



INVITATION FOR BIDS

Revised 01-14-26

Revision indicated by vertical line in left margin for crossed-out and/or revised text\)

The Housing Authority of Bartow (HAB) will receive sealed bids for **Lawn Services**. The bidder must have, at least, five years' experience providing lawn services to governmental and/or commercial concerns in order to be considered for this bid.

The complete package may be accessed at <https://www.habartow.org/procurement/> by clicking on *Lawn Services IFB*. All bids must be submitted by **10:00 a.m., Eastern Time**, on January ~~21~~ 22, 2026 at which time, submitted bids will be publicly opened and read aloud. Any bid received after the closing time will not be considered.

Minority and Woman Business Enterprises (MBE/WBE) and Section 3 firms are strongly encouraged to respond to this Invitation for Bids.

2x: 123025, 010626

HOUSING AUTHORITY OF BARTOW

Invitation for Bids For Lawn Services

I. SCOPE OF REQUIRED SERVICES

The Housing Authority of Bartow (HAB) is requesting bids for **basic** lawn care services as described in item A.1 through item A.8 (below) as well as **optional** lawn care services as described in item B.1 through item B.2 (below). At a minimum, all submitted bids must include the **basic** lawn care services as specified; otherwise, the bid will be rejected as non-responsive.

A. The following **Basic Lawn Care Services** to be provided with every mowing unless otherwise specified:

1. Mowing and Trimming: Prior to each mowing, all trash, sticks and other unwanted debris will be collected and later disposed of properly. This service is not meant to take the place of the Housing Authority's trash removal operations, but it is intended to keep any debris from being "mulched" and/or scattered by the mowers. The mowing operation includes trimming around all obstacles and removing clippings from walks, curbs, and parking areas. Grass catchers will be used as necessary to keep clippings off of mulched and paved surfaces and to prevent the excessive buildup of clippings. Lawn areas shall be maintained at a height of 2½ to 3½ inches throughout the mowing season. Large mowers and string line trimmers will be used only where appropriate to prevent possible damage by overuse of these machines. Each property listed in Item I.C. (below) will be mowed as per the following schedule:
 - During the *growing* season: April through October--a minimum of **26** cuttings. All turf areas to be mowed once a week in varying patterns to minimize rutting.
 - During the *dormant* season: November through March--a minimum of **13** cuttings. All turf areas to be mowed once every other week.
2. Blowing: Lawn debris, grass clippings, and dirt shall be blown in such a manner so as not to be noticeable on front and/or back porches, near curbs, under parked vehicles, on sidewalks, etc.
3. Weed Control:
 - Removal of weeds in cement crevices located in walkways, curbs, driveways, A/C areas, fence lines etc. to maintain a clean state of appearance. Hand weeding and/or a chemical weed killer such as *Round-Up* or a Housing Authority of Bartow-approved equivalent may be used in areas as necessary.

- Application of a chemical weed killer such as *Round-Up* or a Housing Authority of Bartow-approved equivalent around the base of each: building, power pole, phone utility box, and street sign, etc. to maintain a neat appearance and to help avoid damage to the structure by the lawn maintenance machinery.
 - 4. Control of Fire Ants: Treat mounds with *Amdro* fire ant bait or a Housing Authority of Bartow-approved equivalent.
 - 5. Maintaining Fence Lines: All property fence lines need to be maintained so they are free of all moss, vines, weeds, and tree limbs. The fence should be cleared, at least, one (1) foot inside and, as applicable, four (4) foot outside of the property fence lines including playground fences, property perimeter fences, etc. After spraying and cutting, all debris will be removed from the fence.
 - 6. Edging (*to be provided with every other mowing*): Mechanical edging of all cement and asphalt areas including all curbs, patios, sidewalks, roadways, driveways, and other paved areas shall be performed with every other mowing. The contractor will use string trimmers for the remaining mowing events. Debris from edging operations shall be removed and areas swept/blown clean.
 - 7. Trimming of Shrubbery: a minimum of **7** times annually. Pruning will be performed once per month during growing season to create a manicured appearance. Shrubs are to be trimmed 8" to 12" from ground to first branch so that the HAB grounds keeping staff can remove trash from under the shrubs. All flowering and deciduous shrubs will be pruned at the correct time to ensure health and growth.
 - 8. Leaf Removal: a minimum of **2** times annually: There will be two leaf removals--once in February and again in November. The HAB Property Manager or designee and the successful bidder will schedule and agree on the removal times.
- B. Optional Lawn Care Services** (*any or all of the following may be included in the resulting annual Agreement between with the successful bidder(s) and the HAB at the discretion of the HAB*):
1. Winter Tree Pruning: a minimum of **2** times annually. Winter pruning of trees will be done in the months of March and October during the dormant season. Pruning will include: the removal of crossing branches or those branches not consistent with standard form; the removal of low hanging limbs that may pose a safety hazard; the removal of suckers and water sprouts; general thinning for good light penetration and air circulation; and the removal of dead or diseased branches. Where appropriate, shade trees are to be elevated to 12' to 15' as directed by the HAB Property Manager or designee. Likewise, ornamental trees are to be elevated to 10' as directed by the HAB Property Manager or designee. The height of all pruning cuts will be limited to 12 foot (12') which is the normal height that a pole pruner can reach.
 2. Spray for Disease & Insects: A continuous pest management routine will be used to control insects and disease problems with all trees, shrubs, and ground

