



**SOUTHERN NEVADA REGIONAL
HOUSING AUTHORITY**

**INVITATION FOR BID (IFB)
IFB NO. B25003
FOR
LANDSCAPE & TREE MAINTENANCE SERVICES**

Submission Deadline:

September 19, 2024 @ 10:00 a.m.

**SNRHA
Procurement Department
340 North 11th Street
Las Vegas, NV 89101**

Tel: (702) 477-3142 - Fax: (702) 922-7050 - TDD: (702) 387-1898

INVITATION FOR BID

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SNRHA's Narrative of Services

Southern Nevada Regional Housing Authority (SNRHA), an Accredited Management Organization®, was formed in January 2010 through the consolidation of the three housing authorities in the Las Vegas Valley. The consolidated SNRHA is the 32nd largest public housing authority in the country and the 6th largest PHA in HUD Region 9, which encompasses California, Arizona, Nevada and Hawaii.

SNRHA has an annual budget of \$152 million and has received approximately \$20 million in American Recovery and Reinvestment Act (ARRA) funds. Further, the agency has received approximately \$13 million in Neighborhood Stabilization Program (NSP) funds.

SNRHA currently owns and manages 23 public housing properties, 386 scattered site units (single-family homes) totaling 2,651 public housing units. A total of 5,396 residents are served under this program. Of the 23 public housing properties 20 are conventional public housing, six (6) designated senior developments, four (4) designated as elderly/disabled developments, and ten (10) are designated as family developments. The remaining three (3) properties are Mixed Finance public housing properties, one (1) designated senior development, and two (2) are designated as family developments.

SNRHA also administers over 11,000 Housing Choice Vouchers (Section 8) that allow families to rent in the private market and receive a subsidy towards their rent. With this assistance, participants are able to pay approximately 30 percent of their annual adjusted income towards their rent, while the SNRHA pays the remainder. The SNRHA helps provide housing to approximately 28,841 participants under this program.

SNRHA owns and manages an additional 1,035 affordable housing units (non-subsidized) which includes two (2) mobile home parks, two (2) senior sites, four (4) family sites and 32 scattered site units (single-family homes) including 141 NSP single-family homes located in Clark County, Henderson and City of North Las Vegas. Additionally SNRHA manages 38 NSP single-family homes for the City of Las Vegas. The SNRHA helps provide housing to approximately 2,147 residents under this program.

SNRHA through its preservation efforts recently converted three (3) properties from Public Housing to Project Based Vouchers through the Rental Assistance and Demonstration Program (RAD) totaling 323 units, plus 8 HOME units serving a total of 881 residents under this program.

SNRHA has an extensive and honorable lineage as the successor to the Housing Authorities of Las Vegas, North Las Vegas, and Clark County. All of that expertise is now under one roof and we hope to serve our Southern Nevada residents and clients much more efficiently.

SNRHA is made-up of staff from diverse cultural, ethnic and racial backgrounds. We believe diversity promotes awareness and understanding, and allows creativity and openness to change. The SNRHA recognizes and celebrates workplace diversity and believes it is an essential part of our organization in order to face the challenges of the future.

Emerging Small Businesses (ESB), Minority, Women-Owned and Small Business Enterprises are encouraged to participate in this Solicitation Process. For additional information regarding ESB, please contact the Governor's Office at (702) 486-2700 or www.diversifynevada.com or esbprogram@diversifynevada.com

IFB INFORMATION AT A GLANCE

<p>SNRHA CONTACT PERSON(S) ONLY:</p> <p>Note: Contact with any other SNRHA staff other than the named within this document is prohibited and will result in your Proposal being rejected. This also includes contact with SNRHA's Residents and Board of Commissioners.</p>	<p>Ryan J Perry, Contract Administrator Telephone: (702) 477-3142 TDD: (702) 387-1898 Email: rperry@snvrha.org or not available, contact Linda Price Simpson, Contract Administrator Telephone: (702) 477-3144 Email: lpjames@snvrha.org</p>
<p>HOW TO OBTAIN THE SOLICITATION DOCUMENTS ON THE APPLICABLE INTERNET SITES:</p>	<p>WHERE TO DOWNLOAD AND RESPOND TO SOLICITATION: DOWNLOAD AND RESPOND TO THIS SOLICITATION: Bidders must register Nevada Government Marketplace (NGEM). to access, download and respond to this solicitation. Bidder Registration & Bidding Platform: https://nevada.ionwave.net/Login.aspx If a supplier is not registered with NGEM, it will not receive automatic notification of notices and addendums issued in connection with this solicitation. There is no charge to suppliers for registering and using the NGEM system.</p> <p>DOWNLOADS ONLY: SNRHA website: www.snvrha.org clicks on Procurement and "Current Bid Invitations" and proceed to the solicitation number. Problems downloading the Solicitation, notify our IT Department at call (702) 477-3160, M-T, 7AM-6PM PST</p>
<p>Pre Bid Meeting It is recommended that bidder attend this meeting. Note: This meeting is not mandatory.</p>	<p>Ryan Perry invited you to a Microsoft Teams Meeting: LANDSCAPE AND TREE SERVICES Thursday, August 15, 2024 9:00 AM - 10:00 AM (PST) Meeting link: LANDSCAPE AND TREE SERVICES Microsoft Teams Meetup-Join</p> <p>Meeting ID: 933 179 072 815 3 Passcode: c3LKBn</p> <p>Site Walks will be permitted only from: 8/19/24 -9/5/24 8:00 am – 5:00pm. Bidder must check in at the Leasing Office on site and present identification prior to walking the site.</p>
<p>Questions Submission Deadline:</p>	<p>September 5, 2024 @ 10:00 AM (PST) All questions and answers shall be submitted through www.ngemnv.com or via emailed directly to SNRHA: Procurement@snvrha.org Responses to questions and points of clarification shall be issued in the form of an Addendum to this solicitation.</p>

SOLICITATION SUBMITTAL RETURN & DEADLINE:	<p>Southern Nevada Regional Housing Authority Procurement Department 340 N. 11th Street Las Vegas, NV 89101</p> <p>September 17, 2014 @ 10:00AM (PST)</p> <p>Three (3), sealed, hard-copy, proposals must be received in-hand and time-stamped by the SNRHA Procurement Department, no later than 10:00 AM (PST) on the above-stated deadline date.</p>
ANTICIPATED APPROVAL BY SNRHA BOARD OF COMMISSIONERS, if necessary	Thursday, October 17, 2024
<p>Emerging Small Businesses (ESB), Minority, Women-Owned and Small Business Enterprises are encouraged to participate in this Solicitation Process. For additional information regarding ESB, please contact Nathan Jackson of the Governor's Office at (702) 486-4674 or njackson@diversifynevada.com.2700 rmonroe@DIVERSIFYNEVADA.COM</p>	

1.0 SNRHA'S RESERVATION OF RIGHTS AND PROTEST PROCEDURES:

1.1 SNRHA's Reservation of Rights:

- 1.1.1** The SNRHA reserves the right to reject any or all proposals, to waive any informality in the Solicitation process, or to terminate the Solicitation process at any time, if deemed by the SNRHA to be in its best interests.
- 1.1.2** The SNRHA reserves the right not to award a contract pursuant to this Solicitation or award a contract to more than one Bidder if it deems it is necessary to do so.
- 1.1.3** The SNRHA reserves the right to terminate a contract awarded pursuant to this Solicitation, at any time for its convenience upon 10 days written notice to the successful proposer(s).
- 1.1.4** The SNRHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this Solicitation.
- 1.1.5** The SNRHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the SNRHA Procurement Manager (PM).
- 1.1.6** The SNRHA reserves the right to negotiate the fees proposed by the proposer entity.
- 1.1.7** The SNRHA reserves the right to reject and not consider any proposal that does not meet the requirements of this Solicitation, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.1.8** The SNRHA shall have no obligation to compensate any proposer for any costs incurred in responding to this Solicitation.
- 1.1.9** The SNRHA reserves the right to accept only one Solicitation per company carrying the same Tax Identification Number.
- 1.1.10** SNRHA reserves the right and requires all Bidder/Contractor to comply with the American Disability Act (ADA) on all contracts which are as follows:

