REQUEST FOR QUOTES
Project Name: Routine Tree Trimming and Maintenance Services
Issuing Authority: Housing Authority of Poplar Bluff
Location: Butler County, Missouri
Estimated Contract Value: $50,000.00
Release Date: 11-12-2026
Submission Deadline: 12-21-2026

1. Overview
   The Housing Authority of Poplar Bluff is requesting fixed-firm price quotes from qualified, licensed, and insured outside contractors to provide routine tree trimming, pruning, clearance maintenance **for 106 trees of various types across our public housing properties in Butler County, Missouri as well as the removal of One (1) damaged Bradford Pear.** All work must comply with ANSI A300 pruning standards, local municipal codes, and federal HUD maintenance guidelines.
2. Scope of Work Summary
   The selected contractor will provide all labor, equipment, traffic safety controls, and same-day debris disposal required to maintain safe vertical clearances (10 feet over walkways, 14 feet over roadways), clear building envelopes (6 to 8 feet from structures), eliminate dead or hazardous canopy limbs, and preserve overall tree health.
3. Submission Requirements
   Interested contractors must submit their signed quote package by the submission deadline. Submissions must include:

- Completed and priced Price Bid Sheet (Unit costs for routine trimming).
- **Proof of active Missouri Workers' Compensation Insurance and General Liability Insurance (minimum $1,000,000).**
- Documentation of a minimum of three (3) years of commercial tree care experience and references.
- Signed HUD certifications, including acknowledgment of Form HUD-5370-C (Section II).

4. Submission Instructions
   Quotes must be submitted via email or delivered in hard copy no later than 10:00 AM on 12-21-2026 to:
   Contact Person: Matthew Allen / Maintenance Manager
   Email: matt@pbhousing.org
   Physical Address: 302 North E Street Poplar Bluff, MO. 63901

General Conditions for Non-Construction Contracts

Section II – (With Maintenance Work)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Office of Labor Relations
OMB Approval No. 2577-0157 (exp. 1/31/2027)

Public Reporting Burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB number. This form includes those clauses required by OMB's common rule on grantee procurement, implemented at HUD in 2 CFR 200, and those requirements set forth in Section 3 of the Housing and Urban Development Act of 1968 and its amendment by the Housing and Community Development Act of 1992, implemented by HUD at 24 CFR Part 75. The form is required for maintenance contracts awarded by Public Housing Agencies (PHAs). The form is used by PHAs in solicitations to provide necessary contract clauses and allows PHAs to enforce their contracts. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157. Do not send this completed form to either of these addressees. The information collected will not be held confidential.

Applicability. This form HUD-5370C has 2 Sections. These Sections must be inserted into non-construction contracts as described below:

1) Non-construction contracts (*without* maintenance) greater than $250,000 - use Section I;
2) Maintenance contracts (including nonroutine maintenance as defined at 24 CFR 905.200) greater than $2,000 but not more than $250,000 - use Section II; and
3) Maintenance contracts (including nonroutine maintenance), greater than $250,000 – use Sections I and II.

Section II – Labor Standard Provisions for all Maintenance Contracts greater than $2,000

1. Minimum Wages

(a) All maintenance laborers and mechanics employed under this Contract in the operation of the project(s) shall be paid unconditionally and not less often than semi-monthly, and without subsequent deduction (except as otherwise provided by law or regulations), the full amount of wages due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Housing and Urban Development which is attached hereto and made a part hereof. Such laborers and mechanics shall be paid the appropriate wage rate on the wage determination for the classification of work actually performed, without regard to skill. Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein; provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination, including any additional classifications and wage rates approved by HUD under subparagraph 1(b), shall be posted at all times by the Contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(b) (i) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the Contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate only when the following criteria have been met:

(1) The work to be performed by the classification required is not performed by a classification in the wage determination;

(2) The classification is utilized in the area by the industry; and

(3) The proposed wage rate bears a reasonable relationship to the wage rates contained in the wage determination.

(ii) The wage rate determined pursuant to this paragraph shall be paid to all workers performing work in the classification under this Contract from the first day on which work is performed in the classification.

2. Withholding of funds

The Contracting Officer, upon his/her own action or upon request of HUD, shall withhold or cause to be withheld from the Contractor under this Contract or any other contract subject to HUD-determined wage rates, with the same prime Contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics employed by the Contractor or any subcontractor the full amount of wages required by this clause. In the event of failure to pay any laborer or mechanic employed under this Contract all or part of the wages required under this Contract, the Contracting Officer or HUD may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment or advance until such violations have ceased. The Public Housing Agency or HUD may, after written notice to the Contractor, disburse such amounts withheld for and on account of the Contractor or subcontractor to the respective employees to whom they are due.

3. Records

(a) The Contractor and each subcontractor shall make and maintain for three (3) years from the completion of the work records containing the following for each laborer and mechanic:
- (i) Name, address and Social Security Number;
- (ii) Correct work classification or classifications;
- (iii) Hourly rate or rates of monetary wages paid;
- (iv) Rate or rates of any fringe benefits provided;
- (v) Number of daily and weekly hours worked;
- (vi) Gross wages earned;
- (vii) Any deductions made; and
- (viii) Actual wages paid.

(b) The Contractor and each subcontractor shall make the records required under paragraph 3(a) available for inspection, copying, or transcription by authorized representatives of HUD or the HA and shall permit such representatives to interview employees during working hours on the job. If the Contractor or any subcontractor fails to make the required records available, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance or guarantee of funds.

4. Apprentices and Trainees

(a) Apprentices and trainees will be permitted to work at less than the predetermined rate for the work they perform when they are employed pursuant to and individually registered in:

(i) A bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration (ETA), Office of

Apprenticeship Training, Employer and Labor Services (OATELS), or with a state apprenticeship agency recognized by OATELS, or if a person is employed in his/her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by OATELS or a state apprenticeship agency (where appropriate) to be eligible for probationary employment as an apprentice; A

(ii) trainee program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, ETA; or

(iii) A training/trainee program that has received prior approval by HUD.

(b) Each apprentice or trainee must be paid at not less than the rate specified in the registered or approved program for the apprentice's/trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Apprentices and trainees shall be paid fringe benefits in accordance with the provisions of the registered or approved program. If the program does not specify fringe benefits, apprentices/trainees must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification.

(c) The allowable ratio of apprentices or trainees to journeyman on the job site in any craft classification shall not be greater than the ratio permitted to the employer as to the entire work force under the approved program.

