

MEMORANDUM FOR RECORD

Date: March 6, 2018

SUBJECT: Pre-Bid Conference (10:00 p.m.), Boardroom 216
Solicitation No: HM 18-B-00429
Landscape Services for the Memphis Housing Authority's Properties.

This meeting was to answer any questions pertaining to the listed solicitation. Several questions were posed during this meeting. The questions and responses are not in any order or by verbatim. Other questions were submitted in writing before the March 8th deadline. All attendees were advised to check the website for updates or changes to the solicitation prior to submitting a bid. Amendment #1 was issued March 9, 2018 to extend the deadline for questions to March 16, 2018 by 3:00 pm and change the bid due date to March 22, 2018 by 3:00 pm. Questions and responses (1st round):

1. Will we be allowed to include prices for other landscape services not listed from the bid sheet?
Answer: Yes! Please provide a list of other services on a separate page. Include it with your MHA bid sheet. *Attachment B Price Sheet, Additional /Other cost List Here.*
2. An additional property will be updated to the price sheet. Please replace the solicitation price sheet with the amendment #1 price sheet to add the College Park Community building and associate landscape. *Amendment #2 New Price Sheet.*
3. How much is the wage rates? **Answer:** The minimum determined wage rate for this contract is \$10.92 per hour for landscapers. Any one performing landscape services for this contract must be paid no less than this amount.
4. What is a Section 3? **Answer:** Section 3 is an initiative by HUD. If your business has job openings please post them with the Memphis Housing Authority. We want residents of public housing to have opportunities for employment.
5. What are Section 3 individuals? **Answers:** Section 3 individuals are residents of public housing, individuals that are low-income based on their earnings and number of dependents, recent college graduate looking for work or an individual who was recently receiving unemployment payments and individuals receiving government support.
6. What is a Section 3 Business? A business can be Section 3 three ways: 1) The owner is a public housing resident. 2) A business subcontracts 25% of its contract to a Section 3 Business. 3) or 30% of business employees are Section 3 individuals.
7. Do we have to submit payrolls?

Answer: No! Payroll reporting is not required; however, you must maintain payroll records. MHA has the right to review payrolls to ensure workers are paid the determined wage rate listed from the solicitation. *6.5 Employees*

8. If we fill out the bid sheet with prices for the first year what do we do if we want to show our price increases for the option years if the contract is for 5-years?
Answer: The bid sheet is for year one prices. If you want to show price increases for the optional years please do so on an additional page and include it with your bid. *Attachment B Price Sheet, Additional /Other cost List Here.*
9. Will there be a site visit? **Answer:** To arrange a personal site visit please contact Michael Swindle at 901-553-2499 or email mswindle@mhanewday.com; otherwise, you may do drive-by site visits at each of the listed locations.
10. Will there be an award to one Contractor or will the award be split? **Answer:** MHA reserves the right to make multiple awards in the best interest of the Housing Authority. *1.2 Classifications*
11. Do you pretty much expect us to bid on all of the properties and you will decide who is awarded each site. **Answer:** No! MHA revised the price sheet. The properties will be grouped I & II. The bidders will be allowed to bid on either group or both groups. *Amendment #2 New Price Sheet.*
12. The contract doesn't start until April 2nd. There is a chance that the grass will be very high and out of control. Can we put in a price for the extra work that may be required on the front end? **Answer:** No! MHA will cut the grass prior to April 2nd. The grass will not be allowed to get out of control prior to the Contract award.
13. The solicitation does not provide a minimum height for pruning trees. How would we price this into the base bid? **Answer:** The minimum height for pruning trees shall be 15-feet. Any pruning above 15-ft will be submitted by price quote from the awarded Contractor (s). *2.2.3 Tree Care. Amendment #2*
14. If we have more questions where do we send them? **Answer:** Questions after the pre-bid must be submitted in writing by March 8, 2018 by 3:00 pm. Fax to David Walker 901-544-1299 or email dwalker@mhanewday.com. The answers to the all of the questions will be posted to the MHA website after the question deadline at memphisha.org.
15. Who currently does your landscaping? **Answer:** The Memphis Housing Authority. We have our own landscape crew. This year we are outsourcing all the work.
16. What type of mulch do we use. Black Beauty is the most appealing and the color last longer. Red Mulch last longer and regular mulch is less expensive? **Answer:** The contractor can utilize the most common type mulch for flower beds. No mulch will be used around trees. *Amendment #2*