- 1.10.1** Proposer agrees to comply with the federal statutes relating to non-discrimination. These include, but aren't limited to Section 504 of the Rehabilitation Act of 1973 as amended (29USC section 794) which prohibits discrimination on the basis of handicap and the Americans with Disabilities Act of 1990.
- 1.10.2** The Proposer agrees to abide by the requirements of the following as applicable; The Rehabilitation Act of 1973 as amended, the Vietnam Veterans Readjustment Assistance Act of 1974; the Requirements of the ADA of 1990. The Proposer agrees not to discriminate in its employment practices and will render services under this agreement and any contract entered into as a result of this agreement, without regard to veteran status or disabilities. Any failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement and any contract entered into as a result of this agreement.
- 1.1.11** The SNRHA reserves the right to reject and not consider any bid of which communication between a Proposer and a member of the SNRHA staff, its Residents or Board of Commissioners (BOC) is violated. Communication regarding this Solicitation is prohibited from the time the Solicitation is advertised until it is recommended for award of a contract. Questions pertaining to this Solicitation shall be addressed only to the "Designated Contact(s)" as specified on the previous page of this document. Failure to comply with this requirement shall result in the Proposal being considered nonresponsive.
- 1.1.12** The SNRHA shall reserve the right to at any time during the IFB or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing this solicitation on the SNRHA website and downloading and responding to this Solicitation, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the noted Internet site, and further agrees that he/she will inform the SNRHA PM in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the SNRHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the SNRHA, but not the prospective proposer, of any responsibility pertaining to such issue.
- 1.2 Protest Procedures:** Any prospective or actual proposer, offeror, or Bidder in connection with the solicitation of a proposal or award of a contract, shall have the right to protest.
- 1.2.1** To be eligible to file a protest with the SNRHA pertaining to an award of contract, including small purchase, competitive proposal, or sealed bid the company or individual filing the protest must have been involved in the bid process in some manner (i.e. registered and received the solicitation documents) when the alleged situation occurred. The SNRHA has no obligation to consider a protest filed by any party that does not meet these criteria.
- 1.2.2** A Proposer who submits an unsuccessful bid may not seek any type of judicial intervention until the Contracting Officer (CO) or his designate(s) have made a determination on the protest and awards the contracts.
- 1.2.3** Neither the BOC, CO nor its authorized representative is liable for any costs, expenses, attorney's fees, loss of income or other damages sustained by a Proposer who submits a bid, whether or not the person files the protest pursuant to this section.
- 1.2.4** The CO shall review the written protest and supportive data, within ten (10) days after receipt of the written protest, issue a written opinion and decision. This document shall state the reasons for the action taken as well as inform the alleged aggrieved protestant of the right of further administrative review. A copy of this written opinion and decision shall be placed on file.
- 1.2.5** A Protest shall be in writing, and must include the following:
- 1.2.5.1** A bond;

- 1.2.5.2 The name, address and phone number(s) of the protestor;
- 1.2.5.3 The solicitation/contract number and project title;
- 1.2.5.4 A detailed statement of the basis for the protest;
- 1.2.5.5 Supporting evidence or documents to substantiate any arguments;
- 1.2.5.6 The form of relief or remedy requested;
- 1.2.5.7 All protests shall be submitted to the CO or his/her designee;
- 1.2.5.8 The written protest of an award of contract must be received within ten (10) calendar days after bid result notification of the contract award has been sent to the protestor, or the protest will not be considered;

- 1.2.5.9 All written protest received by the SNRHA must be signed and date/time stamped upon receipt of the written protest;

- 1.2.5.10 Bond Requirement for Protest;
- 1.2.5.11 A bond or surety is required to be submitted with the protest documents (noted above);
- 1.2.5.12 A protest submitted without the bond or security shall not be considered;

- 1.3 **Bond/Security:** A bond with good and solvent surety authorized to do business in this State of Nevada, or submit other security, defined as a cashier's check, money order or certified check, endorsed to the SNRHA. The bond or surety must be in an amount equal to 5% of the total value of the bid; and
 - 1.3.1 A bond posted or other security must be submitted with the protest. SNRHA shall hold the bond or other security until a determination is made on the protest.

- 1.4 **Receipt of Protest:**
 - 1.4.1 Upon timely receipt of the protest, the CO or designee shall review the protest and issue a written decision on the matter within a reasonable time. If the protest is denied, the written decision shall be a final decision, unless an appeal hearing is requested;
 - 1.4.2 SNRHA Legal Counsel may be obtained at the approval of the Executive Director (ED)/CO or the designate;
 - 1.4.3 Prior to submitting a response to a protest, the CO must ensure compliance with HUD and other applicable regulations;
 - 1.4.4 If the protest has been generated by a legal firm then SNRHA Counsel at the discretion of the CO and/or ED shall prepare any all subsequent responses; and
 - 1.4.5 If a decision to deny the appeal/protest is unclear SNRHA may consult with legal counsel.

- 1.5 **Response to Protest:**
 - 1.5.1 The Contracting office shall review the written protest and supportive data, if any. He/she shall, within 10 days after receipt of the written protest, issue a written opinion and decision. This document shall state the reasons for the action taken as well as inform the alleged aggrieved protestant of the right of further administrative review. The CO shall fully document the protest decision in writing in the contract file.

- 1.6 **Denials of Protest:**

1.6.1 The CO shall notify the protestor in writing of the SNRHA's decision and state the basis for the denial. The notification shall apprise the protestor of any appeal rights in accordance with the SNRHA's protest procedures.

1.6.2 **Note:** When the protest is denied, the SNRHA may make a claim against the bond or other security in an equal amount to the expenses incurred due to the unsuccessful protest. Any money remaining after the claim has been satisfied must be returned to the company/individual who posted the bond or submitted the security. A request for Appeal Hearing ceases this action until a final determination is made.

1.7 Protest – Appeal Hearing:

1.7.1 If the company or individual protesting does not agree with the written opinion and decision issued by the CO, the protestor may request an Appeal Hearing.

1.8 Appeal Hearing Procedures:

1.8.1 The request for an appeal hearing must be delivered in writing (signed and date/time stamped) to the CO within five (5) calendar days of receipt of the written opinion and decision. Failure to request an appeal hearing within five (5) calendar days of receipt of the written opinion and decision or comply with the instructions below shall relieve the SNRHA of any responsibility to consider the request. The following procedures must be adhered to:

1.8.1.1 The request for an appeal hearing must contain the specific reasons for the appeal and all supporting data for those reasons.

1.8.1.2 After review of the request is submitted, it shall be within the administrative powers of the contracting officer to grant or deny any request for administrative appeal.

1.8.1.3 After a complete review of the alleged aggrieved protestant's written request and supporting data, if the ED decides that the request does not merit further consideration, he/she shall render his/her decision in writing to the alleged aggrieved protestant. A decision rendered under this paragraph shall be made within 10 days after the receipt of the alleged aggrieved protestant's request for an administrative hearing. This decision shall be final without further administrative recourse.

1.8.1.4 After a complete review of the protest and findings, if the CO decides that the request merits further consideration, he/she shall forward the protestant's written request, along with a cover letter explaining why it merits further consideration and with a recap of all proposals submitted and a copy of the original written protest, to the SNRHA Legal Counsel for consideration. The SNRHA Legal Counsel shall issue a decision to the protestor, in writing, within 10 days of his/her receipt of such documents.

1.8.1.5 Such written decision delivered to the Protester shall exhaust the SNRHA's internal protest and administrative appeal process available.

2.0 SCOPE OF SERVICES /TECHNICAL SPECIFICATIONS:

The SNRHA is seeking bids from qualified and licensed companies to provide an indefinite quantity requirement contract to one or more companies for Landscaping & Tree Maintenance Services. Bidder/Contractor shall furnish all supervision, labor, material, equipment, tools, chemicals, transportation; and all effort necessary to provide the required service. Bidder/Contractor shall maintain the landscape in an attractive and healthy condition through the year as specified herein Services are to be provided on a weekly, monthly, or as-needed basis. The actual frequency of service shall be determined by SNRHA's budgetary requirements for the site and mutually agreed to by all parties. SNRHA reserve the right to add or increase services to its sites, as required and as budget requirements permit.