(d) Any worker employed at an apprentice or trainee wage rate who is not registered in an approved program, and any apprentice or trainee performing work on the job site in excess of the ratio permitted under the approved program, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed.

(e) In the event OATELS, a state apprenticeship agency recognized by OATELS or ETA, or HUD, withdraws approval of an apprenticeship or trainee program, the employer will no longer be permitted to utilize apprentices/trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

5. Disputes concerning labor standards

(a) Disputes arising out of the labor standards provisions contained in Section II of this form HUD-5370-C, other than those in Paragraph 6, shall be subject to the following procedures. Disputes within the meaning of this paragraph include disputes between the Contractor (or any of its subcontractors) and the HA, or HUD, or the employees or their representatives, concerning payment of prevailing wage rates or proper classification. The procedures in this section may be initiated upon HUD's own motion, upon referral of the HA, or upon request of the Contractor or subcontractor(s).

(i) A Contractor and/or subcontractor or other interested party desiring reconsideration of findings of violation by the HA or HUD relating to the payment of straight-time prevailing wages or classification of work shall request such reconsideration by letter postmarked within 30 calendar days of the date of notice of findings issued by the HA or HUD. The request shall set forth those findings that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The request shall be directed to the appropriate HA or HUD official in accordance with instructions contained in the notice of findings or, if the notice does not specify to whom a request should be made, to the Regional Labor Relations Officer (HUD). The HA

(ii) or HUD official shall, within 60 days (unless otherwise indicated in the notice of findings) after receipt of a timely request for reconsideration, issue a written decision on the findings of violation. The written decision on reconsideration shall contain instructions that any appeal of the decision shall be addressed to the Regional Labor Relations Officer by letter postmarked within 30 calendar days after the date of the decision. In the event that the Regional Labor Relations Officer was the deciding official on reconsideration, the appeal shall be directed to the Director, Office of Labor Relations (HUD). Any appeal must set forth the aspects of the decision that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The Regional Labor

(iii) Relations Officer shall, within 60 days (unless otherwise indicated in the decision on reconsideration) after receipt of a timely appeal, issue a written decision on the findings. A decision of the Regional Labor Relations Officer may be appealed to the Director, Office of Labor Relations, by letter postmarked within 30 days of the Regional Labor Relations Officer's decision. Any appeal to the Director must set forth the aspects of the prior decision(s) that are in dispute and the reasons. The decision of the Director, Office of Labor Relations, shall be final.

(b) Disputes arising out of the labor standards provisions of paragraph 6 shall not be subject to paragraph 5(a) of this form HUD-5370C. Such disputes shall be resolved in accordance with the procedures of the U.S. Department of Labor set forth in 29 CFR Parts 5, 6 and 7. Disputes within the meaning of this paragraph 5(b) include disputes between the Contractor (or any of its subcontractors) and the HA, HUD, the U.S. Department of Labor, or the employees or their representatives.

6. Contract Work Hours and Safety Standards Act

The provisions of this paragraph 6 are applicable only where the amount of the prime contract exceeds $100,000. As used in this paragraph, the terms "laborers" and "mechanics" includes watchmen and guards.

(a) **Overtime requirements.** No Contractor or subcontractor contracting for any part of the Contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

(b) **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the provisions set forth in paragraph 6(a), the Contractor and any

subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to the District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the provisions set forth in paragraph (a) of this clause, in the sum of $10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by provisions set forth in paragraph (a) of this clause.

(c) **Withholding for unpaid wages and liquidated damages.** HUD or its designee shall upon its own action or upon written request of an authorized representative of the U.S. Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such Contract or any federal contract with the same prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the provisions set forth in paragraph (b) of this clause.

7. Subcontracts

The Contractor or subcontractor shall insert in any subcontracts all the provisions contained in this Section II and also a clause requiring the subcontractors to include these provisions in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the provisions contained in these clauses.

8. Non-Federal Prevailing Wage Rates

Any prevailing wage rate (including basic hourly rate and any fringe benefits), determined under state law to be prevailing, with respect to any employee in any trade or position employed under the Contract, is inapplicable to the contract and shall not be enforced against the Contractor or any subcontractor, with respect to employees engaged under the contract whenever such non-Federal prevailing wage rate, exclusive of any fringe benefits, exceeds the applicable wage rate determined by the Secretary of HUD to be prevailing in the locality with respect to such trade or position.

Maintenance Wage Rate Recommendation	U.S. Department of Housing and Urban Development Office of Davis-Bacon and Labor Standards	HUD FORM 4750 OMB Approval Number 2501-0011 (Exp. 03/31/2025)

Agency:

Poplar Bluff Housing Authority
MO013
302 N. E. Street
Poplar Bluff, Missouri 63901

Agency Contact:
(Person most familiar with the recommendation and its bases.)

Name:	Rebeca Pacheco
Title:	Executive Director
Telephone:	(573) 785-8265
Email:	rebeca.pacheco@pbhousing.org

The following wage rates are recommended for maintenance laborers and mechanics engaged in the operation of the low-income or affordable housing developments of the above agency. I certify that this recommendation reflects the wage rates that prevail for maintenance work performed within the operating jurisdiction of this agency. Accordingly, I request that HUD issue the following wage rates for maintenance work performed beginning on: 04/01/2025 **(insert agency fiscal year beginning date mm/dd/yyyy).**

Executive Director/Designee (Type or print)
Name: ~~Darrin J. Taylor~~ Rebeca Pacheco

Signature Rebeca Pacheco

Title: Executive Director

Date: 03/26/2025

Work Classification(s) / Job Title(s)	Hourly Wage Rates	
	Basic Wage	Fringe Benefits
Maintenance Director	$ 23.00	$ 7.31
Maintenance Supervisor	$ 20.00	$ 6.91
Maintenance Mechanic	$ 16.00	$ 6.40
Rehab Crew Chief	$ 15.00	$ 6.27
Grounds Crew Chief	$ 15.00	$ 6.27
Rehab Crew	$ 13.75	$ 6.11
Grounds Crew	$ 13.75	$ 6.11
Pest Control	$ 13.75	$ 6.11

RP
19.86

(Use additional sheets, if necessary.)

Public reporting burden for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is being collected to record the recommended prevailing wage rates for maintenance laborers and mechanics as performed within the operating jurisdiction of the agency. This information collection facilitates the determination of prevailing maintenance wage rates pursuant to the U.S. Housing Act of 1937 and the Native American Housing Assistance and Self-Determination Act of 1996 and will assist the U.S. Department of Housing and Urban Development (HUD) to establish prevailing wage rates for maintenance workers employed in the HUD-assisted Public and Indian Housing developments. Participation in this collection is voluntary and no assurances of confidentiality are provided.

