

**HOUSING AUTHORITY OF THE COUNTY OF LAKE, IL**

**REQUEST FOR PROPOSAL  
FOR  
LANDSCAPING SERVICES**

**RFP # 2017-OPS-01**

**CLOSING DATE: March 13, 2017 10AM**

**No late proposals will be accepted.**

Prepared By:

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## **PART I – GENERAL BACKGROUND INFORMATION**

### **1.1 Introduction/Background Information**

The Housing Authority of the County of Lake, IL (LCHA) is requesting qualifications from qualified and experienced firms and/or individuals capable and ready to enter into a **LANDSCAPING SERVICES** contract to ensure timely responsive services at LCHA's Complexes as listed below:

Shiloh Tower, 1525 27<sup>th</sup> St., Zion

Beach Haven Apartments, 730 Golfview Dr., Round Lake Beach

John Kuester Manor, 310 Osage, Wauconda

Hawley Manor, 22/42 Hawley, Grayslake

Orchard Manor, 465 Orchard, Antioch

Millview Manor, 801 Cunningham, Antioch

Warren Manor, 34425 Almond Buildings A&B, Gurnee

Almond Townhomes 34471 Almond, Gurnee

LCHA Main Office 33928 N US Hwy 45, Grayslake

Midlothian Manor 22843 Lakewood Ln., Lake Zurich

### **Scope of Services:**

The Lake County Housing Authority seeks a company to provide as needed **Landscaping Services** to the complexes listed above from April 1, 2017 to the end of the 2017 season with LCHA's option to renew services for up to four (4) **full** one year additional terms. LCHA will require the selected vendor to provide the **Landscaping Services** set forth below and furnish all equipment, personnel, and other materials necessary to provide such services. This maintenance is not limited to but shall include: mowing, edging, weed-eating, blowing (sidewalks, patios and drives, etc.), loose trash removal, leaf removal, tree trimming and hedge trimming on a weekly basis and/or on demand services. Grass cutting is to be maintained till the first frost and leaves are to be removed till the end of the season. Labor and equipment costs must be included to maintain proper operation for each property. All services are to be based on local or county code.

It is important to note these are occupied buildings and all reasonable efforts must be utilized to maintain proper working conditions.

LANDSCAPING SERVICES CONTRACT  
RFP# 2017-OPS-01

Contractor will immediately alert LCHA if property is damaged or vandalized in any way that is an immediate threat to public safety.

To all practical extent, LCHA wishes to maintain safe and accessible communities for LCHA, its residents, employees, and guests. This includes a safe means of entry to, exit from, and movement within the communities. The selected vendor will be contracted to a "hold harmless" clause and will provide recordkeeping including (but not limited to) location information, date and time, names and jobs of personnel doing the work and any incident reports.

The successful Respondent will be expected to provide **Landscaping Services** at the following buildings and maintain current and accurate records to remain at each property.

1. Beach Haven Towers 730 Golfview Dr., Round Lake Beach
2. John Kuester Manor 310 Osage, Wauconda
3. Orchard Manor 465 Orchard, Antioch
4. Millview Manor 801 Cunningham, Antioch
5. Shiloh Towers 1525 27<sup>th</sup> St., Zion
6. Hawley Manor 22/42 Hawley, Grayslake
7. Warren Manor 34425 Almond, Gurnee
8. LCHA main office 33928 N US Hwy 45, Grayslake
9. Midlothian Manor 22843 Lakewood Ln., Lake Zurich

The Respondent should indicate a separate price for each property. LCHA reserves the right to split the contract to individual firms by property location or assign entire portfolio to one firm.

**SITE VISITS:**

The sites are available for inspection by appointment and must be visited for prospectus contractors to understand LCHA needs. Please contact the above listed individuals for site access.

**COST PROPOSAL:**

The Respondent's proposals must include the following:

Below is a basic list of what is requested but not limited to under the proposed agreement.

