Request for Proposal RFP 26-713

The Housing Authority of Columbus, Georgia (HACG) is soliciting proposals for:

DESCRIPTION:	**Landscape and Maintenance of Grounds**
RFP NUMBER:	**RFP 26-713**
ISSUE DATE:	**October 1, 2026**
PROPOSAL DUE DATE:	**October 30, 2026**
PROPOSAL TIME:	**5:00 P.M. Eastern Standard Time**
DIRECT INQUIRIES TO:	**Terry Gallups** **Procurement Manager** **PO Box 630** **Columbus, GA 31902** **E-mail:** RFPupdates@columbushousing.org

All inquiries concerning this RFP must be made in writing to the Procurement Manager. Violation of the foregoing may result in disqualification of the Proposer to participate in this RFP. No oral conversations or agreements with any officer, agent, or employee of HACG regarding this RFP are authorized, and no other person other than the Procurement Manager shall affect or modify any terms of this RFP. Proposers may submit written questions concerning this RFP by mail or e-mail. Telephone inquiries will not be accepted.

HACG reserves the right to, and may, amend, modify, or cancel this RFP without prior notice, at any time, at its sole discretion. In the event that it becomes necessary to revise or supplement any part of this RFP, vendor will be notified by phone or email. Additionally, HACG reserves the right to increase, reduce, add, or delete any item to this solicitation as deemed necessary where it is consistent with HACG's policies to do so.

HACG reserves the right to reject any and all bids where it is determined to be in the best interest of HACG to do so.

THE HOUSING AUTHORITY OF COLUMBUS, GEORGIA
REQUEST FOR PROPOSAL
FOR LANDSCAPING AND MAINTENANCE OF GROUNDS FOR SELECTED HACG PROPERTIES

I. BACKGROUND

The mission of the Housing Authority of Columbus, Georgia (HACG) is to provide more quality affordable housing in various areas of our community that offer opportunities for individuals and families to become self-sufficient and improve their quality of life. HACG was created in 1938. HACG is a public body, both corporate and politic, governed by a seven-member Board of Commissioners appointed to terms by the Mayor of the Columbus Consolidated Government. HACG is funded through the Department of Housing and Urban Development (HUD) and various other funding sources. HACG currently administers 4,151 Section 8 vouchers and manages over 2,400 units of housing and owns 183 units of market rate housing in Columbus, Georgia. HACG also provides all maintenance, management, financial, and administrative services for three small housing authorities located within a 50-mile radius of Columbus, Georgia. These small authorities each have fewer than 162 dwelling units.

In December 2012, HACG was awarded the Moving to Work (MTW) designation. The MTW contract has been extended to 2038, so MTW program activities will be a part of all years covered by this RFP.

II. NATURE OF SERVICES REQUIRED

1. GENERAL REQUIREMENTS

The Housing Authority of Columbus, Georgia (HACG) invites qualified companies with experience in lawn service, landscaping and management to submit proposals.

The Scope of Work is outlined in **Attachment A.**

The list of properties is included in **Attachment C**.

The contract period shall be for **two (2) years** from the Effective Date of the Contract.

The contract shall have an option to extend for up to three (3) additional twelve- (12) month periods. Total contract period shall not exceed sixty (60) months from the Effective Date of the contract, i.e., the date on which the original contract is executed by HACG.

Each proposal shall be for a Firm Fixed Price (FFP) agreement and the total price submitted shall be all-inclusive and not subject to adjustment for any reason. All costs, including labor, travel and miscellaneous fees must be included in the bid pricing.

HACG will consider price increases for contract extensions beyond the original (3) year contract. Such price increases are normally attributed to an index (i.e., Consumer Price Index) and will be analyzed prior to contract extensions.

2. SCOPE OF WORK ATTACHEMENT A

The Housing Authority of Columbus, Georgia (HACG) is seeking to contract with qualified companies with experience in the updating and restructuring of company Administrative Plan and Housing Choice (HCV) Standard Operating Procedures (SOP).