- 2.1 GENERAL REQUIREMENTS:** As pursuant to the requirements of the IFB and the ensuing contract, it is the intent of the SNRHA to contract with companies to perform Landscaping & Tree Maintenance Services. The Bidder/Contractor shall coordinate all work through and with the designated SNRHA Property contact person. Bidder/ Contractor shall identify all key personnel (site supervisor/managers, etc.) that will be managing the services to be provided to SNRHA.
- 2.2 Qualifications:** Bidder/Contractor shall possess and document at least five (5) years' experience in this trade and documented education, knowledge and experience in the field of Horticulture and as an Arborist. Bidder/Contractor must be licensed with the State of NV Contractor Board -Classification C-10: Landscape; Possess business License(s) from State Nevada, local City/County Multijurisdictional Business License; if incorporated State of NV Certificate Corporation in Good Standing and/or proof of current filing.
- 2.3 Labor Rates All-inclusive:** Unless otherwise provided for herein, the hourly labor fees shall be all-inclusive all other items, services and costs that the Bidder/Contractor needs to complete the work, including but not limited to: tools; equipment; insurance; licensing; employee costs, including benefits; etc. **Note:** All wages shall be in conformance with State of Nevada Department of Business & Industry.
- 2.4 Work Schedule:** Landscaping & Tree Maintenance Services shall be completed during normal SNRHA business hours, Monday-Thursday (except legal holidays), 7:00 a.m. – 5:00 p.m., excluding recognized SNRHA holidays. **Service shall be offered a total of 52 weeks year If the Bidder/Contractor is not able to complete the work within the required time frame Bidder/Contractor must obtain permission in writing to revise the work schedule to something other than SNRHA business hours.**
- 2.5 Service Complaint:** The Bidder/Contractor shall, respond to a service complaint within one (1) working day of notification, to address and provide corrective action. All "call-backs" and ensuing additional treatment(s) during any guaranteed period shall be at "no charge" to the SNRHA. If an action by the SNRHA or its resident (i.e. denied entry; documented by the Bidder/Contractor at the original time of occurrence) hindered Bidder/Contractor from delivering the required service in a timely manner; in this case the Bidder/Contractor shall be entitled to cancellation without notice fees, as noted in 2.1.5.
- 2.6 Cancellation without Notice Fees (Bidder/Contractor also known as "Call Backs"):** When a Bidder/ Contractor arrives to a SNRHA site to provide services scheduled and approved by the SNRHA and at no fault of the Bidder/Contractor, (i.e. fault of the SNRHA or the SNRHA Resident) the services are cancelled or cannot be provided, the Bidder/Contractor may choose to charge the SNRHA a fee for such. However, no fee may be charged if the SNRHA delivers to the Bidder/Contractor a written Cancellation Notice at least 24 hours from the scheduled appointment.
Note: Any successful bidder that chooses not to enter a proposed fee for this item shall not have the right to charge for such service as a part of the ensuing contract.
- 2.7 Un-timely Cancellation Fee (SNRHA):** Similarly, if the Bidder/Contractor does not inform the SNRHA at least 24 hrs., prior to the scheduled appointment, in writing, of the Bidder/Contractor not making the scheduled service, the SNRHA shall retain the right to charge the Bidder/Contractor a fee not less than \$100.00 for failure to inform the SNRHA in a timely manner of such events. Repeated cancellations (3 or more) can result in termination of contact.
- 2.8 Additional Landscaping and Tree Services:** Additional Services are defined as services not established as the approved schedule work plan for a site and provided on a weekly/bi-weekly/monthly/quarterly schedule services. Periodically, and on an as-needed basis, the SNRHA may retain the Bidder/Contractor for Landscaping services at properties owned/managed by the SNRHA. Such services shall be performed by the Bidder/Contractor for a sum calculated at the "Additional Labor proposed; all material cost shall be according to the actual cost of the materials/equipment use and documented.

- 2.9 Emergency Services/ Additional Services:** (Definition of Emergency): An emergency is defined as damage to property; hazards to the health and safety of SNRHA residents, staff and/or property. (Example: broken sprinkler water line, tree fallen, debris, etc. due to inclement weather etc.).
- 2.9.1 Emergency Service Calls:**
Emergency calls from SNRHA to Bidder/Contractor shall be received by the Contractor on a twenty-four 24 hours / seven (7) days a week basis including emergencies. Bidder/Contractor shall maintain the staff required to respond to multiple call-outs, if required.
- 2.9.2** Successful Bidder/Contractor shall establish with SNRHA an emergency contact number Emergency Service calls.
- 2.9.3** Bidder/Contractor shall provide the services requested for "Emergency Services" within two (2) hours of receiving the request.
- 2.9.4** Emergency Services: Tree Service and any other emergency services shall be invoiced in accordance with the rates (tree -per foot cost) and labor rated as provided in the bidders cost proposal. **Note:** All material cost shall be invoiced according to the actual cost of the materials/equipment used and documented.
- 2.10 Site Inspection & Work Plan:** Prior to work commencing, Contractor shall meet with SNRHA site representative to inspect the site, sprinkler systems, etc. to assess the property requirements, point out deficiencies and make a service recommendation and develop a work plan (to include service schedule) for the site. After inspection of the service-site, the Bidder/Contractor shall immediately deliver to the SNRHA's manager, a detailed signed proposal detailing the following:
- 2.10.1** Description of Service to be provided at each SNRHA site assigned to include all service requirement identified in this IFB;
- 2.10.2** The number of workers and hours estimated to complete the required service
- 2.10.3** The schedule of service Weekly/biweekly/ monthly/ quarterly service;
- 2.10.4** Cost: Total Service Amount per month/quarter and annually; by Site. All cost shall be based on cost proposal submitted in response to this IFB
- 2.10.5** The above information is required prior to the contract commencing and prior to each SNRHA fiscal year upon request.
- 2.10.6** **Authorization:** Contractor must obtain SNHRA Representatives' signed authorization of Work Plan to proceed with work. **Note:** Contractor must receive signed authorization for all work to be conducted on SNRHA property, prior to work commencing.
- 2.10.7** There must be an authorized Work Plan for all sites that is mutually agreed to by all parties, and approved by SNHRA.
- 2.10.8** **Task Order:** A task order in the form of a Purchase Order will be provided to the bidder/contractor when a site has been assigned to the contract. The Purchase Order will contain the site assignment, the SNRHA representative at the site and the budget assignment for the work plan provided by the contractor;
- 2.10.9** **Final Inspection/Completion of Work:** All completed services are to be inspected and accepted by the SNRHA upon completion. All work that is not completed to the satisfaction of the SNRHA will be corrected within five (5) workdays.
- 2.10.10** **Warranty/Guarantee:** All work provided by any Bidder/Contractor pursuant to any contract that ensues from this IFB shall be warranted or guaranteed for workmanship by that Bidder/Contractor for a period of time of not

less than 1 year (this does not overrule the product guarantee or warranty and does not; apply to damage or acts of nature).

2.10.11 Current Contractor: The SNRHA has contracts with one company C24007 SUNSTATE Landscape -Contract Value to date: \$150,000

2.11 SAFETY REQUIREMENTS

Safety during the progress of the work shall be of the utmost importance at all times. The Bidder/Contractor shall at all time take necessary steps to protect its employees, SNRHA residents, staff, the public and all SNRHA property from damage during the progress of the work. Bidder/Contractor shall be responsible for any and all damages caused by the Bidder/Contractor's employees.

2.11.1 The safety of the Bidder/Contractor's employees or representatives and others in or around the assigned work area is the responsibility of the Bidder/Contractor. Bidder/Contractor's employees and its representatives shall comply with the current 29 CFR 1910 OSHA General Industry Regulations. SNRHA will accept no responsibility or liability as a result of improper installation or workmanship by the Bidder/Contractor.

2.11.2 All Bidder/Contractor's laborers/employees working on SNRHA property shall be OSHA trained and possess their OSHA cards (OSHA 30 and OSHA 10) to certifying completion of OSHA Safety Training. It is especially important that the Bidder/Contractor train his/her staff in the proper ways to work around power lines. Therefore, each proposer shall provide, as a part of the required information submitted under **Tab No. 6** a copy of their companies Safety and Training Plan. The companies' Safety and Training Plan shall be in accordance with OSHA Industry Regulations and provide a description of the training required and safety measures enforced on the work site.
Important: Contractor must identify staff that will ensure compliance with OSHA safety regulations on SNRHA sites.

2.11.3 All products used shall comply with Environmental Protection Agency (EPA) regulations. All safety precautions shall be adhered to in the use any products used on SNRHA property. Any products used by the Contractor that adversely kill or damages SNRHA property and/or causes injury to any persons on SNHRA properties shall be subject to the contractor liability and SNRHA shall be held harmless. Prior to using any products the Contractor shall notify SNRHA and provide the Material Safety Data Sheet information on the product prior to use. (A MSDS is a written document that outlines information and procedures for handling and working with chemicals.)

2.11.4 Equipment: Bidder/Contractor shall maintain its equipment in good working condition and shall be clean and clear of safety hazards. Bidder/Contractor shall provide all safety equipment (barricades, safety signage, body protection equipment, etc.) to its employees and the site that is required to ensure a safe work environment at all time, at no cost to SNHRA.

2.11.5 Notification of Safety Hazards: Any hazards noticed by Bidder/Contractors personnel shall be immediately reported verbally, followed by a written statement to SNRHA'S representative.