17. Does mulch have to go around all trees? **Answer:** No! Currently mulch is not around any trees. *2.2.2 Bed Care-Shrubs, Flowers and Ground covers. Amendment #2*
18. The Contractor is responsible for 2-color changes for annual flowering replacement. Can you provide any clarification as to what type of flowers you would want? **Answer:** No, not now. MHA will request a price quote from the awarded Contractor(s). You may submit your basic pricing for flowers on your additional price sheet. *Attachment B Price Sheet, Additional /Other cost List Here.*
19. Will we be allowed to do any weekend cuts? **Answer:** No! *2.1.1*
20. If MHA is closed on holidays will we be allowed to do any cuts? **Answer:** No! A list of MHA holidays will be amended to the solicitation. *Amendment #2*
21. Will you post the sign-in sheet? **Answer:** Yes, it will be posted to the website.
22. Please clarify we are only to pull weeds when we come out to mow; further, the properties do not appear to have been treated for weed control. What is MHA's requirement once a contract is signed? **Answer:** The awarded firm is expected to treat each property with a weed control chemical after the first cut and as-needed for the remaining season. Pulling weeds is referenced to the flower beds only.
23. Section 2.1.4 refers to litter removal. Does this include all asphalt areas or just landscape and turf areas? **Answer:** Litter removal also include all areas for removal of grass clippings (see 2.1.3 for details).
24. The scope 2.1.4. refers to "large or unusual amounts of debris shall be reported". What does this mean? Will we be paid extra? **Answer:** Large and unusual debris are storm damage trees and/or limbs. When disasters happen, we may request price quotes from the awarded contractor to provide special removal services as-needed. Other bulk items like furniture, tires etc. report to the property manager.
25. Please clarify that MHA does not wish the properties to be pushed mowed. I.e. the contractor may mow the grass using whatever rotary mowing equipment will get the job done in the least amount of time. **Answer:** Though the solicitation does not specify any equipment details it does reserve the right for MHA to inspect equipment. Failure to provide suitable equipment to perform the contract may be grounds for termination. *2.3*
26. Insect and disease control does not reference Crape Myrtle Blight. Is this included in our quote? **Answer:** Yes! Measures will be taken to control Crape Myrtle Blight though it is not specifically listed. The use of an approved fungicide may be requested by MHA only after other preventative measures are not effective. *Refer to 10.0 Omissions and refer to 2.2.3 Tree Care, Pruning*

27. Section 2.2.2. There are only 15-mowing trips, 2-leaf removal trips and a few chemical trips. Does MHA wish us to come out weekly to pull weeds or only pull weeds when we are on site performing scope tasks such as mowing, leaf removal, chemical etc.? **Answer:** The price sheet that list mowing, leaf removal and chemical treatment is considered the base bid you must complete and submit to MHA. The other listed items from the landscape schedule may be priced on a separate sheet and submitted along with your bid. The total bid from the bid sheet will be read aloud at the public bid opening. The contractor is expected to be diligent in providing professional landscaping services to the fullest extent as possible. MHA will make site visits to conduct formal walk through inspections. *3.0 Facility Check List and 4.0 Monthly Contract/contract administrator formal inspections.*
28. Section 2.2.4 Irrigation Systems Monitoring. Please clarify all damage not caused by the contractor is a billable item and will be quoted and approved prior to the work being performed. Does MHA have a list of these systems and can MHA confirm they are 100% operational? **Answer:** MHA has not completed a system startup at any of the sites. The startup and repairs will be done on a separate solicitation soon.
29. Are we to include costs for backflow inspections in our quote? **Answer:** No! Not now.
30. Section 3.0 Facility Check List to presented to the property manager after each visit. Is there a copy of this form we can have? **Answer:** No! The contractor will provide the checklist of the items that was completed on each cut. The site manager will sign the list and/or note discrepancies.
31. May we have a list of all property manager's names, addresses, email, etc? **Answer:** No! Not now. A list will be provided to the award contractor.
32. Does MHA have a required time allotment for the monthly site inspections between the contractor and property manager? Le, should the contractor budget two hours per property to walk? Three hours? Also, should this be included in the base mowing, leaf removal or chemical quotes or submitted as a line item alternate? **Answer:** MHA does not have a required allotment of time for monthly inspections conducted with each property manager. All cost associated with the base items should include inspections and all incidentals (e.g. fuel, mobilization, labor tax, insurance, supervision, etc.). The contractor is required to bid to assure that the landscape has a neat and maintained appearance. For the duration of the contract the contractor will be responsible for quality control. The weekly inspections with MHA will not serve as a final acceptance for performance. If the contractor continuously failed to correct deficiencies. It may result in termination of the contract.
33. Is the address on the bid sheet correct for Askew Place? **Answer:** No! The reference address for Askew shall be 654 Georgia, Memphis, TN.

34. The Transitional Homes on 850 Inez and 2416 Vandale each has a vacant property next to them. It appears someone is maintaining the grass at each location. Do we have to bid to cut the vacant lots next to the properties also? Answer: No! You are only responsible for the property address.

35. Are the acres listed on the price she for the grass areas or for the entire property? Answer: The acres is for the entire property with building and pavements.

Meeting adjourned at 11:17 am.



David Walker, Contracting Officer
Contracting Department