1. Balance of 2017 cost per property for required services.
2. Annual renewal cost per property for required services.
3. Any additional charges for special request projects and response time for special requests
4. Standard invoicing procedures, LCHA requires invoicing to be listed by property and copies of service ticket to be submitted with the invoice.
5. Anticipated inspection date.
6. Acknowledgement that Bidder has read and understands the local jurisdiction's rules and regulations pertaining to the work and that all work will be permitted with the municipality and completed according to its rules and regulations.
7. LCHA will need the following paperwork as the properties utilize federal funds:
  - a. Proposal must include all copies of LCHA bid documents as attached and executed by contractor along with certificate of insurance listing Lake County Housing Authority as the Certificate Holder.
  - b. Statement of whether or not new employees will be hired to work on this project (Section 3 regulations must be followed when recruiting new employees. Ask LCHA for assistance.)
  - c. Completed form W-9.

Respondents to this solicitation must have documented experience in contracting with agencies such as the Housing Authority of the County of Lake, IL and working in and around tenant occupied complexes.

The Housing Authority of the County of Lake, IL (LCHA) is a corporation of municipal government governed by a seven member Board of Commissioners. Our mission is to serve the Lake County community with housing opportunities and options. The LCHA has contractual relationships with the U.S. Department of Housing and Urban Development (HUD) from which it receives funds for program development and operation. The LCHA's principal sources of income are fees, grants, rental income, and investment income. The LCHA currently owns 495 units of Low Rent Public Housing, 20 subsidized units, and manages another 27 units for a local non-profit agency. The LCHA administers over 3000 vouchers through its Section 8 Housing Choice Voucher Program and acts as contract administrator for 304 units of Multifamily Section 8. The LCHA has a combined annual budget in excess of \$30,000,000. There are currently 51 employees.

The Housing Authority of the County of Lake, IL will not discriminate against otherwise qualified persons because of disability in the admission, access to, treatment, or

employment in its programs and activities. This policy is applicable to all programs and activities of the Housing Authority of the County of Lake, IL.

## **1.2 Method of Solicitation**

LCHA is soliciting competitive proposals from qualified firms with a documented track record of providing the required services, preferably for large public housing authorities, through a formal Request for Proposals (RFP) process. Proposals should demonstrate detailed plans on how the Respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s). In addition, the proposal shall demonstrate the Respondent's capacity and readiness to perform the Scope of Services immediately upon execution of a contract with LCHA. Finally, the proposal shall include evidence of the Respondent's previous experience and qualifications relative to the provision of such services. Once selected, the successful Respondent will enter into a firm fixed-priced contract agreement with LCHA to perform the required scope of services. Such contract agreement will be contingent upon approval from LCHA's Board of Commissioners.

## **1.3 OBTAIN COPIES OF THIS SOLICITATION**

Single copies of the RFP package may be obtained, at no cost, by visiting the LCHA website at [www.lakecountyha.org](http://www.lakecountyha.org) to download all RFP documents in Portable Document Format (PDF), or  
(Call and make arrangements):

Housing Authority of the County of Lake, IL  
Contracts Department  
33928 N. Route 45  
Grayslake, IL 60030  
Phone: 847-223-1170 Ext. 2660  
Email: [Rbrandes@lakecountyha.org](mailto:Rbrandes@lakecountyha.org)

Persons wishing to receive copies via overnight delivery are responsible for making all arrangements and paying all/any related costs.

## **PART II - SUPPLEMENTAL INSTRUCTIONS TO OFFERORS**

Proposals should demonstrate detailed plans on how the Respondent intends to provide the required services in a timely and professional manner. In addition, the proposal shall demonstrate the Respondent's capacity and readiness to perform the Scope of Services immediately upon execution of a contract with LCHA. Finally, the proposal shall include evidence of the Respondent's previous experience and qualifications relative to the provision of such services.

