



PALM BEACH COUNTY HOUSING AUTHORITY

IFB ADDENDUM #2 Solicitation No. PBCHA-IFB-2022-17

DATE: December 13, 2022

TO: All Prospective Bidders

RE: **Invitation to Bid for Landscaping Services**

The following additions and/or modifications to the Invitation for Bid (IFB) posted to the PBCHA website, on November 21, 2022, will become part of the Landscaping Services solicitation. The IFB closing date will remain the same January 10, 2023, at 2:00 p.m.

1. Pre-Bid Meeting Minutes
2. Questions and Answers
3. Bid Tabulation – IFB No. FY2016-MNT-001 Professional Landscaping Services
4. Davis Bacon Form

The remaining portions of this Invitation for Bid for Landscaping Services remain unchanged.

Sincerely,

LaQuavial Pace
Contracts and Procurement Manager

Return of this Addendum is not mandatory; however, the Bidder is responsible for its contents and is requested to sign and submit this Addendum with its response to the IFB.

ACKNOWLEDGED:

For: _____
(Company Name)

By: _____

Date: _____



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IFB No.: 2022-17 Landscaping Services

PRE-PROPOSAL CONFERENCE MEETING MINUTES

1. The pre-bid conference was held on Tuesday, December 13th at 10:00 a.m. at 3333 Forest Hill Blvd., West Palm Beach, FL 33406. Items discussed “Contract Terms”. This contract will last for 2 years from the date of award with a three (3) one (1) year option for renewals at PBCHA discretion. Pursuant to HUD guidelines we are only allowed to enter into a contractual agreement for a maximum of 5 years. After the end of the 5-year contract period this solicitation would have to go back out for bid.
2. All bids are due by January 10, 2023, at 2:00 p.m. Please include signed addendums with your bid submittal. We will not accept late bids.
3. Mr. James provided a brief overview of the agency’s background, procurement authority and laws and regulations. Mr. James advised all meeting attendees to read the scope of services in its entirety to get a clear and concise understanding of PBCHA needs. Mr. James states that it is our intention to award a single contractor; however, PBCHA reserves the right to award separate agreements for Landscaping Services based on criteria that PBCHA determines to be appropriate. Mr. James has advised everyone that the agency is growing, and the contracted properties shall increase with the growth of our increasing asset portfolio.
4. Mr. James states that you must have notice to proceed or a purchase order before performing any work on the sites. This includes additional work needed outside the scope of work. There is no negotiation on the requirements of the services needed.
5. Maintenance Checklists – The Contractor shall review this checklist weekly and complete all applicable items on the list weekly and have signed by a PBCHA authorized representative.
6. Ground covering – Groundcover shall be maintained in a healthy, vigorous growing condition. Our sites have irrigation systems that need repair. The contractor would have to inspect each site for the condition of the current irrigation system.
7. Condition for emergency/hurricane or disaster – term contracts: On occasion the Offeror may be requested to perform corrective or emergency service(s) that are beyond the routine requests. Before, during and after a public emergency, disaster, hurricane, flood, or other Acts of God that PBCHA shall require a “first priority” basis for goods and services.
8. We will ensure that you have adequate equipment to perform the services needed before the contract is awarded.
9. Price Increase - The contractor can request a price increase for the contract after the two (2) contract terms have ended. Approved increases are based on the CPI index at the time of your request.
10. Delivery of the bid – Mr. James advised everyone if you are delivering your bid by hand or if mailed make sure that you indicate the solicitation title and number on the front of your package.
11. Contract award - The Palm Beach County Housing Authority will ensure that the contractor is responsible and responsive after evaluating all bid submittals. All documentation related to this notice of



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award will be posted to the PBCHA website one to two business days after the bid opening. You will get notified of the award via email. If there are any disputes, they will be handled in accordance with the contract agreement with Palm Beach County Court.

12. Mr. James advised everyone to read the termination clauses and get a clear understanding of HUD termination terms.

13. All Landscaping Services shall be performed in accordance with Federal, State and Local rules and regulations presently established or that may be established during the term of the contract. Any and all chemical product(s) used must be approved for its intended use and applied in a manner consistent with the regulations established by the State of Florida – FL OSHA.

14. All question pertain to this solicitation must be in writing and emailed directly to LaQuavial Pace at lpace@pbchafl.org . You should not direct any questions to PBCHA Board of Commissioner, or any of PBCHA Staff.

15. Bidders are required to submit One (1) original and (1) copy and must be submitted to PBCHA on or before the closing date. Your original submission must include Page i, with the original signature. Bids received after this date and time will be rejected. Copies of this Invitation for Bid are available electronically by visiting PBCHA's website www.pbchafl.org under doing business with Palm Beach County Housing Authority or by contacting the Contracting Office at 561-684-2160 ext. 107. PBCHA will require three (3) references for this solicitation and will check references after award of contract.

16. Attachments. We ask that you return all attachments. Where there are no signature requirements, we ask that you initial the bottom of each page. So, we know that you have seen them. Such as the HUD 5369-B form. All attachments are to be completed in its entirety, initialed, and signed.

17. Section 3 and Minority Business participation. It is important to our Board, so please pay attention to these sections of the solicitation. Section 3 participation is a part of HUD requirement when using federal dollars and is mandatory that we adhere to the requirements when awarding this contract. This contract requires you to hire someone from one of our residents or a participant from our HCV program. If this job stimulates an additional hire, you must hire someone that meets Section 3 criteria. Palm Beach county Housing Authority can assist you with the Section 3 requirements if needed, after award of contract.

