



City of Elkhart  
*Community and Redevelopment*

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**Request for Quote: Property Maintenance Services RFQ #24-16**  
**March 19, 2024**

**Introduction**

The City of Elkhart Department of Development Services is seeking property maintenance services. To fulfill the City of Elkhart's requirement to contract with Section 3 businesses, preference for this contract will be given to a Section 3 business, as described on page 3 of this Request (*see "Evaluation Criteria" below for explanation*).

**Scope of Work:**

The property maintenance scope of work includes lawn mowing and leaf mulching if leaves are present as described below. The location of lots to be maintained are shown in attachment B.

The number of properties to be maintained will be reduced and increased as they are sold or acquired. You will be given notice to discontinue or add maintenance services of those properties.

Provide pricing as follows:

Mowing per occurrence for each lot;  
Large item/junk removal per occurrence.

Mowing requirements:

Remove all trash and debris prior to each mowing;  
Mow no more than twice a month or as requested by the City to keep grass & weeds less than 8";  
Clear grass clippings off sidewalks and streets.

Large item/junk removal:

Provide a price to remove large items from vacant lots such as couches, tables, trash, etc. Items must be taken to an appropriate landfill or recycling facility.

All applicants for the property maintenance services contract must:

- Not be listed on GSA's Excluded Parties List System ([www.sam.gov](http://www.sam.gov)) or HUD's Limited Denial of Participation (**LDP**) list.
- Provide a brief resume with years of experience;
- Provide a list of equipment owned (demonstrate the capacity to handle large number of properties);
- Provide a list of references;
- Provide all prices requested.

The Board reserves the right to reject any or all quotes and to disregard any informality in the submittal when, in the Board's opinion, the best interest of the City will be served thereby. The Commission reserves the right to accept any submittal and/or any part thereof.

**Evaluation Criteria:**

In reviewing and evaluating proposals, the Board of Public Works and Development Services staff will consider the following:

- Completeness of the proposal
- Ability to perform the scope of work as determined by a review of resume and references
- Cost of the services
- *If two proposals are similar, then preference will be given to Section 3 contractors, State of Indiana Certified MBE/WBE, NSP 3 vicinity businesses, and/or City of Elkhart businesses.*

**Contract and Terms:**

Once the staff reviews and approves a proposal, a contract will be negotiated with the maintenance service provider incorporating the specific elements of the proposal and scope of work. **It is anticipated the contract will be awarded to the selected applicant at the 2024 Board of Public Works meeting. The contract shall begin with the notice to proceed with the first mowing of the season, and continue through the end of the year or until such time as contractor is notified by the City to cease mowing due to lack of need.**

**Proposal Requirements:**

Quotes will be accepted during the hours of 8:00 A.M. to 5:00 P.M. (ET), up until 9:00 A.M. (ET) Tuesday, April 2, 2024 (the "Deadline"). All quotes received by the Clerk of the Board by the Deadline will be opened and read aloud at the meeting of the Board scheduled to start at 9:00 A.M. (ET) on Tuesday, April 2, 2024. Any quote received after the Deadline will be returned unopened. After opening the quotes, the Board will take all quotes under advisement and refer them to City staff for review and tabulation.

**Quotes shall be filed with:**

Clerk of the Board of Public Works, City of Elkhart  
229 South Second St, Third Floor, Elkhart, IN 46516.

Proposals must be complete in all respects; incomplete proposals will not be considered. All materials submitted become the property of the City of Elkhart.

The Board reserves the right to reject any or all proposals and to disregard any informality in the submittal when, in the Board's opinion, the best interest of the City will be served thereby. The Board reserves the right to accept any submittal and/or any part thereof.

## What is a Section 3 Business?

Section 3 Business- A business entity formed in accordance with State law, and which is licensed under State, county, or municipal law to engage in the type of business activity for which it was formed **and**: A business that is 51 percent or more owned by Section 3 resident(s); **or** whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents who reside in Elkhart County’s Metropolitan Statistical Area, **or** within three years of the date of first employment with the business concern were Section 3 residents; **or** a business that provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the ownership or employment qualifications of a Section 3 business (as discussed above).

## Your Business is a Section 3 Business if...

Your business was formed in accordance with State law, and licensed to engage in the type of business activity for which it was formed.

**AND** you can answer yes to **ONE** of the following questions:

- ✓ Is 51% of the business owned by Section 3 Resident(s)?  
**OR**
- ✓ Are 30% of permanent, full-time employees currently Section 3 Residents who reside in the City of Elkhart?  
**OR**
- ✓ Were 30% of the permanent, full-time employees, within 3 years of the date of first employment, Section 3 Residents who reside in the City of Elkhart?  
**OR**
- ✓ Can you provide evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to a Section 3 business that meets the ownership or employment qualifications? (As explained above).  
**OR**
- ✓ Can you provide evidence of commitment to hire section 3 residents, such that they compose at least 30% of all new hires? (As defined by the most updated HUD income requirements, see chart below).

