Warner Robins Housing Authority
112 Memorial Terrace

Warner Robins, GA 31093
478-225-1208 (Office)
478-329-9347 (Fax)

REQUEST FOR PROPOSAL
LAWN CARE 2027
(PRIMARY & SECONDARY)

The Warner Robins & Houston County Housing Authorities (WRHA) is currently accepting proposals for Lawn Maintenance for a one (1) year period with the option of two one (1) year extension. We require Lawn Maintenance for our 9 communities.

Interested and qualified lawn maintenance contractors who have successfully demonstrated their ability to maintain lawns are invited to submit bids/proposals. **Small businesses, minority and women owned businesses are encouraged to respond.**

Bids will be received from Monday November 16, 2026, until Wednesday December 16, 2026 at 5:00 PM ET at WRHA's Central Office located at 112 Memorial Terrace, Warner Robins, GA 31093. Bid packets must be downloaded from our website @www.warnerrobinsha.com ALL PACKETS MUST BE RETURNED IN A SEALED ENVELOPE, WITH "LAWN MAINTENANCE PROPOSAL" ON BOTH SIDES OF THE ENVELOPE. Unmarked packets or packets received before November 16, 2026 or after December 16, 2026 will not be considered. Only the successful bidders will be notified by phone and a follow up letter. Bid results will be posted to this website after a contract or contracts have been signed.

The purpose of this Request for Proposal is to select one or more contractors for the type of service requested and to enter into an agreement for performance of lawn maintenance services.

WHRA is an EEO/ADA compliant employer and reserves the right to reject any or all proposals, to waive any informality in the specifications or proposal process or to cancel in whole or in part of the Request for Proposal if it is in the best interest of WRHA to do so. The attention of proposers is directed to the fact that the proposed work will be financed in whole or in part with Federal Funds, and therefore, all applicable Federal Statues, ruling and regulations will apply WRHA also reserves the right to award multiple contracts for services if it is in the best interest of the Housing Authority to do so.

Contractors may withdraw a proposal either personally, by written request or by FAX at any time prior to the scheduled closing time of receipt of proposals. NO PROPOSAL SHALL BE WITHHDRAWN FOR A PERIOD OF THIRDY (30) DAYS SUBSEQUENT TO THE opening of Proposals without consent of WRHA.

Any questions or clarifications may be directed to the attention of Robert Gidney, Procurement and Contract Officer by email at rgidney@warnerrobinsha.com.

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WRHA reserves the right to reject any or all bids and to waive minor technicalities and irregularities in the bidding process. Bids over $100,000.00 MUST be awarded by the Warner Robins Housing Authority Board of Commissioners. No other party has the authority to commit the Board to make an award.

PROPOSAL REQUIREMENTS

SCOPE OF WORK

Provide all labor, materials, tools and equipment (including safety equipment) needed for lawn maintenance. Trim lawns, edge, kill all crack grass and trim shrubs and bushes. **Site visits will be held upon request.**

WORK HOURS

The regular service hours are 8:00 AM until 5:30 PM, Monday through Thursday. Friday work may be authorized, if necessary, but only with prior approval. The successful bidders must be able to complete services during this time frame; refrain from disturbing our Residents and leave the Community once services are completed. Contractors are also asked to refrain from driving or parking on the lawn. All technicians or workers must have on shirts with the company name on it or a name badge. Short pants are not to be worn for safety reasons.

INSURANCE

The Contractor shall procure, at its own expense, and keep in full force during the term of this Service Agreement, Comprehensive and Automobile Liability Insurance and Workmen's Compensation as follows:

(a) Automobile Liability on owned and non-owned motor vehicles used in connection with this Agreement and shall contain a limit of bodily injury of at least $500,000 per person and a total limit per occurrence of at least $500,000 and property damage limit of $500,000 per accident.

(b) Commercial General Liability with a combined single limit for bodily injury of not less than $1,000,000 injury and $500,000 property damage per occurrence to protect the Contractor against claims for bodily injury or death and damage to the property of others.

(c) Worker's Compensation shall be maintained in accordance with the State of Georgia requirements.

The Housing Authority shall be named as an additional insured on each policy. The Contractor shall furnish WRHA (annually) certificates of insurance.

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During the contract period, the contractor service lawns bi-weekly or as directed by Mr. Robert Gidney, the Director of Facilities Maintenance. The bid amount must be for cutting the property bi-weekly for the season dates below. Service hours are 8:00 AM until 5:30 PM, Monday through Thursday. Friday work may be authorized, if necessary, but only with prior approval. All workers must have name badges or shirts with the company name / logo on them.

