

Housing Authority of the City of Superior, Wisconsin  
1219 NORTH EIGHTH STREET  
P.O. Box 458  
SUPERIOR, WI 54880  
PHONE: 715-394-6601 FAX: 715-394-3512 WI RELAY: 7-1-1



*Meeting the  
community's need  
for affordable, safe,  
quality housing.*

February 11, 2025

Re: Lawn Care Services for Superior Housing Owned/Managed Properties

To Whom It May Concern:

The Superior Housing Authority (SHA) is accepting price quotations from qualified lawn care service companies until **3:30 p.m., local time, Tuesday, March 11, 2025**. Price quotations received after the above stated time and date will not be considered.

Price quotations (two pages) must be completed on the provided form, marked as "Lawn Care Services" attention Pam Benson, Executive Director, and delivered or mailed to the Superior Housing Authority Administration Building, 1219 N. 8th Street, P.O. Box 458 Superior, Wisconsin 54880 or emailed to Rhonda Berg, Confidential Office Manager at [rhonda@superiorhousing.org](mailto:rhonda@superiorhousing.org). Request for Quote is also available on our website at [superiorhousing.org](http://superiorhousing.org).

Companies are encouraged to provide any additional price structures that would be of benefit to the SHA and should be attached to the quote form.

The intent of the SHA is to award contract(s) to qualified companies to create firm fixed pricing for the specified time period to perform lawn care services for the Superior Housing Authority.

If you have any questions regarding this request for quotes, please feel free to contact Adam Ferg, Director of Technical Services, at (715) 718-8143.

Sincerely,

Pam Benson  
Executive Director

CC: Adam Ferg



**REQUEST FOR QUOTES  
SHA-M25-002**

**For  
Lawn Care Services**

**for**

**Superior Housing Authority  
Owned/Managed  
Properties**

Superior Housing Authority  
1219 N. 8<sup>th</sup> Street  
P.O. Box 458  
Superior, WI 54880  
Phone: (715) 394-6601  
Fax: (715) 394-3512

# INSTRUCTIONS TO BIDDERS

## 1. PROPOSAL PREPARATION AND SUBMISSION

(a) Contractors are expected to examine the specifications and all instructions. Failure to do so will be at the contractor's risk.

(b) All quotations must be submitted on the forms provided by the Authority. Contractors shall furnish all information required by the solicitation. Quotations must be signed and the contractor's name typed or printed on the form.

## 2. RESPONSIBILITY OF PROSPECTIVE CONTRACTOR

(a) The Authority will award contracts only to responsible prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a supplier, the Authority will consider such matters as the supplier's:

- (1) Integrity;
- (2) Compliance with public policy;
- (3) Record of past performance;
- (4) Financial and technical resources

(b) Before a quote is considered for award, the contractor may be requested by the Authority to submit a statement or other documentation regarding any of the items in paragraph (a) above. Failure by the contractor to provide such additional information shall render the contractor non-responsive and ineligible for award.

## 3. LATE SUBMISSIONS

(a) Any quote received at the place designated in the solicitation after the exact time specified for receipt will not be considered.

## 4. BID PROTESTS

(a) Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Statement. Any protest against a solicitation must be received before the due date for receipt of bids or quotations, and any protest against the award of a contract must be received within ten calendar days after contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer who shall issue a written decision on the matter. The Contracting Officer may, at his or her discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.

## 5. CONTRACT AWARD

(a) The Authority will evaluate quotes in response to this solicitation without discussion and will award a contract to the responsive contractor(s) whose quote, conforming to the solicitation, will be most advantageous to the Authority considering the criteria specified in the solicitation. The Authority reserves the right to accept or reject any or all quotes and to waive any defects or technicalities therein and to award the contract in their best interest.

(b) The submission of a quote shall constitute an acknowledgment upon which the Superior Housing Authority may rely that the Bidder has thoroughly examined and is familiar with the contract documents. The failure or neglect of a Bidder to receive or examine any of the contract documents shall in no way relieve him/her from any obligations with respect to the Quote. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document. All Superior Housing Authority contract documents and terms and conditions shall apply to this contract.

(c) A written award shall be furnished to the successful contractor(s) within thirty (30) calendar days for acceptance and shall result in a binding contract without further action by either party.

(d) The SHA reserves the right to award a contract to more than one (1) contractor to meet the on-going needs of lawn care services.

## STATEMENT OF WORK

The Superior Housing Authority (SHA) is pursuing a Lawn Care Services contract with qualified contractors to provide lawn care services for Superior Housing Authority owned/managed properties; including: **AMP I: Park Place, Scattered Elderly, and Scattered Family; AMP II: Catlin Court, Bayview, and the Billings Park Villa.**

This contract is to assist the Housing Authority in its efforts to complete lawn mowing services within its developments as needed.

The decision to use the lawn care services will come from the Executive Director or his/her designee and will be used on an "as needed" basis.

This RFQ applies to the Superior Housing Authority's owned/managed properties.

Contractor and SHA to work collaboratively to set lawn service schedule.

Firm-fixed pricing is required on all quotes related to lawn mowing services.

This contract will apply to the following properties:

AMP I Properties include (tax-exempt):

- Park Place Property
- Scattered Elderly Properties (4 locations)
- Scattered Family Properties (duplex - 1 location)
- Billings Park Villa Properties

The SHA may request individual quotes on additional single-family homes and/or duplexes as needed.

Managed Properties include (taxable):

- Catlin Court LLC Properties
- Bayview LLC Properties

It is the intent of the Authority to enter into an agreement with a contractor(s) for the following contract periods: Year 1 - April 1, 2025 through December 31, 2025; Year 2 - April 1, 2026 through December 31, 2026; Year 3 - April 1, 2027 through December 31, 2027. The 2<sup>nd</sup> and 3<sup>rd</sup> year options to continue this contract may be granted, conditional upon Housing Authority approval and satisfactory performance during the previous contract period.

## SCOPE OF WORK

The Superior Housing Authority is accepting quotations for lawn care services at all AMP I and Managed properties. All work is as follows, but not limited to:

- ▶ Clean-up and remove any garbage and debris that is in the way of mowing operations.
- ▶ Move resident items such as grills, bicycles, toys etc. in the way of mowing.
- ▶ Mow all areas in the individual development being worked on.
- ▶ Mower decks to blow away from buildings.
- ▶ Contractor responsible for any damage caused to SHA or resident property.
- ▶ Weed-eat all areas not accessible with mowers and around trees, shrubs, buildings, poles, etc.
- ▶ All equipment, fuel, tools, labor and supplies shall be provided by the Contractor.
- ▶ Prices shall be firm, fixed and per development or site.