cover. The program will be based on prevention, monitoring, and control. Oils, soaps, and biological control will be substituted whenever possible. Inspections will be performed at each visit and recommendations are submitted to the HAB Property Manager or designee following each inspection.

- C. Properties to be serviced:** The street addresses and drawings of the properties to be serviced are provided in attached Exhibit "A-1" (Carver Village) and Exhibit "A-2" (Woodlawn Village). The bidder is ultimately responsible for conducting its own field measurements to determine the amount and type of necessary: equipment, tools, materials, and labor required.

II. OTHER CONDITIONS

The other conditions that will apply to the bidder who is awarded a contract.

- A. Insurance:** To the satisfaction of the HAB, the successful bidder will be required to provide the HAB with a current certificate(s) of:
- *General Liability* insurance and *Automotive Liability* insurance with the Housing Authority of Bartow as an *additional insured* on each type of liability insurance. The General Liability insurance must contain a minimum of \$1,000,000 coverage per occurrence.
 - *Workers' Compensation* coverage for all of the bidder's staff providing services on HAB property. The Workers' Compensation coverage must be, at least, the State of Florida required minimum.

The successful bidder shall maintain the above insurances in-force during the term of the contract.

- B. Permits, Fee and Licenses:** The successful bidder shall secure, maintain, and pay all permits, fees, and licenses necessary for the proper execution and completion of work.
- C. Section 3:** *As applicable*, the successful bidder will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968 (please see copy attached.)

D. Work Environment:

- Lawn care services are prohibited on Saturdays, Sundays, and HAB-observed holidays.
- On other days, lawn care services are prohibited between the hours of 5:00 p.m. and 7:00 a.m.

- The successful Bidder shall refrain from playing loud music or other unnecessary loud noises.
- E. Payment:** Payment shall be made within thirty (30) calendar days after submission of an invoice acceptable to the HAB for the satisfactory performance of the contracted work.
- F. Term:** The HAB anticipates that the services to be provided under the contract will begin within two weeks after award of the Agreement by the HAB. The initial contract will be for one year unless modified or validly terminated prior to the end of the term. The HAB, in its sole discretion, may renew this Agreement for two successive one-year periods.
- G. Required Forms:** The bidder will only submit its bid on the Bid Forms provided with this Invitation for Bids. Bids submitted in another format will be rejected as non-responsive.
- H. Communications:** In order to maintain a fair and impartial competitive process, the HAB shall avoid private communication concerning this procurement with prospective bidders during the entire procurement process. Please respect this policy.

Ex parte communication regarding this solicitation is prohibited between a potential or current bidder and any HAB Board of Commissioners member, City of Bartow Board of Commissioners member, HAB staff or City of Bartow staff, their agents, or any other person serving as an evaluator during this procurement process. Bidders directly contacting any of the above listed individuals regarding this solicitation risk elimination of their bids from consideration. Email correspondence with **Tom Hornack**, HAB Procurement Consultant, (***habprocurement@hardeemail.com***) does not constitute *ex parte* communication. Oral instructions or information concerning the specifications of this Invitation for Bids given out by any HAB Board of Commissioners member, City of Bartow Board of Commissioners member, HAB staff or City of Bartow staff, their agents, or any other person serving as an evaluator during this procurement process to prospective bidders shall not bind the HAB.

In the event that a potential bidder has questions that he/she would like to have addressed, the potential bidder may email questions to: ***habprocurement@hardeemail.com***, prior to **4:00 p.m., Eastern Time, on January 13, 2026**. Receipt of request will be acknowledged. The response will be posted on <https://www.habartow.org/procurement/> on or before **6:00 p.m., Eastern Time, on January 14, 2026**. It is the potential bidder's responsibility to monitor this any other information that may be provided on the <https://www.habartow.org/procurement/> webpage.