TERM OF CONTRACT

The term of the contract will be January 4, 2027, until January 3, 2028. The contract may be shortened or lengthened based on the growing season at the convenience of the Authority. The bidder is solely responsible for the employment, uniform identification, control and conduct of his employees during this contract.

Bidders are to ensure that they are capable of supplying sources in sufficient quantity as Needed to meet demand.

The proposal will be awarded to the company submitting the most competitive proposal that Includes price, qualifications and responsive service and meets all the requirements and Specifications.

Monthly statements will be mailed **to WRHA to the Director of Facilities Maintenance, Mr. Robert Gidney. Invoices should detail the cost per service performed. A separate statement for each site (properly identified for WRHA's accounting and consumption records. Invoices will be paid by WRHA within thirty working days of receipt.**

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CONTRACTOR WORK PROCEDURES

1. Contact the Director of Public Housing by cell phone prior to coming on site and when leaving.
2. Contractor shall cut all grassed areas between streets and sidewalks per the Director of Public Housing.
3. Remove all trash prior to cutting and excess grass trimmings, blow trimmings off all porches and sidewalks. Remove all grass in sidewalk cracks and parking lots
4. Edge sidewalks as needed and directed by the Director of Public Housing.
5. Trim shrubs and bushes as needed and directed by the Director of Public Housing.
6. Blow all debris off sidewalks and porches. Maintain areas in a state of trimmed and manicured._
7. **Remove all dead tree limbs in the cutting area.**

SUBMITTAL REQUIREMENTS

1. Copy of Business License
2. Proposal Sheet
3. A list of at least 4 references (with phone numbers and email address
4. All other documents will be collected prior to the signing of a contract

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In submitting this proposal, the undersigned agrees:

(a) That the Owner reserves the right to waive irregularities, to reject proposals and to award the Contract to the most qualified contractor, should it be in the best interest of the Owner to do so;

(b) That in the event the contractor does not perform the services as stipulated in the contract to the satisfaction of the Warner Robins Housing Authority Authority, the Authority may cancel the contract at anytime by giving at least five (5) days written notice of the intent to cancel the contract; and

(c) The contractor shall be responsible for the employment, control and conduct of his employees during the contract. The contractor must give every consideration to Residents in the Section 3 Program. _____ (int.)

The undersigned hereby designates his business structure and location:

Contractor is: (check one)

Sole Proprietor ( ) Partnership ( ) Corporation ( )

If the Contractor is a Sole Proprietor, state the following:

Name(s) of Partners:

_____ _____ _____

If the Contractor is a corporation, state the following:

Organized under the laws of the State of _____

Name(s) and title(s) of officers authorized to sign the contract:

_____ _____ _____

The Proposal is authorized and submitted by:

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_____ (Name of Firm)

_____ Authorized Official (Please Print)

_____ (Signature)

_____ (Title)

_____ (Date)

(Seal and attest Seal if Proposal is submitted by a Corporation)

PROPOSAL SHEET

THE BID AMOUNT MUST BE THE TOTAL COST FOR THE SEASON MARCH 1ST TO OCTOBER 1ST. CUT BI-WEEKLEY.

AMP 2 - Kathleen Bynum – approx. 16 acres - (One Property) Bid Amount _____

AMP 11 - Jimmy Rosenburg Homes – approx. 15 acres – Bid Amount _____
(One Property)
Oscar Thomie II (13 Tiny Homes) acreage TBD – Bid Amount _____

AMP 12 – Mary B. Terry Homes (One Property) – approx. 30 acres – Bid Amount _____
Herman Watson Homes (Second Property)

AMP 13 – Kemp Harrison Homes – approx. 6 acres – Bid Amount _____
(One Property)

AMP 14 – Cam Campbell Homes (One Property – approx. 24 acres) – Bid Amount _____
T. J. Calhoun Homes (Second Property)

Rosemont Court (One Property- approx. 1 acre) Bid Amount _____

3 Empty Lots on Vickie Drive – (approx. 11.2 acres) Bid Amount_____

2 Empty Lots located at 99 & 101 Green Street – approx. 1.9 acre) Bid Amount_____

Proposal Submitted by: _____

Company Name: _____

Email Address: _____

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Company Phone Number: _____

Date: _____