



ORIGINAL

**SCOPE OF WORK
LAWN CARE SERVICES
ATTACHMENT A**

Contractor shall perform and carry out the duties listed below, in a satisfactory and professional manner to enhance the external premises of the following communities (hereinafter referred to as community sites):

COMMUNITY NAME	ADDRESS	ACREAGE
John J. Barton Apartments	555 Massachusetts Avenue	1.463 acres
John J. Barton Annex	501 North East Street	2.043 acres
Indiana Avenue Apartments	825 Indiana Avenue	2.262 acres
Richard Lugar Towers	901 Fort Wayne Avenue	3.758 acres
Beechwood Gardens Apts.	2915 N. Graham Avenue	16.607 acres
Blackburn Terrace Apts.	3091 Baltimore Avenue	22.801 acres
Hawthorne Place Apts.	5244 East 32 nd Street	14.855 acres
Laurelwood Apts.	3340 Teakwood Drive	14.252 acres
Rowney Terrace Apts.	1353 South Riley Place	9.739 acres
Twin Hills Apts.	2210 East 36 th Street	6.824 acres
Clearstream Gardens (Vacant lot)	2353 South Riley	20 acres
Georgetown Apartments	3602 Bunker Hill Drive	2
Red Maple Grove	2901 Tabor Street	7.31 acres

1. Pick up and remove trash and debris from the community sites that will be mowed;
2. Mow grass at all community sites once every seven (7) days, weather permitting. All lawns and grassy areas shall be mowed to a maximum height of three (3) inches or less to present a neat and attractive appearance, and comply with City codes and ordinances;
3. Remove all grass clippings from sidewalks and parking areas at community sites;
4. Trim around all walks, curbs, trees, fences, transformers, shrubs and other exterior site areas once every seven (7) days;
5. Hedges shall be trimmed once per month;

6. Weeds and grass shall be removed from around curbs, roadways and sidewalks;
7. Prior to the inception of the Agreement, Contractor shall provide agency with a schedule showing the dates and times each community site will be serviced throughout the term of the Agreement.
8. Agency maintenance community site representatives will be informed at least three (3) working days in advance, in the event that the schedule cannot be met;
9. All work shall be inspected and approved by Agency maintenance community site representative. Contractor shall present an itemized work ticket, detailing work completed, community site location and date of services. Work ticket shall be presented to the Community Site Manager for approval signature. Contractor shall present invoice with signed work ticket for payment;
10. Contractor, supervisor or foreman shall report to the Community Manager's office prior to performing any services. The Community Site Manager's office hours are 8:00 a.m. through 5:00 p.m., Monday through Friday. The contract monitor will provide the contractor a schedule which shall list holidays and any dates that the Community Site Manager's office will be closed;
11. Contractor may bid on one (1) or more community sites and the Indianapolis Housing Agency will present the award based on price and financial impact. The award will be presented on an individual community site, or by community site groups, all to the advantage of the Indianapolis Housing Agency;
12. IHA reserves the right to award the contract to multiple contractors all to the benefit of the IHA
13. Lawn care service shall be priced on a per cut basis, with an estimated twenty-six (26) cuts during the term of the Agreement and Contract. Season shall be approximately April through October. Contract shall be from April to October and prices shall be in force for one calendar year.
14. Contractors are responsible for any and all damages to Indianapolis Housing Agency Community site property and Resident property. In the event of any such damage, contractor shall immediately report such damage to the respective Community Site Manager as well as the Contract Monitor.
15. Invoices shall be processed and payments made in accordance with current Agency policies. The contractor shall list below all applicable billing rates for the term of the Agreement. All rates shall remain the same throughout the full term of the Agreement. Contractor shall provide the Agency Bid Tab Sheet and Price Schedule with the parts and materials required for this task.

END OF SCOPE OF WORK

ORIGINAL



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**INDIANAPOLIS HOUSING AGENCY
ATTACHMENT B LAWN CARE BID TAB SHEET and PRICE SCHEDULE**

Pricing for lawn care shall be stated on a per-cut basis, with an estimated twenty six (26) cuts per season. IHA requests as an option, the cost to perform edging to sidewalks, and the application of chemical weed control, shall be applied at each site on an as needed basis.

Community	Acres	Cost/Cut Based on 26 Cuts	Optional Edging/occasion	Optional Weed Control
John Barton Apts	1.463	\$80.00	\$55.00 55.00	\$175.00
John Barton Annex	2.043	\$60.00	\$55.00 55.00	\$165.00
Indiana Avenue	2.262	\$75.00	\$55.00	\$100.00
Lugar Towers	3.758	\$105.00	\$60.00	\$75.00
Twin Hills	6.824	\$165.00	\$70.00	\$75.00
Blackburn Terrace	22.801	\$800.00	\$200.00	\$350.00
Hawthorne Place	14.855	\$400.00	\$150.00	\$250.00
Beechwood	16.607	\$520.00	\$200.00	\$250.00
Rowney Terrace	9.739	\$355.00	\$125.00	\$200.00
Laurelwood	14.252	\$420.00	\$125.00	\$250.00
Clearstream Gardens (Vacant lot)	20	\$2,700.00 initial cut \$1,500.00 per sub cut		
Georgetown Apts	2	\$80.00	\$55.00	\$70.00
Red Maple Grove	7.31	\$525.00	\$200.00	\$350.00

Contractor shall provide the Agency with a price for optional edging sidewalks. Twice a year, Contractor shall also provide Agency with a price for optional Application of chemical weed control twice a year during May and July.

By submission of this bid document, Vendor certifies that it has the labor and materials necessary to supply and service Lawn Mowing to the Agency's communities and properties as outlined in the Scope of Work.

Stowe's mowing and Landscaping 317-919-9922

Company Name

Telephone Number

317-823-2498

Fax

Durell Stowe

Durell Stowe

3-5-08

Signature

Printed

Date

ORIGINAL

FILE COPY

To: Don Bievenour
Materials & Contracts Manager
Indianapolis Housing Agency
1919 N. Meridian Street
Indianapolis, Indiana 46202

Signature for Certified Payrolls

I Durell Stowe hereby authorize Lisa Stowe to sign the HUD required Certified Payrolls that will be submitted to the Indianapolis Housing Agency in lieu of the owners signature. I understand that the signature is to be signed in blue ink and is to be an original signature (no rubber stamps).

I accept responsibility for the information that is contained in said Certified Payroll and acknowledge that any willful falsification of any statement contained in the above mentioned documents may subject me to civil or criminal prosecution. See section 1001 of Title 18 and section 231 of Title 31 of the United States Code.

Should any changes occur that would cause this agreement to be altered in any way, you are required to notify the Indianapolis Housing Agency prior to submitting any additional Certified Payroll.

D I have received a copy of the 2009 HUD-52158 and agree to pay employees the rate of \$11.25 /hour under the classification of Lawn Care Worker.

Durell Stowe
Owner's Name (Printed)

Durell Stowe 4-28-09
Owner Signature Date

Stowe's mowing and Landscaping
Company Name

Durell Stowe
Authorized Employee Name (Printed)

Durell Stowe 4-28-09
Authorized Employee Signature Date

owner
Job Title

Copy: File