

Invitation to Bid:

Leaf Collection and Removal

Harrisonburg Redevelopment & Housing Authority
September 24, 2020

Instructions to bidders

1. Attachments
 - A. Scope
 - B. Bid Form
 - C. Drawing of Properties with Priority Levels for Collection of Leaves
2. Bidding and awards will be according to **HRHA Purchasing and Contracting Policy**. A copy of the policy is available upon request or on our website (www.harrisonburgrha.com)
3. Bids will be received no later than October 16, 2020 by 2:00 P.M. at the offices of:
Harrisonburg Redevelopment and Housing Authority
286 Kelley Street
Harrisonburg, Va. 22802
Phone (540) 434-7386
Fax (540) 432-1113
Email: dbontrager@harrisonburgrha.com
4. Questions to be e-mailed to Duane Bontrager at dbontrager@harrisonburgrha.com.

Harrisonburg Redevelopment and Housing Authority reserves the right to reject any and all bids.

HRHA, 286 Kelley St, Harrisonburg, VA 22802
(540) 434-7386 fax (540) 432-1113 dbontrager@harrisonburgrha.com
Equal Opportunity Employer
Drug-Free and Tobacco-Free Workplace

Harrisonburg Redevelopment & Housing Authority
Franklin Heights Properties
September 24, 2020
Scope of Services: Leaf Collection and Removal

1. There are multiple sites located within the city of Harrisonburg included in this project. See attached (not to scale drawing) of addresses where leaves are to be collected and removed
2. Contractor is responsible to collect and remove leaves and debris from the site according to the priority outlined on the not to scale drawing.
 - a. Priority 1: Leaves to be removed at:
 - i. End of October
 - ii. Middle of November
 - iii. End of November
 - iv. Middle to end of December after 90% of leaves have fallen
 - b. Priority 2: Leaves to be removed at:
 - i. Middle of November
 - ii. Middle to end of December after 90% of leaves have fallen
 - c. Priority 3: Leaves to be removed at: M
 - i. Middle to end of December after 90% of leaves have fallen
3. Contract amount to be calculated according to the schedule listed above.
4. HRHA will be monitoring the leaves as they fall. As such HRHA is asking the contractor to give a price for each priority level in case an extra round of leaf collection is necessary. If an individual lot needs an extra round of leaf collection that will be negotiated on an as needed basis. If the outlined leaf collection schedule needs to be amended depending on the timing of falling leaves, notification will be given to Duane Bontrager at HRHA (540-271-4244)
5. Contractor is responsible for protecting utilities at or near the worksite from damage.
6. Contractor must use appropriate traffic control measures where needed.
7. Contractor to comply with all OSHA standards.
8. Contractor shall have all necessary state and local licenses to perform this work.
9. Insurance requirements are **general liability** and **workers compensation** on all employees and personnel working on jobsite. (Certificate of Insurance and W9 form to be provided before work commences.)
10. Bids should be faxed, emailed or delivered to the address below no later than **2:00 pm on Friday, October 16, 2020.**
11. Bidding and awards will be according to **HRHA Purchasing and Contracting Policy.**
12. For a site visit or other questions, contact Duane Bontrager at (540) 271-4244.

It is the policy of **Harrisonburg Redevelopment and Housing Authority**, that no Employee, Resident, Contractor or Visitor may smoke or use tobacco on any **HRHA** property. In addition tobacco use is strongly discouraged in the immediate vicinity of an **HRHA** property to promote a healthy, tobacco-free environment

Harrisonburg Redevelopment and Housing Authority reserves the right to reject any and all bids.

Bid Form
Leaf Collection and Removal
Harrisonburg Redevelopment & Housing Authority

To: Mr. Michael Wong
Harrisonburg Redevelopment
And Housing Authority

From: _____
Bidders name and company

In response to the invitation to bid to cut down and remove trees and stumps per scope, we herewith submit our bid proposal. We have visually inspected the site and job conditions.

