

Request for Quotations

Contract No. 2026-02

Landscaping and Lawn Maintenance

For:

Affiliate Properties

George A. Hoverter Homes

Hillside Village

Jackson Tower

John A.F. Hall Manor

Lick Tower

Morrison Tower

M.W. Smith Homes

Scattered Sites

William Howard Day Homes



**HARRISBURG
HOUSING AUTHORITY**

Harrisburg Housing Authority
916 South 14th Street, Suite 300

Harrisburg, PA 17104

(717) 232-6781

Dated: February 11, 2026

An Equal Opportunity Employer
An Equal Housing Provider



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Forms required to be completed attached to submission:

- Vendor Information Form
- HUD 5369-A

Informational Forms Only:

- HUD-52158
- HUD 5369-B
- HUD 5370-C Section I & II
- Sample Form of Contract



Invitation for Bid

The Harrisburg Housing Authority will accept electronic bids for Landscaping and Lawn Maintenance services, 916 South 14th Street, Suite 300, Harrisburg, PA 17104. Bids must be submitted electronically through Bonfire until **10:00 a.m., March 10, 2026**. At that time, all proposals will be opened and read aloud via Zoom conference.

Individual Site Visits will replace a formal Pre-Bid. All questions should be directed via the E-Procurement website and not the site offices.

The Invitation for Bid documents are available electronically at www.harrisburghousing.org (follow vendor registration link to our E-Procurement platform).

All Bidders must adhere to the provisions for Equal Employment Opportunity and payment of not less than Department of Labor Prevailing Wage Rates as set forth in the documents.

HHA reserves the right to reject any or all bids and waive any informalities in the bidding. No bidder may withdraw bids within 60 days after the bid opening.

HARRISBURG HOUSING AUTHORITY



Background

The Harrisburg Housing Authority (HHA) is a nonprofit quasi-governmental entity enabled under the laws of Pennsylvania and whose primary Contract is with the U.S. Department of Housing and Urban Development (HUD). The agency was organized in 1937 under the U.S. Housing Act for the acquisition, development, modernization, operation, and administration of public housing programs. The primary purpose of HHA is to provide safe, decent, sanitary, and affordable housing to the elderly and low-income families in the city and operate housing programs according to federal legislation. The HHA owns and manages approximately 1,640 low-Income Public Housing units and administers 1,250 Housing Choice Voucher Program units.

Description of the Properties

<u>Name of Development</u>	<u># Units</u>	<u>Type of Units</u>	<u>Location</u>
William Howard Day Homes	218	Efficiencies & 1, 2, 3, 4 Bedroom	1300 Community Drive Harrisburg PA 17103
George A. Hoverter Homes	233	Efficiencies & 1, 2, 3, 4 Bedroom	1260 Oyler Road Harrisburg PA 17104
John A.F. Hall Manor Homes	538	1, 2, 3, 4 Bedroom	17 th & Hanover Street Harrisburg PA 17104
Hillside Village	70	2, 3 Bedroom	12 th & Reily Street Harrisburg PA 17103
M.W. Smith Homes	80	2, 3, 4 Bedroom	Cameron & Calder St Harrisburg PA 17103
Jackson Tower	159	Efficiencies & 1 Br-(Elderly) High-Rise-(13 stories)	1315 N. 6 th Street Harrisburg PA 17102
Morrison Tower	119	Efficiencies & 1 Br-(Elderly) High-Rise-(12 stories)	351 Chestnut Street Harrisburg PA 17101
Lick Tower	144	Efficiencies & 1 Br-(Elderly) High-Rise-(13 stories)	1301 N. 6 th Street Harrisburg PA 17102
Scattered Sites	79	2, 3, 4, 5 Bedroom	Various Locations
Headquarters	0	N/A	916 S. 14 th Street Harrisburg PA 17104
Total Units	1,640		