3. ADDITIONAL CONTRACTOR RESPONSIBILITY

The contractor is fully responsible for any damage of any kind whatsoever caused in whole or in part by the negligence, inappropriate actions or errors of its employees or agents. To the fullest extent permitted by law, the contractor shall indemnify and hold harmless HACG, HACG officers, directors, partners, employees and agents from and against any and all claims, costs, losses and damages (including but not limited to all fees and charges of attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused by the negligent acts or omissions of the contractor or contractor's officers, directors, partners, employees and agents in the performance and furnishing of the contractor's services.

All work shall be performed by the Contractor's own forces. **No sub-contracting of work will be permitted without consent and approval of HACG.**

4. SUBMISSION OF PROPOSAL

Proposals must be received no later than **Friday, October 30, 2026, at 5:00 PM EST**. Vendors may submit their proposals via email, mail, or hand delivery. Please adhere strictly to the following format requirements based on your chosen submission method:

A. Email Submissions (Preferred Method)
Email is the preferred method of submission. If submitting electronically, please follow these guidelines:

- **Deadline**: Electronic submissions must be received in the inbox by **5:00 PM EST on October 30, 2026**.

- **Email Address**: Send the complete proposal to:

  RFPupdates@columbushousing.org.

- **Subject Line**: Use the format: *RFP 26-713 Landscape and Maintenance of Grounds*

- **Format**: The proposal must be attached as a single, searchable PDF document.

- **Duplicate Copies**: Vendors who submit via email **do not** need to send hard copies.

B. Mail or Hand-Delivery Submissions (Hard Copies)
If you choose to submit a physical proposal via mail or hand delivery, you must submit **one (1) original signed proposal plus four (4) identical hard copies** (for a total of 5 physical copies).

Physical submissions must be delivered to the appropriate address below no later than **5:00 PM EST on October 30, 2026**.

- **By Mail (USPS):**
  The Housing Authority of Columbus, Georgia
  ATTN: Terry Gallups
  PO Box 630
  Columbus, Georgia 31902

- **By Hand-Delivery or Courier (UPS/FedEx):**
  The Housing Authority of Columbus, Georgia
  ATTN: Terry Gallups
  1000 Wynnton Road
  Columbus, GA 31906

Note: Late submissions, regardless of the delivery method, will not be accepted or considered for evaluation.

5. EVALUATION PROCESS & CONTRACT NEGOTIATIONS

HACG will conduct a comprehensive, fair, and impartial evaluation of proposals received. HACG will select the response that is most advantageous to HACG and enter into contract negotiations with the successful Contractor. If contract negotiations are unsuccessful, HACG will cease negotiations and begin negotiations with the next ranked Contractor and so on.

Selection Criteria

HACG, at its sole discretion, will use the following criteria in determining the most qualified contractor to perform the work for HACG:

- Quoted cost of services (35 points)
- Experience, quality, and performance with similar size and type contracts (25 points)
- Responsiveness/Capacity (20 points)
- References (20 points)

HACG Reservation of Rights

HACG reserves the right to: (a) waive technicalities; (b) reject all proposals, in whole or in part, submitted in response to this RFP; (c) request clarifications from all contractors; and (d) request resubmissions from all contractors.

6. MANDATORY VENDOR SUBMISSION CHECKLIST

Bidders should submit proposals in the following order:

Tab 1: Executive Summary— High-level overview of the contractor's understanding of **HACG property needs** (e.g., curb appeal, safety, high-traffic common areas) and their unique value proposition.

• **Tab 2: Company Qualifications**— Corporate and commercial landscaping licensing, pesticide/herbicide application certifications, history of working with Public Housing Authorities (PHAs) or large multi-family complexes, and financial stability documentation.

• **Tab 3: Technical Plan & Schedule**— Methodology for routine mowing, edging, weeding, seasonal cleanups, fertilization, irrigation management, and emergency storm response, along with a detailed **annual service calendar and route schedule**.

• **Tab 4: Relevant Experience & References**— Minimum of 3–5 case studies of similar size, acreage, or multi-site property contracts, including client contact info for reference interviews.

• **Tab 5: Key Personnel Resumes**— Dedicated resumes and certifications for the Account Manager, Licensed Arborists/Pesticide Applicators, and Crew Foremen demonstrating experience in commercial grounds maintenance and safety protocols.