Effective 5/15/2023

AMI \$79,700 Area Median Income	1 Person	2 persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
30%	\$16,800	\$19,720	\$24,860	\$30,000	\$35,140	\$40,280	\$45,420	\$50,560
50%	\$28,000	\$32,000	\$36,000	\$39,950	\$43,150	\$46,350	\$49,550	\$52,750
80%	\$44,750	\$51,150	\$57,550	\$63,900	\$69,050	\$74,150	\$79,250	\$84,350

**Attachment B**

<b><u>Parcel Number</u></b>	<b><u>Address</u></b>
20-06-05-326-021.000-012	322 Sherman Street
20-06-05-326-017.000-012	408 Sherman Street
20-06-05-327-014.000-012	411 Sherman Street
20-06-05-326-016.000-012	412 Sherman Street
20-06-05-326-014.000-012	422 Sherman Street
20-06-05-327-010.000-012	427 Sherman Street
20-06-05-326-012.000-012	428 Sherman Street
20-06-05-327-009.000-012	501 Sherman Street
20-06-05-327-008.000-012	501 Sherman Street
20-06-05-161-014.000-012	Adj to 550 Sherman Street
20-06-05-327-001.000-012	Ad to 543 Sherman Street
20-06-05-327-023.000-012	214 Clyde Street
20-05-12-226-018.000-006	Gruber Circle
20-05-12-227-001.000-006	Gruber Circle
NONE	Aspin St. Circle
NONE	Aspin St. Triangle
20-06-09-303-007.000-012	1514 Frances Ave.
20-06-09-303-008.000-012	1514 Frances Ave.
20-06-08-284-010.000-012	126 W. Indiana
20-06-08-429-026.000-012	1501 Prairie St.
20-06-08-226-001.000-012	100 Middlebury St.
20-06-08-226-002.000-012	100 Middlebury St.
20-06-09-126-008.000-012	Adj to 604 Aspenwald
20-06-09-102-002.000-012	407 Middlebury St.
20-06-09-133-010.000-012	1030 Princeton
20-06-10-201-001.000-012	Toledo Road Site
20-06-07-226-001.000-012	Southshore & Cottage
20-06-07-483-031.000-012	164 Southshore
20-06-07-483-032.000-012	Adj to 164 Southshore
20-06-08-328-017.000-012	Adj to 618 W. Garfield
20-06-08-328-020.000-012	Adj to 618 W. Garfield
20-06-08-278-013.000-012	Adj to 1030 S. 3rd St.
20-06-08-404-019.000-012	1509 Benham Avenue
20-06-08-404-020.000-012	1513 Benham Avenue
20-06-05-328-007.000-012	212 N. 3rd St.
20-06-05-326-026.000-012	Adj to 314 Sherman St
20-06-05-176-004.000-012	304 Pottawattomi
20-06-05-306-002.000-012	633 Jefferson St
20-06-05-306-006.000-012	619 Jefferson St.
20-06-05-306-007.000-012	Adj. to 619 Jefferson St.
20-06-05-327-025.000-012	616 Jefferson St.

20-06-05-327-024.000-012	Adj. to 616 Jefferson St.
20-06-05-306-010.000-012	601 Jefferson St.
20-06-05-327-031.000-012	516 Jefferson St.
20-06-05-329-002.000-012	515 Jefferson St.
20-06-05-329-001.000-012	Adj to 515 Jefferson St.
20-06-05-327-035.000-012	500 Jefferson St.
20-06-05-327-037.000-012	426 Jefferson St.
20-06-05-331-008.000-012	409 Jefferson St.
20-06-05-327-046.000-012	326 Jefferson St.
None	Adj to 2129 Autumn Ridge Lane
20-06-06-404-001.000-012	Strong & Highland Triangle
20-06-05-331-041.000-012	123 3rd
20-06-09-10-001.000-012	401 Middlebury St.
20-06-05-179-005.000-012	412 3rd
20-06-08-277-019.000-012	937 S 3rd
20-06-05-331-008.000-012	413 Jefferson Adj W
20-06-05-383-013.000-012	505 W High
20-06-05-326-008.000-012	313 Washington
20-06-05-161-003.000-012	529 W Washington Adj
20-06-05-483-025.000-012	229 State
20-06-05-481-034.000-012	142 State
20-06-05-328-013.000-012	209 N 2nd
20-06-05-179-017.000-012	421 N 2nd
20-06-12-426-007.000-011	CR 17 & Verdant St
20-07-06-101-001.000-012	CR 17 & Beck Dr
20-07-06-102-001.000-012	CR 17 & Beck Dr
None	Kershner & Deer Run Median/Lot
20-06-05-176-007.000-012	Pottawattomi Dr.
20-06-05-154-018-012	609 Prospect St
20-06-05-203-008-012	Cassopolis St
20-06-07-181-011-012	1720 W Indiana
20-06-07-235-035-012	1338 Franklin
20-06-07-426-005-012	1425 W Indiana
20-06-08-102-007-012	S Shore Dr
20-06-08-103-015-012	928 W Marion
20-06-08-108-010-012	822 Harrison
20-06-08-126-012-012	703 W Marion
20-06-08-233-018-012	S Second St
20-06-08-302-001-012	1031 W Indiana
20-06-08-353-004-012	Wolf Ave
20-06-09-360-024-012	2039 Francis Ave