2.11.6 Responsibility for Work Safety and Security:
Bidder/Contractor shall at all times conduct all operations under contract in a manner to avoid the risk of loss, theft, or damage by vandalism, sabotage or other means to any property. Successful Bidder/Contractor shall promptly take all reasonable precautions, which are necessary and adequate against any conditions, which involve a risk of loss, theft or damage to its property,

- 2.11.6.1 SNRHA's property and the work site.** Bidder/Contractor shall continuously inspect all its work, materials and equipment to discover and determine if any such conditions require corrective action.
- 2.11.6.2** SNRHA shall not be liable for any equipment loss or breakage during the course of service provided by the contractor.
- 2.11.7** Bidder/Contractor shall comply with all applicable laws and regulations as it relates to the services detailed in this document. Bidder/Contractor shall ensure that all SNRHA sites under contract with SNRHA comply with all laws and regulation by the City/County/State as it relates to the services provided. Any fines received by SNRHA for failure to comply with the applicable laws and regulation shall be paid at the contractors expense.
- 2.11.8** Bidder/Contractor shall prepare and maintain accurate reports of incidents of loss, theft or vandalism and shall furnish these reports to SNRHA in a timely manner.
- 2.11.9 Damage to SNHRA Property**
Bidder/Contractor shall perform all work in such manner that does not damage SNRHA property. In the event damage occurs to SNRHA property or adjacent property by reason of services performed under contract, the Bidder/Contractor shall replace or repair the same with new materials at no cost to SNRHA.
- 2.11.9.1** Contractor must notify SNRHA of any damages made by its employees, immediately and/or within 24 hours of discovery of the damages. Bidder/Contractor is responsible to repair such damages within five (5) business days of such occurrence unless another time for completion is mutually agreed to by all parties.
- 2.12 LANDSCAPING /TREE MAINTENANCE SERVICES**
The Bidder/Contractor to furnish all supervision, labor, material, equipment, tools, chemicals, transportation, and all effort necessary required in maintaining the landscape in an attractive and healthy condition through the year as specified herein. Services are to be provided Monday through Thursday, during business hours 7:00 a.m. – 5:00 p.m. (unless prior authorization is received by SNRHA for an alternative schedule), excluding recognized holidays. Service shall be offered a total of 52 weeks year (the actual frequency of service will be determined by the Amp/Property Manager and the Contractor. SNRHA reserve the right to add or increase services to its sites, as required and as budget requirements permit.
- 2.12.1** Landscape Maintenance, "Maintain" shall mean to weed, fertilize, trim, prune, thin, water as needed, keep green, keep healthy growth to a natural appearance, cultivate as needed, to care for, support, all on a scheduled basis.
- 2.12.2** The type of maintenance and care is defined in the following and designed to promote healthy growth and pleasing visual appearance to include but not be limited to the following:
- 2.12.2.1** Prune and cut back trees, bushes and other plants requiring this treatment;
- 2.12.2.2** Removal all debris, leaves, sticks all dead and broken branches from trees, bushes and debris accumulated during the season.
- 2.12.2.3** Edging of lawn at sidewalks, walkways, paving blocks, buildings, landscape separators, curbing, fencing, poles, etc. shall be performed at a minimum of once per month or more as needed for a neat appearance.
- 2.12.2.4** Weeding and/or removal of plant growth from areas not designated for plant growth (i.e. sidewalks, paved areas, walls, etc.)
- 2.12.3** The type of maintenance and care is defined in the following and designed to promote healthy growth and pleasing visual appearance to include but not be limited to the following:

- 2.12.3.1 Prune and cut back trees, bushes and other plants requiring this treatment;
- 2.12.3.2 Removal all debris (i.e. leaves, sticks all dead and broken branches from trees and bushes, etc.), generated by the work from property at the end of the service day.
- 2.12.3.3 Debris accumulated shall be removed by watering, raking, blowing or sweeping debris, gravel /rocks from walk ways, stair wells, buildings entrances, turf areas and plant beds.
- 2.12.3.4 Bidder/Contractor shall remove and properly dispose of debris in accordance with local and state regulations.
- 2.12.3.5 The Bidder/Contractor shall not remove whole trees, shrubs or plants without prior written authorization from SNRHA.
- 2.12.3.6 **Sprinkler System:** Bidder/Contractor shall ensure that the sprinkler system is working properly by checking the system to
 - 2.12.3.6.1 Ensure that the sprinkler system is working properly and efficiently at each site.
 - 2.12.3.6.2 Ensure that the sprinkler system is operating on a schedule that is compliant with the city/county (whichever is applicable) watering schedule for that area.
 - 2.12.3.6.3 Perform any minor repairs. Note: If the repair requires any additional parts, equipment and/or labor charges beyond the regular weekly / monthly service charges; then the bidder /contractor must obtain prior approval from SNRHA prior to performing this service.
- 2.12.4 **Clean-up:** Bidder/Contractor shall, prior to beginning service at a site, remove all trash and debris (i.e., papers; cardboard; bottles, broken glass, sticks, branches, etc.) from the landscaped and applicable paved areas so that the Bidder/Contractor staff may maintain safety and provide service in a professional manner. Bidder/Contract shall ensure that after completion of work that the work area is left clean of all debris generated from the work activity;
- 2.12.5 **LAWNS:** The Bidder/Contractor shall use mulching mowers eliminating the need for bagging and removal of grass clippings.
 - 2.12.5.1 Turf shall be cut as required, as conditions dictate throughout the growing season and for ultimate appearance.
 - 2.12.5.2 Mowing equipment shall be employed to permit recycling of clippings where possible and mowing patterns shall be utilized to present a neat appearance. Blades on all equipment shall be sharp to prevent tearing of the grass blades. Curbs, gutters, walks, stairs, driveways and landscape beds shall be left in a clean condition after mowing.
- 2.12.6 **WEED CONTROL:** The Bidder/Contractor shall be responsible for weed control, including chemical treatment of weeds located in and around the property, and in some cases actual physical removal of weeds. Weed control shall be provided at sidewalks, parking areas, against fences, poles, sidewalk edges, building edges.
 - 2.12.6.1 Weeds shall be defined as: a plant that is not valued where it is growing and is usually of aggressive growth; one that tends to overgrow or choke out more desirable plants. (Examples are, but not limited to: grass that is overgrowing in and around a small shrub is considered a weed. Nut grass, foxtail, or dandelions growing in granite areas or grass areas are considered weeds).
- 2.12.7 **SHRUBS AND BUSHES:** Shrubs and bushes shall be trimmed at least monthly during their normal growing season.

- 2.12.7.1 Trimming shall include keeping the shrubs and bushes below window height when growing in front of a window, a minimum of at least one foot below the eave for any shrub or bush growing next to the building that is not below a window.
- 2.12.7.2 Trimming will also include keeping shrubs and bushes from growing over any patio area, sidewalk and parking area.
- 2.12.7.3 All shrubs and bushes shall be thinned as necessary to ensure optimum healthy growth.
- 2.12.7.4 Remove all dead/dry shrubs and bushes. SNHRA must be consulted, and approval must be received prior to removal of dead and/or dry shrubs and bushes.
- 2.12.8 **TREE PRUNNING SERVICES: INFORMATION CONTINUES ON NEXT PAGE**
- 2.12.8.1 Service must be done by a certified Arborist and/or Horticulturist and Weekly /Monthly/Quarterly inspections of trees or as needed on all properties within the scope of this agreement. This service is a part of the weekly maintenance at the sites.
- 2.12.8.2 **Balance:** To give the tree an over-all balanced look. Executing appropriate pruning necessary to maintain or improve the health, appearance, longevity and safety of trees and plants.
- 2.12.8.3 **Restoration:** Restoration is pruning conducted on topped or damaged trees over time.
- 2.12.8.4 **Minimal Limb Removal:** To remove only 1 or 2 major lower limbs in order to balance the overall appearance of the tree, to raise the crown and/or to reduce excess weight on one side of the tree.
- 2.12.8.4.1 Without doing damage to the tree, cut off dead limbs; cut back over grown limbs; remove any limbs from the roof or sides of a buildings and/or areas to eliminate a potential hazard.
- 2.12.8.5 **Remove Tree:** To cut down the whole tree and to, as described following, remove the stump. **Note:** Tree Removal is subject to SNRHA prior approval to do so;
- 2.12.8.6 **Root Removal:** To be done, without doing damage to the tree, selectively remove large surface roots out from the trunk of the tree. Note: SNRHA prior approval required.
- 2.12.8.7 **Spraying:** The Bidder/Contractor must have the ability, capability and licensing to provide and may be required to provide spraying of trees, bushes or landscaped areas to eliminate pests (such as, but not limited to fire ants, spider mites) and to prevent trees from bearing fruit (such as annual spraying of olive trees).
- 2.12.8.8 **Stump Removal:** To remove the remaining stump below the ground level and to remove all exposed roots from the original base of the stump. The Bidder/Contractor shall remove all chips from the ensuing hole and shall in-fill the hole with planting soil, compacted to ground level.
- 2.12.8.9 **Tree and Plant Care:** Establish a holistic plant and tree care program to include: Preventive maintenance to keep plants and trees in good health, which will help the plants and trees defend themselves against insects, disease, and site problems. Fertilization, Aeration to improve growth and spraying or injecting to control insect and disease problems. Plants that are removed as unsuitable for a particular location shall be considered for other locations.
- 2.12.8.10 **Fertilizer:** Fertilizing of all plant life on the site shall be included in the monthly cost for each site and provided twice a year.
- 2.12.8.11 Apply tree paint as required;

