



# **Housing Authority of the City of Perth Amboy**

881 AMBOY AVENUE, P.O. BOX 390, PERTH AMBOY, NJ 08862

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Executive Director

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## **REQUEST FOR PROPOSALS**

**for**

## **LAWN MOWING AND LEAF RAKING SERVICES**

**at**

**PUBLIC HOUSING PROJECT SITES**

**in**

**PERTH AMBOY, NEW JERSEY**

**Proposals are due by 2:00 p.m. on Tuesday, May 30, 2023**

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**Perth Amboy Housing Authority  
Lawn Mowing and Leaf Raking**

**INTRODUCTION**

The Housing Authority of the City of Perth Amboy (Authority) is seeking proposals from interested contractors to perform as needed lawn mowing and leaf raking services at William A. Dunlap Homes, George J. Otlowksi Sr. Gardens, Richard F. Stack Apartments, Wesley T. Hansen Apartments, John E. Sofield Gardens and Douglas G. Dzema Gardens located in Perth Amboy, New Jersey.

The work involved in the contract includes the cutting and trimming of grass and the raking and removal of seasonal leaves. **Approximate dates are: Spring cutting shall begin April 1st. Fall cutting ends November 30<sup>th</sup>. This is a one (1) year agreement commencing April 1, 2023 through November 30, 2023 with the option to renew for two additional years at the same prices.**

The contractor will be required to provide the work on an as needed basis. In general, grass shall be cut when it exceeds the height of three (3) inches. A minimum cutting height on one and one-half inches is recommended.

Prior to proceeding with any work, the contractor will be required to have all debris removed from the grass area to be mowed. This clean-up is to consist of the removal of all debris, trash, limbs, etc., and any and all material foreign to the natural vegetation.

Special care should be taken to avoid throwing grass clippings on building walls and on any automobiles parked in designated parking areas, and instead directing grass clippings into mulched shrub beds.

Upon completion of the grass cutting, trimming and edging work, the contractor will be required to sweep and remove all grass clippings from sidewalks, driveways and roadway areas. The facility shall be left in a neat and presentable condition.

**NOTICE – REQUEST FOR PROPOSALS**

The Housing Authority of the City of Perth Amboy (Authority) will receive sealed proposals for lawn mowing and leaf raking services at various housing development sites for the 2023 landscaping season. The contract shall be renewable for two additional one year periods at the same terms.

Proposals will be received until 2:00 PM on Tuesday, May 30, 2023 prevailing time, at the administrative office of the Housing Authority, 881 Amboy Avenue, PO Box 390, Perth Amboy, NJ 08862. The written Request for Proposals (RFP) may be downloaded from the Authority's website, [www.PerthAmboyHA.org](http://www.PerthAmboyHA.org). All contract requirements and requirements for the proposal are described in the RFP. The Authority invites the participation of Minority-Owned Business Enterprises in this solicitation and reserves the right to reject any or all offers or to waive any informalities in this solicitation.

**Form of  
Contract for Lawn Mowing and Leaf Raking Services**

**PLEASE NOTE-THREE separate contracts shall be issued for these services**

This **Agreement** made this \_\_\_\_ day of \_\_\_\_ in the year 2023 by and between

(Name of Contractor)  
(Address)

hereinafter called the “Contractor,” and the

Housing Authority of the City of Perth Amboy  
881 Amboy Avenue, P.O. Box 390, Perth Amboy, New Jersey 08862

Dunlap RAD, LLC  
881 Amboy Avenue, P.O. Box 390, Perth Amboy, New Jersey 08862

Hansen RAD, LLC  
881 Amboy Avenue, P.O. Box 390, Perth Amboy, New Jersey 08862

hereinafter called the “Authority.”