All work shall be subject to Superior Housing Authority inspection and acceptance.

Question can be answered by contacting Adam Ferg, Director of Technical Services, at (715) 718-8143 or (218) 213-5975 (cell).

The Contractor is responsible to field verify proposed work.

The Owner reserves the right to reject any or all quotes and to waive informalities. Quotes will be considered good for the remainder of the mowing season. Unless otherwise specified, all prices are firm-fixed prices, which are not subject to adjustment based on costs incurred.

**Lawn Care Services for SHA  
 Owned/Managed Properties**  
 Page 1 of 2

Complete the following required information:

SITE	MOW ONLY (per occurrence)	MOW & TRIM (occurrence)
<b>AMP 1 (tax-exempt)</b>		
Park Place	\$	\$
Kreips Manor	\$	\$
Howe Manor	\$	\$
Idziorek Manor	\$	\$
Johnson Manor	\$	\$
1621/1623 N. 22 <sup>nd</sup> St. (Scattered Family) (Duplex)	\$	\$
Billings Park Villa		
<b>Managed Properties</b>		
Catlin LLC (Area A) - taxable	\$	\$
Bayview LLC - taxable	\$	\$
<b>OTHER</b>		
Catlin (Area B) tax-exempt	\$	\$
Hourly rate to provide lawn care services at other SHA affiliated properties, not included in this RFQ	\$	\$

**Site maps included within the original RFQ.**

**Catlin LLC Area "A" – taxable and to be billed to Catlin LLC, 1219 N. 8<sup>th</sup> Street, Superior, WI 54880**

**Bayview LLC – taxable and to be billed to Bayview LLC, 1219 N. 8<sup>th</sup> Street, Superior, WI 54880**

**Catlin Area "B" – tax-exempt and to be billed to Superior Housing Authority, 1219 N. 8<sup>th</sup> Street, Superior, WI 54880**

Explain any increased costs due to work completed on weekends and holidays.

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Provide any additional information that may apply to the work specified that would assist the Authority in awarding the contract to your firm. (Method of work, response time, etc.)

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The Superior Housing Authority (SHA) is accepting price quotations from qualified lawn care service companies until **3:30 p.m., local time, Tuesday, March 11, 2025**. Quotes shall be read aloud. Price quotations received after the above stated time and date will not be considered.

I/we have examined the contract documents and have checked the same in detail before submitting this quote. I have full authority to make such statements and submit this quote and identify that all statements are true, correct and complete.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name (type or print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email Address

**REQUIRED SUBMISSIONS**

The following documents must be submitted with the bid:

- Quote form (2 pages) included in this RFQ.
- Five References on form provided in RFQ.
- Insurance Certificate.
- Debarment Certification Form.



## QUOTATIONS

The contractor shall provide, in the submitted quote, firm fixed pricing for services requested. **Quotes are to be submitted in a sealed envelope, labeled "Lawn Care Services." or emailed to Rhonda Berg, Confidential Office Manager, rhonda@superiorhousing.org.** The Superior Housing Authority (SHA) is accepting price quotations from qualified lawn care service companies until **3:30 p.m., local time, Tuesday, March 11, 2025.** Quotes shall be read aloud. Price quotations received after the above stated time and date, will not be considered.

Please contact **Adam Ferg, Director of Technical Services, at (715) 718-8143 (office), or (218) 213-5975 (cell phone)** to ask questions or to visit a site.

## PAYMENT

The Contractor shall be paid upon completion of work. All invoices shall be paid by the Authority within 30 days of submittal. The invoice must include a complete breakdown itemizing the items listed on the attached quote form.

## INSURANCE

- (1) Workers' Compensation, in accordance with state or Territorial Workers' Compensation laws.
- (2) Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$1,000,000 per occurrence to protect the Contractor and each subcontractor against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (3) below. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion date of the Contract.
- (3) Automobile Liability on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$1,000,000 per occurrence.
- (4) A Certificate of Insurance must be submitted to the SHA prior to performing any work.

## LICENSING

All Contractors shall be licensed Contractors for the State, City or local in which the work is to be performed and shall provide evidence of same before signing of contracts, if required by the City of Superior. **NOT APPLICABLE TO THIS CONTRACT.**

## **MAINTENANCE WAGE RATE DECISION**

The attached Maintenance Wage Rate Decision, HUD Form-58158, effective January 1, 2025, is included in this RFQ and shall apply to this contract. The attached Maintenance Wage Rate Decision will be in effect through December 31, 2026. The successful contractor must pay at a minimum, the Contracted routine maintenance Lawn Care Technician rate as indicated on the Maintenance Wage Rate Decision.

Maintenance Wage Rate Decisions are updated prior to their expiration date and will be reviewed with the successful contractor(s) prior to agreeing to a contract extension.

## **INSPECTION**

Any and all work completed and in progress at the Authority's developments may be subject to inspection by the Authority's personnel for the benefit of the Authority. The contractor is responsible for the performance of the work according to the contract and SHA inspection does not absolve the contractor from the responsibility of performing the work under the contract.

All lawn mowing services shall be subject to inspection and acceptance by the SHA. Payment will be made upon satisfactory completion of all work requested by the SHA.

# TERMS AND CONDITIONS

## **A. CONFLICT OF INTEREST**

The contractor certifies by acceptance of this order that no related official, during his or her tenure or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof. The term "related official" means any: 1) member, officer, or employee of the Housing Authority, 2) member of the governing body of the locality in which the Housing Authority was activated, 3) member of the governing body of the locality in which the project is situated, and 4) other public official of such locality(ies) who exercises any functions or responsibilities with respect to the project.

## **B. GRATUITIES, KICKBACKS, AND USE OF CONFIDENTIAL INFORMATION**

SHA officers, employees or agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts, and shall not knowingly use confidential information for actual or anticipated personal gain.

## **C. PROHIBITION AGAINST CONTINGENT FEES**

Contractors shall not retain a person to solicit or secure an SHA contract for a commission, percentage, brokerage, or contingent fee, except for bona fide employees or bona fide established commercial selling agencies.

## **D. EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this contract, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap, in accordance with 24 CFR part III.

## **E. SCOPE OF SERVICES**

Services shall be completed as per Request for Quotes (RFQ) and as per quote as accepted by the Superior Housing Authority.

No changes to the Contract Documents shall be made except by written order from the Contracting Officer. Requests for changes must be made in writing directed to the Contracting Officer. The Contracting Officer shall reply within 10 calendar days from receipt with his/her decision for acceptance or denial of Contractors request.