• **Tab 6: Equipment & Fleet Inventory**— List of company-owned equipment (e.g., commercial mowers, trucks, trailers, specialized tools) available to service the HACG's properties without delay.

• **Tab 7: Quoted Cost of Services**— Itemized price proposal form broken down by property site, routine monthly maintenance fees, and unit pricing for ad-hoc services (e.g., mulch replenishment, tree removal, aeration). **Includes a signed acknowledgment that HACG reserves the right to add properties to the contract scope in the future and will solicit separate price quotes from the contractor for those specific sites based on established unit rates.**
(Attachment B)

• **Tab 8: Required HUD & Local Forms**— All signed certifications, Section 3 compliance plans (HUD economic opportunities), Davis-Bacon prevailing wage

compliance acknowledgments, affidavits, and proof of required commercial liability and workers' compensation insurances.

7. CERTIFICATION REGARDING DEBARMENT

Each contractor must include in his/her proposal a certificate signed by a company officer indicating that neither it nor its principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, **(HUD form 2992).**

8. NON-COLLUSIVE AFFIDAVIT

Each contractor must also include in his/her proposal a signed non-collusive affidavit, a sworn statement that a bidder or vendor attests to, stating they have not colluded with other bidders or vendors in preparing their bid and that their bid is independent**.**

HACG reserves the right to: (a) waive technicalities; (b) reject all proposals, in whole or in part, submitted in response to this RFP; (c) request clarifications from all contractors; and (d) request resubmissions from all contractors.

9. PREVIOUS CONTRACT TERMINATION

The contractor must indicate whether they or any principal officers of the company have had any contract for the provision of products or services like those contemplated in this RFP terminated for default within the last five years. “Terminated for default” shall mean that a notice to stop performance was delivered to the contractor or any of its principal officers due to the contractor’s or any principal officers’ non-performance or inferior performance. If the contractor has had a contract terminated for default in this period, then the contractor must submit full details including the other party’s name, address, and telephone number, and whether the issue of performance was either:

- Not litigated due to inaction on the part of the contractor, or
- Litigated and determined that the contractor was in default, or
- Litigated and determined that the contractor was not in default, or
- Not litigated and settled out of court.

10. WITHDRAWAL OF PROPOSALS

Proposals submitted earlier may be withdrawn by the contractor prior to the proposal due date specified in this RFP. After the proposal’s due date, the proposals cannot be withdrawn by the contractor prior to the award.

11. ACCEPTANCE OF RFP TERMS

Once the proposal's due date has passed, a proposal submitted in response to this RFP shall constitute a binding offer. A submission in response to this RFP acknowledges acceptance by the contractor of all terms and conditions of participation in this procurement as set forth in this RFP. The contractor, by signing the letter of the proposal, certifies that it accepts all of the terms and conditions of participation in this procurement as set forth in this RFP, in full, without reservations, limitations, assumptions, restrictions, caveats, or any other type of qualification, except for those noted in writing and submitted in the proposal.

12. COST OF THE PREPARATION

HACG accepts no obligation for costs incurred by any contractor in the preparation of a response to this RFP.

13. RFP RESPONSE MATERIAL OWNERSHIP

All material submitted regarding the RFP becomes the property of HACG and will not be returned to the contractor.

14. CONTRACT

HACG reserves the right to negotiate, delete or add other provisions consistent with the successful contractor's offer as needed to ensure that the final executed agreement accurately reflects the parties' intent, the procurement/lease, and the award. Any contract awarded under this RFP will be made in accordance with the provisions of this RFP.

Prior to the award, the apparent winning contractor may be required to enter discussions with HACG to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved with ten (10) business days of notification of intent to award or such other period mutually agreed to be the parties, if the negotiations are not finalized within such time frame, the proposal may be rejected and discussions may be initiated with the next highest scoring contractor as set forth in the RFP.

15. INSURANCE

Contractors must have and keep in force during the term of services the following insurance as a minimum and name HACG as an "Additional Insured" by endorsement to the policy.

a. Minimum Commercial General Liability Insurance of $1,000,000.
b. Professional Liability Insurance $1,000,000.

