

# REQUEST FOR BIDS

## Landscaping Services

**Due: Thursday, 5/27/21 by 11:00 AM**



*Hackensack Housing Authority  
65 First Street  
Hackensack, New Jersey 07601  
201 342-4280*

## REQUEST FOR BIDS

The Housing Authority of the City of Hackensack is accepting bids for landscaping services at the Housing Authority's properties. The term of the contract shall be 5/1/21 to 9/30/23. All services must be in accordance with all rules, regulations, codes, laws and other directives concerning these type services.

The requested services shall be for the following locations:

LOCATIONS: PROJECT NJ-28-1, 46, 60, 72, 86 NEWMAN STREET  
55, 69, 81, 95 RAILROAD AVENUE  
NJ-28-2, 230 CENTRAL AVENUE  
NJ-28-3, 164 BEECH STREET  
NJ-28-4, 60 KANSAS STREET  
NJ-28-5, 65 FIRST STREET  
NJ-28-6, 175 W. RAILROAD AVENUE

### ALL LOCATIONS IN THE CITY OF HACKENSACK

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THE SCOPE OF WORK SHALL BE AS FOLLOWS:

THE GENERAL APPEARANCE OF THE HOUSING AUTHORITY'S LANDSCAPING SHALL BE NEATLY MANICURED AT ALL TIMES. THE GRASS AND GARDEN AREAS SHALL BE FREE FROM WEEDS, CRAB GRASS AND OTHER UNWANTED GROWTH.

1. SPRING CLEAN UP SHALL INCLUDE:
  - A. PICK UP AND REMOVE FROM ALL SITES ALL LEAVES, BRANCES, RUBBISH, ETC.
  - B. SEED ALL LAWNS (TERI BLUE BLEND, 2 LBS PER 1,000 SQ. FT.)
  - C. FERTILIZE SPREAD (SUPER LAWNSPUR 20-3-10-50% ORGANIC).
  - D. SPREAD LIME (50 LBS PER 1,000 SQ. FT.).
  - E. APPLY WEED KILLER (DANDALIONS, CRAB GRASS, ETC)
  - F. MULCH ALL BEDDE AREAS

ALL CHEMICALS SHALL BE APPLIED IN ACCORDANCE WITH THE MANUFACTURERS SCHEDULE AND APPLICATION INSTRUCTIONS.

2. CUT ALL GRASS ONCE A WEEK.
3. EDGE ALL SIDEWALKS & CURBS WEEKLY.
4. KEEP FLOWER BEDS FREE OF WEEDS.
5. TRIM SHRUBS.
6. FALL CLEAN UP, ALL LEAVES PICKED UP AND DISPOSED OF.

IF ANY CHEMICALS ARE USED, THEY MUST BE OF A BIODEGRADABLE NATURE, HARMLESS TO HUMANS AS WELL AS ANIMALS.

ALL GRASS CUTTINGS ARE TO BE REMOVED FROM LAWNS, SIDEWALKS, AND DRIVEWAYS ARE TO BE SWEEPED CLEAN OF CUTTINGS.

GRASS GROWING BETWEEN SIDEWALK SECTIONS SHALL BE REMOVED BY MECHANICAL OR CHEMICAL MEANS USING VEGETATION CONTROL.

THE CONTRACTOR SHALL FURNISH ALL LABOR AND MATERIAL, SERVICES AND EQUIPMENT NECESSARY TO PERFORM AND COMPLETE THE CONTRACT AS OUTLINED IN SPECIFICATION DOCUMENTS.

ALL CONTRACTOR BILLING SHALL BE ACCOMPANIED WITH AN ITEMIZATION OF THE SCOPE AND THE DAYS THAT THE WORK WERE UNDERTAKEN.

**TERM**

THE TERM OF THE CONTRACT SHALL BE TWO (2) YEARS COMMENCING ON THE DATE OF CONTRACT EXECUTION. PAYMENT SHALL BE MADE IN EQUAL MONTHLY INSTALLMENTS.

**PROPOSAL SUBMISSION**

INTERESTED CONTRACTORS MUST SUBMIT THEIR PROPOSAL TO THE HOUSING AUTHORITY OF THE CITY OF HACKENSACK, 65 FIRST STREET, HACKENSACK, NEW JERSEY BY MARCH 28TH, 2019 BY 11:00 AM.