- 2.12.8.12** Some trees may require additional services beyond the weekly/monthly maintenance. Example: Cutting over-sized trees back, down and /or removal. These services may be charged at the rate identified on the proposed cost sheet as "Tree Service".
- 2.12.8.13 SPRINKLER SYSTEMS:** Bidder /Contractor is responsible for ensuring that the Sprinkler system is operational and providing an adequate water schedule to ensure the nurturing of all plants; Bidder /Contractor shall ensure that the water schedule complies with the Water District and/or City/County/State requirements and water schedule for the area. Any fines received by SNRHA in violation of the Water District, City/County/State requirements' shall be paid at the Contractors' expense.
- 2.12.8.14 Sprinkler System** shall be maintained in good operational conditions, and shall be monitored by contractor on a regular basis to ensure its operations. Contractor shall ensure that the sprinklers are pointed in the correct direction to ensure, optimum use and avoid water damage to buildings or other structures; un-necessary water loss due to sprinklers aimed away from plant grown (i.e. pavement, parking lots, driveway, etc.)
- 2.12.8.15** Contractor shall ensure that the water system schedule matches the require watering schedule provided by City/County (whichever is applicable for that location);
- 2.12.8.16 Sprinkler System Repairs and Replacement:** If the sprinkler system is in need of repairs or replacement, Bidder/Contractor shall notify SNRHA immediately and obtain permission to provide the required repairs and /or replacement of the sprinkler system at SNHRA's cost of the additional services (labor and materials).
- 2.12.8.17 Cost Proposal for Additional Work:** The contractor must provide to SNHRA for approval a cost proposal prior to any repair work and/or additional unassigned work can commence.
- 2.12.8.17.1** Cost Proposal shall include all labor, materials and equipment cost; Total days for completion, and a Not-to Exceed Total Amount for the repairs;
- 2.12.8.17.2** Labor rate shall be according to the cost proposal submitted by bidder;
- 2.12.8.17.3** Material cost: This shall be for the actual cost of the items; bidder shall provide documentation with invoice for the charges.
- 2.12.8.17.4** SNRHA is tax exempt.
- 2.13 Signatures for Completion:** Whenever the Bidder/Contractor completes work at an SNRHA site, he/she shall obtain the signature of an SNRHA on-site staff person showing that the work was completed in a satisfactory manner. A copy of this document shall accompany the related billing invoice.
- 2.14 Invoices/Net 30:** All billing invoices for services must be delivered to the SNHRA-Finance Dept. (noted in the contract within no more than 30 days of completion of the work. Contractors must provide detailed description of the services and charges; Work Orders authorized by a SNRHA representative; material cost with the billing invoice.
- 2.15 Subcontracting:** Unless prior written permission is given by the SNRHA, all work performed by the Bidder/Contractor shall be performed by the Bidder/Contractor only and shall not be sub-Bidder/Contractor to another firm. The SNRHA reserves the right to not grant such approval.
- 2.16 SNRHA Properties:**
The following for your information, are listed a number of developments and facilities that the SNRHA owns and operates within Clark County, Nevada. The SNRHA does not guarantee that it will retain the successful proposer to do work for or within any minimum of maximum number of these developments/facilities, but provides this listing as an informational item only. The SNRHA reserves the right to contract for work with the successful proposer at these or any other sites the SNRHA may own or have jurisdictional control.

LIST OF SNRHA PROPERTIES: (NOTE: Acreage noted includes Building Sites)

NO.	PROPERTY/ADDRESS (Updated 08/09/2023)	UNITS	TYPE
1	Aida Brents Gardens, 2120 Vegas Dr., LV, NV 89106 (PH)	24	Senior
2	Archie Grant Park, 1720 Searles Ave., LV, NV 89101 (AH, RAD)	125	Senior
3	Arthur D. Sartini Plaza Annex, 5200 Alpine St., LV, NV 89107 (PH)	39	Senior
4	Arthur D. Sartini Plaza, 900 Brush St., LV, NV 89107 (PH)	220	Senior
5	Bassler/McCarran/Statz, Bassler, McCarran & Statz Sts, NLV, NV 89030 (AH)	20	Family
6	Biegger Estates, 5701 Missouri Avenue, LV, NV 89122 (3PM) (RAD)	119	Family
7	Brown Homes, Flamingo & Perry Streets, LV, NV 89122 (AH)	124	Family
8	Flamingo Warehouse, 5390 E Flamingo Rd, LV, NV 89122 (AH)	Warehouse	
9	Dorothy Kidd Park, 3903 Stewart Ave., LV, NV 89110 (AH)	107	Senior
10	Ernie Cragin Terrace, Valley & 28 th St., LV, NV 89101 (PH)	40	Family
11	Espinoza Terrace, 171 Van Wagenen St., HN, NV 89015 (AH) (RAD)	100	Senior
12	Eva Garcia Mendoza, 1950 N Walnut Ave., LV, NV 89115 (AH)	128	Family
13	Hampton Court, 1030 Center St., HN, NV 89015 (PH)	100	Family
14	Harry Levy Gardens, 2525 W. Washington Ave., LV, NV 89106 (PH)	150	Senior
15	Housing Programs Office, 380 N. Maryland Parkway, LV, NV 89101 (AH)	Office Building	
16	Howard Cannon Center, 340 N. 11 th St., LV, NV 89101 (AH)	Office Building	
17	Hullum Homes, 4980 E. Owens Ave., LV, NV 89115 (AH) (RAD)	59	Family
18	James Down Towers, 5000 W. Alta Ave., LV, NV 89107 (AH) (RAD)	200	Senior
19	Janice Brooks Bay, 5201 Walnut Ave., LV, NV 89110 (AH)	100	Family
20	Jones Gardens, 1750 Marion Dr., LV, NV 89115 (PH)	90	Family
21	Landsman Gardens, 750 Major Avenue, HN, NV 89015 (RAD)	100	Family
22	Lubertha Johnson, 3900 Perry St., LV, NV 89122 (AH) (RAD)	112	Senior
23	Marble Manor Annex, MLK & Wyatt, LV, NV 89106 (PH)	20	Family
24	Marble Manor, Washington & H Streets, LV, NV 89106 (PH)	235	Family
25	Marion D. Bennett Plaza, 1818 Balzar Ave., LV, NV 89106 (AH) (RAD)	65	Senior
26	Otto Merida Desert Villas, 50 Honolulu, LV, NV 89110 (3PM) (PH+LIHTC)	60	Family
27	Robert Gordon I-VII, 420 N. 10 th St., LV, NV 89101 (AH)	206	Senior
28	Robert Gordon Plaza VIII, 322 N. 10 th St., LV, NV 89101 (AH)	43	Senior
29	Rose Gardens, 1731 Yale, NLV, 89032 (3PM, RAD)	120	Senior
30	Rulon Earl Mobile Manor #1, 3909 E. Stewart Ave., LV, NV 89110 (AH)	71	Senior
31	Rulon Earl Mobile Manor #2, 3903 E. Stewart Ave., LV, NV 89110 (AH)	51	Senior
32	Scattered Site Homes AH:185; PH:386	571	Family
33	Schaffer Heights, 2901 Schaffer Circle, LV, NV 89121 (PH)	75	Senior
34	Sherman Gardens Annex, 909 Doolittle St., LV, NV 89106 (PH)	154	Family
35	Sherman Gardens, 1701 N. "J" St., LV, NV 89106 (PH)	80	Family
NO.	PROPERTY/ADDRESS (Updated 08/09/2023)	UNITS	TYPE
36	Simmons Manor, 5385 Austin John Ct., LV, NV 89122 (PH)	61	Family
37	Vera Johnson A, 1200 Harris Avenue, LV, NV 89101 (3PM, LIHTC)	76	Family
38	Vera Johnson B, 503 N Lamb Blvd., LV, NV 89110 (3PM, RAD)	112	Family
39	Villa Capri, 1801 N "J" St., LV, NV 89106 (PH)	60	Family
40	W. F. Cottrell Admin Building 5380 E. Flamingo Road 89122 (AH)	Office Building	
41	Wardelle Townhomes, 700 Wardelle St., LV, NV 89101 (AH, LIHTC)	76	Family
SNRHA'S VACANT LOTS		ACRES	TYPE

SNRHA'S VACANT LOTS				
42	1632 & 1731 Yale Street, NLV, NV 89030	(PH)	3.85 & 2.75	Vacant Lots
43	Cedar & 28 th Street, LV, NV 89101	(PH)	9.01	Vacant Lot
44	5901 Duncan Drive, LV, NV 89130	(PH)	5.15	Vacant Lot
45	2601 Sunrise Ave., LV, NV (28 th & Sunrise)	(PH)	6.05	Vacant Lot
46	East Flamingo & Cabana, LV, NV 89122	(PH)	1.51	Vacant Lot
47	3901 E. Charleston, LV, NV 89110 (Charleston & Honolulu)	(PH)	8.13	Vacant Lot
48	320 N. 11 th Street, LV, NV 89101	(PH)	3.89	Vacant Lot
49	420 N. 11 th Street, LV, NV 89101	(PH)	14.78	Vacant Lot
50	3 & 9 Tonopah Ave., NLV, NV 89030	(AH)	.17	Vacant Lot

