



Community and Redevelopment
Request for Quote: Property Maintenance Services RFQ #25-05
March 31, 2025

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) 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 2025 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 15, 2025 (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 15, 2025 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

| <u>Parcel Number</u> | <u>Address</u> |
|-----------------------------|---------------------------|
| 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 |