Provide HACG one certified copy of the insurance policy(ies) prior to commencement on the work or services to be provided.

16. EQUAL OPPORTUNITY EMPLOYER

Provide a statement of your firm's affirmative action policy. Prior to being awarded a contract, the contractor will provide HACG with an acceptable Affirmative Action/Equal Opportunity Employment Plan that documents all necessary and required steps to assure equal opportunity under the law.

17. ADVERTISING

In submitting a proposal, the contractor agrees not to use the results from it as a part of any commercial advertising.

18. NOTICES

All notices, demands, requests, and claims pertaining to the award of this RFP must be addressed in writing to:

Terry Gallups
Procurement Manager
The Housing Authority of Columbus, Georgia
PO Box 630
Columbus, GA 31902

Any actual or prospective contractor may protest the solicitation or award of a contract. All protests of the solicitation must be received ten (10) days prior to the proposal closing date. An actual or prospective contractor has ten (10) days to protest after the basis of the protest is known or after the actual or prospective contractor is notified of the award. All bid protests shall be in writing, submitted to the CFO, who shall issue a written decision on the matter. The Chief Executive Officer may, at his/her discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.

19. COMPLIANCE WITH LAW

The contractor shall comply with all applicable Federal, State and local laws, regulations, ordinances and requirements applicable to the work described herein including, but not limited to, those applicable laws, regulations and requirements governing equal employment opportunity programs, subcontracting with small and minority firms, women's business enterprise, and labor surplus area firms, equal opportunity for businesses and unemployed and underemployed persons (as referenced in Section 3 of The Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3)), the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Davis-Bacon Act, and those laws and regulations concerning services for which this RFP is seeking contract, and shall provide for such compliance in the contract documents. To the extent the work required under this contract is related to development, the contractor shall further comply with the applicable Annual Contributions Contract (ACC) related to such development. To the extent such work is related to a mixed finance development, the contractor shall comply with the provisions of 24 CFR § 941.208. The

contractor shall obtain, at the contractor's expense, such permits, certificates, and licenses as may be required in the performance of the work specified.

20. CODE OF CONDUCT

No employee, officer, Commissioner, or agent of HACG shall participate in the selection or in the award or administration of any contract if a conflict, real or perceived, is involved. Such conflict would arise when a substantial financial or other interest in a firm selected is held by:

a. An employee, officer, Commissioner, or agent involved in making the award.
b. Any member of his/her immediate family.
c. His/her partner.
d. An organization in which any of the above is a partner, owner, or significant shareholder (i.e., controls more than 10% of outstanding stock).

HACG officers, commissioners, employees, or agents shall not solicit or accept gratuities, favors, or anything of monetary value from its vendors, suppliers, contractors, potential contractors, or parties to subcontractors, and shall not knowingly use confidential information for actual or anticipated personal gain.

21. FUND LIMITATIONS

HACG will not be bound to any contract (in whole or in part) if HUD has disallowed funding.

22. GOVERNMENT RESTRICTIONS

In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods or services offered, it shall be the responsibility of the successful proposer to immediately notify HACG in writing, specifying the regulation which requires an alteration. HACG reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to cancel the contract at no expense to HACG.

END OF PROPOSAL

Attachment A: Scope of Work

Mowing Service

All turf areas will be mowed as specified. Where possible, Contractor will alternate the direction of mowing in order to prevent "track" marks. Grass clippings will be mulched, unless otherwise specified.

- Mowing heights and patterns will be established according to types of grass present.
- All curbs, sidewalks, drives, and parking areas, to which turf is adjacent, including the city-owned part of the sidewalk, will be edged to provide a crisp clean appearance.
- All curbs, sidewalks, drives, and parking areas will be blown free of debris.
- Debris shall be removed from the property and properly disposed of offsite if appropriate waste containers are not available.

Lawn, Ornamental and Tree Care

All mowing and edging shall be completed on each visit as scheduled above. Mowing height and shrub maintenance will be based upon what is horticulturally applicable for the turf and plant variety onsite, considering the current season. Beds and sidewalks will be edged every scheduled visit during the entire year.

