



Vacant Land Stabilization  
&  
Vacant Land Maintenance

Contractor Qualifications & Disclosure Forms  
February 2013

Laura Taylor  
Contract Administrator  
Office of Housing and Community Development  
1234 Market Street – 17<sup>th</sup> Floor  
Philadelphia, PA 19107

The City of Philadelphia, through its Office of Housing and Community Development (OHCD), is issuing this Request for Contractor Qualifications (RFQ) for the Vacant Land Stabilization and Vacant Land Maintenance Programs. These programs are two of the components of the City's strategy to treat and maintain vacant lots. The Pennsylvania Horticultural Society (PHS), through a contract with OHCD, is the manager of these programs and will hold the contracts with the applicants selected through this process.

**This RFQ is to pre-qualify a for-profit or a non-profit organization to be eligible to apply for a landscaping contract. In addition to this RFQ, interested applicants must also respond to a detailed bid package being issued by PHS for either the Vacant Land Stabilization Program or the Vacant Land Maintenance Program (see below for further information about these bid packages).** Funding for the Community LandCare Program, another component to the City's vacant land strategy, is not a part of this RFQ.

The qualification standards which must be met are as follows:

- is in compliance with City of Philadelphia required licenses and is current or has made satisfactory arrangements with the City to become current with City taxes.
- has three years of experience with conducting similar work as described herein.
- has liability insurance coverage of at least \$1,000,000 and other additional insurance as acceptable to the City.
- has not made a contribution totaling over \$10,600 in one calendar year to a candidate for City elective office or to an incumbent as per Chapter 17-1400 of the Philadelphia Code.

The Vacant Land Stabilization bids will be for groups of sites, which vary from 30,000 to 160,000 square feet per each group. As in the past, contractors may bid on more than one group. The treatment for stabilization includes tree installation, re-grading, seeding, fencing and maintenance. The Vacant Land Maintenance bids will be for about fifteen groups, which are divided into areas by zip code. The square footage for each group ranges from 100,000 to 500,000. Companies may submit bids for more than one group. The scope of work for the Vacant Land Maintenance consists of 14 bi-weekly visits from April 2013 through October 2013. The treatment includes mowing, weeding and trash pick-up.

A briefing on this RFQ and the PHS bid package application is mandatory for all contractors who wish to bid on stabilization and maintenance contracts. **The briefing is Monday, February 25, 2013, 9:30 a.m. at The Pennsylvania Horticultural Society, 100 North 20<sup>th</sup> Street, 5<sup>th</sup> Floor, Philadelphia, PA. Please RSVP to this briefing to Keith Green, PHS, at (215) 988-8882 or [kgreen@Pennhort.org](mailto:kgreen@Pennhort.org).** The Vacant Land Maintenance bid package will be available for distribution at this briefing.

**A copy of the completed Contractor Qualifications Form is due Friday, March 8, 2013 by 12:00 noon, and must be submitted to the attention of Keith Green at The Pennsylvania Horticultural Society, 100 N. 20<sup>th</sup> Street, 5<sup>th</sup> Floor, Philadelphia, PA 19103.**

## SPECIAL INSTRUCTIONS FOR THE DISCLOSURE FORMS

A completed set of Disclosure Forms must also be submitted to OHCD as part of this RFQ in order to determine that no business (either a for-profit or a non-profit organization) has made campaign contributions totaling over \$10,600 in one calendar year to a candidate for City elective office or to an incumbent. As per the directions, complete and submit the Disclosure Forms starting on page six (6) since all applicants to this RFQ are considered businesses, not individuals.