DEFINITION OF HUD SECTION 3

SECTION 3 BUSINESS

A BUSINESS CAN QUALIFY AS A SECTION 3 BUSINESS BY MEETING ONLY 1 OF THE FOLLOWING:

1. AT LEAST 30% OF PERMANENT, FULL-TIME EMPLOYEES ARE SECTION 3 PERSONS
2. 51% OWNERSHIP OF COMPANY BE BY SECTION 3 PERSONS
3. SUBCONTRACT IN EXCESS OF 25% OF THE TOTAL SUBCONTRACTS TO SECTION 3 BUSINESS CONCERNS

A SECTION 3 BUSINESS MUST PROVIDE A SERVICE. AN EXAMPLE WOULD BE TO INSTALL A DOOR. JUST SELLING A DOOR WOULD NOT QUALIFY!!!

SECTION 3 PERSONS

A PERSON WHO'S HOUSEHOLD INCOME DOES NOT EXCEED A CERTAIN LIMIT DEPENDING ON THEIR FAMILY SIZE.

1 PERSON	2 PERSONS	3 PERSONS	4 PERSONS
$25,650	$29,300	$33,000	$36,650
5 PERSONS	**6 PERSONS**	**7 PERSONS**	**8 PERSONS**
$39,600	$42,500	$45,450	$48,400

HUD has defined the service area of the Poplar Bluff Housing Authority (HAPB) as being Butler County, Missouri. In order to qualify as a Section 3 Person or a Section 3 Business Concern the person/business must be physically located within Butler County (if using the 30% low-income employee status to qualify, do not include out-of-county residents to figure your percentage). If a Section 3 business concern is a responsible bidder, but their bid price is slightly higher than a non-Section 3 firm, the recipient agency can give preference to the Section 3 business.

SECTION 3 BUSINESS CERTIFICATION FORM

The undersigned make this affidavit with full knowledge that its contents will be used in the expenditure of funds provided by the United States Government. Under penalty of perjury he/she hereby states:

1. I am the _____ of
(owner, partner, officer, representative or agent)
_____, the
Bidder that has submitted the attached Bid; and whose business concern is:

a.

_____ 51 percent or more owned by Section 3 person (s); or

_____ Has permanent, full-time employees, at least 30 percent of whom are currently Section 3 person (s), or with three (3) years of the date of first employment with the business concern with Section 3 person (s); or

_____ None of the above; No Section 3 preferences claimed.

_____ Woman owned business.

_____ Minority owned business. Circle which applies:
Black American Native American Hispanic American
Asian/Pacific American Hasidic Jews

b.

_____ I will be utilizing subcontractors.

_____ I will not be utilizing subcontractors.

If subcontractors will be utilized, please list all Section 3 firms that will be utilized regarding this activity. Use additional sheets if necessary.

Name and Address of Firm: _____
_____
Trade: _____
Subcontract Contract Amount: _____
_____
Name and Address of Firm: _____
_____
Trade: _____
Subcontract Contract Amount: _____
_____

2.

_____ I will be hiring additional workers to complete this activity.

_____ I will not be hiring additional workers to complete this activity.

If new positions will be filled please complete the form below.

Listed below are the Section 3 employment opportunities, which are herein incorporated and made a part of the contractors bid documentation.

OCCUPATION	NEEDED	TO BE HIRED	APPRENTICES *	TRAINEES *
Carpenters				
Electricians				
Power Equipment Operators				
Ironworkers				
Laborers				
Plumbers/ Pipefitters				
Masons				
Other				
Other				

* Attach copies of programs and apprentice certifications by the Missouri or U.S. Bureau of Apprenticeship and Training.

IN WITNESS WHEREOF, Contractor has executed this certificate of Section 3 Business/Employee Utilization Form this _____ Day of _____, 20____.

Contractor: _____

BY: _____ Date: _____

* Failure to complete this form and submit it with bid will render contractors bid non-responsive.

SUPPLEMENTAL BID FORM

THE HOUSING AUTHORITY OF POPLAR BLUFF

TREE TRIMMING

1.