Affiliate Properties

Uptown Lots		
Address	Parcel	Acreage
611 Forrest St	10-019-011	0.04
613 Forrest St	10-019-010	0.04
615 Forrest St	10-019-009	0.03
617 Forrest St	10-019-008	0.04
619 Forrest St	10-019-007	0.03
621 Forrest St	10-019-006	0.03
623 Forrest St	10-019-005	0.03
625 Forrest St	10-019-004	0.02
627 Forrest St	10-019-003	0.03
629 Forrest St	10-019-002	0.03
2124 Jefferson St	10-019-019	0.06
2128 Jefferson St	10-019-035	0.13
2130 Jefferson St	10-019-017	0.02
2132 Jefferson St	10-019-016	0.02
2133 Jefferson St	10-012-050	0.03
2137 Jefferson St	10-012-048	0.04
2141 Jefferson St	10-012-046	0.04
2143 Jefferson St	10-012-045	0.04
2145 Jefferson St	10-012-044	0.03
2146 N. 6th St	10-026-005	0.04
2148 N. 6th St	10-026-004	0.06
2238 N. 6th St	10-025-010	0.06
2294 N. 6th St	10-025-003	0.03
2296 N. 6th St	10-025-002	0.03
2298 N. 6th St	10-025-001	0.03
2300 N. 6th St	10-024-024	0.04
North 6th Street Apts		
2508 N. 6th St	10-022-017	0.1
2512 N. 6th St	10-022-016	0.1
2516 N. 6th St	10-022-015	0.11

Scope of Services - Landscaping and Lawn Maintenance

The Harrisburg Housing Authority (HHA) seeks qualified Contractors to provide all labor, tools, equipment, and supervision for the performance of Landscaping and Lawn Maintenance. The selected vendor/s will provide these services for selected HHA or HHA affiliate-owned or managed residential communities located within the Harrisburg City limits. These communities may include family garden-type apartments, three high-rises (12-story +), and our commercial office locations.

The Contractor(s) must provide a detailed cost estimate to the HHA Procurement Department, on time, before the commencement of any additional or emergency work. Unless part of an HHA approved program, the Contractor bears responsibility for any costs incurred to provide cost estimates, secure permits, and licenses as required by law at no additional cost to HHA or its affiliates.

Because this is an indefinite quantity agreement, there is no guaranteed minimum or maximum amount of work; all work provided by HHA is on an as-needed basis.

HHA reserves the right to contract with one or more vendors for this service to accommodate the workload.

The Contractor shall furnish all labor, materials, transportation, and supplies to provide:

1. Grass cutting.
2. Edging.
3. Leaf collection & disposal.
4. Tree and shrubs trimming; and
5. General Landscaping

Work Area:

The work area shall include the entire lot as designated by the address. The Bidder bears the sole responsibility to use the Cut Lists provided in the bid package (and any other resources at the individual Bidder's disposal) to assess the land use, location, size, configuration, topography, site access conditions that may affect the work. The work areas shall include the following Harrisburg communities:

- William Howard Day Homes (18.99 acres)
- Hillside Village (5.37 acres)
- M. W. Smith Homes (4.28 acres)
- Hoverter Homes (14.01 acres)
- Hall Manor (43.13 acres)
- Jackson Tower (2.07 acres)
- Lick Tower (0.73 acres)
- Morrison Tower (1.08 acres)
- Headquarters (1 acre)
- Lot adjacent to Hall Manor, alongside Foose Elementary School (1.44 acres)
- Other affiliate-owned and/or managed residential communities (acreage varies)

Performance Objective:

The Contractor shall maintain all lawn areas to promote proper health, growth, rich green color, and a neat appearance free of debris. There will be numerous additions and deletions to the cut list during the Contract due to property acquisition and disposition by HHA. Each such change will occur through a change order. Unless there is a legitimate need for interpretation, it is the Contractor's sole responsibility to accurately incorporate these changes into the work without relying on HHA staff to determine location and boundaries. This determination may require field measurements by the Contractor. It is also the responsibility of the Contractor to update their copy of the cut maps and cut list. The Contractor must identify all cut areas from the cut list, the cut maps, or both. The cut areas shall include properties added or deleted by change order.

General Specifications

Standards

- a. HHA, at its sole discretion, reserves the right to add or delete cuts and alter the cut schedule.
- b. The Contractor shall have appropriately trained and supervised staff while on HHA property.
- c. Landscaping practices, equipment, and materials shall comply with accepted industry and OSHA safety standards, including "right-to-know" (hazard communication regulations). Copies of all chemical and material safety data sheets shall be provided to HHA before starting work. Chemicals shall not be used without the prior consent of HHA.
- d. The Contractor's staff shall wear appropriate uniforms or clothing that always identifies them.
- e. All the Contractor's vehicles shall be maintained in a neat, professional manner.
- f. The Contractor shall provide for its equipment storage area and at no time shall have any equipment stored on HHA property unless HHA has provided prior written approval.
- g. HHA shall not be responsible for loss or damage to landscaping equipment, supplies, or tools.
- h. Unless grass length exceeds eight inches (8") in length, first-time cuts shall be paid at the standard rate as established in the base bid or by change order.
- i. If the length exceeds eight inches (8") in length, the first cuts shall be negotiated or, at the discretion of HHA, be paid at the standard rate as established in the base bid or by change order.
- j. The grass blade itself shall be used as the criteria for grass length, not seed or weed stems.