**WITNESSETH** that the Contractor and the Authority for the consideration stated herein mutually agree as follows:

**Article 1. Statement of Services.** The Contractor shall furnish all labor, materials, tools and equipment and shall perform and complete all work required for lawn mowing and leaf raking services at (William A. Dunlap Homes, George J. Otlowski Sr. Gardens, John E. Sofield Gardens and Douglas G. Dzema Gardens) (Richard F. Stack Apartments and Wesley T. Hansen Apartments) (the Administration Offices) in Perth Amboy, New Jersey.

**Article 2. Term of Contract.** This contract shall extend for a period of one year, April 1, 2023 through March 31, 2024. The contract shall be renewable for two additional one-year periods at the agreement of both parties and at the same rates stated in Article 3 below.

**Article 3. Contract Prices and Payment.** The Authority shall pay the Contractor the sum or total of several sums shown on the Contractor’s proposal for each housing development site for each service completed at one or several sites. The Contractor’s proposal is hereby made a part of this Contract. Payment shall be made within 30 days of receipt of an invoice for completed services. **ADD LINE ITEMS NEXT RFP**

**Article 4. Performance of Work, Work Requirements and Contractor’s Responsibilities.**  
The Contractor shall be responsible for furnishing all materials, equipment, labor and transportation necessary to perform the work. The Contractor shall be equipped to perform the work with all tools and equipment ordinarily and incidentally used in the performance of commercial lawn mowing and edge trimming and removal of grass cuttings and raking and removal of leaves.

The Authority shall have the sole right and discretion to order work under his contract The Authority reserves the right to award work of a similar nature, through other procurement methods, to other contractors.

Lawn mowing shall be performed by the Contractor on an as-needed basis. The Authority makes no representation as to the amount of work that may be required during the contract period.

The Authority shall notify the Contractor of all work to be performed by means of a work order. The work shall be completed within four (4) business days of receipt of the work order.

Work shall be performed during the Authority's standard business hours 8:00 a.m. to 4:30 p.m., **Thursday to Friday**. The Contractor may perform work outside of days and times for the Contractor's convenience only if the Authority grants prior written permission.

The Contractor shall perform mowing and/or raking services on all lawn areas on the Authority property at the site(s) identified in each work order including the public right of way areas along streets and sidewalks. Prior to mowing, the contractor shall collect all trash, litter and debris in the lawn areas. The Authority shall not be held liable for any damage to the Contractor's equipment that results from the Contractor's failure to remove debris prior to mowing. Grass shall be mowed to a height of two inches (2"). Grass and weed surrounding buildings, trees, bushes, fences, poles, sidewalks, curbs, and other appurtenances shall be trimmed. Sidewalks, streets, driveways and other paved areas shall be swept clean of cuttings, leaves and other debris. The contractor shall collect all debris, grass and weed cuttings and/or leaves. The Contractor shall remove all trash, litter, grass cuttings, leaves and debris from the Authority property and dispose these materials in a lawful manner.

The Contractor shall at all times keep the work area orderly and free from accumulations of waste materials. After completing each work order, the Contractor shall remove the Contractor's equipment, materials and tools and leave the property in a neat, clean and orderly condition.

The Contractor shall not sub-contract any work under this contract without express prior written approval of the Authority.

The Contractor shall be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence, and shall take all necessary health and safety precautions to protect the work, the workers, the public, and the property of others. The Contractor shall hold and save the Authority, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.

**Article 5. Insurance.** Before performing any work, the Contractor shall furnish the Authority with certificates of insurance showing the following insurance is in force and will insure all operations under the Contract:

1. Workers' Compensation, in accordance with New Jersey Workers' Compensation laws.
2. Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$1,000,000.00 per occurrence to protect the Contractor and the Authority against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (3) below. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract, and the extended reporting period may not be less than five years following the completion date of the Contract.
3. Automobile Liability on owned on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000.000 per occurrence.

All Insurance shall be carried with companies which are financially responsible and admitted to do business in the State of New Jersey. If any such insurance is due to expire during the construction period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to the Authority. All certificates of insurance, as evidence of coverage, shall provide that no coverage maybe canceled or non-renewed by the insurance company until at least 30 days prior written notice has been given to the Authority.