DEVELOPMENT 1

Site 1

Tree Trimming = 17 Trees x $_____ = $

Site 2

Tree Trimming = 10 Trees x $_____ = $

Site 3

Tree Trimming = 12 Trees x $_____ = $

Site 4

Tree Trimming = 4 Trees x $_____ = $

Site 6

Tree Trimming = 2 Trees x $_____ = $

Site 7

Tree Trimming = 1 Tree x $_____ = $

Site 8

Tree Trimming = 8 Trees x $_____ = $

Site 9

Tree Trimming = 6 Trees x $_____ = $

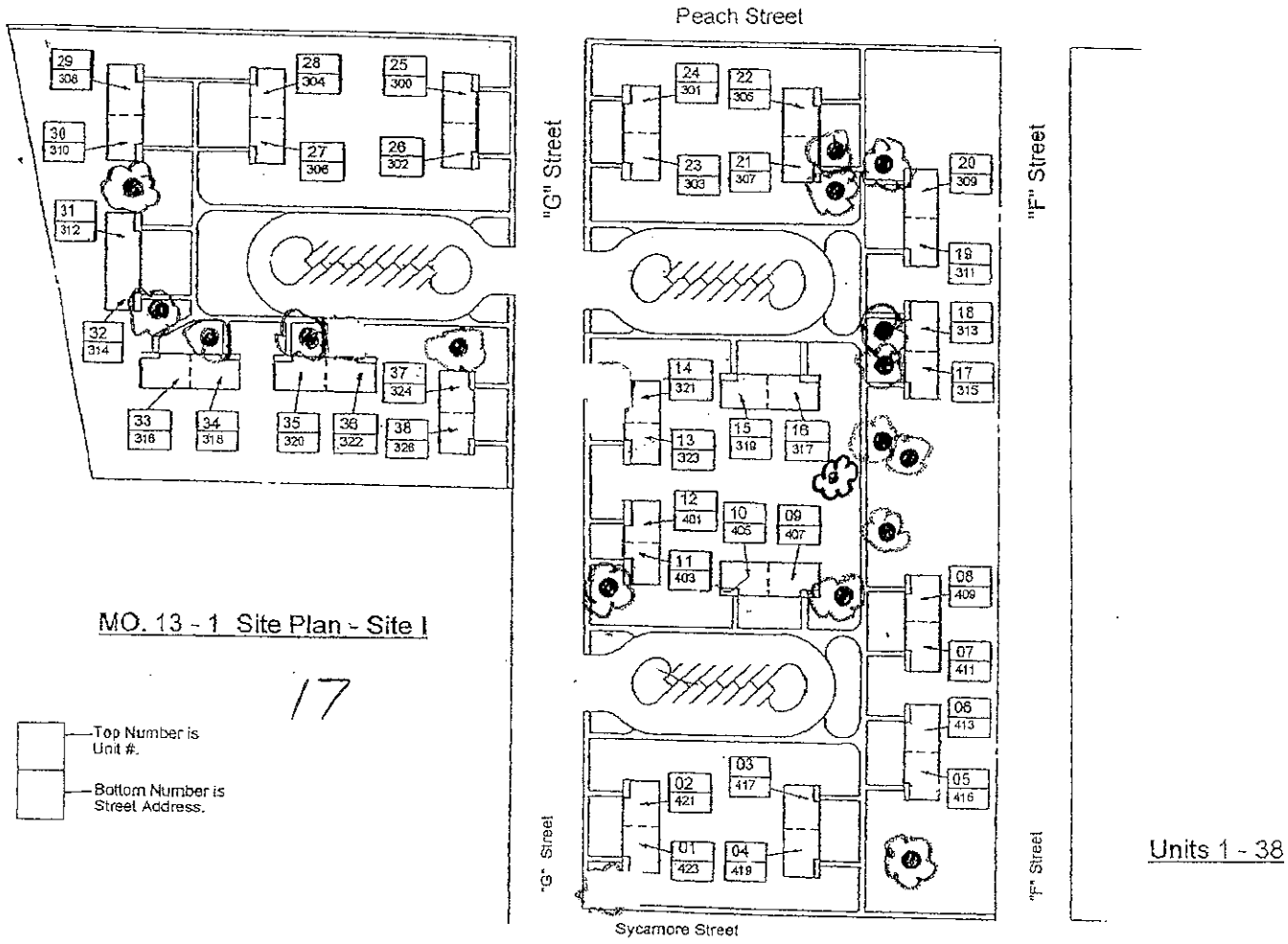
2.

DEVELOPMENT 2

Site 5

Tree Trimming = 46 Trees x $_____ = $

Tree Removal = 1 Tree x $_____ = $



North

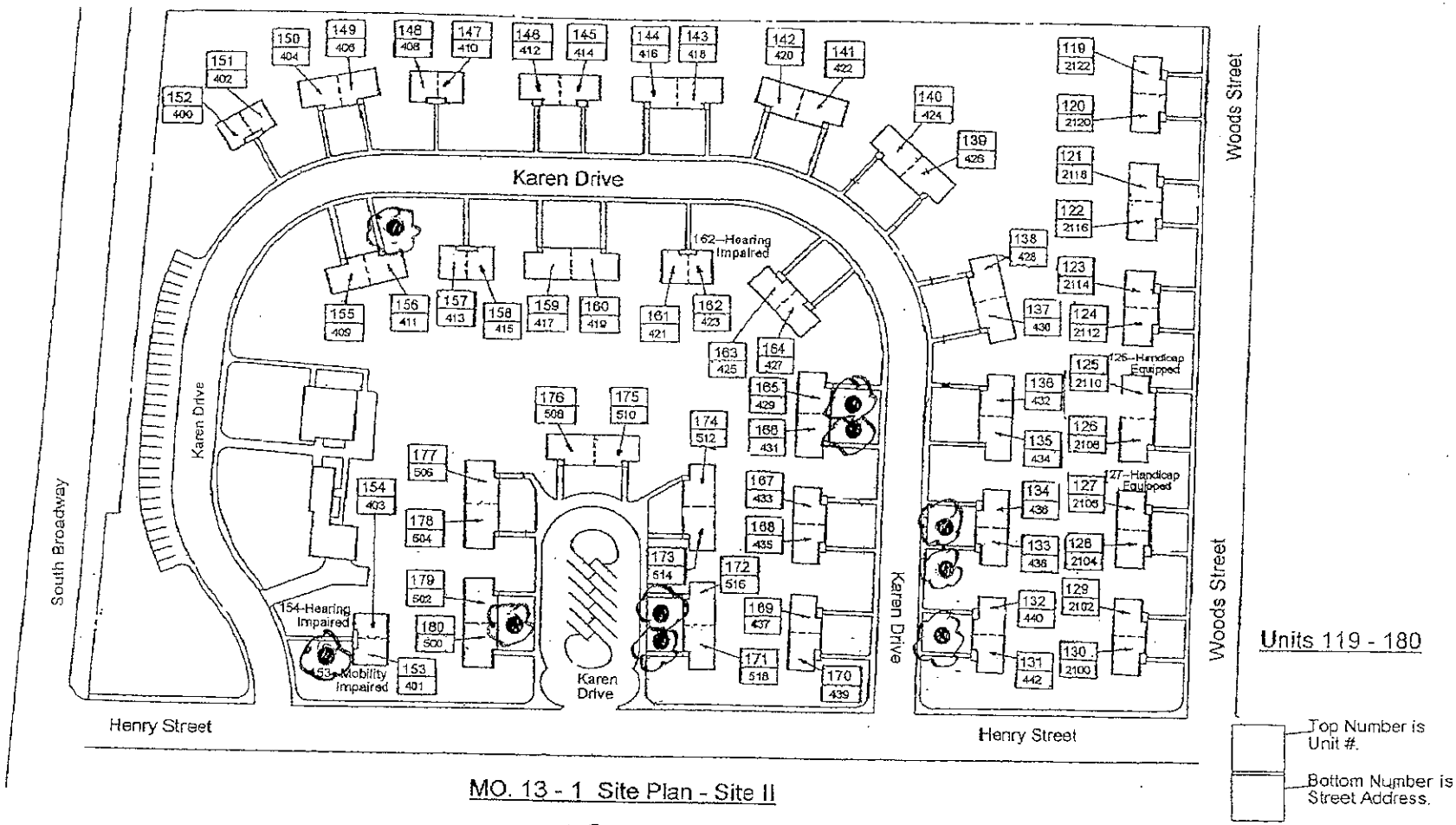
MO. 13 - 1 Site Plan - Site I

17

Top Number is Unit #.