Contractor Staffing Requirements

- a. The Contractor shall provide a sufficient workforce to perform the specified services at each location, including supervision.

- b. The Contractor shall provide sufficient "on-site" supervisory personnel to ensure proper inspection of work performed and technical assistance to the working staff.
- c. The Contractor shall provide an "on-site" supervisor to be present and serve as the immediate contact for HHA personnel in case of an emergency or work stoppage. HHA shall then contact the appropriate authority designated at the kick-off meeting held before the start of work.

Inspection

- a. HHA recommends that the Contractor perform an inspection of each area no more than twenty-four (24) hours before cutting to assess the conditions of the cutting area.
- b. The areas to be cut are subject to accumulation of trash and deadfall. The Contractor shall remove all such debris and deadfall before cutting is mandatory and considered a normal part of the work. Should the Contractor find an area containing excessive deadfall, litter, and trash (i.e., furniture, large appliances, construction material, etc.), the Contractor must immediately notify the Contract Administrator. At a minimum, the notice should include the physical location, the type and amount of trash/deadfall requiring removal, and a price quote for removing the trash.
- c. The Contract Administrator will provide written authorization for the Contractor to remove the trash, mow around the trash, or reschedule the cut within two days of notification.
- d. HHA reserves the right to request a revised quote for removing the trash should it feel that the first quote is unreasonable. If HHA deems the second quote unreasonable, HHA reserves the right to have the trash removed by other sources.
- e. If the trash is left and not removed by HHA before the finish of the cut area, the Contractor may exclude the affected area from that cut without penalty.
- f. The Contractor must include copies of authorization memoranda with their invoice to HHA.
- g. HHA will inspect all sites, document work performed and provide written notification to the Contractor with information about any damage or hazardous conditions that affect the grounds' appearance, condition, or safety. The Contractor shall have 48 hours to correct any noted deficiency. Continued failure to correct such noted deficiencies may be grounds for the Contractor's default.
- h. The Contractor shall be responsible for all property damages or personal injury resulting from its operations and must immediately report any property damage or personal injury to HHA.

Work Specifications:

The Contractor shall provide all material, labor, and equipment to complete all work items in all locations listed as stated below:

Grass Cutting

- a. The Contractor must perform grass cutting before the grass reaches five inches (5") in height from the ground unless otherwise directed by HHA, and the lowest cut-level for the grass is two inches (2"). Any bare ground areas that may become populated with grass or weeds through the natural spread, i.e., not artificially planted, should also be cut. The Contractor grass cutting performance should not include scalping, rutting, bruising, uneven or rough cutting.
- b. The Contractor must alter the cutting pattern with every cut. The Contractor's mower blade shall be maintained sharp throughout the season to ensure clean cuts, thereby reducing tearing and stress upon blades of grass.
- c. Before mowing, the Contractor shall remove and dispose of, under the base bid, incidental rubbish, debris, deadfall, and trash, which includes but is not limited to branches, leaves, rocks, paper, cans, bottles, and other easily removable objects on the ground within the cut site. If the Contractor deems the trash excessive due to the size, content, or quantity (over and above the amount required to be removed as incidental trash), they shall contact the HHA Contract Administrator before cutting it.

Grass Trimming

- a. The Contractor must trim the grass under and around trees, shrubs, fences, poles, walls, sprinkler heads, valves, asphalt/concrete paved areas, or any other permanent structure to match the height and appearance of the surrounding mowed grass.
- b. The Contractor shall replace any trees, shrubs, or grass areas killed by the trimming operation, and any structure damaged by the trimming process shall be repaired or replaced by the Contractor at no cost to HHA.
- c. Trimming operations shall be done on the same day as grass cutting. HHA will deem grass cutting services incomplete until the completion of all trimming operations during a job.
- d. The Contractor must immediately remove all grass clippings and trimmings from sidewalks and other paved areas following every grass cut.
- e. HHA may allow Contract to use chemicals instead of edging to control or kill the grass around structures such as telephone poles and curbs on lots, primarily open fields. Upon request by the Contractor and approval by HHA, chemicals may be used to kill grass instead of mowing it in selected areas. HHA must have all material safety data sheets on all chemicals used. If the chemical substances cause any damage to a structure or person, the Contractor shall be fully responsible.