Modifications: The HAB reserves the right to modify this Invitation for Bids as deemed necessary by the HAB. Any such modification will be will be posted on <https://www.habartow.org/procurement/> on or before **6:00 p.m., Eastern Time, on January 14, 2026**. It is the potential bidder's responsibility to monitor this any other

information that may be provided on the <https://www.habartow.org/procurement/> webpage.

III. SUBMISSION OF BIDS

A. Original Bid:

An **original bid** and one *duplicate* copy of the bid shall be delivered by mail or hand-delivered addressed to:

Al Kirkland, Jr., Executive Director
re: Lawn Services IFB
Housing Authority of Bartow
1060 South Woodlawn Avenue
Bartow, Florida 33830

The outside of the envelope must indicate the name and address of the firm submitting the bid as well as the title of the bid being submitted.

Any bid transmitted by facsimile (fax), electronic mail, or not in compliance with the above instructions may not be considered. All bids and accompanying material will become the property of the HAB and will not be returned to the bidder.

B. Validity: Bids may be held by the HAB for a period not to exceed sixty (60) calendar days from the date of opening for the purpose of reviewing them and investigating the qualifications of the respondent prior to awarding the work.

C. Withdrawals: No bid shall be withdrawn subsequent to the stated opening of the bids without the written consent of the HAB. The HAB reserves the right to accept or reject any and all bids or any part of any bid and to waive any informalities or irregularities in the bid or in the procurement process.

D. Conflict of Interest: No HAB Board member, officer, employee of the HAB or member or employee of the City of Bartow City Commission shall, during his/her tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.

E. Award of Contract:

1. The Housing Authority of Bartow (HAB) reserves the right: to accept or reject any and all bids or any part of any bid and to waive informalities and minor irregularities and technicalities.

2. The HAB also reserves the right to award any bid if deemed to be in the best interest of HAB if that bid is consistent with HAB's policies and/or the laws

governing the U.S. Department of Housing and Urban Development (HUD) and/or the State of Florida programs.

3. The bid award will be made to that fully-qualified, *responsive**, and *responsible** bidder(s) whose offer conforms to this Invitation for Bids and is in the best interest of the HAB.

**(as defined by HUD.)*

F. Disputes: In case of any doubt or differences of opinions as to the items or service to be furnished hereunder or the interpretation of the provisions of the Bid Package, the decision of the HAB shall be final and binding upon all parties.

- Any protests (unless otherwise specified, the use of the term “protest” shall also include “disputes” and “appeals”) shall be submitted in writing to the HAB Procurement Consultant. The protest must be emailed to habprocurement@hardeemail.com in accordance with the time requirements listed below.

G. Required Form: The bidder will only submit its bid on the Bid Form provided with this Invitation for Bids. Bids submitted in another format may be rejected as “non-responsive.”

At a minimum, each contract awarded under this Invitation to Bid will comply with following attached HUD documents/forms, as applicable:

- *Maintenance Wage Rate Determination*, Form 52158, which indicates the minimum wage that must be paid to workers while performing services on-site at any HAB property
- *Instructions for Offerors*, Form 5369-B, which provides additional bid submittal information to the potential bidder
- *General Conditions for Non-Construction Contracts*, Section II, Form 5370-C (self-explanatory)

(Remainder of page intentionally left blank)

SUPPLEMENTAL INFORMATION FOR POTENTIAL BIDDERS

The purpose of this Bid Package is to obtain bids from a number of potential service providers. This will allow the HAB to determine what bid or bids best meets the needs of the HAB. In order to conduct this process in a fair and equitable manner, the HAB must be able to compare the information submitted by each bidder with the information provided by other bidders. In other words, the HAB must be able to compare “apples to apples.”

This Bid Package was designed to provide all potential bidders with the opportunity to provide the same type of information in the same format to the HAB.

To clarify some of the information requested on the Bid Form:

- *A Bidder may submit a bid for **one** or **both** of the properties listed.*

Although two HAB properties are included in the Bid Package, the Bidder may choose which property(ies) it desires to bid. After the HAB evaluates the submitted *responsible* bids, the HAB reserves the right to award **one** or **more** Agreements for lawn services as determined to be in the best interest of the HAB at the sole discretion of the HAB.