Trimming of shrubs, ground cover and ornamental grasses will be conducted once each month in the growing season. Pruning shall be limited to removal of normal growth. Special attention shall be given to the trimming and pruning of Crepe Myrtles on HACG properties. Crepe Myrtles shall be pruned mid-February through mid-March. Shoots emerging from below the ground at the base shall be dug out. Dead, damaged, diseased, crossing, or rubbing branches shall be removed. Each tree shall have three (3) to Five (5) main trunks.

All shrubbery that abuts windows shall be cut to six (6) inches below the windowsill to allow for 3 inches of growth before trimming again. Pruning of limbs with pole saw and/or loppers in Winter (January) of each year. Leaf and limb removal will take place in the fall during each scheduled visit as indicated above. HACG requests that seasonal flowers be placed in front of signs and office twice per year.

Pine Straw and Mulch Application

(Pine bark or pine straw to be furnished by Contractor)

- Spring Application: Mulch application to be applied in March/April to the common areas of the properties and around the offices at each property. The mulch beds should be a minimum of three (3) inches thick. Pine straw of the finest quality will be fresh, clean, and free of debris and litter and will be placed around the residences. Each bed will have three (3) inches of straw in them. Beds will be edged with distinctive edge or ridge to enhance appearance. Excess spill straw will be cleaned up and removed from the site.
- Fall Application: Mulch application to be applied in September/October to the common areas of the properties and around the offices at each property. The mulch beds should be a minimum of three (3) inches thick. Pine straw of the finest quality will be fresh, clean, and free of debris and

litter and will be placed around the residences. Each bed will have three (3) inches of straw in them. Beds will be edged with distinctive edge or ridge to enhance appearance. Excess spill straw will be cleaned up and removed from the site.

**When mulch application is installed, the pine straw will be tucked or piped/crimped behind all sidewalks and curbs. This will result in a crisp, neat border without having the pine straw hanging over the curb or lying on the sidewalk.*

Weed control

The ornamental beds and lawn will be examined for the presence of weeds and application of chemicals will be warranted with the combination of hand removal on each scheduled visit.

- **Playground Vegetation Removal:** For properties with playgrounds, the Contractor shall remove all weeds and vegetation from the playground areas on each scheduled visit. **All playground weeds must be pulled strictly by hand. The use of chemical herbicides, pesticides, or any chemical weed controls is strictly prohibited within and immediately surrounding the playground boundaries.**
- Pre-emergence: This type of control will be used two times per year in the fall and winter as described in our Lawn Care Fertilization Plan. See schedule for dates. Pricing is not included (see chart).
- Post-emergence: This type of control will be conducted in combination with our fertilization applications and will control broadleaf weeds with selective herbicides as described below. Applications will be performed as needed to maintain a professional appearance. Pricing is not included (see chart).

Fertilization

Turf shall be fertilized, as warranted, by a commercial fertilizer. Three applications per growing season will be conducted by a licensed professional. See schedule for dates. Pricing is not included (see chart).

Fungicide

The company will recommend legally approved fungicides to control disease-causing damage when necessary. All applications will be conducted by a licensed professional. These charges are not included in base proposal.

Pesticide

The company will recommend legally approved pesticides to control disease-causing damage when necessary. All application will be conducted by a licensed professional. These charges will be billed outside of the proposal.

Irrigation
Any damages to the irrigation equipment caused by the company during maintenance operations

shall be the responsibility of the company without charge. Faulty equipment, vandalism, or accidental damage caused by other parties shall be reported promptly to the owner. In such an instance, all labor and parts will be the responsibility of the owner.

Clean Up

Removal of turf and ornamental clippings and any other debris and trash from the property will be collected and disposed of by the company. A commercial blower will be used to ensure that all access areas, including parking and walking areas, are neat and presentable.

Damage to Property

The Contractor shall take all necessary precautions to protect the property during the performance of services. The Contractor assumes full financial responsibility for the repair or replacement of any damage to existing structures, vehicles, lawns, or landscaping features resulting from the negligence or actions of the Contractor's team. Repairs must match existing materials and workmanship and must be completed promptly.

