals will be used to determine those proposals to be considered in the competitive range.
  - v. Proposals will be considered acceptable if they have a minimum score of 85 points or above.
  - vi. The Authority may request that proposers whose submittals are in the competitive range make oral presentations concerning their qualifications to the Authority's Evaluation Committee and/or the Board of Commissioners. Presentations will be scheduled by NBHA on an individual basis.
  - vii. Cost proposals will be considered acceptable if the proposed cost is not excessive compared to the proposed costs of other Respondents with acceptable technical proposals.
  - viii. Respondents with acceptable technical and cost proposals may be requested to supply additional information to assist in completing the due diligence review. Failure to satisfactorily complete the due diligence review within the timeframe established by NBHA will result in the disqualification of the Respondents proposal.
- b. Scoring will be based upon how well the proposal meets the criteria established in this RFP.
- c. NBHA reserves the right to make no award or decline to enter negotiations should it believe that no Respondent to this RFP would be capable of delivering the necessary level of service within an acceptable price range and/or the period.
- d. The Evaluation Committee will evaluate the merits of proposals received in accordance with the evaluation factors stated in the RFP and formulate a recommendation. However, while a numerical rating system may be used to assist the Evaluation Committee in selecting the competitive range (if necessary) and making an award recommendation decision, the award

decision is ultimately a business decision that will reflect an integrated assessment of the relative merits of the proposal using the factors and their relative weights disclosed in the RFP.

## **5.2 Evaluation Criteria**

### **a. Organizational Capacity:**

**30 Points**

1. Respondent's organizational capacity will be evaluated through an assessment of the Respondent's staff, specialists', and consultants' experience and qualifications. In addition, the Respondent's ability to perform the work in a timely manner will be evaluated through a review of previous performance on similar projects, as well as current and projected capacity and workload.
11. Maximum consideration will be given to those Respondents having staff with the greatest amount of experience in performing work as required herein, and who can demonstrate sufficient capacity to perform the work timely given current and projected workload.

### **b. Relevant Experience and Past Performance:**

**25 Points**

1. Relevant experience and past performance will be evaluated through an assessment of previous, similarly related projects completed to date.
11. Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a documented track record of completing projects of the same type required by this RFP.
- m. Maximum consideration will also be given to those Respondents who exhibit a successful track record of performing similar services for public housing authorities.

### **c. Respondent's Approach and Response to Scope of Service:**

**25 Points**

1. The Respondent's approach and response to the Scope of Service will be evaluated through an assessment of the proposed approach for each element of work identified in the Scope of Service.
11. Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a clear and prudent plan for performing the required work within the established timeframe.

### **ii. Proposal Cost:**

**20 Points**

- i. Proposal cost will be evaluated through a careful analysis of cost compared to the other Respondent proposals.
11. Maximum consideration will be given to those Respondents, who demonstrate through their submittals, the ability to perform the required work at minimum cost to NBHA.

**Section 3 Participation Plan:**

**10 points**

- i. Section 3 participation will be evaluated through an assessment of the action plans and participation schedules submitted.
- ii. Maximum consideration will be given to those Respondents, who demonstrate through their submittals, that Section 3 business enterprise contracting, and Section 3 resident employment and training, will be met.

**5.3 Summary of Evaluation Criteria**

**Evaluation Criteria Points Technical:**

Organizational Capacity	30 Points
Relevant Experience and Past Performance	20 Points
Respondent's Approach/Response to Scope of Service	20 Points
Proposal Cost	20 Points
Section 3 Participation Plan	10 Points
<b>Total</b>	<b>100 Points</b>
<b>Total Possible Points</b>	<b>100 Points</b>

**Cost Proposal Form is located on pages 15 -16.**

**5.4 SECTION 3**

The purpose of Section 3 of the U.S. Department of Housing and Urban Development (HUD) Act of 1968 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance, shall, to the greatest extent feasible and consistent with existing federal, state, and local laws, be directed toward low and very low-income persons.

Low income is defined as a single person or family whose income does not exceed 80% of the median income for the area. A very low-income person is defined as a family or single person whose income does not exceed 50% of the median income for the area.

Section 3 is applicable when funds from the U. S. Department of Housing and Urban Development are used on a project and when additional persons (new hires) are employed. A new hire is any person hired after signing the contractor who is not a current employee.