Cuts

- a. The timely completion of all work items equals one cut occurrence (cut). The projected number of cuts included in the base bid for the calendar year beginning on or around March 25 is twenty-five (25), depending on weather conditions.

- b. Cut schedules will be determined and communicated at the community level by the Site Director and Foreman. Upon completion of each cut, the Contractor shall notify the Site Manager, Site Foreman, Maintenance Superintendent, or their appointee who will inspect the work. If the work reviewed does not meet acceptable standards, HHA may require the Contractor to correct any defective workmanship at no additional cost to HHA within 2-business days of notification of deficiency.
- c. Special/ pro-rated cuts. HHA may require fewer than the stated number of cuts, in which case HHA will reduce the contract cost on a per-cut-prorated basis. HHA, at its sole discretion and without penalty, shall determine if more cuts or fewer cuts are required

Edging

- a. Edging must occur either by hand clipping or using "weed eater" type equipment.
- b. Edging must occur around all curbs and sidewalks throughout the community.
- c. Two complete edgings must occur per site. First edging must be completed by the end of May, and second edging is to be completed by the end of September. Headquarters should be edged once a month.

Leaf Collection and Disposal

- a. The Contractor shall collect leaves via raking and vacuuming for removal from premises at the commencement of the Spring and conclusion of the Fall cutting season, before snowfall.
- b. Disposal of leaves collected is the responsibility of the Contractor.
- c. The community will determine the collection schedule to keep pace with leaf waste volume.

General Landscaping

- a. The site designee may request:
 - i. Weed control in flower beds and mulch areas
 - ii. Mulching around buildings and in flower beds
 - iii. Planting flowers and shrubs
 - iv. Erosion Control

Unit Prices and Change Orders

The Bidder shall provide unit prices as shown on Bid Form as part of the bid. These unit prices are not alternates but are to be used to increase or decrease the value of the Contract by change order if the area to be cut increases or falls due to purchase of land, sale of land, or special event. Unless otherwise specified in the change order, all changes shall remain in effect until eliminated by subsequent change order. HHA determines unit prices by the area size cut based on a cost per occurrence. There shall be no cost adjustment for an addition or deletion:

- (1) adjacent to an area in the original cut list or.
- (2) addition or deletion adjacent to an area that has been previously added by change order if such an addition or deletion is 1 acre or less.

If such deletion is more than 1 acre, the unit prices will apply in determining a cost adjustment to the Contract. Cost reduction of deleted areas that are the same areas previously added shall equal the cost increase when previously added. In addition, please note that most additions and deletions will be of small space and will not usually exceed 1 acre. The unit price specified in the bidding document for adding or deleting a project area should be considered. HHA reserves the right to modify the cut list during the Contract. Should HHA delete (or add) an entire project area, either once or for the remaining term of the agreement, the pricing provided for that area will determine the amount due to or owed by HHA.

Bid Instructions

Forms (as listed on the Table of Contents page) contained in this Invitation for Bid must be removed & completed.

The documents mentioned above shall be assembled and represent the bid submission package.

Bids must be identified by contract number and received no later than 10:00 a.m. on **Tuesday, March 10, 2026.**

General Information

Labor Compliance

Federal sources fund this project, and the funds provided require compliance with federal labor standards provisions as administered by the HUD Office of Labor Relations (OLR). These standards require the prime and all subcontractors to pay wages to laborers and mechanics compensated at the prevailing wage rate as outlined in the contract documents, for maintenance work performed. These wages, commonly referred to as HUD-determined wage rates, are made applicable to public housing activities by the U.S. Housing Act of 1937.

The Bidder is required to pay laborers and mechanics no less than the following prevailing wage rates, as designated on the attached HUD 52158:

Job Classification	Hourly Rate	Fringe Benefits
Foreman On-site Foreman (required for every job)	32.24	11.28
Maintenance Aide General Laborer/Light Equipment Operator (lawnmower, trimmer, edger, etc.)	24.53	8.88
Trash Truck Operator Truck Driver or Heavy Equipment Operator	30.06	10.52
Custodian General Laborer, no equipment operated (Litter pick up, mulch installation, etc.)	17.55	0

*If Bidder does not pay fringes, Bidder must add cash to the basic hourly wage rate.

