

# Kodiak Island Housing Authority



## REQUEST FOR QUOTE RFQ # 26-02 Lawn Care Services

**June 2026**

Prepared By:

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## REQUEST FOR QUOTE RFQ # 26-02 Lawn Care Services

Kodiak Island Housing Authority (KIHA) is soliciting quotes from qualified firms or individuals to provide lawn care services at various KIHA-managed properties across Kodiak Island, Alaska. The anticipated contract term is two (2) growing seasons (2026 and 2027), with an optional extension for 2028. 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 properties or services may be added by mutual written agreement between KIHA and Contractor.

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) QUOTE REQUIREMENTS

- a) Quotes must include:
  - i) Completed Price Quote Form
    - (1) Price per visit for each individual season (2026, 2027, and optional 2028)
  - 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) BASIS OF AWARD

- a) Award will be made to the responsible and responsive quoter whose quote is determined to be most advantageous to KIHA, based primarily on total cost
- b) KIHA reserves the right to consider contractor expertise, past performance, and ability to perform the work as required
- c) Indian Preference will be applied in accordance with Section 7(b)

4) CONTRACT TERMS

- a) Term: The initial term of the contract shall be two (2) growing seasons (June – September), beginning in 2026 and continuing through 2027.
- b) Seasonal Extension: KIHA reserves the right to extend services beyond September in any contract year if weather or growing season conditions require additional services.
  - i) Any seasonal extension of services beyond September in a given contract year shall be billed at the same per-visit or pro-rated monthly rate as established in the Contractor's accepted quote for that specific year. No additional charges or rate increases will be allowed for extended service periods
- c) KIHA reserves the sole discretion to extend the agreement for one (1) additional growing season of June 1, 2028 - September 30, 2028, based on contractor performance and funding availability
- d) Contractor must comply with all applicable local, state, and federal regulations.
- e) Contractor must maintain insurance coverage throughout the contract term.

5) SERVICE COORDINATION

- a) Scheduling and notification requirements
  - i) Contractor shall provide KIHA with a minimum of five (5) business days advance notice identifying
    - (1) Anticipated service dates
    - (2) Properties scheduled for service
    - (3) Any known scheduling or access concerns
  - ii) KIHA will utilize this information to notify tenants and staff of upcoming lawn care activities and request vehicles be parked appropriately to reduce risk of damage and maintain access to lawn areas
- b) Property damage responsibility
  - i) Contractor shall exercise care to avoid damage to vehicles, structures, landscaping, utilities, and tenant property during operations
  - ii) Contractor shall be responsible for damage caused by mowing equipment, flying debris, improper trimming practices, or negligent operations

6) QUALITY CONTROL

- a) Pre-season site walkthrough
  - i) Following award and prior to commencement of services, the selected contractor shall participate in a mandatory walkthrough of each KIHA property with KIHA staff. The walkthrough will be used to review
    - (1) Property boundaries and service areas
    - (2) Lawn care expectations and quality standards
    - (3) Areas requiring special care or restricted equipment operation
    - (4) Debris concerns and cleanup expectations
    - (5) Vehicle and tenant access concerns
    - (6) Safety expectations and communication procedures
- b) Deficient work and reperformance
  - i) Failure to provide required notice may result in delayed approval of services, rescheduling at KIHA discretion, or rejection of completed work
  - ii) Contractor shall return and correct any incomplete, deficient, rushed, or unsatisfactory work identified by KIHA at no additional cost to KIHA
  - iii) Repeated deficient performance, unresolved quality concerns, excessive debris discharge, missed service areas, property damage, or recurring tenant complaints may be considered nonperformance and grounds for withholding payment or termination of the agreement

7) SERVICE ACCEPTANCE AND INVOICING

- a) Upon completion of services at each property, Contractor shall notify KIHA that the property is ready for inspection
- b) KIHA will conduct a quality control review within two (2) business days of notification
- c) Services shall not be considered accepted until reviewed and approved by KIHA
- d) Contractor may not invoice for completed services until KIHA approval has been issued
- e) KIHA reserves the right to require reperformance of deficient work prior to invoice approval

8) QUOTE 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](mailto:Procurement@kiha.org) no later than Monday May 25, 2026. Responses will be shared with all known interested parties.
- c) Quotes must be received no later than Wednesday May 27, 2026, at 2:00pm AKDT
- d) Hardcopy: Quotes 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 RFQ 26-02"
- e) Email: Quotes may be emailed to [Procurement@kiha.org](mailto:Procurement@kiha.org) and must be received no later than the deadline, according to the time received by KIHA's email server.
- f) Late quotes will not be accepted.
- g) KIHA reserves the right to reject any and all quotes.

h) Award notice to be given by May 29, 2026

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

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

9) 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, quotes 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 quote within 10% of the lowest responsive quote, 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 contractor submitting the lowest responsive quote.

10) 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.

11) ADDITIONAL NOTES

- a) KIHA reserves the right to reject any or all quotes.
- b) KIHA reserves the right to waive informalities in any quote.
- 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.