- *During the term of the Agreement, the HAB **retains the right to negotiate an increase or a decrease in the frequency of the **optional** individual types of lawn care services at each property based on the needs of the HAB at the sole discretion of the HAB.***

All information requested on a submitted Bid Form must be provided and accurate. When responding to those portions of the Bid Form requesting the costs for **optional** services (*i.e., Spray for Disease & Insects*), the Bidder must indicate a dollar amount per each individual type of **optional** service and not the words “*included in the price.*”

- *Due to the budgetary needs of the HAB, the Bid Form requests an annual figure for the **basic** and the **optional** lawn services for each property.*

The HAB desires to pay the successful Bidder with twelve (12) equal monthly payments even though some months may require more or less **basic** services by the successful bidder. As stated above, if the Bidder fails to accurately provide this requested information (annual amount), the HAB may not be able to compare that Bid Form with the other Bid Forms received. In that case, the Bid Form will be considered “non-responsive” to the information required by the HAB, and that Bid Form may be rejected from consideration.

- *Omissions and Mistakes*

The potential bidder is cautioned to carefully examine all specifications, drawings, unit prices, extensions, and any special conditions that may be pertinent to this bid. Similarly, the potential bidder is strongly encouraged to visit the site(s) to familiarize itself with the conditions at the site(s). Failure to examine all pertinent documents or visit the site(s) shall not entitle the successful bidder to any relief from the conditions imposed herein or in the resulting contract. In case of a mathematical mistake in any extension, the unit price shall govern. Multiplication or addition errors are deemed to be clerical errors and may be corrected by the HAB. The result of such corrections shall be deemed as the bidder's offer.

BID FOR LAWN SERVICES

This Bid is offered by _____
(hereinafter referred to as the "*Bidder*"), a corporation/partnership/an individual (*please circle one*).

To: The **Housing Authority of Bartow** (hereinafter referred to as the "*HAB*")

The *Bidder*, in compliance with your *Invitation for Bids* to provide **Lawn Services**, having examined the *Scope of Required Services* and being familiar with all of the conditions surrounding the proposed project, including availability of labor, proposes to furnish the necessary labor, supervision, equipment, materials, fuel, and supplies to perform the work in accordance with the *Scope of Required Services* and the other conditions contained in the *Invitation for Bid*, within the time set forth therein, and at the prices stated herein.

The *Bidder* hereby agrees to begin the work within two (2) weeks after award of the bid.

The *Bidder* acknowledges receipt of the following addendums: _____

_____.

The *Bidder* agrees to furnish the services as described in the bid documents for the property(ies) specified in this Bid Form. The annual dollar amounts indicated for each property on the attached **Bid Matrix** will be a main determining factor for the bid award(s).

If the *Bidder* is the successful bidder or in the event of a tie-bid, the *Bidder* _____ is or _____ is *not* (*check one*) willing to negotiate with HAB to provide business mentoring to a Section 3-qualified, resident-, minority- and/or woman-owned lawn service business

Upon receipt of written notice of the acceptance of its bid, the *Bidder* will execute a contract with the HAB within five calendar days.

With check marks and by the *Bidder's* signature, the *Bidder* is indicating below that the following required items/information/forms are being submitted as part of the *Bidder's* response:

- This required BID Form: _____
- The fully completed attached BID MATRIX Form: _____
- A list including contact information and dates of service of, at least, five past commercial and/or governmental customers who received similar services from the *Bidder*, after November 2020: _____

- That in submitting the Bid, the *Bidder* acknowledges that failure to provide *any* of the requested information may render the submitted bid as *non-responsive* and may cause the bid to be rejected by the HAB for consideration: _____

In submitting this bid, I hereby certified that I checked <https://www.habartow.org/procurement/> after **6:00 p.m.**, Eastern Time, on **January 14, 2026** to obtain any modifications or updates to this Invitation for Bids.

Submitted By: _____
(Individual's Name)

Title: _____

Business Name: _____

Business Address: _____

Business Phone Number: _____

Email Address: _____

BID MATRIX
Submitted by:

(Bidder) _____

	FOR CARVER VILLAGE ONLY	FOR WOODLAWN VILLAGE ONLY	FOR BOTH PROPERTIES
TOTAL ANNUAL COST FOR ALL BASIC SERVICES*			
PER EVENT COST FOR OPTIONAL SERVICES:**			
▪ Winter Tree Pruning			
▪ Spray for Disease & Insects			

* *Basic Services Bid*: Total Annual Cost for all services listed in the *Scope of Required Services, item A.1 through item A.8*

** *Optional Services Bid*: Total Per Event Costs for the individual services listed in the *Scope of Required Services, item B.1 through item B.2*

EXHIBIT "A-1"

EXHIBIT "A-2"

FORMS

(Required HUD forms to be inserted in final draft)