## SPECIAL INSTRUCTIONS FOR MINORITY, WOMEN AND DISABLED OWNED BUSINESS ENTERPRISE COMPLIANCE

In furtherance of Federal guidelines and the citywide anti-discrimination policies of the City of Philadelphia in awarding contracts as set forth in Chapter 17-500 of the Philadelphia Code and the Mayor's Executive Order 03-12, it is the policy of OHCD to engage firms who are committed to affirmative action and to equal opportunity for minorities, woman and the disabled. In conformance with this policy, certified minority, woman and disabled owned businesses are encouraged to apply to this RFQ, and the proposal should clearly state if certified. Providers are encouraged to establish subcontracting commitments with minority, women and disabled owned business enterprises on an equitable basis with other firms. OHCD has been instructed from the City that the goal for selection of contractors is 18% for minority owned businesses and 7% for women owned businesses for this opportunity.

In this regard, applicants to this RFQ should respond to questions #6 and #7 of this RFQ. Also, if you intend to use subcontractors, provide information under question #21. Additional information about the City's anti-discrimination policy for minority, woman and disabled owned business enterprises can be found in Appendix D.

**CONTRACTOR QUALIFICATIONS**

All questions must be answered and the data given must be clear and comprehensive. If necessary, questions may be answered on a separate attached sheet. Additional relevant information is welcome.

1. Name of Company: \_\_\_\_\_
2. Owner: \_\_\_\_\_
3. Company Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_  
Email: \_\_\_\_\_
4. Date organized: \_\_\_\_\_
5. IRS Determination: For-Profit  Non-Profit
6. State if you are a minority contractor: Yes  No
7. State if you are a minority contractor listed as certified on the City of Philadelphia, Office of Economic Opportunity website:  
Yes  No
8. If a corporation, when and where incorporated: \_\_\_\_\_
9. City of Philadelphia Tax Identification Number: \_\_\_\_\_
10. City of Philadelphia Business Privilege Number: \_\_\_\_\_
11. Number of Employees: \_\_\_\_\_ Employs Philadelphia Residents: Yes  No
12. Number of years you have been engaged in construction work under your present firm or trade name: \_\_\_\_\_.
13. Does your business or any part of it operate within the City of Philadelphia?  
Explain if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

14. Please indicate contracts you would bid on:
- |                       |                            |
|-----------------------|----------------------------|
| Landscape Maintenance | Landscape Construction     |
| _____ under \$20,000  | _____ under \$20,000       |
| _____ over \$20,000   | _____ \$20,000 - \$100,000 |
|                       | _____ over \$100,000       |
15. Please indicate the level of liability insurance coverage:  
under \$500,000 \_\_\_\_\_ \$500,000 - \$1,000,000 \_\_\_\_\_ over \$1,000,000 \_\_\_\_\_
- Comprehensive public liability and property damage insurance \$ \_\_\_\_\_  
Protective liability and property damage insurance \$ \_\_\_\_\_  
**(Please attach a copy of your current Certificate of Insurance.)**
16. Have you received contracts for either installation or maintenance work in the past from the Pennsylvania Horticultural Society? Yes  No   
If so, when? \_\_\_\_\_
17. If you have not received contracts to do this work, describe and list references for similar work you have done in the past three years:
- | <u>Project</u> | <u>Reference</u> |
|----------------|------------------|
| _____          | _____            |
| _____          | _____            |
| _____          | _____            |
18. Please indicate if you would be interested in receiving information for:  
Maintenance-Lawn Care  Installation-Grading   
Tree Planting  Fence Building
19. List tools and equipment available to you for maintenance contracts:
- |       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
20. List tools and equipment available to you for installation contracts:
- |       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**21. Subcontractor Information**

If you are using a for-profit subcontractor to perform this work, list for what purpose (ie. Maintenance, Installation) and list the business name, type, address, owner information (including if minority/woman /disabled business enterprise certified), and experience

---

---

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the City of Philadelphia or Pennsylvania Horticultural Society in verifications of the recitals comprising this Statement of Bidders Qualifications.

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

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says that s/he is  
(Name)

\_\_\_\_\_ of \_\_\_\_\_ and that the answers  
(Position) (Company)

to the foregoing questions and all statements therein contained are true and correct.