



**THE MONTGOMERY HOUSING AUTHORITY
PROCUREMENT/CONTRACT OFFICE
1020 BELL STREET
MONTGOMERY, ALABAMA 36104**

TELEPHONE 334-206-7130 FAX 334-206-7196

Invitation For Quote (IFQ)

DATE: March 2, 2010

IFQ: 500-30 Cedar Park Property Lawn Cutting

DATE & TIME DUE: Monday, March 19, 2010 @ 2:00pm CST

QUOTE MAYBE FAXED, MAILED, EMAILED OR HAND DELIVERED TO:

**Shannell Hardwick, Procurement/Contract Administrator
1020 Bell Street
Montgomery, Alabama 36104
Fax: 334-206-7196
Email: shardwick@mhatoday.org**

INTRODUCTION

In compliance with MHA Procurement Policies and subject to all terms and conditions thereof, the Montgomery Housing Authority request quotes for the above description. Quotes must follow the specifications herein, all quotes pricing are final and cannot be changed without written permission from the MHA Procurement/Contract Administrator. Completed Quote Specification Form must be in the Procurement/Contract Office at 1020 Bell Street, Montgomery, Alabama 36104 by the above stated date and time.

SCOPE OF SERVICES

Phase I. Determine project objectives / planning

- Review the property and include time factors, scheduling, and specific scope of work
- Scope of work to include: lawn cutting and clippings removed, sidewalks and perimeter edged, winterizing trees, shrubs, flower beds, weed control and leaf cleanup and removal

Phase II. Establish a preliminary budget

- Prepare a draft of the plan of action involving all elements of the lawn care

Phase III. Communications

- Address any issues that may be present and/or propose solution
- Troubleshoot to ensure client satisfaction

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FEE BREAKDOWN

TOTAL FEE: PHASE I Cedar Park Property Lawn Cutting \$ _____

TOTAL FEE: PHASE II Cedar Park Property Lawn Cutting \$ _____

TOTAL FEE: PHASE III Cedar Park Property Lawn Cutting \$ _____

TOTAL COSTS: _____ dollars /100 (\$ _____)

The candidate understands that the MHA reserves the right to reject any or all quotes and waive any informalities or irregularities in the quoting process.

The candidate understands that his/her quote price shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving quotes.



Award

The award will be made to the most responsible quote that best meets the needs of MHA.

Required Certifications, Insurances and Licenses:

HUD Forms

Each proposal must contain a copy of the following HUD Attachments:

- HUD 5369 B** Instructions to Bidders for Non-Construction Contracts
- HUD 5369 C** Representations/Certifications for Non-Construction Contracts
- HUD 5370 C2** General Conditions of the Non-Contract for Construction

Licenses

The awarded Contractor shall have and maintain all required Licenses necessary to conduct business in the City of Montgomery and the State of Alabama. All licenses must be kept up to date for the duration of this contract. Copies of all business/specialty licenses must be in the Procurement/Contract Office prior to contract execution.

Company Name: _____

Company Address _____

Company Phone _____

Authorized by: _____
PRINTED NAME

SIGNATURE