**Article 6. New Jersey Business Registration Requirements.** The contractor shall provide to the Authority proof of the contractor’s business registration with the New Jersey Division of Taxation before contract award.

**Article 7. Contract Documents.** Contract documents shall consist of the following component parts:

1. This instrument;
2. Contractor’s Proposal May 30, 2023;
3. Addenda (if any).

This instrument, together with the documents enumerated in this Article 7 form the Contract, and they are fully a part of this Contract as if hereto attached or herein repeated. In the event that any provision in one of the component parts of the Contract conflicts with any provision of any other component part, the provision in the component part first enumerated in this Article 7 shall govern, except as otherwise specifically stated.

**IN WITNESS WHEREOF**, the parties hereto have caused this instrument to be executed the date and year first above written.

In the presence of:

\_\_\_\_\_ by \_\_\_\_\_  
(Name)  
(Title)  
(Company Name)  
(Phone Number)

In the presence of:

\_\_\_\_\_ by \_\_\_\_\_  
Douglas G. Dzema, PHM  
Executive Director  
Housing Authority of the  
City of Perth Amboy

## Description of the Housing Project Sites

### Billed Separately as Housing Authority of the City of Perth Amboy:

*Development Name: Perth Amboy Housing Authority*

Address: 881 Amboy Ave., PO Box 390, Perth Amboy, NJ

Number of Buildings: 1 Management Office and Parking Lot

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### Billed Separately as Dunlap RAD, LLC:

*Development Name: William A. Dunlap Homes*

Address: Amboy Avenue & Zambory Street, Perth Amboy, NJ

Number of Buildings: 17 Residential, 1 Garage (1-story)

Building Type: Two-Story Brick Row House

Property Area: Approximately 10.8 acres

*Development Name: John E. Sofield Gardens*

Address: Huntington and Cortlandt Streets, Perth Amboy, NJ

Number of Buildings: 8 Residential

Building Type: Two-Story Brick Duplex Houses

Property Area: Approximately 0.99 acres

*Development Name: Douglas G. Dzema Gardens*

Address: Penn and Neville Streets, Perth Amboy, NJ

Number of Buildings: 9 Residential

Building Type: Two-Story Brick Row House

Property Area: Approximately 1.15 acres

*Development Name: George J. Otlowski, Sr. Gardens*

Address: Dobranski Drive, Perth Amboy, NJ

Number of Buildings: 4 Residential, 1 community bldg. (1-story)

Building Type: Two-Story Brick Row House

Property Area: Approximately 2.3 acres

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### Billed Separately as Hansen RAD, LLC:

*Development Name: Richard F. Stack Apartments*

Address: 333 Rector Street, Perth Amboy, NJ

Number of Buildings: 1 Residential

Building Type: Six-Story Brick Elevator Building

Property Area: Approximately 0.70 acre

*Development Name: Wesley T. Hansen Apartments*

Address: 415 Fayette Street, Perth Amboy, NJ

Number of Buildings: 1 Residential

Building Type: Eleven-Story Elevator Building

Property Area: Approximately 1.17 acres

**Proposal**

Proposal for: Lawn Mowing and Leaf Raking Services

TO: Housing Authority of the City of Perth Amboy, 881 Amboy Avenue Perth Amboy, NJ 08862

FROM:

\_\_\_\_\_  
Company Name of Bidder Federal ID#

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State - Zip Code

\_\_\_\_\_  
Contact Name / Title / Phone Number(s)

\_\_\_\_\_  
Contact Fax / Email Address

1. The undersigned, having read the Request for Proposals and all the requirements contained therein, and having investigated the local conditions affecting the cost of the work, hereby propose to furnish all labor, materials, equipment and related items to complete all work for lawn mowing and leaf raking services in accordance therewith at the following rates:

**A. LAWN MOWING DUNLAP RAD, LLC:**

**William A. Dunlap Homes:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per service.

**George J. Otlowski Sr. Gardens:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per service.

**John E. Sofield Gardens:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per service.

**Douglas G. Dzema Gardens:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per service.

**LAWN MOWING HANSEN RAD, LLC:**

**Richard F. Stack Apartments:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per service.

**Wesley T. Hansen Apartments:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per service.

**LAWN MOWING PERTH AMBOY HOUSING AUTHORITY:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per service.



**B. LEAF RAKING DUNLAP RAD, LLC:**

**William A. Dunlap Homes:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per service.

**George J. Otlowski Sr. Gardens:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per service.

**John E. Sofield Gardens:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per service.

**Douglas G. Dzema Gardens:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per service.

**LEAF RAKING HANSEN RAD, LLC:**

**Richard F. Stack Apartments:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per service.

**Wesley T. Hansen Apartments:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per service.

**LEAF RAKING PERTH AMBOY HOUSING AUTHORITY:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_.\_\_\_\_) per service.

2. This Proposal is accompanied by:

1. The Proposal form;
2. A minimum of three references;
3. Business Registration Certificate.

**I understand that failure to submit any of the above items may result in disqualification of the bid.**

In submitting this bid, it is understood that the Housing Authority of the City of Perth Amboy reserves the right to reject any and all bids. Once written notice of the acceptance of this proposal is sent, the undersigned agrees to execute and deliver a Contract in prescribed form within 10 days after the contract is presented to him for signature.

\_\_\_\_\_  
(Signature of Offerer)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

# Non-Collusive Affidavit

AFFIDAVIT

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ being first duly sworn deposes and says:  
(Individual's Name)

THAT he is \_\_\_\_\_ of  
(Owner, Officer or Partner)

\_\_\_\_\_  
(Firm Name)

the party making the foregoing proposal dated May 30, 2023 for lawn mowing and leaf raking services; that such proposal or bid is genuine and not collusive or sham; that the 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 of affiant or of any bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Housing Authority of the City of Perth Amboy or any person interested in the proposed contract; and that all statements in the said proposal or bid are true.

\_\_\_\_\_  
(Signature of Bidder)

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_

# Qualification Questionnaire

Proposal for: Lawn Mowing and Leaf Raking Services

Company Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

(a) It shall be necessary for the bidder to present evidence that he has been in business for at least 1 year in this field and can submit a suitable record of satisfactorily completing similar contracts.

How many years have you been or engaged in business under your present firm or trade name? \_\_\_\_\_ Years.

(b) How many years has your organization been performing the work required under this contract? \_\_\_\_\_ Years.

(c) If a corporation, answer the following:

Date of incorporation: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

President's Name: \_\_\_\_\_

Vice President's Name(s): \_\_\_\_\_

(d) If the contract is awarded to your firm, who will personally supervise the work?

\_\_\_\_\_

(e) Are there any liens of any character filed against your company at this time? If so, specify the nature and amount of the lien.

\_\_\_\_\_

(f) Give trade references:

\_\_\_\_\_

\_\_\_\_\_

(g) Give bank references:

\_\_\_\_\_

\_\_\_\_\_

(h) List tools and equipment owned by your company that will be used in the performance of this contract.

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(i) Give full information concerning all of your contracts in progress or completed within the last 3 years, whether private or government contracts.

OWNER/LOCATION	DESCRIPTION	CONTRACT AMOUNT
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ being first duly sworn deposes and says:  
(Individual's Name)

THAT he is \_\_\_\_\_ of  
(Owner, Officer or Partner)

\_\_\_\_\_  
(Firm Name)

and that he hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Housing Authority of the City of Perth Amboy in verification of the recitals comprising this Statement of Bidder's Qualification; and that all answers to the foregoing questions and all statements therein contained are true and correct.

\_\_\_\_\_  
(Signature of Bidder)  
Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_