AH=Affordable Housing Program or housing that is not federally subsidized
LIHTC=Low Income Home Tax Credit
PH=Public Housing or Federally subsidized housing
RAD= Rental Assistance Demonstration Program Conversion
Scattered Site Homes=Single-family homes located throughout Clark County, NV

3.0 SOLICITATIONS PROCEDURES AND SUBMISSION INSTRUCTIONS;

3.1 Bid Submission instructions: All of the following must be submitted by or before the submission deadline **July 22, 2019 at 10:00 am** as noted in this document. Late Submissions will not be accepted;

3.1.1 Proposed Cost: All pricing must be entered where provided within the NGEM – Nevada Government Marketplace <https://nevada.ionwave.net/> Internet system by the submission deadline noted above. Refer to item 4.0 for more information;

3.1.2 Hardcopy Proposals: Bidders are required to submit three (3) “hard copy” Proposals: One (1) marked "ORIGINAL" containing all documents with original signature and two (2) identical copies of original bid proposal. All hard copy bid proposal must be submitted in bidders and tabbed and organized according to item 3.8 and placed in a sealed package or box and time-stamped received in the SNRHA Procurement Department no later than the submittal deadline stated herein. Bidders must deliver bid packages to the following:

**Southern Nevada Regional Housing Authority
Procurement Department
340 N. 11th Street, Suite 180
Las Vegas, Nevada 89101
Attention: Ryan Perry**

IFB No. B25003 Landscape Maintenance & Tree Services

The package exterior must clearly denote the above-noted IFB number and name of Solicitation and must have the Bidder’s name, phone number and return address. Bids submitted after the published deadline will not be accepted. No Exceptions.

3.2 Submission Conditions: DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Bidders are not allowed to change any requirements or forms contained within the IFB Document, either by making or entering onto these documents; and if any such additional marks, notations

or requirements are entered on any of the documents that are submitted to the SNRHA by the Bidder, such may invalidate that Bid.

- 3.3 Submission Responsibilities:** It shall be the responsibility of each Bidder to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the SNRHA, including the IFB document, the documents listed within the following Section 4.5, and any addenda and required attachments submitted by the bidder. By virtue of completing, signing and submitting the completed documents, the bidder is stating his/her agreement to comply with the all conditions and requirements set forth within those documents. Written notice from the bidder not authorized in writing by the SNRHA PM to exclude any of the SNRHA requirements contained within the documents may cause that bidder to not be considered for award.
- 3.4 Bidder's Responsibilities—Contact with the SNRHA:** It is the responsibility of the Bidder to address all communication and correspondence pertaining to this IFB process to the SNRHA Contracts Administrator (CA) only. Bidders must not make inquiry or communicate with any other SNRHA staff member or official (including members of the Board of Commissioners) pertaining to this IFB. Failure to abide by this requirement may be cause for the SNRHA to not consider a Bid submittal received from any bidder who may has not abided by this directive.
- 3.5 Question & Answer Period:** All questions must be asked in writing and submitted via NGEM or emailed to Procurement@snvrha.org all questions are answered simultaneously to all parties registered in conjunction with this IFB in NGEM.
- 3.5.1 Submission Deadline date and time for all Questions is September 5, 2024 @10:00 AM (PST);** no questions will be responded to after this deadline, unless the Q & A Period is extended in an Addendum issued by the SNRHA.
- 3.6 Addendums:** All questions and requests for clarification must be addressed in writing to SNRHA. The SNRHA Contracts Administrator (CA) will respond to all such inquiries in writing by Addendum to all prospective bidders that have obtained the IFB Document, simultaneously. During the IFB Solicitation Process, the CA will NOT conduct any substantive conversation – meaning when decisions pertaining to the IFB are made – between the SNRHA and a prospective bidder when other prospective bidders are not present. This does not mean the Bidder cannot call the CA – it simply means that, other than making replies to direct the Bidder where his/her answer has already been issued within the Solicitation documents, the CA may not respond to the Prospective Bidder's inquiries, but will direct him/her to such inquiry in writing so that the CA may fairly respond to all Bidders in writing by Addendum.
- 3.7 Site Visits: Bidders may visit the sites 8/19/24 -9/5/24 Monday –Thursday 7:00a.m. – 5:00p.m. Important:** It is prohibited for bidders to communication with SNRHA staff or residents regarding this solicitation or the services to be provided. Bidders are required to check in at the Leasing Office and identify themselves and their company to SNRHA personnel and/or residents prior to walking the site.
- 3.8 BID PROPOSAL FORMAT:**
- 3.8.1 Tabbed Bid Submittal:** So that the SNRHA can properly evaluate the offers received, all bids submitted in response to this IFB must be formatted in accordance with Attachment a Form of Proposal and in the noted sequence. Each category must be separated by numbered index dividers and labeled with the corresponding tab reference as noted below. None of the proposed services may conflict with any requirement the SNRHA has published herein or has issued by addendum.
- 3.8.2 Tab No. 1: Form of Proposal:** This Form is attached hereto as Attachment A to this IFB Document. This 2-page Form must be fully completed executed where provided thereon and submitted under this tab as a part of the Bid submittal.
- 3.8.3 Tab No. 2: Disclosure of Ownership Form:** This form is attached as Attachment B to this IFB Document and must be fully completed, executed and submitted under this tab as a part of the Bid submittal; and

- 3.8.3.1 Disclosure of Conflict of Interest:** This form must be completed, signed, dated and placed under Tab 2 along with the Disclosure of Ownership Form of your submittal.
- 3.8.4 Tab No. 3: Required Solicitation Forms: HUD & SNRHA Forms:** The following forms are attached as Attachment C to this IFB Document and must be utilized and/or executed and returned under this Tab:
- 3.8.4.1** HUD Form 5369-B *Instructions to Offerors, Non-Construction; (Keep for your records)*
- 3.8.4.2** HUD 5369-C Certifications and Representations of Offerors, Non-Construction Contract; **(complete and return under this Tab);**
- 3.8.4.3** HUD 5370-C *General Conditions for Non-Construction Contracts – Sections 1 & 2 (Keep for your records);*
- 3.8.4.4** SNRHA Drug-Free Workplace Certification, **(Return under this Tab)**
- 3.8.4.5** Authorization to Release Information, **(Return under this Tab)**
- 3.8.4.6** Non-Collusive Affidavit Certification, **(Return under this Tab)**
- 3.8.5 Tab No. 4: Proposed Services Capability:** As more fully detailed within Section 2.0, *Scope of Services /Technical Specifications*, of this document, the bidder shall clearly detail at a minimum, under this tab, the following information:
- 3.8.5.1** The Bidder's Demonstrated Understanding of the SNRHA's requirements (has a knowledge and understanding of the Scope of Work to be performed);
- 3.8.5.2** The Bidder's Technical Capabilities (in term of personnel, qualification, equipment and materials) and Management Plan (including staffing of key positions, method of assigned work and procedures for maintaining level of service, etc.);
- 3.8.5.3** The Bidder's Demonstrated Experience in performing similar work and the Bidder's Demonstrated Successful Past Performance (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this Solicitation;
- 3.8.5.4** The Proposed Quality Control Program;
- 3.8.5.5** An explanation and copies of forms that will be used and report that will be submitted and the method of such reports (i.e. written, fax, internet, etc.)
- 3.8.5.6** If appropriate, how staff are retained, screened, trained and monitored; and
- 3.8.5.7** A complete description of the products and services the company provides.
- 3.8.6 Tab No. 5: Managerial Capacity/Financial Viability:** The Bidder must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief resumes for the persons identified within the Key Personnel Section of Attachment B, Disclosure of Ownership Form. Such information shall include the Bidder's qualifications to provide the services; a description of the background and current organizational chart of the company.
- 3.8.6.1 Reference Information:** The Bidder shall submit a listing of former or current references, including Public Housing Agencies, for whom the bidder has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:

- 3.8.6.2 The client's name;
- 3.8.6.3 The client's address;
- 3.8.6.4 The client's telephone number; and
- 3.8.6.5 A brief description and scope of service(s) and the dates the services were provided.
- 3.8.7 **Tab No. 6: Equal Employment Opportunity:** The Bidder must submit under this tab a copy of its Equal Opportunity Employment Policy.

Company Safety Plan: If the Safety Plan is over 10 pages please provide on a HARD DRIVE.

Bidder shall submit a copy of their companies' Safety and Training Plan shall be in accordance with OSHA Industry Regulations and EPA provide a description of the training required and safety measures enforced on the work site for the services to be provided. **Note:** Copies of OSHA 30 for all Laborers, Manager/Supervisor working on SNRHA.