### **2.1 Submission of Proposals**

Responses to this solicitation will be received by the LCHA until **10:00 AM** local time on **March 13, 2017. No late proposals will be accepted. Either written or emailed proposals are acceptable.** If written, Deliver **three (3) complete sets** one (1) original clearly marked or stamped "Original," and of the required submittals, in a sealed envelope or box clearly marked with the words "**RFP Number and Title of Documents,**" to the following address:

**Housing Authority of the County of Lake, IL  
C/o Ryan Brandes  
33928 N. Route 45  
Grayslake, Illinois 60030**

***Or Emailed to:***

**Housing Authority of the County of Lake, IL  
Email: [Rbrandes@lakecountyha.org](mailto:Rbrandes@lakecountyha.org)**

Place the following information in the upper, left-hand corner on the outside of the envelope when submitting the proposal:

**Company Name  
Company Address  
RFP Name and Number**

## **2.2 Addendum - RFP Interpretations/Questions and Update Procedures**

All request for interpretation /questions must be submitted to:

***(Email is preferred)***  
**Housing Authority of the County of Lake, IL  
Email: [Rbrandes@lakecountyha.org](mailto:Rbrandes@lakecountyha.org)  
Fax: 847-223-1174**

During the period between issuance of this RFP and the proposal due date, no oral interpretation of the RFP's requirements will be given to any prospective offerors. Requests for interpretation must be made, in writing, at least seven (7) days before the submission due date and time.

LCHA may wish to amend, add to, or delete from, the contents of this RFP. In such situations, LCHA will issue an addendum to the RFP setting forth the nature of the modification(s). LCHA will post addendums on the LCHA's website at [www.lakecountyha.org](http://www.lakecountyha.org).

**It shall be the responsibility of each Respondent to insure they have any/all additional addenda relative to this RFP.**

## **2.3 Proposal Format**



All proposals shall be submitted in 8 1/2 x 11 inch format, preferably in 3-ring binders. Larger size pages or inserts may be used provided they fold to 8 1/2 x11 inches. All copies of the submittal must be identical in content and organization. Consideration should be given to the form and format of the submittal to facilitate LCHA's internal duplication of the submittal. Proposals shall be organized into sections and tabbed for ease of review. Provide a comprehensive Table of Contents at the front of the proposal. Organize the proposal in response to the Submission Requirements, taking care to address all issues identified in the Scope of Services. The front cover of the proposal shall bear the name and number of the RFP, the date, and the Respondent's name, address, phone, and fax number.

## OR EMAIL TERMS

### **2.4 Submittal Forms**

Provide, as a part of the proposal, all required certifications on forms included on the Index of Documents page, and included all Attachments of this RFP as attached. Each form that requires signatures or initials must bear an original signature or initial.

### **2.5 Acceptance of Proposals**

Proposals must be signed and received in completed form at the Housing Authority of the County of Lake, IL, 33928 N. Route 45, Grayslake, Illinois 60030-5335, no later than the proposal closing date and time. Proposals submitted after the designated closing date and time will not be accepted for any reason, and will be returned unopened to the originator.

LCHA reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further consideration for failure to fully comply with the specifications of this RFP. LCHA also reserves the right to reject the proposal of any Respondent who has previously failed to perform properly or to complete on time, a contract of similar nature; who is not in a position to perform the contract; or who habitually and without just cause neglected the payment of bills or otherwise disregarded its obligations to subcontractors, providers of materials, or employees.

### **2.6 Time for Reviewing Proposals**

Proposals received prior to the closing date and time will be securely kept. No proposal received after the closing date and time will be considered unless there were less than three proposals then the LCHA may select to complete an addendum to extend the timeframe. All proposals properly received will be tabulated, analyzed, and a recommendation made for Award of Contract to the LCHA Board of Commissioners if required.