ALL OF THE ITEMS LISTED IN THE PROPOSAL CHECKLIST MUST BE ATTACHED TO THE VENDOR'S PROPOSAL.

THE HOUSING AUTHORITY OF THE CITY OF HACKENSACK RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY INFORMALITY IN THE RFP PROCESS.

AN INSURANCE CERTIFICATE MUST BE INCLUDED WITH YOUR BID.

THIS SOLICITATION IS BEING MADE AS A FAIR AND OPEN IN ACCORDANCE WITH THE REQUIREMENT OF THE NEW JERSEY "PAY TO PLAY" REGULATIONS

HACKENSACK HOUSING AUTHORITY  
65 FIRST STREET  
HACKENSACK, NJ 07601  
201 342-4280

**BIDS CHECKLIST**

- 1) Must include a completed and signed format sheet (attached).
- 2) Must include a certificate of insurance.
- 3) Must include non-collusive affidavit
- 4) Equipment Certification
- 5) Public Works Contractor registration.
- 6) Affirmative Action compliance form.
- 7) Must include a listing of references.
- 8) Must include copies of the relevant licenses to provide the necessary services
- 9) Must provide a copy of the New Jersey Business Registration Form.

Please check off each item that is being submitted with the bids and include this sheet with the bid. Failure to include these items with the proposal will result in rejection of the bid.

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Signature

Date:

BID SUBMISSION FORM

**Hackensack Housing Authority**  
**65 First Street**  
**Hackensack, New Jersey**  
**07601**  
(201) 342-4280  
Landscaping Contract

**BID SUBMISSION SHEET**

- 1) Name/Address of Firm:
  
- 2) Telephone Number:
  
- 3) Contact Person:
  
- 4) Price for: 2021-22\_\_\_\_\_ (5 months)  
2022-23\_\_\_\_\_
  
- 5) The contractor will be using subcontractors: \_\_\_yes \_\_\_no  
(Attach a list if necessary)
  
- 6) A listing of references has been attached to the proposals documenting the experience requirement: \_\_\_yes \_\_\_no
  
- 7) Attach a copy of the contractor's New Jersey Business Registration form.
  
- 8) Attach a copy of the contractor's insurance certificate.

\_\_\_\_\_  
Vendor's signature

Date:

Legal Advertisement

**REQUEST FOR BIDS**

The Housing Authority of the City of Hackensack, New Jersey will accept bids for the following services:

“LANDSCAPING”

It is the Housing Authority's desire to retain a duly qualified, competent and capable landscaper. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services and supplies.

All persons interested in submitting a bid for landscaping services should contact the Housing Authority of the City of Hackensack to receive a copy of the formal Request for Bids. The RFB specifies the scope of the services and the requirements for submitting sealed bids.

All bids must be submitted to the office of the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before Thursday, May 27th, 2021 by 11:00 AM. The buildings and grounds are available for inspection between the hours of 9:00 AM to 3:00 PM, Monday to Friday.

The Housing Authority reserves the right to reject any and all bids received for these services. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract.

This Request for Bids is being made as a “fair and open” solicitation in accordance with the New Jersey “Pay to Play” requirements.

ANTHONY FEORENZO  
Executive Director

**AGREEMENT FOR LANDSCAPING SERVICES**

THIS AGREEMENT made on May 1, 2021, by and between \_\_\_\_\_,  
New Jersey (the "Contractor") and the Housing Authority of the City of Hackensack, 65  
First Street, Hackensack, New Jersey (the "Authority").

WITNESSETH, that the contractor and the Authority for the consideration stated herein  
agrees as follows:

Landscaping Services per the attached Request for Proposals

ARTICLE 1. - Statement of Work

The contractor shall furnish all labor, materials, supplies, tools, chemicals, products and  
other items as specified in the attached Request for Proposals relating to landscaping  
services.

ARTICLE 2. - Time of Completion

2 Years

ARTICLE 3. - Contract Price:

2021-22 \$                    (billed monthly)  
2022-23 \$                    (billed monthly)

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

\_\_\_\_\_  
ANTHONY FEORENZO Executive Director  
Date:

\_\_\_\_\_