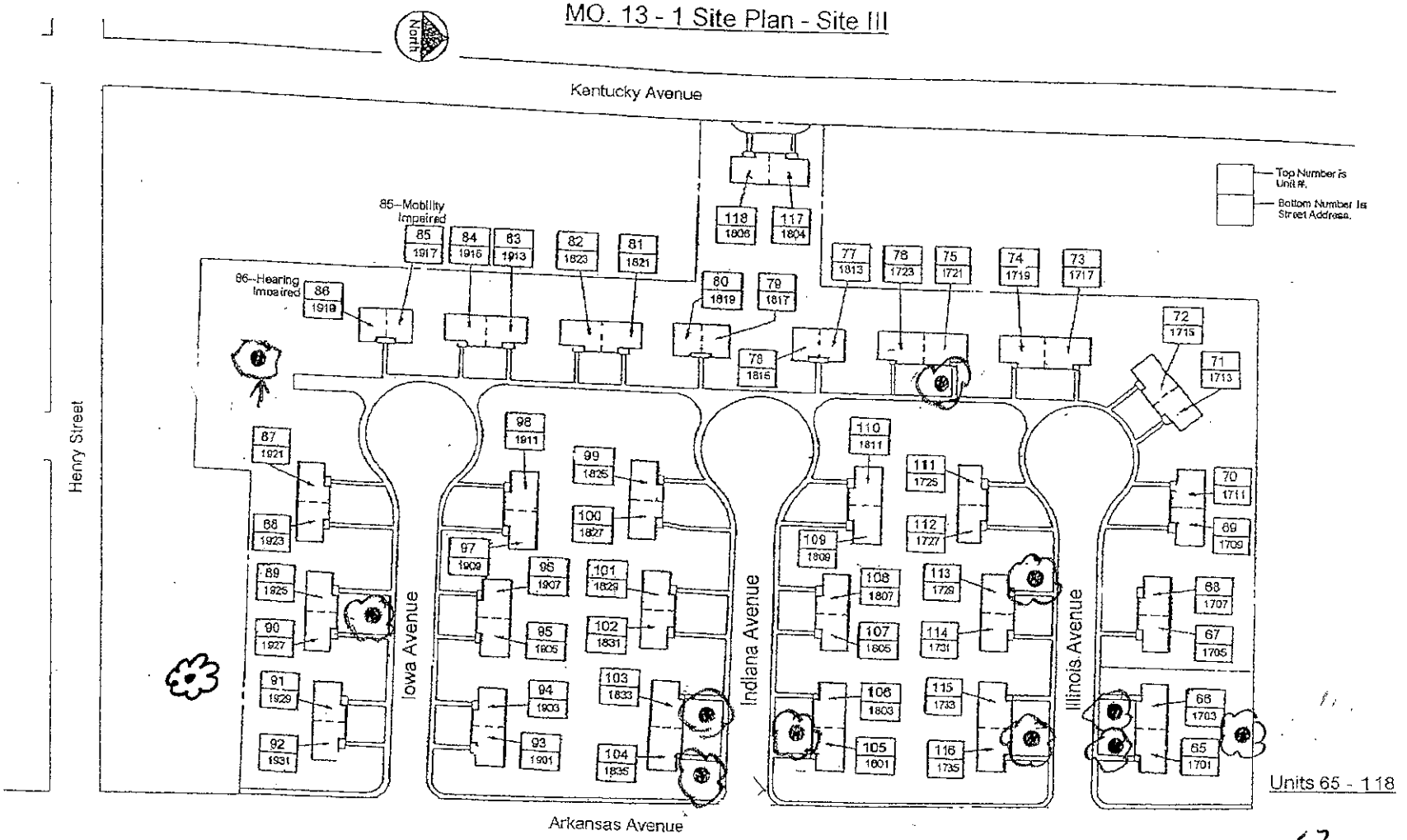
Bottom Number is Street Address.