### **2.7 Withdrawal of Proposals**

Proposals may be withdrawn on written or telegraphic (faxed) request dispatched by the Respondent in time for delivery in the normal course of business prior to the time fixed for receipt; provided that written confirmation of any telegraphic withdrawal over the signature of the Respondent is placed in the mail and postmarked prior to the time set for proposal opening. Negligence on the part of the Respondent in preparing its Proposal confers no right of withdrawal or modification of its proposal after the due date and time.

### **2.8 Award of Contracts**

Contracts shall be awarded to the Respondent(s) submitting proposals according to the evaluation criteria contained herein, provided the proposal is in the best interest of LCHA. The Respondents to whom awards are made will be notified at the earliest practical date. An award may be subject to the Department of Housing and Urban Development's (HUD's) or Civil Service approval. No awards may be made to companies or individuals that are on HUD's list of contractors ineligible to receive awards from the LCHA or the United States, as furnished from time to time by HUD.

### **2.9 Certification of Legal Entity**

Prior to execution of the contract agreement, the Respondent shall certify that joint ventures, partnerships, team agreements, new corporations, or other entities that either exist or will be formally structured are, or will be, legal and binding under State of Illinois law.

### **2.10 Costs Borne by Respondent**

All costs related to the preparation of this RFP and any related activities are the responsibility of the Respondent. LCHA assumes no liability for any costs incurred by the Respondent throughout the entire selection process.

### **2.11 Best Available Data**

All information contained in this RFP is the best data available to LCHA at the time the RFP was prepared. The information given in the RFP is not intended as representations having binding legal effect. This information is furnished for the convenience of Respondents and LCHA assumes no liability for any errors or omissions.

### **2.12 Contacts with LCHA Staff, Board Members, and Residents**

Respondents may not make any contact with LCHA staff, Board Members, or residents. All communications with LCHA shall be in writing as provided in HUD Form 5369-B, Instructions to Offerors Non-Construction, Paragraph 4.

### **2.13 Respondent Responsibilities**

Each Respondent is presumed by LCHA to have thoroughly studied this RFP and become familiar with the package contents, locations, nature of request, etc. covered by the RFP package. Any failure to understand completely any aspect of this RFP is the responsibility of the Respondent.

### **2.14 504, ADA, Vietnam Veterans Readjustment Assistance Act, Compliance**

Bidder agrees to comply with the federal statutes relating to non-discrimination. These include, but are not limited to, Section 504 of the Rehabilitation Act of 1973 as amended (29 USC section 794) which prohibits discrimination on the basis of handicap and the Americans with Disabilities Act of 1990.

### **2.15 Section 3 - Employment/Training and Business**

All contractors/vendors are required to provide Section 3. Refer to Additional Rights and Clauses for this requirement;

## **PART III – SUBMISSION REQUIREMENTS**

Listed below are the sections that must be included in the proposal. Each section must be clearly labeled using the bold-faced titles listed below. The required submission must be bound and each section tabbed.

### **3.1 Staffing and Qualifications**

- a. Provide information regarding staff experience and qualifications that demonstrates the Respondent's capacity to perform the required services. Include an organizational chart that illustrates Respondent's overall staffing approach for completing the required work. Include in the chart all key personnel, specialists, and consultants who will be assigned work under a contract potentially resulting from this RFP.
- b. Provide resumes of all key personnel, specialists, and consultants who will perform the work required by a contract potentially resulting from this RFP. Identify their specific role in the provision of services required. Resumes should include the particular relevant experience of the individual as it relates to their proposed role in the project, in addition to the education, career, and achievement data typically included in a resume. Include evidence of required licenses and certifications, as applicable, held by the Respondent, its principals, and/or key staff.
- c. Identify all individuals who will be devoted to the project on a full time basis or part time basis (up to 50% of time allocated to project). Include those who will be full time only for specific components of the project, as well as those filling a continuing position throughout the project. Provide detailed resumes for each,

highlighting the particular experience that qualifies them for the position they will fill.

- d. All staff must be pre-approved by LCHA prior to commencing any work. LCHA reserves the right to assess a \$50 fee per service employee for a background check fee.