## **F. DELIVERY**

If the Contractor refuses or fails to make deliveries of the supplies or services within the time specified, the Housing Authority may, by written notice, terminate the Contractor's right to proceed with deliveries or services.

## **G. PRICES**

Unless otherwise specified, all prices are firm-fixed prices, which are not subject to adjustment based on costs incurred.

## **H. GENERAL CONDITIONS, INSURANCE AND LABOR STANDARDS**

All OSHA federal, state and local regulations apply to this contract.

## **I. CONTRACT TERMINATION AND DISPUTES**

The Contracting Officer may terminate this contract in whole, or in part, whenever the Contracting Officer determines that such termination is in the best interest of the Authority. Any such termination shall be affected by delivery to the Contractor of a Notice of Termination specifying the extent to which the performance of the work under the contract is terminated, and the date upon which such termination becomes effective.

Disputes shall be resolved as determined by the Superior Housing Authority's Procurement Policy and Procedures.

The Superior Housing Authority shall operate under all Federal, State and Local regulations.

Disputes should be directed to:

Adam Ferg  
Director of Technical Services  
Superior Housing Authority  
1219 N. 8th Street  
Superior, Wisconsin 54880

## REFERENCES

Below, give the names of at least five (5) businesses you have provided lawn care services for.

Business Name	Address	Contact Name	Phone number and email address	Years' service provided

SUPERIOR HOUSING AUTHORITY  
1219 N. 8th STREET  
SUPERIOR, WISCONSIN 54880  
(715) 394-6601

Contract # **SHA-M25-002**

**FORM OF CONTRACT**

**THIS AGREEMENT** made this 1<sup>st</sup> day of April, 2025 by and between **Contractor** doing business under the laws of the State of Wisconsin hereinafter called the "Contractor" and the Superior Housing Authority, called the "SHA."

**WITNESSETH:** That the Contractor and SHA for the consideration stated herein mutually agree as follows:

**ARTICLE 1. Statement of Work.** The Contractor shall furnish all labor, materials, equipment and services, and perform and complete all work required for **Lawn Care Services for Superior Housing Authority Owned/Managed Properties.**

Materials and workmanship to be accomplished as per specifications attached hereto and incorporated herein by reference and made a part hereof.

**ARTICLE 2. The Contract Price.** The SHA shall pay the Contractor for the performance of the Contract, in current funds, subject to additions and deductions as provided in the Specifications, the quoted sum as accepted by the SHA.

**ARTICLE 3. Contract Documents.** The Contract shall consist of the following component parts:

- A. This instrument
- B. RFQ
- C. HUD-52158 Maintenance Wage Rate Determination, effective 1-1-25
- D. Quote as accepted by SHA

**ARTICLE 4. Contract Period.** The Contract period shall begin April 1, 2025 through December 31, 2025.

This instrument together with the other documents enumerated in Article 3, which said other documents are as fully a part of the contract as if hereto attached or herein repeated, form the Contract. Up to two (2) one-year options to continue this contract may be granted, conditional upon Housing Authority approval and satisfactory performance during the previous contract period.

**WITNESS WHEREOF,** the parties hereto have caused this Instrument to be executed in two (2) original counterparts as of the day and year first above written.

Contractor  
Address  
City, State, Zip

Superior Housing Authority  
1219 N 8<sup>th</sup> Street  
Superior, WI 54880

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Director of Technical Services

**HUD-52158  
Maintenance Wage Rate Determination**

**U.S. Department of Housing and Urban Development  
Office of Davis-Bacon and Labor Standards**

Issuance of a Maintenance Wage Rate Determination to a Public Housing Agency, Tribally Designated Housing Entity, or the Department of Hawaiian Home Lands (collectively "Local Contracting Agencies" or "LCAs") does not require the LCA to submit any materials to HUD upon receipt. Issuance of this form sets an obligation on the receiving LCA to pay no less than the HUD-determined or adopted prevailing wage rates to maintenance laborers and mechanics employed in the LCA's operation of certain Public and Indian housing projects. This requirement is set by statute pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended (42 USC § 1437j(a)), and Sections 104(b) and 805(b) of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA), as amended (25 USC § 4114(b) and 25 USC § 4225(b), respectively.)

<b>Agency Name:</b> Superior Housing HA 1219 N 8th St Superior WI 54880	<b>DBLS Agency ID No:</b> WI001	<b>Wage Decision Type:</b> <input checked="" type="checkbox"/> Routine Maintenance <input type="checkbox"/> Nonroutine Maintenance
	<b>Effective Date:</b> January 1, 2025	<b>Expiration Date:</b> December 31, 2026

The following wage rate determination is made pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended (Public Housing Agencies), or pursuant to Section 104(b) of the Native American Housing Assistance and Self-Determination Act of 1996, as amended (Tribally Designated Housing Entities), or pursuant to Section 805(b) of the Native American Housing Assistance and Self-Determination Act of 1996, as amended (Department of Hawaiian Home Lands). The Agency and its contractors shall pay to maintenance laborers and mechanics no less than the wage rate(s) indicated for the type of work they actually perform.

LORETTA SZWEDUIK  
Digitally signed by: LORETTA SZWEDUIK  
 DN: cn=LORETTA SZWEDUIK c=US o=U.S. Government OU=Department of Housing and Urban Development, Office of Administration  
 Date: 2024.10.31 14:03:39 -0500

DBLS Staff Signature  
 Loretta Szweduik, Sr Labor Standards Specialist

Name and Title

October 31, 2024  
 Date

WORK CLASSIFICATION(S)	HOURLY WAGE RATES	
	BASIC WAGE	FRINGE BENEFIT(S) (if any)
Working Foreman	\$29.55	As defined by HA
Maintenance Mechanic	\$23.06	As defined by HA
Maintenance Mechanic I	\$17.56	As defined by HA
Maintenance Mechanic II	\$19.32	As defined by HA
Laborer	\$17.17	As defined by HA
Custodian	\$17.17	As defined by HA
CONTRACTED ROUTINE MAINTENANCE		
Lawn Care Technician	\$17.17	n/a

**DEBARMENT CERTIFICATION FORM**

The Contractor certifies that, neither the Contractor firm nor any owner, partner, officer, or principal of the Contractor:

- a. Is presently debarred or suspended from covered transactions by any federal or state department/agency;
- b. Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract (federal, state, or local); violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) above; or
- d. Has within a three-year period preceding this certification had one or more public transactions or contracts (federal, state or local) terminated for cause or default.
- e. The Contractor is "Actively" registered with SAMS (Service for Award Management), and has been assigned the following DUNS Number:  
\_\_\_\_\_.