- 3.8.8 **Tab No. 8: Subcontractor/Joint Venture Information (Optional Item):** The Bidder shall identify hereunder whether or not he/she intends to use any sub-contractors for this job, if awarded, and/or if the Bid is a joint venture with another firm. Please remember that all information required in Attachment B from the bidder under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture. If the Bidder does not claim any Joint Venture Partnerships, please place under this tab a statement that reads, "NO SUBCONTRACTOR/JOINT VENTURE PARTNERSHIPS CLAIMED".
- 3.8.9 **Tab No. 9 SNRHA's Section 3 Clause and Contractor Initial Response Form:**
- 3.8.9.1 The SNRHA is required by HUD to implement its Section 3 Plan to the greatest extent feasible for any new contracts that has a labor component for employment opportunities for small businesses and low-income resident/persons as it is subject to the terms and conditions under Section 3 of the HUD Act of 1968, as amended, 12. U.S.C 1701u. Please acknowledge acceptance and receipt by signature and return of the Section 3 Clause and Contractor Initial Response Form under this Tab of your Bid. (See Attachment D).
- 3.8.10 **Tab No. 10: Section 3 Business Preference Documentation (Optional Item):** For any
- 3.8.10.1 Bidder claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached as Attachment E and any documentation required by that form. If the Bidder does not claim any Section 3 Business Preference, please place under this tab a statement that reads, "NO SECTION 3 BUSINESS PREFERENCE BEING CLAIMED".
- 3.8.11 **Tab No. 11: Other Information (Optional Item):** The Bidder may include under this tab any other general information that he/she believes is appropriate to assist the SNRHA in its evaluation.
- 3.8.12 **If No Information Submitted:** If no information is to be placed under any of the tabs (especially the "Optional" tabs), please place a statement such as, "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK". DO NOT eliminate any of the tabs.
- 3.8.13 **Bid Submittal Binding Method:** It is preferred and recommended that the Bidder bind the Bid submittals in such a manner that the SNRHA can, if needed, remove the pages from the binder (i.e. 3-ring binder w/tabs) to make copies then return the Bid submittal to its original condition.
- 4.0 **Proposed Fees:** Bidders are required to submit their proposed cost to SNRHA through the NGEM Internet system by the submission deadline noted above. **(Do not submit cost proposals with the hardcopy proposal).** SNRHA is required to obtain the cost of this service for the total term of the contract to be awarded. Therefore, bidders are required to provide a

fee schedule for all SNRHA site for five (5) years. To ensure the accuracy of your cost, each bidder must enter their proposed fees for each listed item where provided within the **NGEM – Nevada Government Marketplace** <https://nevada.ionwave.net/> **Internet system only**. Please note that the proposed fees submitted by each Bidder are inclusive of all necessary costs to provide the proposed services, including, but not limited to: employee wages and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; long distance phone calls; document copying, etc. For each item, the following "Description" is not to be considered to be a definitive or "all inclusive" description, but each are brief descriptions designed to give the prospective bidders a general "idea" of each item.

4.1 Specific line items to be priced: Once a Bidder has entered the unit costs and/or the number of estimated hours within the https://nevada.ionwave.net Internet System for the items listed below, the System will automatically calculate the listed quantities multiplied by the proposed unit fees entered. The Total Calculated Cost shall determine the Lowest Bidder. **You must enter a firm-fixed fee for each item and please note, a “No-Charge” is not allowed for several of the pricing items.**

4.2 SNRHA requires service rates for the total term (5 years) of the contract to be awarded. Additionally the Hourly Pay Rates are required from all Contractors, which are assumed to be included in the Cost for Services detailed in each Lot. **Please Note:** A Lot represent one (1) year of service and is comprised of 80 line items for each Lot or Year of service. Lot 2 – Year 2 starts at line item No.81 etc. Bidders are required to provide their cost for each Lot or Year as indicated.

4.3 SAMPLE: The following items shall be priced only in the Internet System at [NGEM nevada.ionwave.net](https://nevada.ionwave.net/)

(A summary of the cost by Site to be provided by the bidder in NGEM)

ITEM NO.	QTY	U/M	SERVICE ITEM AND DESCRIPTION
QUANTITIES ARE USUALLY ESTIMATES AND THE UNITS OF MEASURE REFLECTS THE TYPE OF SERVICE			
Lot # 1	52	Weekly	Year 1 - Cost including Hourly Rate, total number of laborer; Materials/Equipment; Profit & Overhead for Year 1 of the Contract; (Line Item # 1-80)
Lot # 2	52	Weekly	Year 2 - Cost including Hourly Rate, total number of laborer; Materials/Equipment; Profit & Overhead for Year 2 of the Contract; No increase from Year 1 is allowed; (Line Item# 81-161)
Lot# 3	52	Weekly	Year 3 - Cost including Hourly Rate, total number of laborer; Materials/Equipment; Profit & Overhead for Year 3 of the Contract; (Line Item# 162 -242)
Lot # 4	52	Weekly	Year 4 -Cost including Hourly Rate, total number of laborer; Materials/Equipment; Profit & Overhead for Year 4 of the Contract; (Line Item# 243-323)
Lot # 5	52	Weekly	Year 5 - Cost including Hourly Rate, total number of laborer; Materials/Equipment; Profit & Overhead for Year 5 of the Contract; (Line Item# 324 -404)

4.3.1 Additional Materials/Supplies/Equipment that may be required: All materials/supplies and equipment and labor shall be included in the service cost provided in the Lots listed above;

4.3.2 Overtime: Pursuant to the Contract Work Hours and Safety Standards Act, overtime shall not be less than time and one half for hours worked in excess of 40 hours per week. The SNRHA shall consider regular time to be Monday-Thursday (excluding holidays) 8:00 AM-4:00 PM. Accordingly, the SNRHA will pay a rate of 1.5 of the listed hourly rates pursuant to any work the SNRHA requires the Bidder to work specifically during non-regular-time hours (however, the SNRHA shall not be responsible to pay the Bidder for any work that it chooses to work during non-regular-time hours.

4.3.3 Quantities: All quantities entered by the SNRHA and within the corresponding pricing items are for calculating purposes only. As detailed within this IFB, the SNRHA does not guarantee any minimum or maximum amount of work as a result of any award

ensuing from this IFB as the ensuing contract will be a Requirements Contract, in that the SNRHA shall retain only one Bidder and shall retain the right to order from the Bidder, on a task order basis, any amount of the services the SNRHA requires.

- 4.3.4 Price Escalation:** The SNRHA does not allow a price escalation the 2nd Term or Year of the contract.
- 4.3.5 [Important Note]:** All escalation cost must be submitted during this solicitation process in Lots No. 3, 4 and 5 to be included in the awarded contract. Failure to provide the requested information in the Lots noted shall result in a set cost for the 5 years of the contract.
- 4.3.6 Labor Costs** allowed, in the same amount of any escalation that occurs pertaining to the State of Nevada Wage Rates and/or HUD MWRD. For example, if at the end of the first contract period, the listed State of Nevada Wages Rates/MWRD increase 5% as compared with the listed rates on the date of contract execution, then the Bidder will be entitled to a 5% increase in the labor rates as well. Similarly, for ensuing years, the end-date of the previous contract period shall be the base-line date to determine the previous listed wage rate. Such escalations may occur no more than once in any 12 month period without the express written consent of the designated SNRHA contact person (which shall typically only be granted if the noted rates are increased by the responsible governmental agency).
- 4.3.7 Product Costs** allowed in the same amount of the nation-wide escalation that the manufacturer implemented for the specific product(s) that the SNRHA procures from the successful bidder. Such notification shall include detailed justification information, including official notices and/or correspondence from applicable manufacturer(s) detailing the escalation and shall also show written documentation proving such escalation has occurred similarly from at least one other competitor and as well as documentation showing this increase was issued by a competitor within the past six (6) months.
- 4.3.8 Notification Must Be Received From Bidder:** The Bidder must notify the CO, in writing, of such desired escalation at least 60 days prior to the end of the noted contract period (s). Such escalations may occur no more than once in any 12 month period with the expressed written consent of the CO.
- 5.0 Recap of Attachments:** It is the responsibility of each bidder to verify that he/she has downloaded the following Attachments pertaining to this IFB, which are hereby by reference included as a part of this IFB (attachments can be down loaded from NGEM):

ATTACHMENT	ATTACHMENT DESCRIPTION
	HUD Form 5369 B, Instructions to Offerors, Non-Construction (FYI)
A	Form of Bid Proposal - place under Tab 1;
B	Vendor Information Package: 1) Disclosure of Ownership Form 2) Disclosure of Conflict of Interest Form 3) IRS W9 Request for Tax Payer Identification 4). Authorization to Release Information Form 5). System for Award Management - SAM.gov registration information- All companies must be registered in SAM.gov to do business with SNRHA and must provide proof of registration. 6). SNRHA Insurance Requirements; These documents must be downloaded, completed, signed and Return under Tab 2 of your submittal.
C	HUD 5369A Representations, Certifications & Other Statement of Bidders (Return under Tab 3) SNRHA Drug-Free Workplace Certification (Return under Tab 3); Non-Collusive Affidavit Certification, (Return under Tab 3); Statement of Bidders Qualifications (Return under Tab 4)
D	SNRHA's Section 3 Clause and Section 3 Contractor Initial Response, (Complete and place under Tab 5)
E	Section 3 Business Concerns Preference (Optional submission), (place Certification under Tab 7)
F	HUD 5370 C1 & C2 General Conditions for Non-Construction Contracts Sections 1 & 2 (With or Without Maintenance Work); For your information and a part of the contract;

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SNRHA Sample Contract (FYI) (please note that these are sample documents only--the HA reserves the right to revise any clause herein and/or to include within the ensuing documents any additional clauses that the HA feels it is in its best interests to do so).

