

Kodiak Island Housing Authority



REQUEST FOR PROPOSAL RFP # 25-05 Lawn Care Services

June 2025

Prepared By:

Kodiak Island Housing Authority
Procurement Department
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REQUEST FOR PROPOSAL
RFP # 25-05
Lawn Care Services

Kodiak Island Housing Authority (KIHA) is soliciting proposals from qualified firms or individuals to provide lawn care services at various KIHA-managed properties across Kodiak Island, Alaska. The selected contractor will be responsible for mowing, weed whacking, and disposal of clippings two (2) times per month at each location specified herein. Additional KIHA properties or services may be added to the scope of work on an as-needed basis, with pricing and terms to be negotiated individually.

1) SCOPE OF WORK

- a) The successful proposer shall:
 - i) Mow all lawn areas.
 - ii) Weed whack perimeters, fence lines, and building bases.
 - iii) Dispose of all clippings off-site appropriately.
 - iv) Provide services twice per month during the growing season (approximately June-September, weather dependent).
- b) Properties Requiring Service:

Property	Address
Woodside Manor Six Buildings and Family Investment Center	2815 Woody Way Drive
Heritage Heights One Building	514 Mill Bay Road
Harbor View Apartments Two Large Apartment Buildings	201 Kashevaroff Circle
Cliffwood Apartments Four Apartment Buildings	1311, 1313, 1319, 1321 Selief Lane
Lilly Way Apartments Three Apartment Buildings	264 Lilly Way
Sharatin Road Apartments Two Buildings and a Tri-plex	3489 and 3583 Sharatin Road
KIHA Main Office KIHA Office Building	3137 and 3181 Mill Bay Road
Selief Four-Plex	1225 Selief Lane
Life Builders	1110 Madsen Ave
Stellar Heights Tri-plex	1116 East Rezanof

2) PROPOSAL REQUIREMENTS

- a) Proposals must include:
 - i) Completed Price Proposal Form
 - ii) Documentation for Indian Preference eligibility (if applicable)
 - iii) Certificate of Insurance (or commitment to provide upon award)
 - iv) Copy of Alaska Business License
 - v) Non-Collusive Affidavit

3) EVALUATION CRITERIA

- a) Proposals will be evaluated based on the following criteria:
 - Total Proposed Cost – 50pts
 - Experience and Qualifications – 25pts
 - References – 10pts
 - Indian Preference – 15pts
 - Total possible points – 100pts

4) CONTRACT TERMS

- a) Term: One (1) growing season (June-September), with option to extend at KIHA's discretion.
- b) Contractor must comply with all applicable local, state, and federal regulations.
- c) Davis-Bacon wage reporting and certified payrolls will be required where applicable.
- d) Contractor must maintain insurance coverage throughout the contract term.

5) PROPOSAL SUBMISSIONS

- a) Provide a per-visit price. Each property will receive two (2) service visits per month, June through September (approximately 8 visits total)
- b) Questions are encouraged and must be sent in writing to the Procurement Department at procurement@kiha.org no later than May 31, 2025. Responses will be shared with all known interested parties.
- c) Proposals must be received no later than June 4, 2025, at 2:00pm AKDT
- d) Hardcopy: Proposals must be delivered to:
 - i) Kodiak Island Housing Authority
 - ii) Attn: Procurement Department
 - iii) 3137 Mill Bay Road, Kodiak, AK 99615
 - iv) Clearly marked: "LAWN CARE SERVICES RFP 25-05"
- e) Email: Proposals may be emailed to procurement@kiha.org and must be received no later than the deadline, according to the time received by KIHA's email server.
- f) Late proposals will not be accepted.
- g) KIHA reserves the right to reject any and all proposals.
- h) Award notice to be given by Friday June 6th, 2025

It is the responsibility of the bidder to verify they have all parts of the RFP, including any addenda.

****KIHA will not reimburse for any costs associated with preparing a response to this RFP.****

6) AMERICAN INDIAN/ALASKA NATIVE PREFERENCE

- a) Preference shall be given to qualified Indian-owned economic enterprises and individuals pursuant to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. –§ 450e(b)).
- b) To qualify for Indian preference, proposals must include documentation evidencing:
 - i) At least 51% Indian ownership, and
 - ii) Evidence of substantial Indian control and management of the enterprise.
- c) If a qualified Indian-owned firm submits a responsive proposal within 10% of the lowest responsive proposal, KIHA shall award the contract to that firm. If no qualified Indian-owned firm is within 10%, the contract shall be awarded to the responsible proposer submitting the lowest responsive proposal.

7) DAVIS BACON APPLICABILITY

- a) This project is classified as routine maintenance and is not subject to Davis-Bacon wage requirements. Services such as lawn mowing, trimming, and seasonal yard care are excluded from Davis-Bacon under HUD guidance unless the work is part of a broader construction project or includes activities classified as construction (e.g., irrigation installation, land grading, or structural landscaping).
 - i) If it is later determined that any component of the contracted services qualifies as construction under federal regulations, KIHA reserves the right to require certified payroll and Davis-Bacon compliance for that specific portion of the work.

8) ADDITIONAL NOTES

- a) KIHA reserves the right to reject any or all proposals.
- b) KIHA reserves the right to waive informalities in any proposal.
- c) KIHA may cancel this solicitation at any time.
- d) The contractor shall not assign or transfer any interest in the contract without prior written consent of KIHA.
- e) All work shall be performed in a professional manner consistent with industry standards.