The bid will be submitted as follows:

Amount to perform the work as outlined above (See #3 above): _____

Amount to perform one leaf collection for each Priority level if needed (see #4 above):

Priority 1 _____

Priority 2 _____

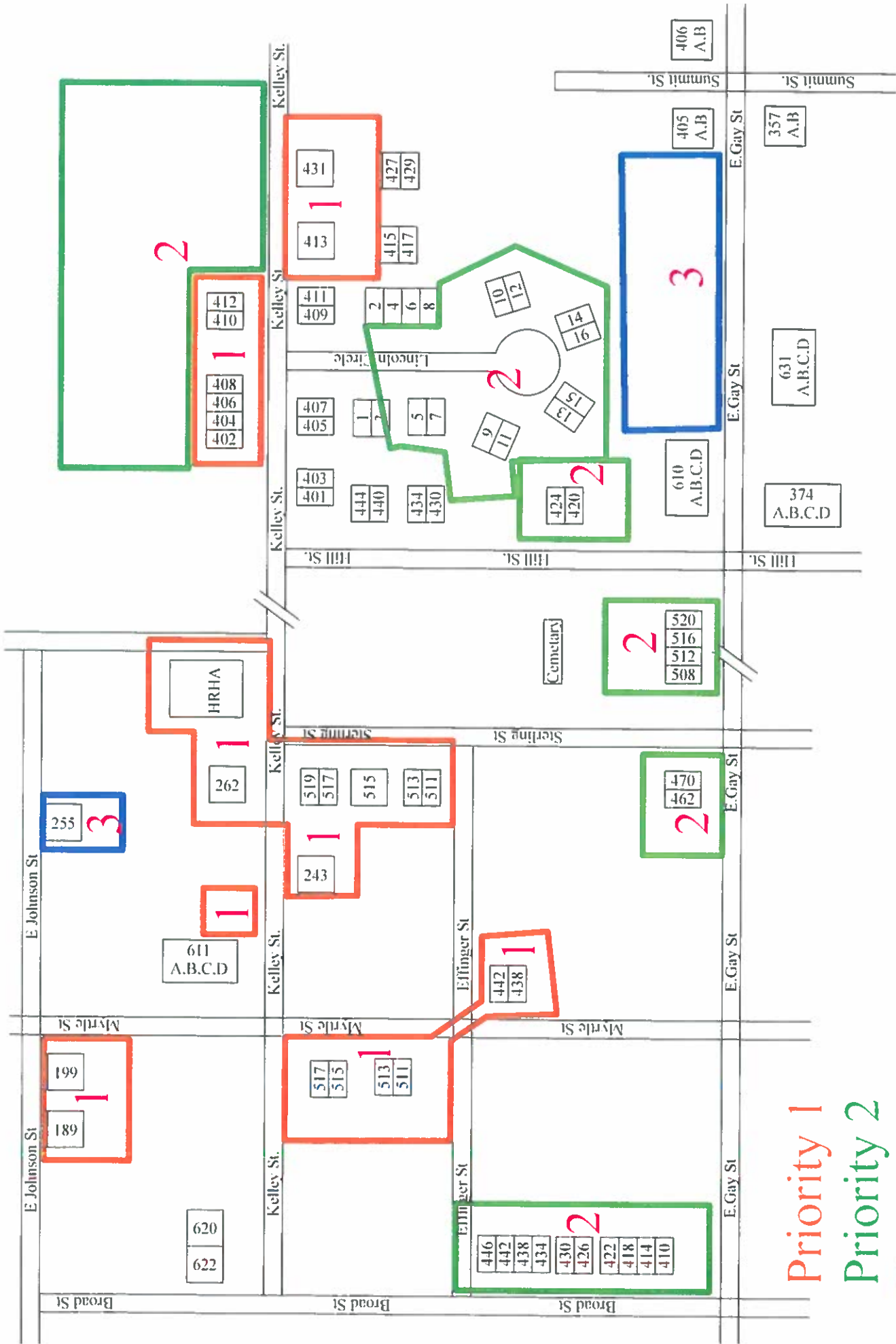