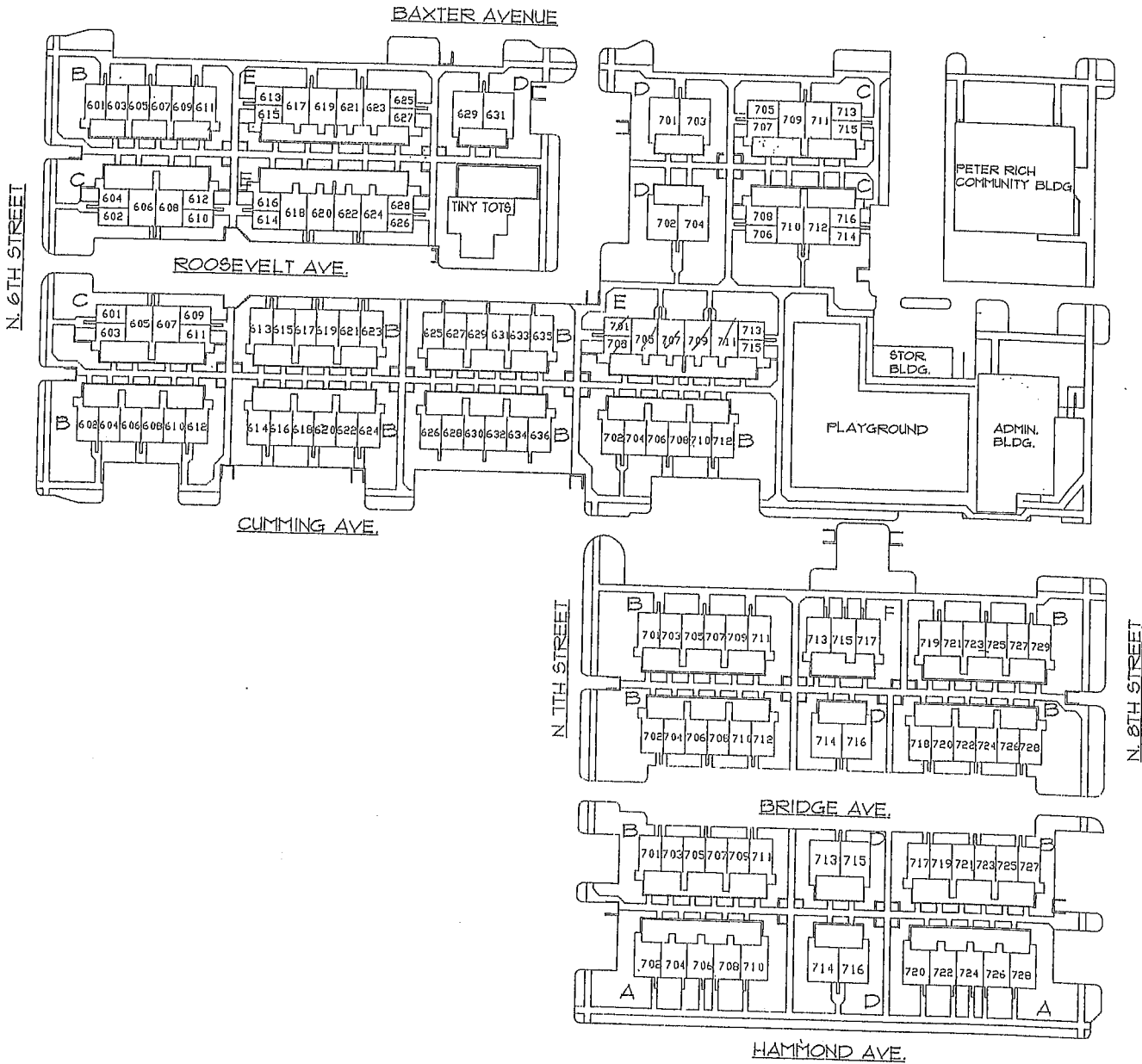
The Contractor further certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who discloses to Contractor that it is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department/agency.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By \_\_\_\_\_  
Authorized Signature for Contractor