Units 1 - 38



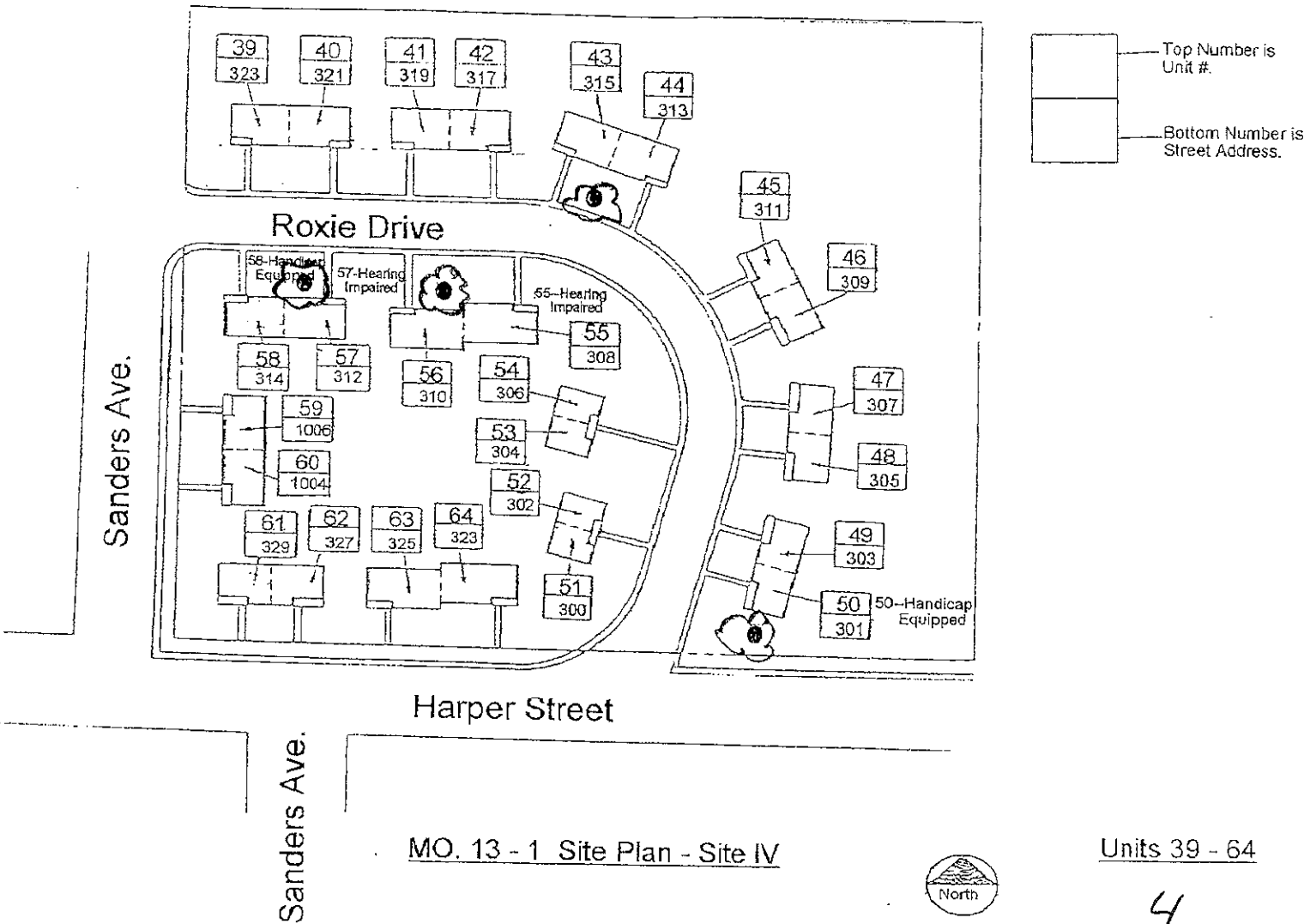
MO. 13 - 1 Site Plan - Site II

MO. 13 - 1 Site Plan - Site III



Units 65 - 118

12

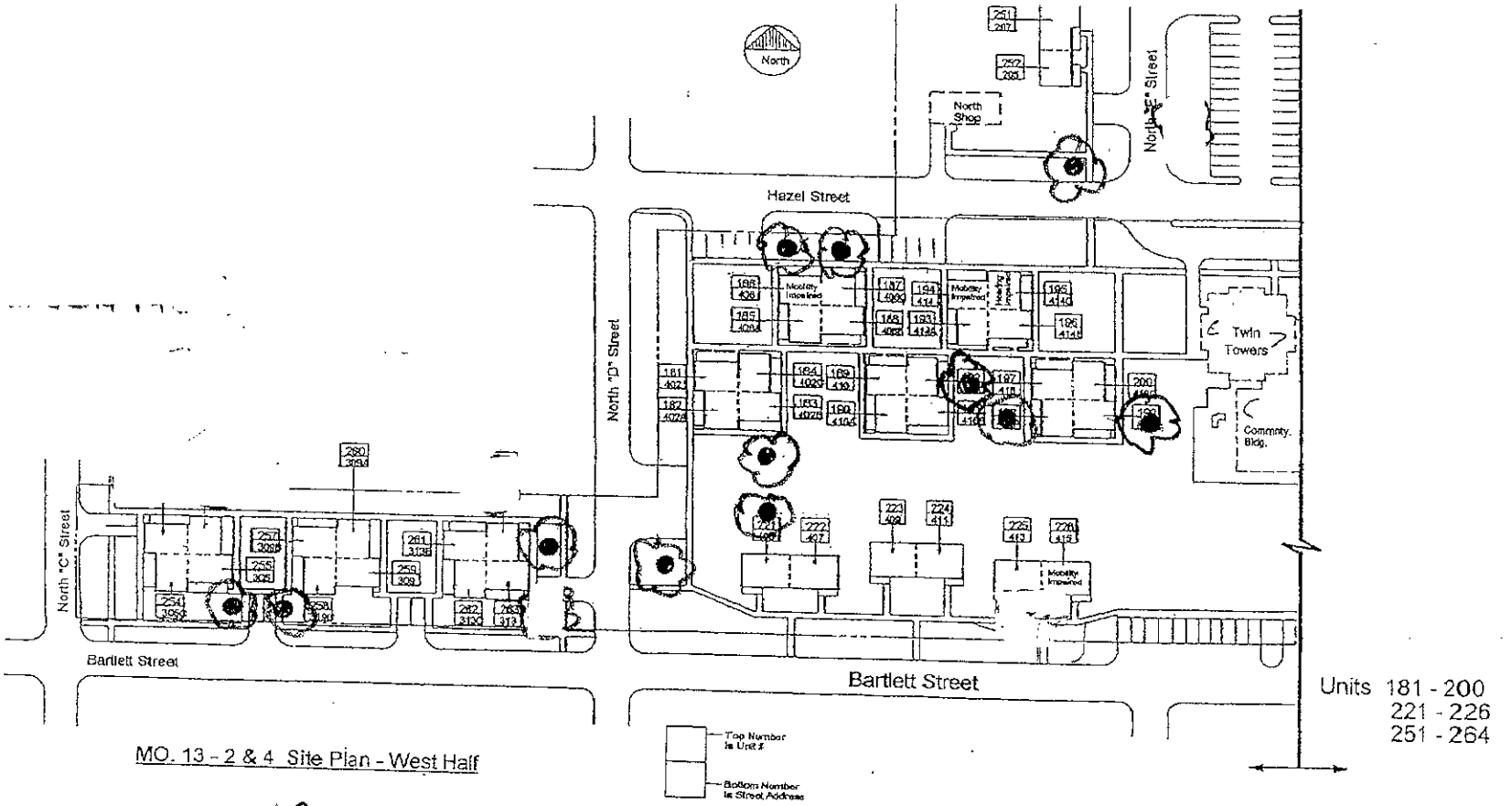