### **3.2 Relevant Experience and Past Performance**

- a. Identify similar or related work performed for public housing authorities that has been completed to date, or is currently active. Include projects completed or currently underway by the responding entity and/or each major participant in the proposal.
- b. For each project identified provide:
  - i. Project name and address.
  - ii. Contact person, title, phone number, email, fax and address
  - iii. Detailed description of scope of work.
  - iv. The client for whom the Respondent's services were performed, its size and yearly funded operations.
  - v. The size of the project.
  - vi. The services performed by the Respondent on the project.
  - vii. The dollar value of the contract for the services
  - viii. The duration of the project including start and completion dates, or projected completion date if still active.
  - ix. Reference contacts for the project with name address and phone number.
- c. Identify past experience in performing work for large public housing authorities possessed by the Respondent and/or its participants.
- d. Demonstrate ability to produce reports that are well regarded in the industry in terms of content, timeliness, and responsiveness.
- e. Demonstrate, through written explanation, the Respondent's familiarity with Federal, State, and local laws, regulations and codes that the Respondent believes may be pertinent or applicable to this project.
- f. If the Respondent is a joint venture, or another entity formed solely for responding to this RFP, provide evidence of prior successful collaborations.

### **3.3 References**

- a. Provide a complete list of clients, previous and current. This list must include the name and title of the contact person, with an address, phone number, e-mail address, and fax number.

- b. The clients listed should be those served by members of the proposed employee and/or local office who will be serving LCHA.

### **3.4 Respondent's Approach and Response to Scope of Services**

- a. Provide a detailed narrative that demonstrates the approach intended for use by the Respondent. A proposed work plan and time schedule addressing the scope of work.] Please indicate the total estimated hours required by classification by the partner, manager, senior and staff.
- b. The Respondent should outline its anticipated approach for each element of work identified in the Scope of Services.
- c. The approach outlined should be consistent with the objectives and requirements set forth in the RFP, and should address how services will be immediately provided upon execution of a contract.
- e. Include proposed processes for ensuring effective coordination, as well as procedures for reporting and disseminating information.
- f. Outline the level of support your firm will require of the LCHA staff.

### **3.5 Cost Proposal**

- a. Provide a firm fixed price for project management in relationship to all work described in the Scope of Services contained herein.
- b. Include a cost breakdown that details the elements of the proposed costs (i.e. labor rates, consultants, etc.).

### **3.6 Required Certifications/Forms**

The following documents, which may or may not be contained in as Attachments herein, or requested as detailed in this RFP, must be included in the proposal in the order that follows below, and must be properly signed, initialed, notarized, and/or have a corporate seal affixed where indicated:

- Scope of Work - Part V
- Attachment 1, HUD Form 5369-B, Instructions to Offerors – Non-Construction
- Attachment A, Additional Rights and Clauses
- Attachment B, HUD Form 5369-C, Representations, Certifications, and Other Statements of Offerors
- Attachment C, HUD Form 5370-C, Section 1, General Contract Conditions – Non-Construction
- Attachment D, HUD Form 50071, Certification of Payments to Influence Federal Transactions
- Attachment F, Non-Collusive Affidavit

- Attachment G, Disclosure of Ownership
- Attachment H, List of Core Employees
- Attachment I, Acknowledgement of Addenda
- Attachment J, MBE/WBE Subcontractors, Suppliers, Consultants- Letter of Intent
- Attachment K, MBE, WBE Prime Contracting Action Plan & Contracting Schedule
- Attachment L, Section 3 Summary Report
- Exhibit I, Notification of Interest
- Business License
- Article of Incorporation
- Any applicable - Certifications