\_\_\_\_\_  
Printed Name and Title

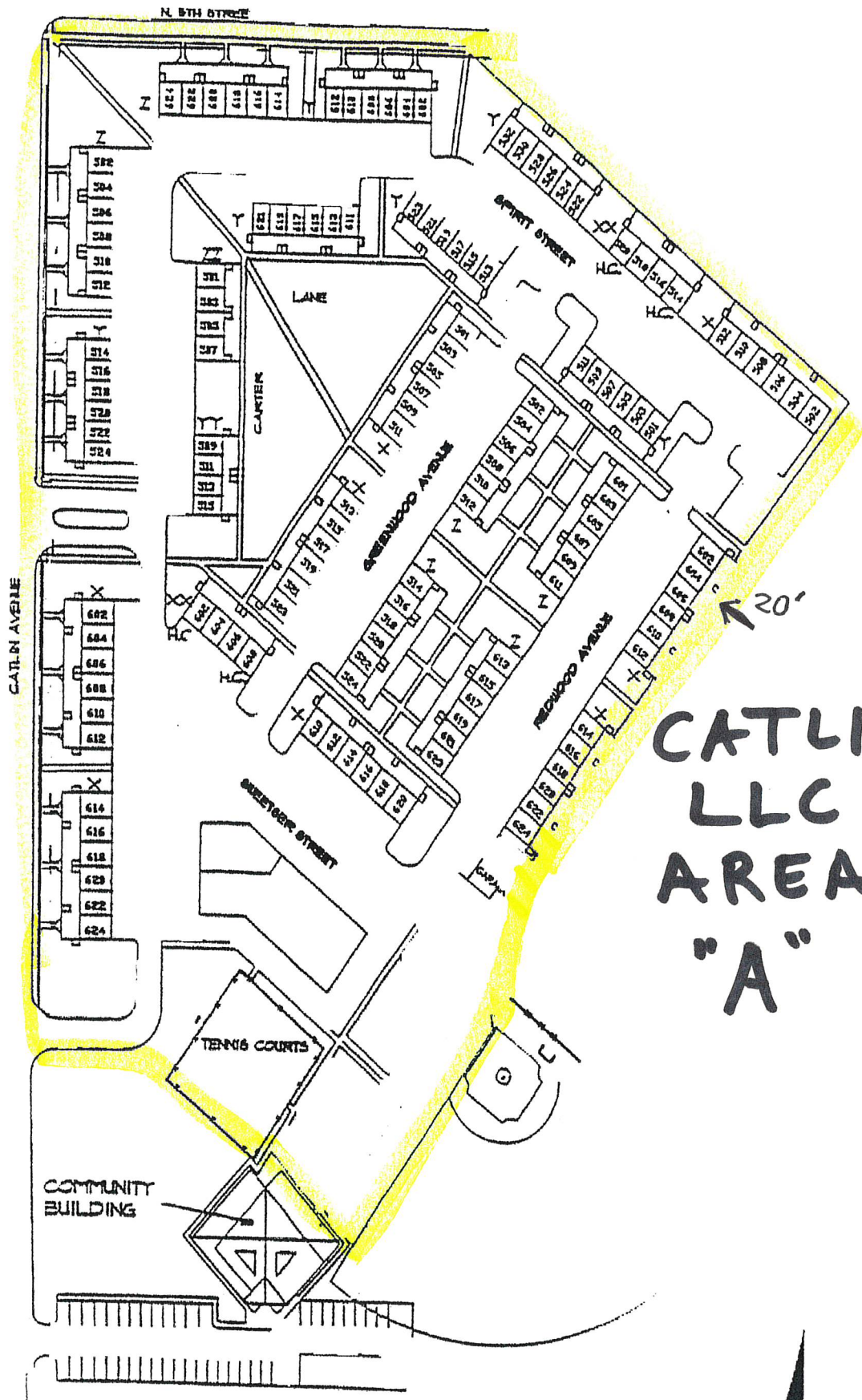




PARK PLACE WI. I-H SITE PLAN NORTH

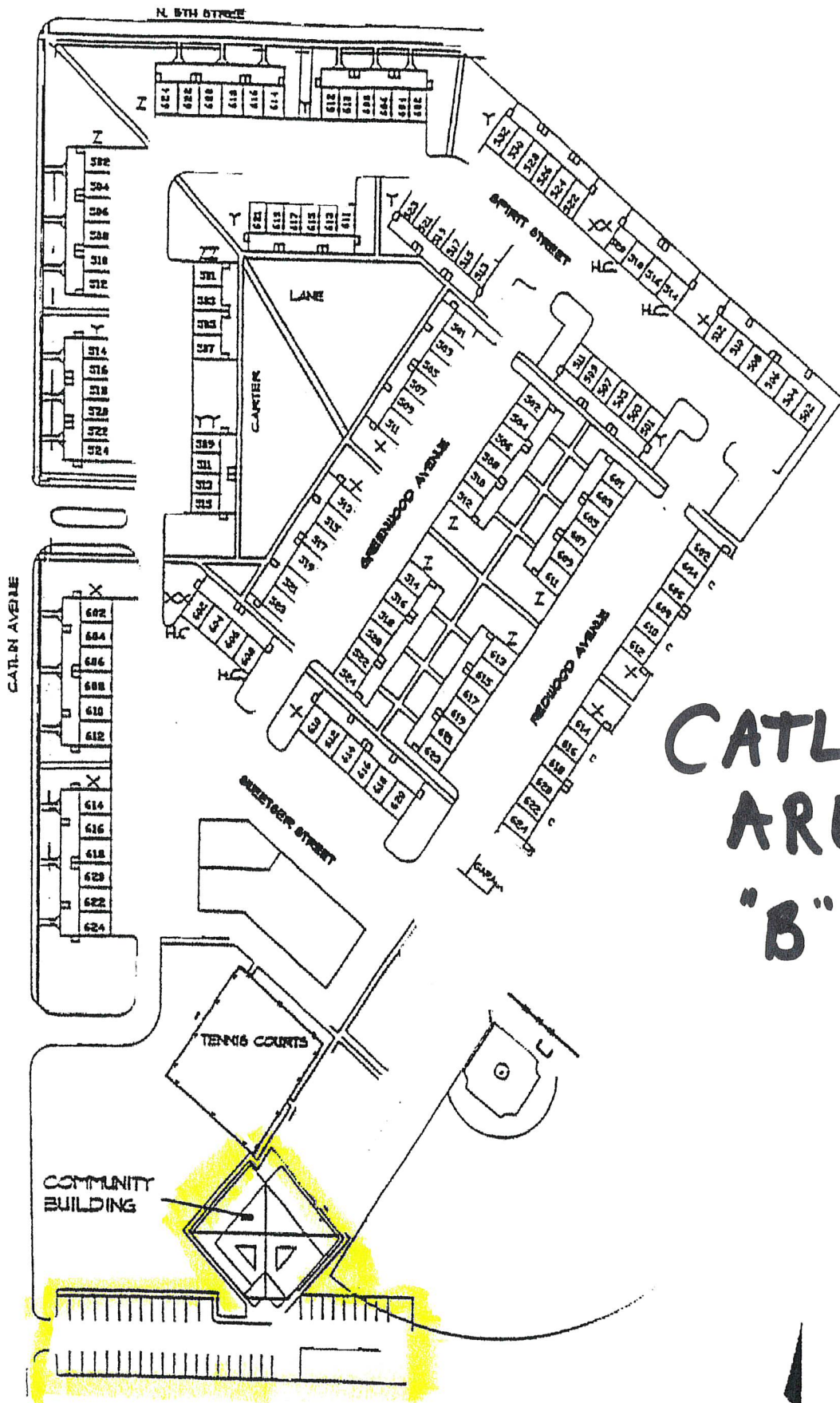
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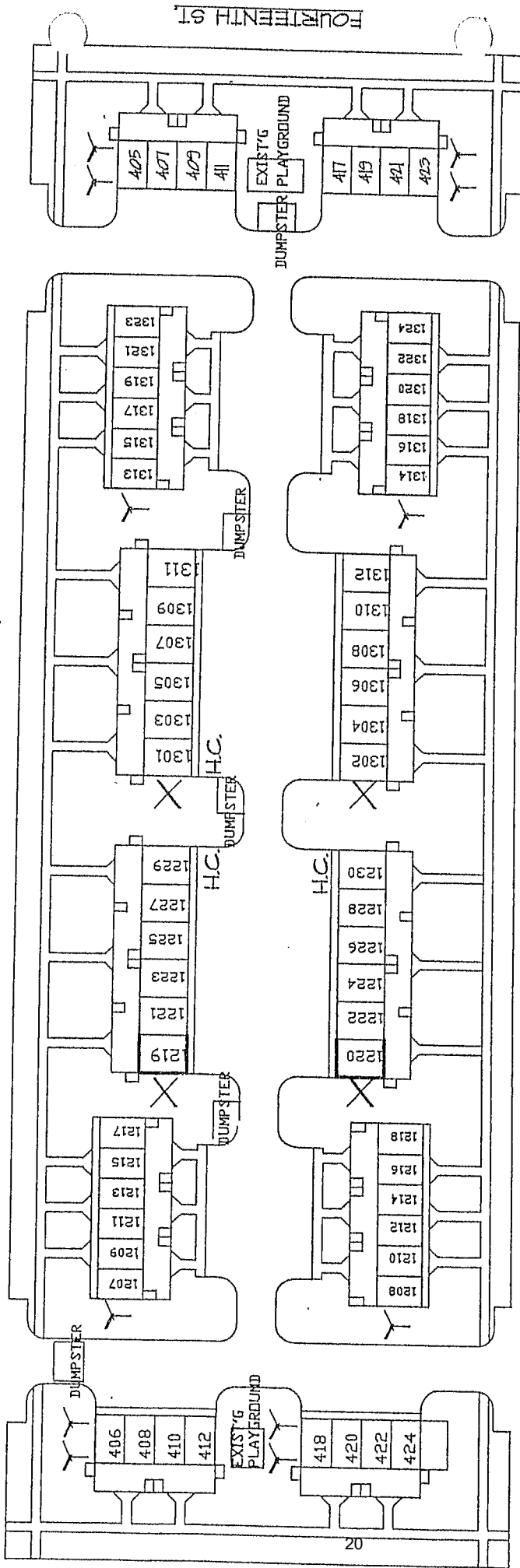
**CATLIN  
LLC  
AREA  
"A"**