Priority 3 _____

License # _____

Expiration date _____

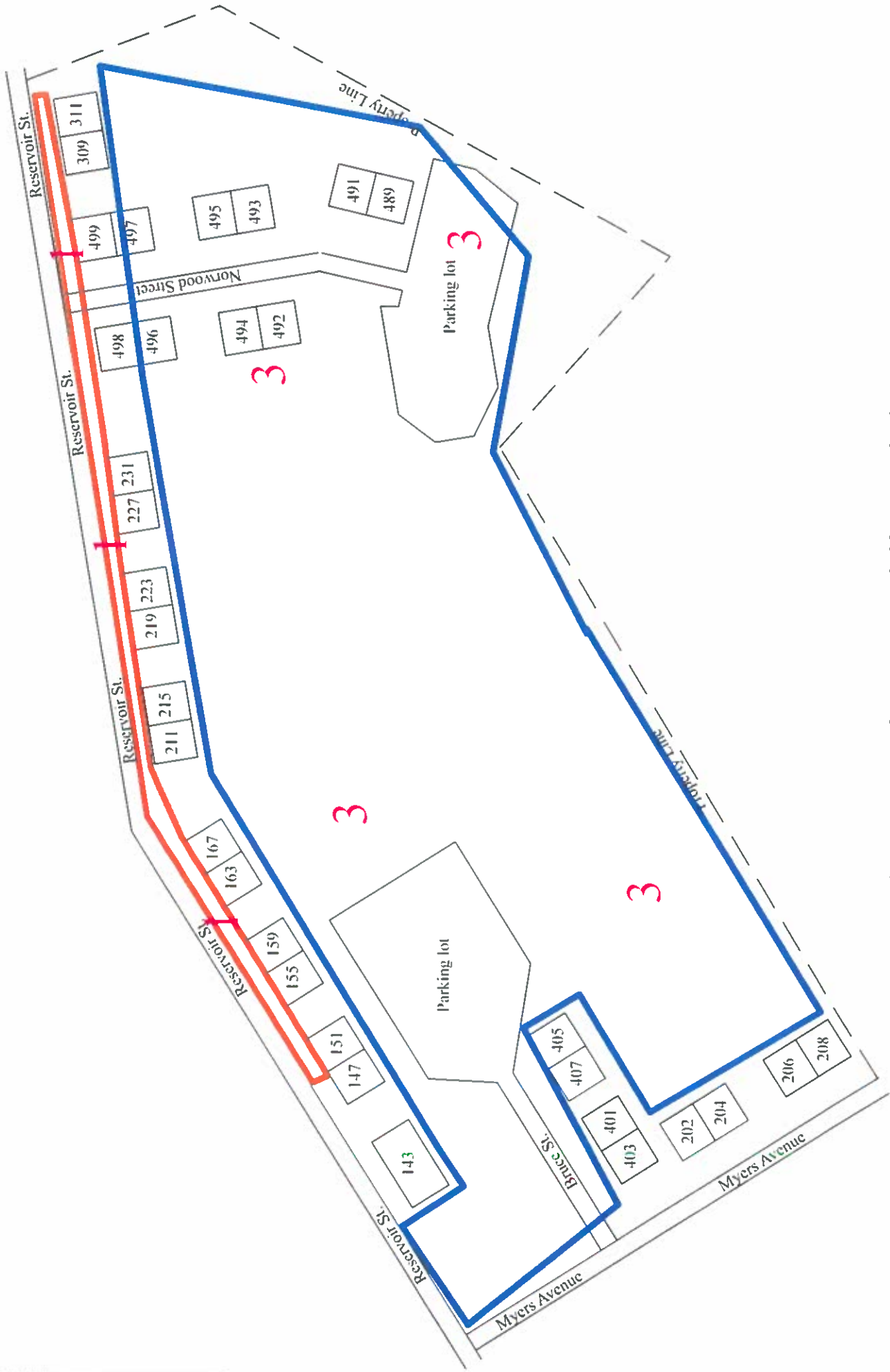
Sign: _____

Date _____



Priority 1
 Priority 2
 Priority 3

HRHA Properties--Northeast Harrisonburg



HRHA Properties--Franklin Heights