MO. 13 - 1 Site Plan - Site IV

Units 39 - 64

4

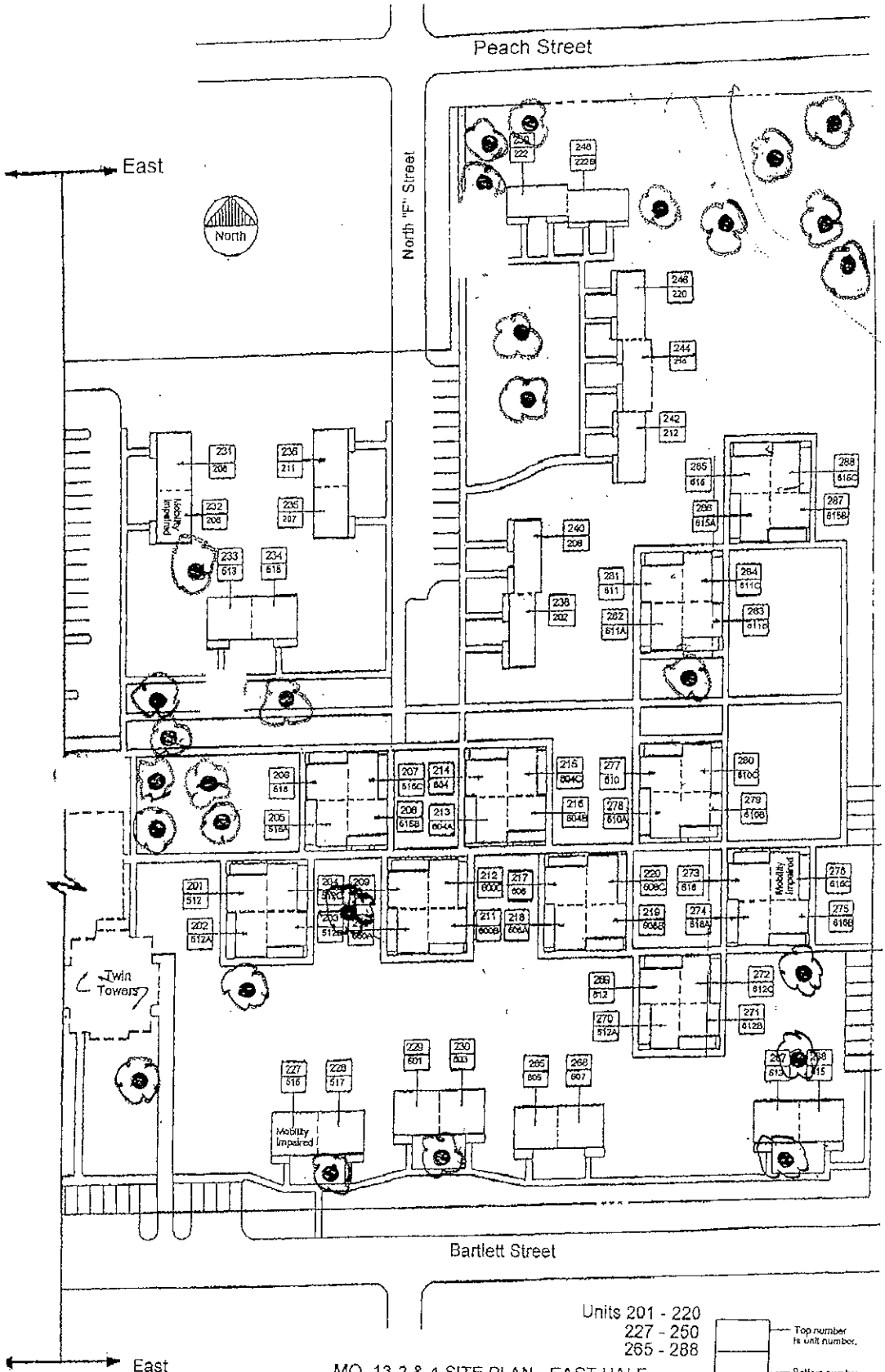
19



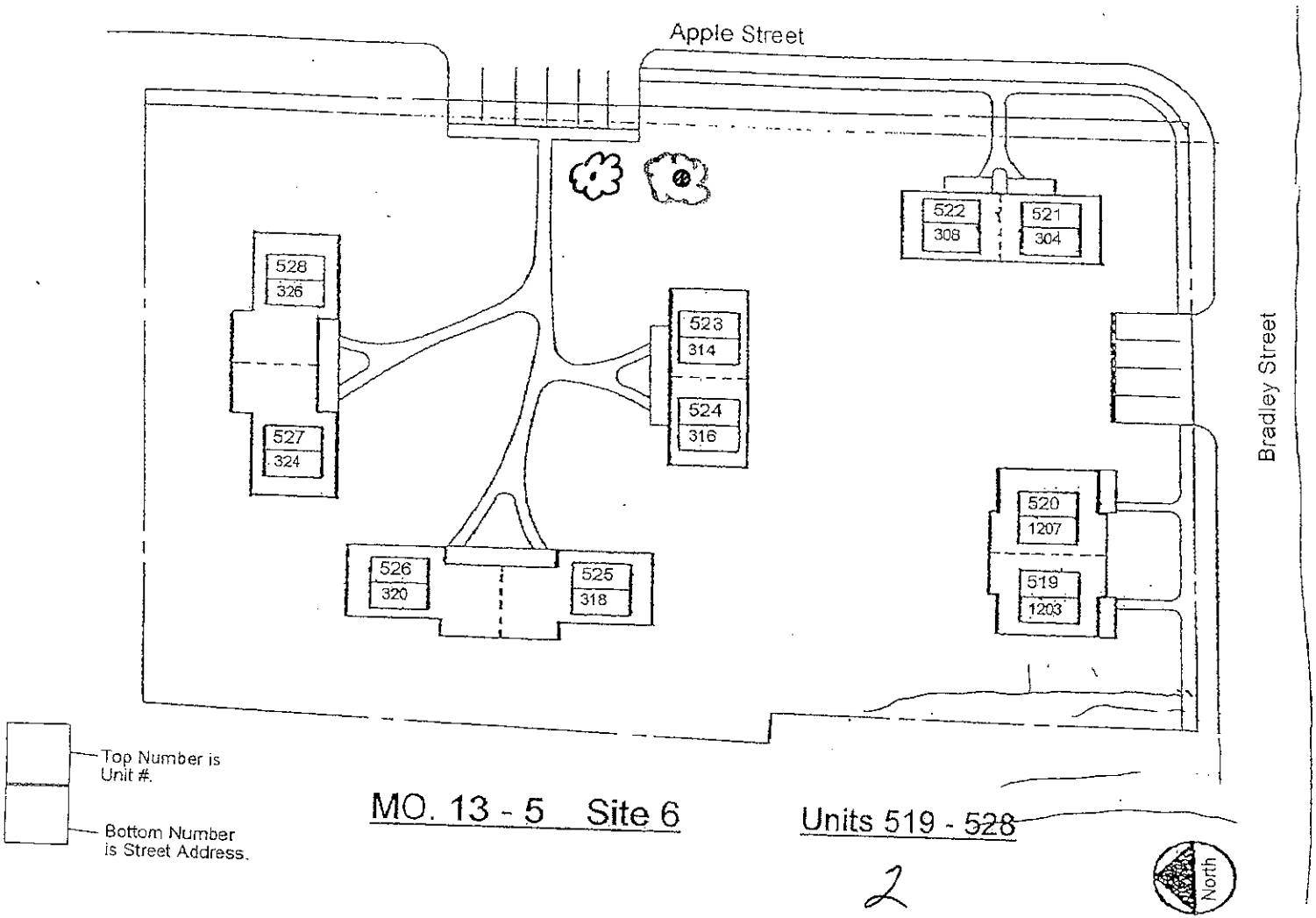
Units 181 - 200
221 - 226
251 - 264

MO. 13 - 2 & 4 Site Plan - West Half

12