**NOTE: ALL DOCUMENTS LISTED MUST BE SUBMITTED WITH THE PROPOSAL RESPONSE TO BE CONSIDERED RESPONSIVE.**

#### **PART IV – PROCUREMENT PROCESS**

##### **4.1 Proposal Evaluation/Contract Award**

- a. Proposals received in response to this solicitation may be evaluated using a 2-stage evaluation process.
- b. Stage I of the evaluation process will be used to determine the firms that will comprise the short list, from which final selection for contract award will ultimately be made.
  - i. During Stage I of the evaluation process, technical proposals will be evaluated and scored by an Evaluation Committee.
  - ii. Each member of the selection committee will score each proposal. Cost proposals will be evaluated and scored separately by the Contracting Officer and/or his designee(s).
  - iii. Scoring will be based on predetermined Evaluation Criteria. The available points associated with each area of consideration are shown below in Item 4.2.
  - iv. The results of the evaluation of both technical and cost proposals will be used to determine those proposals to be considered in the competitive range and included on the short list.
  - v. A short list (Stage II –Ref. C) of three (3) firms with the highest ranked proposals maybe invited to a Step II interview process if LCHA requires further evaluation of the Respondents. Respondents included on the short list must have technical and cost proposals that are considered acceptable and

- satisfactorily complete a due diligence review (verification of Respondent responsibility).
- vi. Technical proposals will be considered acceptable if they are ranked in the top three (3) and have a minimum score of seventy (70) points.
  - vii. Cost proposals will be considered acceptable if the proposed cost is not clearly excessive compared to the proposed costs of other Respondents with acceptable technical proposals.
  - viii. Respondents with acceptable technical and cost proposals may be requested to supply additional information to assist in completing the due diligence review. Failure to satisfactorily complete the due diligence review within the timeframe established by LCHA will result in exclusion from the short list.
- c. Scoring will be based upon how well the proposal meets the criteria established in this RFP.

#### **4.2 Stage II Evaluations**

- a. Stage II of the evaluation process will be reserved for the short listed firms only, and will be the basis for ultimate contract award.
  - i. Stage II of the evaluation process will entail negotiations/interviews with the Respondents on the short list.
  - ii. Respondents not included on the short list will not proceed to Stage II of the evaluation process.
  - iii. The purpose of the negotiations/interviews is to promote the understanding of LCHA's requirements with respect to this RFP, promote the understanding of the Respondents' proposals, and to arrive at agreeable contract terms.
  - iv. Upon completion of the negotiations/interviews, LCHA will establish a common date and time for submission of best and final offers.
  - v. Best and final offers will be evaluated in accordance with the same procedures outlined above for Stage I evaluation. The initial proposal submitted by Respondents who do not submit a best and final offer shall be construed as their best and final offer.
- b. LCHA reserves the right to make contract award without negotiations and a Stage II Evaluation, and to make no award, or decline to enter into negotiations shall it believe that no Respondent to this RFP will be capable of delivering the necessary level of services within an acceptable price range and/or time period.

- c. Shall LCHA exercise its right to make contract award without negotiations, contract award will be based on the ranking of initial proposals received.
- d. The Evaluation Committee will evaluate the merits of proposals received in accordance with the evaluation factors stated in the RFP and formulate a recommendation. However, while a numerical rating system may be used to assist the Evaluation Committee in selecting the competitive range (if necessary) and making an award recommendation decision, the award decision is ultimately a business decision that will reflect an integrated assessment of the relative merits of the proposal using the factors and their relative weights disclosed in the RFP.

Note: Contract award may be subject to approval by LCHA's Board of Commissioners.