18. Debarment. Palm Beach County Housing Authority will perform a debarment search on the HUD Limited Denial of Participation and Voluntary Abstention List and the System for Award Management website to ensure your firm is in good standing.

19. Question Period. Questions are to be submitted (5) days before the submittal deadline. The timeline for proposal submission will not be extended automatically by asking a question.

Meeting Attendees

Michael Elvir, Coco Tree Service
Alphonso Alexander, Quality One Landscape Maintenance
Alex Rodriguez, Trimac Outdoor Landscape Management
Nicholas Petrino, Fresh Start Maintenance, Inc.
Kerry James, PBCHA Chief Administrative Officer
LaQuavial Pace, PBCHA Contracts and Procurement Manager



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QUESTIONS AND ANSWERS

Q1. Can you please provide the number of irrigation Pump stations/timers per property, as well as the number of irrigation zones per property so we can properly bid the wet check service?

A1. Banyan Club Apartments has (10) zones, (1) pump and (0) rust preventive system; Drexel House Apartments has (12) zones, (1) pump and (0) rust preventative system; Schall Landing Apartments has (2) zones, (1) pump and (0) rust preventive system; Dyson Circle Apartments has (4) zones, (1) pump and (0) rust preventive system; Seminole Estates Apartments has (1) pump, (0) rust preventive system, and zones are TBD; Main Office has (26) zones, (1) pump and (1) rust prevention system.

Q2. Where are the tanks located for all properties?

A2. The Main Office tank is located adjacent to the irrigation pump. The other properties do not have tanks installed.

Q3. Will our initial proposals for repair of issues that are currently existing be factored into the decision-making process when awarding the contract, or is it to establish what is not in good condition prior to commencement so we are all on the same page about existing neglect and if the fault belongs to a contractor or the new one?

A3. Yes. When creating your bid, you must indicate the anticipated cost for repairs of each system separately in your bid. We need to know how you would bill the agency for the necessary repairs.

Q4. I may have missed it in the package but are these being awarded as a whole or will you be awarding properties individually?

A4. Page 2, section 1.2 Solicitation paragraph two (2) states: "It is the intention of PBCHA to award all landscaping services to a single contractor; however, PBCHA reserves the right to award separate agreement for landscaping services based on criteria that PBHCA determines to be appropriate. Contractors will be required to perform all services requested under this IFB, in accordance with the best practices; and professional and ethical standards pertaining to the practice of landscaping services.

Q5. Is this contract "low bid" or are you looking for an increase in quality/standards?

A5. Yes, this contract is based on the lowest bid. We also factor in whether the contractor is responsible and responsive.

Q6. Do you have pervious bid tabulations that you could provide to our firm for review?

A6. Yes, will be provided as an attachment to addendum no. 2.

Q7. What is your required mulch deep?

A7. The Palm Beach County Housing Authority requires 4 inches of mulch to be applied to landscape as needed.

**BID TABULATION IFB NO. FY2016-MNT-001 "PROFESSIONAL LANDSCAPING SERVICES"**

BID OPENING 12/19/2016 @ 3:10 P.M.	Date	Time	BID FORM	BID FORM	BID FORM						
BIDDER	Received	Received	Total Monthly	Total Yearly	Total Base Bid	HUD FORM	Section 3 Cert.	G1-G10 Forms	Addendum 1-3	Reference Form	Bid Acknowledgment
Al & Ed Professional Lawn Services	12/19/16	8:33 a.m.	\$51,200.00	\$614,400.00	\$614,400.00	✓	✓	✓	✓	✓	✓
Bosco Green	NB										
Elohim Jireh Landscape, Inc.	NB										
Gator Landscaping	12/19/16	2:16 p.m.	\$7,843.90	\$94,126.80	\$94,126.80	✓	✓	✓	*	✓	✓
Green Image Landscaping	12/19/16	8:13 a.m.	\$9,415.00	\$124,400.00	\$124,400.00	*	*	*	*	*	✓
Quality One Landscaping	12/19/16	11:40 a.m.	\$11,230.00	\$134,760.00	\$134,760.00	✓	*	✓	✓	✓	✓

* Indicate missing documents / (NB) – No Bid

CONTRACTING OFFICER'S SIGNATURE: Van Johnson DATE: 12/28/16

Wage and Hour Division

PAYROLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.



Rev. Dec. 2008

OMB No.:1235-0008
Expires: 07/31/2024

[illegible]

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W. Washington, D.C. 20210

(over)

Date _____

I, _____
(Name of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by _____ on the _____
(Contractor or Subcontractor)
_____ ; that during the payroll period commencing on the _____
(Building or Work)
_____ day of _____, _____, and ending the _____ day of _____, _____,
all persons employed on said project have been paid the full weekly wages earned, that no rebates have
been or will be made either directly or indirectly to or on behalf of said
_____ from the full
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly
from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part
3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948,
63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are
correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the
applicable wage rates contained in any wage determination incorporated into the contract; that the classifications
set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship
program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and
Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered
with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:
(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

- in addition to the basic hourly wage rates paid to each laborer or mechanic listed in
the above referenced payroll, payments of fringe benefits as listed in the contract
have been or will be made to appropriate programs for the benefit of such employees,
except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- Each laborer or mechanic listed in the above referenced payroll has been paid,
as indicated on the payroll, an amount not less than the sum of the applicable
basic hourly wage rate plus the amount of the required fringe benefits as listed
in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

NAME AND TITLE	SIGNATURE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR
SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 3729 OF
TITLE 31 OF THE UNITED STATES CODE.