Mowing Services Schedules

- Growing Season (April 1 – October 31): Mowing Service will be performed on a weekly basis.
- Dormant Season (November 1 – March 31): Mowing Service will be performed on an as needed or requested schedule.

The properties should be visited weekly throughout the year. During the dormant season, the contractor should focus on structural maintenance, plant health, and property cleanup. These activities include:

- Raking, blowing, and mulching fallen leaves to prevent them from smothering the turf and trapping moisture, which causes fungal diseases.
- Removing fallen branches, twigs, and storm debris from lawns, beds, and hardscapes.
- Clearing leaves and muck from downspouts after the final leaf drop to prevent winter ice dams or water damage.
- Trimming deciduous trees and shrubs (like crepe myrtles, roses, and fruit trees) while they are dormant to promote structural strength and vigorous spring blooming.
- Cutting back dead stalks of ornamental grasses and perennials to ground level to keep beds tidy and allow fresh spring growth.
- Deep-edging landscape beds and tree rings with a spade to lock in clean lines before spring.
- Pulling winter weeds and applying a pre-emergent herbicide to prevent spring weed seeds from germinating.
- Applying a fresh layer of mulch to insulate plant roots from freezing temperatures and retain soil moisture.
- Applying a late-fall or early-winter fertilizer high in potassium to promote deep root growth and cold tolerance (depending on grass type).
- Testing soil pH and applying lime if necessary, as winter gives the pelletized lime plenty of time to break down and amend the soil.

During periods of rainfall or drought it will be discussed as needed.

Attachment B: Price Proposal Form

Part 1: Routine Monthly Maintenance (Base Properties)
Contractor must provide a flat monthly fee for routine services (mowing, edging, weeding, blowing) for the existing properties listed below.

Property Name & Address	Monthly Routine Fee	Annualized Cost (Monthly x 12)
Banks at Mill Village	$_____	$_____
Patriot Pointe	$_____	$_____
Columbus Commons	$_____	$_____
Arbor Pointe I	$_____	$_____
Arbor Pointe II	$_____	$_____
Arbor Pointe III (the Cottages)	$_____	$_____
TOTAL BASE PORTFOLIO COST	$_____	$_____

Part 2: As-Needed / Ad-Hoc Unit Pricing
These unit rates will be used for extra services on existing properties and will serve as the baseline benchmark when negotiating prices for newly added properties.

Service Description	Unit of Measure	Unit Cost
Mulch Delivery & Installation	Per Cubic Yard	$_____
Pine Straw Delivery & Installation	Per Bale	$_____
Core Aeration & Overseeding	Per 1,000 Sq. Ft.	$_____
Fertilizer / Herbicide Application	Per 1,000 Sq. Ft.	$_____
Tree Trimming / Canopy Lifting	Per Crew Hour	$_____
Emergency Storm Cleanup (Labor + Equip)	Per Crew Hour	$_____
Bushhogging / Rough Acreage Mowing	Per Acre	$_____

Part 3: Future Property Additions Acknowledgment

By signing below, the Proposer acknowledges that the Housing Authority of the City of Columbus, Georgia (HACG) reserves the right to add new or additional properties to this contract at any time during the contract term. As new properties are added to the portfolio, HACG will solicit a written price proposal from the Contractor for those specific sites. Pricing for new sites must align with the established unit rates and comparable property sizing provided in this proposal.

Company Name: _____
Authorized Representative Signature: _____

Attachment C: List of Properties

Arbor Point I
1312 Gazebo Way
Columbus, GA 31903

Arbor Pointe II
1312 Gazebo Way
Columbus, GA 31903

Cottages III
1312 Gazebo Way
Columbus, GA 31903

The Columbus Commons
500 5th Avenue
Columbus, GA 31902

Patriot Pointe Apartments
3725 Chapman Way
Columbus, GA 31903

Banks at Mill Village
110 21st St
Columbus, GA 31901

**** Future Property Expansion: Statement acknowledging that HACG may add properties to the contract scope in the future and will solicit separate price quotes from the contractor for those specific sites as they arise.**