

MEMORANDUM FOR RECORD

Date: March 23, 2023

SUBJECT: Pre-Bid Conference (10:00 p.m.), Boardroom 216
Solicitation No: HM 23-B-00644
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 28th 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 29, 2023.

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.
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 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. Will there be a site visit? **Answer:** No. The properties are open for anyone who desire a site visit by driving by each location. The hi-rise locations have decal parking and is strictly enforced. Vehicles without decals may be towed at the owner's cost. Visitors are caution when parking in residential spaces.
9. 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*
10. Do you pretty much expect us to bid on all of the properties and you will decide who is awarded each site. **Answer:** The preference is making 1-award for all sites; however, MHA reserves the right to make multiple awards.
11. The contract doesn't start until April 19th. There is a chance that the grass with 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!
12. 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*
13. If we have more questions, where do we send them? **Answer:** Questions after the pre-bid must be submitted in writing by March 28, 2023, by 3:00 pm. Fax to David Walker 901-544-1299 or email dwalker@memphisha.org. The answers to all of the questions will be posted to the MHA website after the question deadline at memphisha.org.
14. The Contractor is responsible for flower beds. Can you provide any clarification as to what type of bed work to be done? **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.*
15. Will we be allowed to do any weekend cuts? **Answer:** No! *2.1.1*
16. If MHA is closed on holidays, will be we allowed to do any cuts? **Answer:** No! A list of MHA holidays will be amended to the solicitation. *Amendment #1*
17. 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 refenced to the flower beds only.

18. 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).
19. 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.
20. Please clarify that MHA does not wish the properties to be pushed mowed. I.e., the contractor may mow the grass using whatever rotary moving 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
21. 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*
22. 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 fully providing professional landscaping services as possible. MHA may make site visits to conduct formal walk-through inspections. *3.0 Facility Check List and 4.0 Monthly Contract/contract administrator formal inspections.*
23. 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.
24. Are we to include costs for backflow inspections in our quote? **Answer:** No! Not now.
25. 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.

26. 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.
27. 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.
28. 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.
29. If you want the sites serviced every other week some months may need servicing 3-times in one month, will that be, okay? **Answer:** The goal is to maintain the sites with a neat appearance; however, there are other unexpected weather events, delays or scheduling that can cause regular service dates to fall behind. The goal is to maintain at least 2-cuts per month.

Meeting adjourned at 10:36 am.



David Walker, Contracting Officer
Contracting Department