**CATLIN COURT SITE PLAN**  
NO SCALE



# CATLIN AREA "B"

**CATLIN COURT SITE PLAN**  
NO SCALE



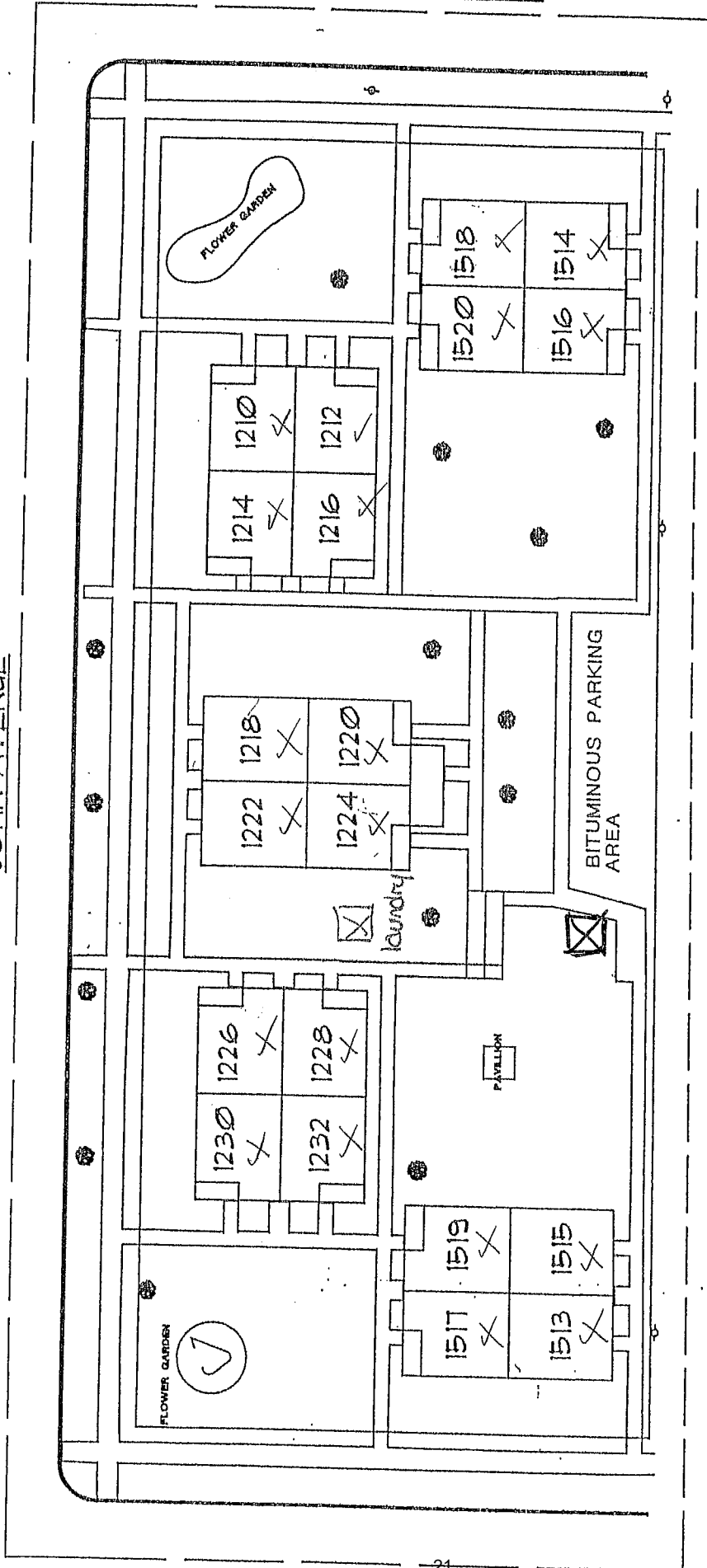
# BAYVIEW SITE PLAN

NO SCALE:




N. TWELFTH STREET

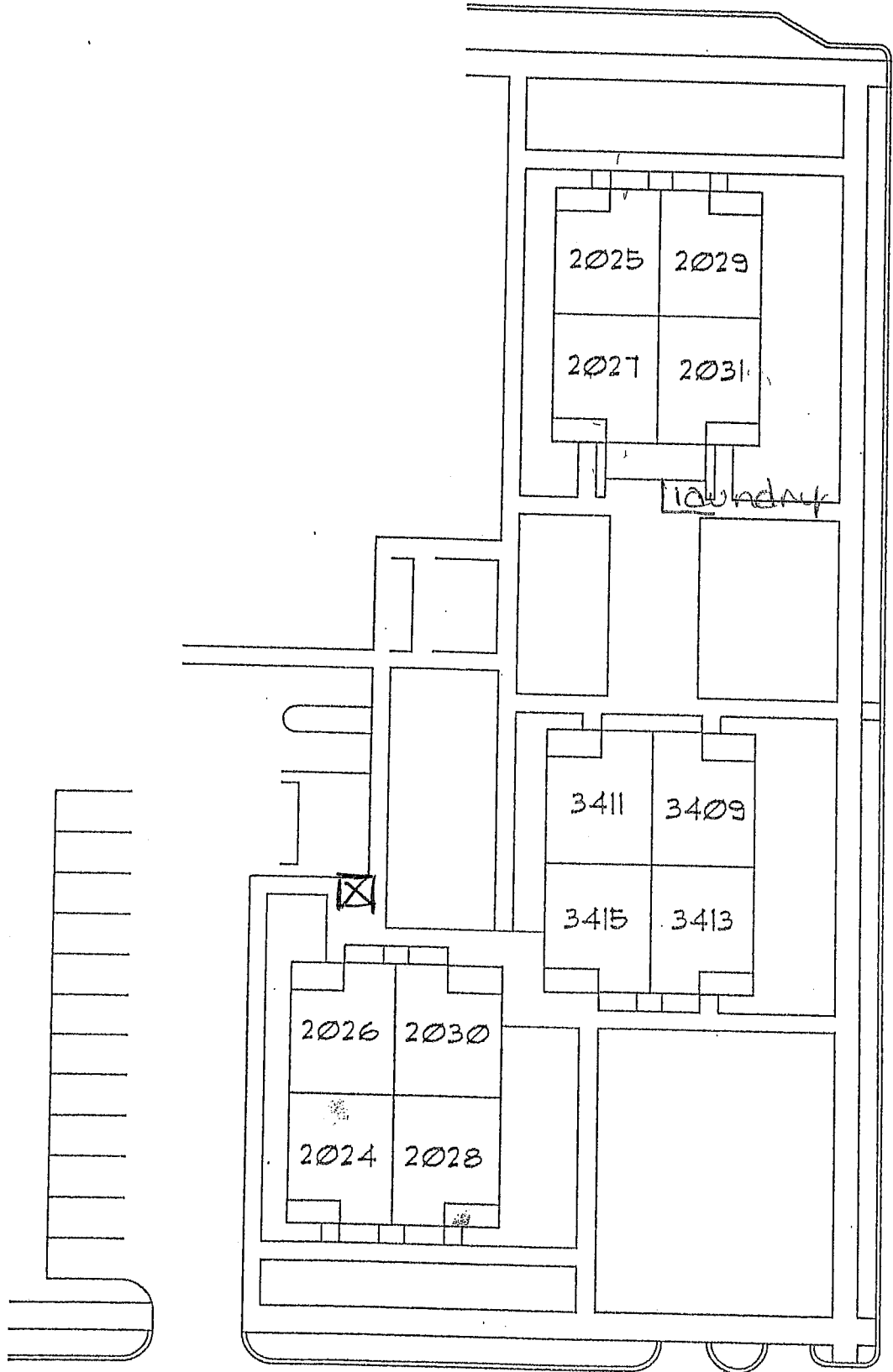
JOHN AVENUE



N. THIRTEENTH STREET

KRIEPS MANOR 

LACKWANA AVE.

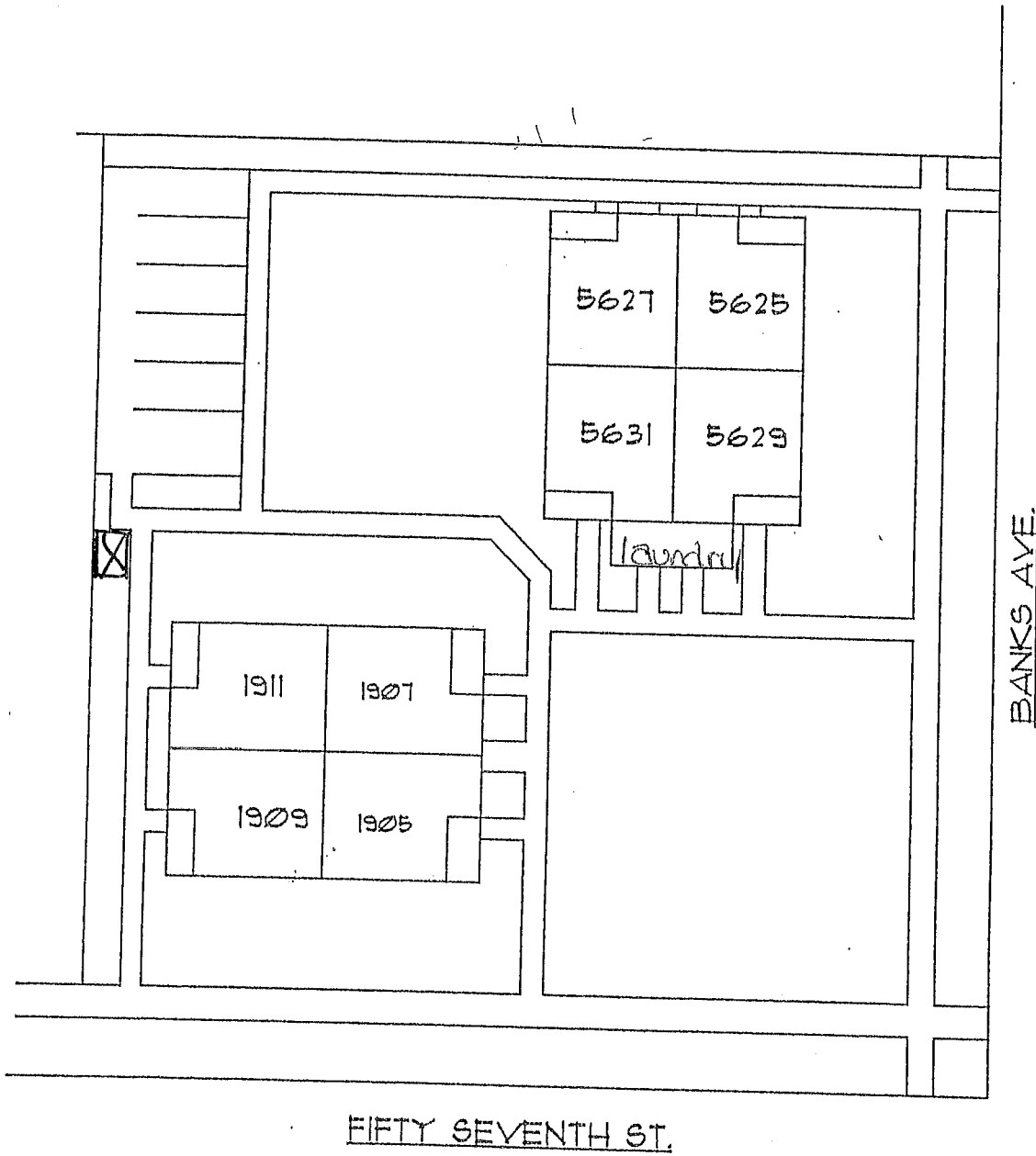


N. 21st STREET

IOWA AVE.