### **4.3 Evaluation Criteria**

- a. Organizational Capacity: 25 Points
  - i. Respondent's organizational capacity will be evaluated through an assessment of the Respondent's staff, specialists', and consultants' experience and qualifications. In addition, the Respondent's ability to perform the work in a timely manner will be evaluated through a review of previous performance on similar projects, as well as current and projected capacity and workload.
  - ii. Maximum consideration will be given to those Respondents having staff with the greatest amount of experience in performing work as required herein, and who can demonstrate sufficient capacity to perform the work timely given current and projected workload.
- b. Relevant Experience and Past Performance: 20 Points
  - i. Relevant experience and past performance will be evaluated through an assessment of previous, similarly related projects completed to date.
  - ii. Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a documented track record of successfully completing projects of the same type required by this RFP.
  - iii. Maximum consideration will also be given to those Respondents who exhibit a successful track record of performing similar services for public housing authorities.
- c. Respondent's Approach and Response to Scope of Services: 20 Points



- i. The Respondent's approach and response to the Scope of Services will be evaluated through an assessment of the proposed approach for each element of work identified in the Scope of Services.
  - ii. Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a clear and prudent plan for performing the required work within the established timeframe.
- d. Cost Proposal: 30 Points
- i. Cost proposals will be evaluated through careful analysis of the proposed cost of providing the requested services.
- e. Additional Points: 5 points

Maximum consideration will be given to those Respondents, who demonstrate through their submittals, that LCHA's stated participation goals for working with a MBE, WBE and RBE – Resident Owned Business, Section 3.

**Summary of Additional Points: Participation: 5 points**

#### **4.4 Summary of Evaluation Criteria for Step I and Step II**

##### **STEP I Evaluation Criteria**

###### **Technical:**

Organizational Capacity 25 Points

Relevant Experience and Past Performance 20 Points

Respondent's Approach/Response to Scope of Services 20 Points

**Total 75 Points**

###### **Cost:**

Cost Proposal 30 Points

**Total 20 Points**

###### **Additional Points:**

A firm can qualify for the categories listed above:

Participation Plan 5 Points

**Total 5 Points**

**Step I - Total Possible Points 100 Points**

##### **STEP II**

###### **Evaluation Criteria**

**Interview will consist of:**

Organizational Capacity 25 Points  
Relevant Experience and Past Performance 25 Points  
Response to Questions & Reference Check 25 Points  
**Total 75 Points**

**Step II Total Possible Points 75**

Contract award may be subject to approval by LCHA's Board of Commissioners.

**PART V – SCOPE OF SERVICES**

If the selected Respondent is successfully awarded a contract pursuant to this RFP, the Respondent shall then become LCHA's Consultant, and said Consultant shall furnish sufficient organization, personnel, and management staff with the necessary skill and judgment to perform work as detailed below:

**5.1** Consultant to provide all labor, materials, equipment, supervision and transportation necessary to provide the services outlined in this RFP. All work to be scheduled as detailed below or as scheduled with LCHA representative and performed in a competent and timely manner.

***Part V – Scope of Services must be included with the RFP response.***

**Contractor (Initial):** \_\_\_\_\_

More information on the above sites may be found on the LCHA Web site [www.lakecountyha.org](http://www.lakecountyha.org).

Landscape Contractor for the entire length of the contract. The Contractor will approve submittals, RFP's, change orders that occur during the project.

Name of firm  
Complete address  
Contact person  
Telephone number  
Fax number  
Internet address  
E-mail address

**5.5 CONTRACT TERMS**

The contract is for a 1-year period with an option of four (4) 1-year extensions. The service provided is optioned through the fiscal year **ending 2016**.

***Part V – Scope of Services must be included with the RFP response.***

**Contractor** (*Initial*): \_\_\_\_\_

**PROPOSAL SUBMITTAL:**

**ALL PROPOSALS MUST BE RECEIVED BY**

**March 13, 2017**

Proposal must include all copies of LCHA bid documents as attached and executed by contractor along with certificate of insurance

Proposals may be submitted in writing to the LCHA Main Office at 33928 N US Hwy 45, Grayslake or by e-mail at the following address:

[procurement@lakecountyha.org](mailto:procurement@lakecountyha.org)

Responses received later than the date and time specified will be rejected or deemed nonconforming. LCHA assumes no responsibility or liability for late delivery or receipt of responses. Notification of selection or non-selection of all Respondents who submitted conforming responses will be e-mailed when the selection process is final.