- 6.0 Bid Evaluation/Results:** All bids received will be opened and read publically by the CA at a predetermined time and date. As a result of the bid opening, the SNRHA will disclose the Bidder's (company) name and the total calculated amount of bid submitted. Please note the following additional information pertaining to the Bid Evaluation/Results:
- 6.1 Bid Results:** A copy of the Bid Results will be made available to each Bidder via their email addresses Provided in NGEM and SNRHA website at www.snrha.org
- 6.2 Ties:** In the case of a tie, the award shall be decided as detailed within Equal Bids, Section 6.12.C of HUD Procurement Handbook 7460.8 REV2, by drawing lots or other random means of selection.
- 6.3 Responsive Evaluation:** After the public opening the "hard copy" bid submittals received will be evaluated in private for responsiveness (i.e. meets the minimum of the requirements). Entities not meeting the minimum that are deemed to be non-responsive will be notified of such in writing by the SNRHA in a timely manner (in any case, in no less than 10 days after such determination is made).
- 6.4 Responsible Evaluation:** The SNRHA will evaluate the apparent lowest responsive Bidder to ensure that he/she is responsible (i.e. an entity that is qualified, responsible and able to provide to the SNRHA the required services). If the SNRHA ascertains that such entity has the required ability, capability, experience, knowledge, licensing, insurance and resources to provide the required services, the SNRHA may proceed with award. If the SNRHA determines that such entity is deemed to be not responsible, such firm will be notified of such in writing by the SNRHA in a timely manner (in any case, in no less than 5 days after such determination is made); in such case the SNRHA may proceed with the noted Responsive and Responsible Evaluations with the next lowest bidder.
- 6.4.1** Depending on the amount of the award (typically for awards greater than \$100,000.00), it is possible that the SNRHA may take such contract award to its Board of Commissioners (BOC) for approval of the award prior to executing a contract with the apparent successful bidder.
- 6.4.2 Restrictions:** Any and all persons having ownership interest in a bidder entity or familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a Bidder's entity will be excluded from participation in the evaluation of the bid.
- 7.0 CONTRACT AWARD:**
- 7.1 Lowest Responsive and Responsible Bidder:** Award of an IFB is made to the responsive and responsible bidder that submits the lowest calculated cost.
- 7.2 Contract Award Procedure:** If a contract is awarded pursuant to this IFB, the following detailed procedures will be followed:
- 7.2.1** By completing, executing and submitting the Form of Bid, Attachment A, the bidder is thereby agreeing to "abide by all terms and conditions pertaining to this IFB as issued by the SNRHA, either in hard copy or on the noted Internet System, including an agreement to execute the attached Sample Contract form as well as any Attachments. Accordingly, the SNRHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published; and in any case the SNRHA has no power or authority to negotiate any clauses contained within any attached HUD documents.
- 7.2.2 Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by the SNRHA pursuant to this IFB:

Contract Form: The SNRHA will not execute a contract on the successful Bidder's form--contracts will only be executed on the SNRHA form (please see Sample Contract, Attachment F), and by submitting a Bid the successful bidder agrees to do so (please note that the SNRHA reserves the right to amend this form as the SNRHA deems necessary). However, the SNRHA will consider any contract

INFORMATION CONTINUES ON NEXT PAGE

- 7.2.3** clauses that the bidder wishes to include therein, but the failure of the SNRHA to include such clauses does not give the successful bidder the right to refuse to execute the SNRHA's contract form. It is the responsibility of each prospective bidder to notify the SNRHA, in writing, prior to submitting a Bid, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The SNRHA will consider and respond to such written correspondence, and if the prospective bidder is not willing to abide by the SNRHA's response (decision), then that prospective bidder shall be deemed ineligible to submit a Bid.
- 7.2.4 Assignment of Personnel:** The SNRHA shall retain the right to demand and receive a change in personnel assigned to the work if the SNRHA believes that such change is in the best interest of the SNRHA and the completion of the contracted work.
- 7.2.5 Unauthorized Sub-Contracting Prohibited:** The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this IFB (including, but not limited to, selling or transferring the contract) without the prior written consent of the SNRHA Contracting Officer (CO). Any purported assignment of interest or delegation of duty, without the prior written consent of the SNRHA CO shall be void and may result in the cancellation of the contract with the SNRHA, or may result in the full or partial forfeiture of funds paid to the successful Bidder as a result of the proposed contract; either as determined by the SNRHA CO.
- 7.3 Ethics in Public Contracting:** Ethical standards apply not only to SNRHA employees and Contracting Officers but to others with a vested interest in SNRHA contracts such as members of the Board of Commissioners, other officials and agents of the authority, and contractors with whom the SNRHA does business. Please refer to Handbook No. 7460.8 Rev 2, Chapter 4, which explains the specific ethical requirements for SNRHA contracting 24 CFR 85.36 (b)(3). (Also, complete "Disclosure of Conflict of Interest Form, Attachment B and place under Tab 2 of your submittal).
- 7.4 Contract Period:** The SNRHA anticipates that it will initially award a contract for a period of one year with an option of four one-year renewals for a maximum of 5 years.
- 7.5 Licensing and Insurance Requirements:** Prior to award (but not as a part of the Bid submission) the successful Bidder will be required to provide:
- 7.5.1** An original certificate evidencing the bidder's current industrial (workers compensation) insurance carrier and coverage amount;
- 7.5.2** An original certificate evidencing General Liability coverage, naming the HA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the SNRHA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$2,000,000, together with damage to

premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;

- 7.5.3 An original certificate showing the Bidder's Errors and Omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$2,000,000), with a deductible of not greater than \$1,000;
- 7.5.4 An original certificate showing the Bidder's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000;
- 7.5.5 If applicable, a copy of the Bidder's multi-jurisdictional business license allowing that entity to provide such services within the Clark County, NV;
- 7.5.6 If applicable, a copy of the Bidder's specialist license issued by the State of Nevada licensing authority allowing the bidder to provide the services detailed herein;
- 7.5.7 The requested related information shall also be entered where provided for on the Disclosure of Ownership Form (DO NOT ATTACH OR SUBMIT COPIES WITHIN THE BID SUBMITTAL--we will garner the necessary certificates from the successful bidder prior to contract execution).
- 7.5.8 **Contract Service Standards:** All work performed pursuant to this IFB must conform and comply with all applicable local, state and federal laws.

ATTACHMENT A

FORM OF PROPOSAL

ATTACHMENT B

Vendor Packet:

- 1. Disclosure of Ownership Form**
- 2. Disclosure of Conflict of Interest Form**
- 3. IRS W9 Request for Tax Payer Identification**

4. **Authorization to Release Information Form**
5. **Registration Instructions for System for Award Management**
- **SAM.gov** - All companies must be registered in **SAM.gov** to do business with **SNRHA** and must provide proof of registration.
6. **Insurance Requirements;**

ATTACHMENT C

HUD FORMS & SNRHA FORMS

- **HUD 5369B Instructions to Offerors, Non-Construction**
- **HUD 5369A Representations Certifications and Other Statements of Bidders**
- **HUD2530 Previous Participation**
- **SNRHA's Drug-Free Workplace Certification**
- **Statement of Bidders Qualifications**
- **Non-Conclusive Affidavit**

ATTACHMENT D

SNRHA Section 3 Clause and Contractor's Initial Response Form

This form is required with the submittal.

ATTACHMENT E

Section 3 Businesses Seeking Section 3 Preferences

The documents in this section provide information on how to qualify as a Section Business and receive a Section 3 Business Certificate.

[Please direct all questions regarding Section 3 to the below contact].

To apply for a Section 3 Business Certificate, please provide the attached form and required documentation to the following person:

Diamonique Robinson | Supportive Services Coordinator

SNRHA Supportive Services

340 N. 11th St., Las Vegas, NV 89101

Office: 702.477.3181 | Fax: 702.868.1388 |

Email: drobinson@sivrha.org

Note: It takes 10-15 work days to process an application.

Important: The “Section 3 Business Certificate” must be submitted with the proposal submittal in order to receive Section 3 Business Preference.

Registering on the HUD Section 3 website does not qualify you as a Section 3 Business. The above process is still required!

ATTACHMENT F

- HUD 5370C General Conditions for Non-Constructions Contacts, Sections 1 & 2;

Provided for your information

ATTACHMENT G

SNRHA Sample Non-Construction Contract

Provided for your information