JOHNSON MANOR





HOWE MANOR 



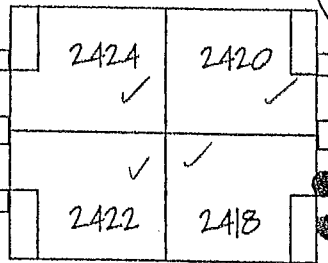
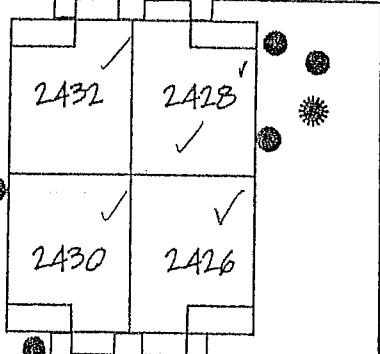
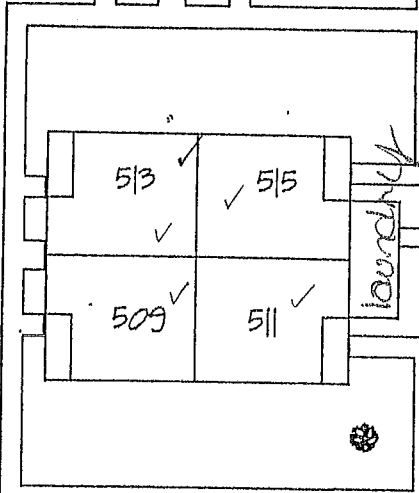
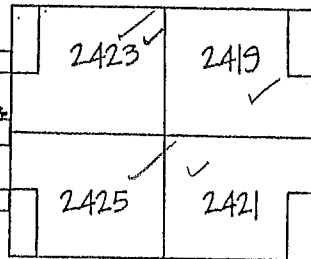
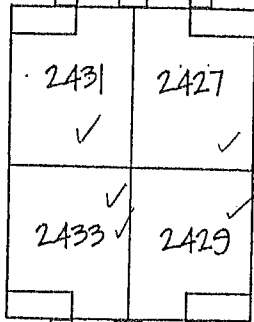
EAST SIXTH STREET

BITUMINOUS PARKING AREA

PEDESTRIAN

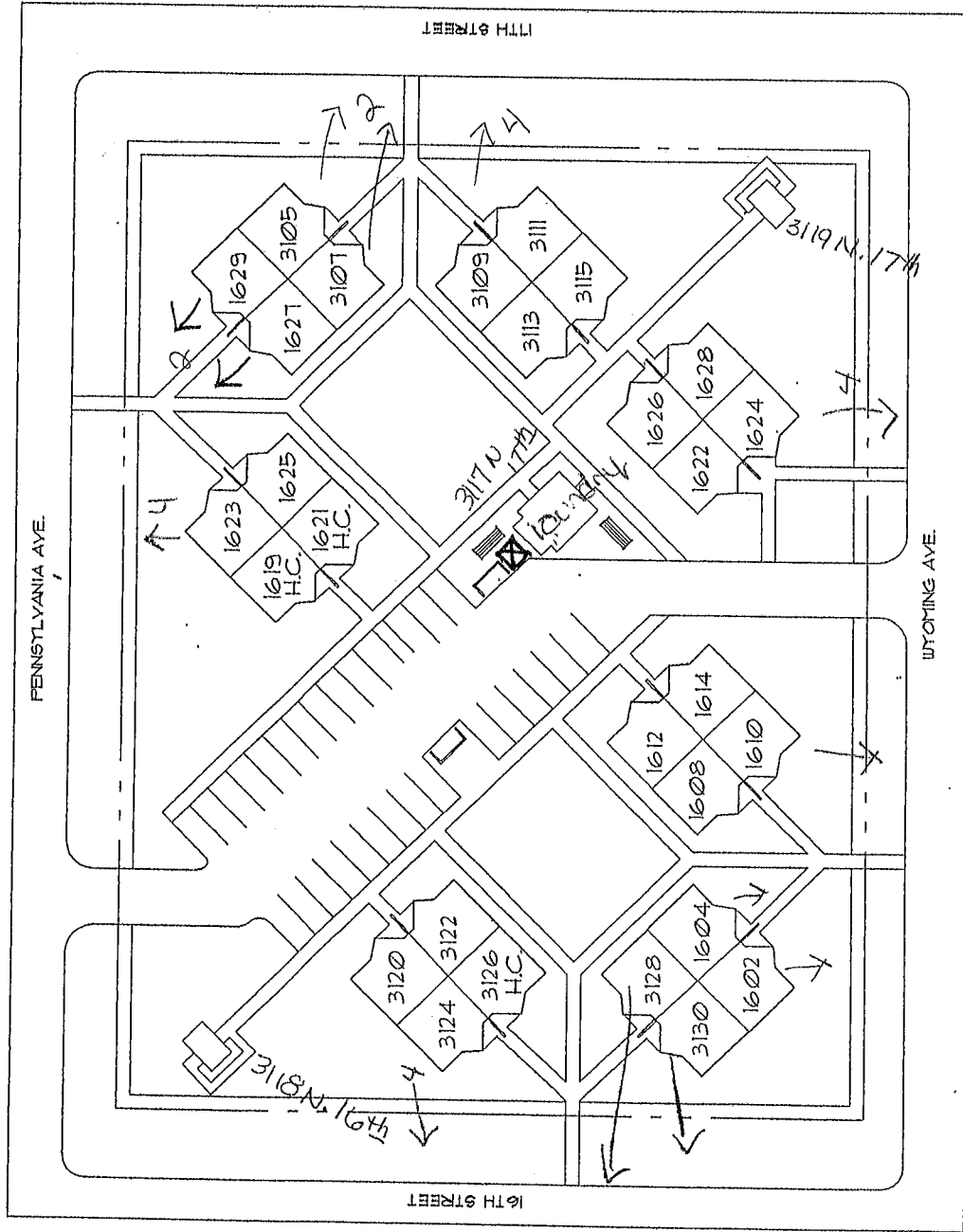
BITUMINOUS PARKING AREA

EAST TWENTY FIFTH STREET (R.R.)



EAST FIFTH STREET





# BILLINGS PARK VILLA W.I. 1-6 SITE PLAN

28 UNITS TOTAL, 4 UNITS PER BUILDING  
 1619/1621 - HANDICAP UNITS  
 3126 - HANDICAP UNIT