**ASSET PROPERTY MANAGEMENT (AMP 1)  
Trent Court**

PHYSICAL DATA			
<b>PROPERTY MANAGER:</b>	Pamela Minor	<b>TEL:</b>	252-633-0800 Ext 210
<b>ADDRESS:</b>	837 South Front Street	<b>FAX:</b>	252-633-9496
<b>YEAR BUILT:</b>	1940	<b>Total# Buildings</b>	23

**SECTION 8 NEW CONSTRUCTION (9)  
New Bern Towers**

PHYSICAL DATA			
<b>PROPERTY MANAGER:</b>	Latahsha Simmons	<b>TEL:</b>	252-638-3663 Ext 280
<b>ADDRESS:</b>	1125 Walt Bellamy Drive	<b>FAX:</b>	252-638-9733
<b>YEAR BUILT:</b>	1979	<b>Total# Buildings</b>	1

# The New Bern Housing Authority

PO Box 1486  
New Bern, NC 28563

## REQUEST FOR PROPOSAL (RFP) 2022-02 LAWN CARE AND MAINTENANCE SERVICES

### COST PROPOSAL FORM

Task: Trent Court	Details	Total Price
Lawn Maintenance	Up to weekly mows	
Spring Cleanup		
Fall Services		

Total \_\_\_\_\_

Task: New Bern Towers	Details	Total Price
Lawn Maintenance	Up to weekly mows	
Spring Cleanup		
Fall Services		

Total \_\_\_\_\_

# The New Bern Housing Authority

PO Box 1486  
New Bern, NC 28563

## REQUEST FOR PROPOSAL (RFP) 2022-02 LAWN CARE AND MAINTENANCE SERVICES

### COST PROPOSAL FORM

DATE ISSUED:

FILL IN BELOW AND SIGN. PRICES ARE GUARANTEED FOR A MINIMUM OF 60 DAYS FROM PROPOSAL DEADLINE DATE.

COMPANY NAME:

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BY:

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Signature	Type Name	Title	Date
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ADDRESS:

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Street/POB	City	State	ZIP
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PHONE/FAX:

---

EMAIL:

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**ATTACHMENT A**  
**NON-CONCLUSIVE AFFIDAVIT**

Non-Collusive Affidavit State of	County of
being first duly sworn, deposes and says:	
That he/she is	
<i>(Individual, partner, or officer of the firm of, etc.)</i>	
<p>the party making the foregoing proposal or 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 of conference, with any person, to fix the bid prices of the affiant or any other bidder, or to fix any overhead, profit or cost element of the said bid price, or of that or any other bidder, or to secure any advantage against the New Bern Housing Authority or any person interested in the proposed contract; and that all statements in said proposal or bid are true.</p> <p>That I have examined and carefully prepared this proposal from the specifications and have checked the same in detail before submitting this proposal; that the undersigned is duly authorized to make this affidavit.</p> <p>That following this affidavit is a full and complete list of all subcontractors and the class of work to be performed by each, which the bidder proposes to use.</p>	
Company Name:	
By:	
Title:	
Subscribed and sworn to before me this day of	
Signature	My Commission Expires

# ATTACHMENTB

## CONTRACTOR DATA AND SIGNATURE

Contractor Name:		
Contractor Address:		
Contractor Telephone:		Contractor Fax:
Business Designation (check one):		
<input type="checkbox"/> Corporation        <input type="checkbox"/> Partnership        <input type="checkbox"/> Limited Partnership        <input type="checkbox"/> Limited Liability Company		
<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Other
Federal Tax ID#:	-	or
SSN#:	-	-

Federal tax ID numbers or Social Security numbers are required pursuant to ORS 305.385 and will be used for the administration of state, federal and local laws. Payment information will be reported to the Internal Revenue Service under the name and Federal tax ID number, if non-applicable, the Social Security number provided above.

**Certification:** The individual signing on behalf of the Contractor hereby certifies and swears under penalty of perjury: (a) the number shown on this form is Contractor's correct taxpayer identification; (b) Contractor is not subject to backup withholding because (i) Contractor is exempt from backup withholding, (ii) Contractor has not been notified by the IRS that Contractor is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Contractor that Contractor is no longer subject to backup withholding; (c) s/he is authorized to act on behalf of Contractor, s/he has authority and knowledge regarding Contractor's payment of taxes, and to the best of her/his knowledge, Contractor is not in violation of any North Carolina tax laws; (d) Contractor is an independent contractor as defined in ORS 670.600; and (e) the above Contractor data is true and accurate.

I have read this Contract including the attachments and exhibits which are part of this contract. I understand the Contract and agree to be bound by its terms.

Signature	Title
	Date
Name (please print)	

<b><u>New Bern Housing Authority</u></b>	
Signature	Title
	Date
Name (please print)	