None of the services covered by this Contract shall be subcontracted without the prior written approval of the Harrisburg Housing Authority and any agency Government-Grantor if required. HHA reserves the right to withhold consent to subcontracting such portions of the work or services, which HHA may deem is not in the agency's best interest.

Bidder's Presentation

The Bidder represents that Bidder will not at any time after the execution of the Contract make any claims based on insufficient data or incorrectly assumed conditions, nor shall the bidder claim any misunderstanding about the nature or character of the work to be done, or the conditions under which it is to be performed and will further assume all risks resulting from any changes in the conditions which may occur during the progress of the work.

Specifications

Upon receiving the SPECIFICATIONS, the Bidder shall carefully examine the SPECIFICATIONS for completeness and condition. They shall notify the HHA by registered mail three (3) days after receiving the documents of any deficiency therein. Unless such a claim is presented to the HHA as prescribed, the documents shall be considered received by the Bidder complete and in good condition. SPECIFICATIONS contain all the material listed in the Table of Contents.

Term of Contract

This Contract is effective for one (1) year, commencing on the date of Contract execution unless properly amended or terminated as provided here. The Contract may be renewed by mutual written agreement upon its expiration with four (4) additional one (1)-year renewal periods.

Before executing this Contract, the CONTRACTOR shall have no authority to begin work under this Contract. The AGENCY'S Contracting Officer or designee shall not authorize any payments to the CONTRACTOR before such an award, nor shall the AGENCY incur any liability to reimburse the CONTRACTOR regarding any expenditure for the purchase of materials or the payment for Services before commencement of this Contract. The Contract shall not become effective until the Contract has been approved and signed by the authorities having jurisdiction over this Contract.

Post Award Requirements

Before receiving the award (**but not as part of the submission of the proposal**), the successful Respondent shall produce the following:

- If your business employs workers, an original certificate evidencing the Respondent's current industrial (**workers compensation**) insurance carrier and coverage amount.
- An original certificate naming the HHA as an additional insured, showing the entity's **general liability insurance coverage** (minimum of \$500,000 each occurrence, general aggregate minimum limit of \$1,000,000), with fire damage of \$50,000, with a deductible of not greater than \$1,000.
- An original certificate showing that the Respondent maintains **automobile insurance coverage** combined with a single limit of \$1,000,000 for each vehicle to be used during the term of this program. If 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 payment of \$5,000.
- A copy of the Respondent's Harrisburg Mercantile License allowing that entity to provide services within the City of Harrisburg. Info available at:

<https://cityofharrisburg.zendesk.com/hc/en-us/articles/204527970-Business-Privilege-and-Mercantile-License>

- W-9 form. Info available at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

The requested information shall be entered where requested on the Vendor Information Form under Tab 3 (**DO NOT ATTACH COPIES WITHIN THE PROPOSAL SUBMITTAL**--HHA will garner the necessary certificates from the successful Respondent before contract execution).

Invoicing and Payments

The Contractor shall submit detailed billing to HHA within 30 days of job completion.

To receive any payment due, submit invoices of completed work to the headquarters address of HHA, 916 South 14th Street, Suite 300, Harrisburg, PA 17104. ACH payment is also available.

The Harrisburg Housing Authority is tax-exempt and will provide a tax exemption certificate upon request.

Payment terms for approved invoices are on a net/30-day basis and shall be formatted as follows:

- Company name, address, and telephone number;
- Invoice number, HHA purchase order, contract number, and task order number;
 - Harrisburg Housing Authority prohibits billing of multiple sites on one invoice.
 - Names of personnel or titles, i.e., R. Jones, or Tech 1, Tech 2
 - A daily summary of work detail performed shall be maintained and accompany the Contractor's invoices
 - Worksite location
 - Description of work performed with the date of service
 - Wage rates by classification
 - Number of hours worked
 - Itemization of material/equipment used
- Contractors must submit MBE/WBE/Section 3 utilization reports with invoicing.
 - If invoice frequency is greater than monthly, one submission per month is required.
 - If the composition of the workforce does not waiver, one submission annually is required.
- Attach the completed Request for Service (RFS) form with approval/signature by HHA staff of satisfactory completion. HHA initiates this form when requesting the Contractor's services.

**FAILURE TO PROVIDE THIS INFORMATION IN ACCORD WITH THE FORMATTING
REQUIREMENTS MAY DELAY THE PROCESSING OF INVOICES.**