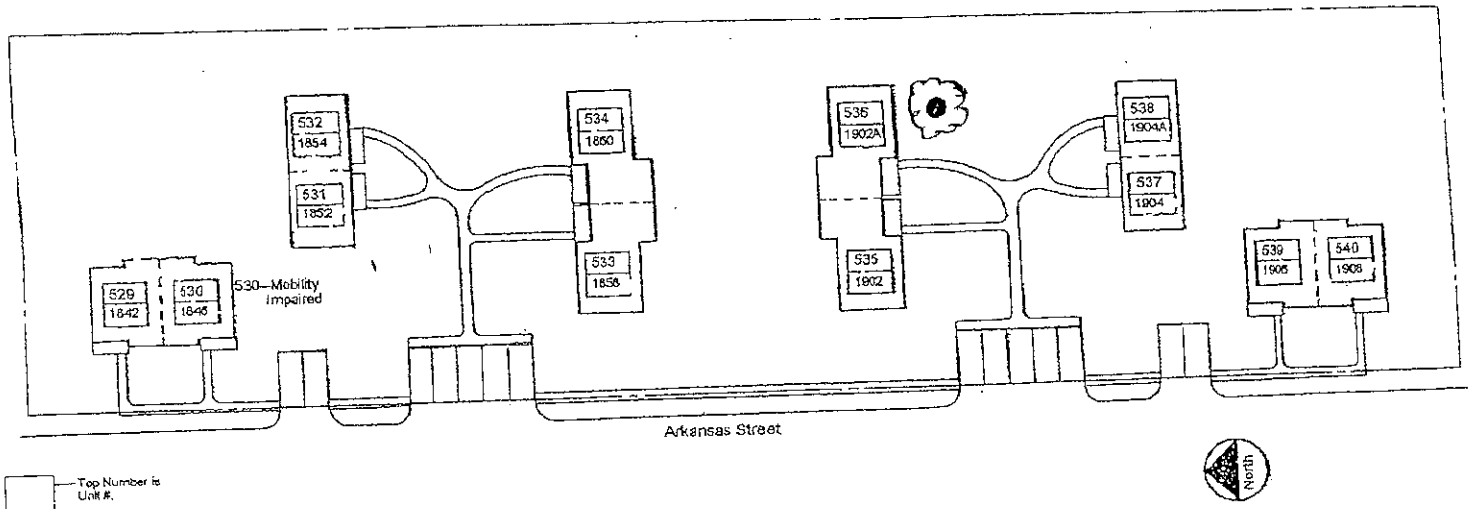
MO. 13-2 & 4 SITE PLAN - EAST HALF



MO. 13 - 5 Site 6

Units 519 - 528

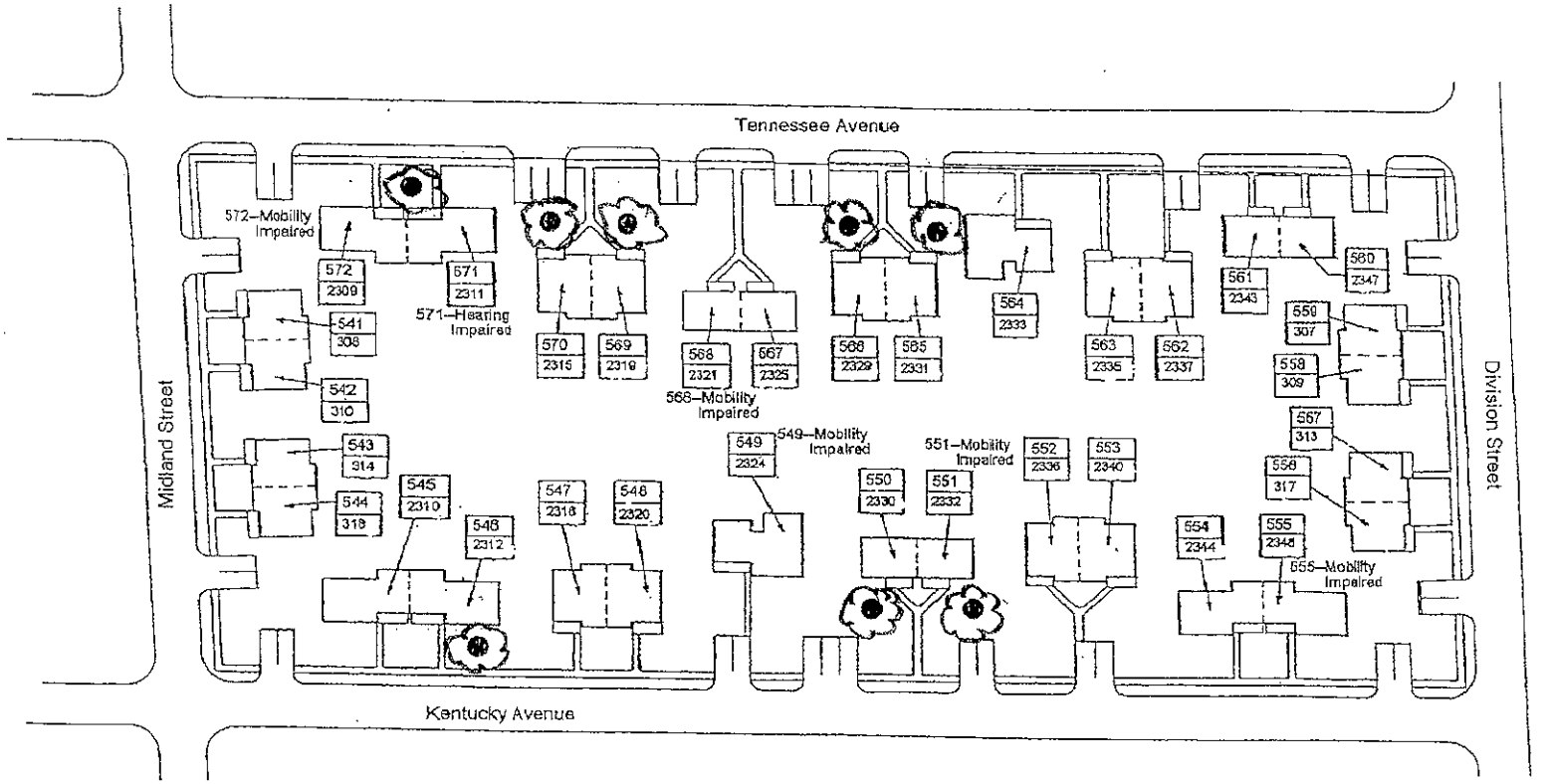
2



MO. 13 - 5 Site 7

Units 529 - 540

1



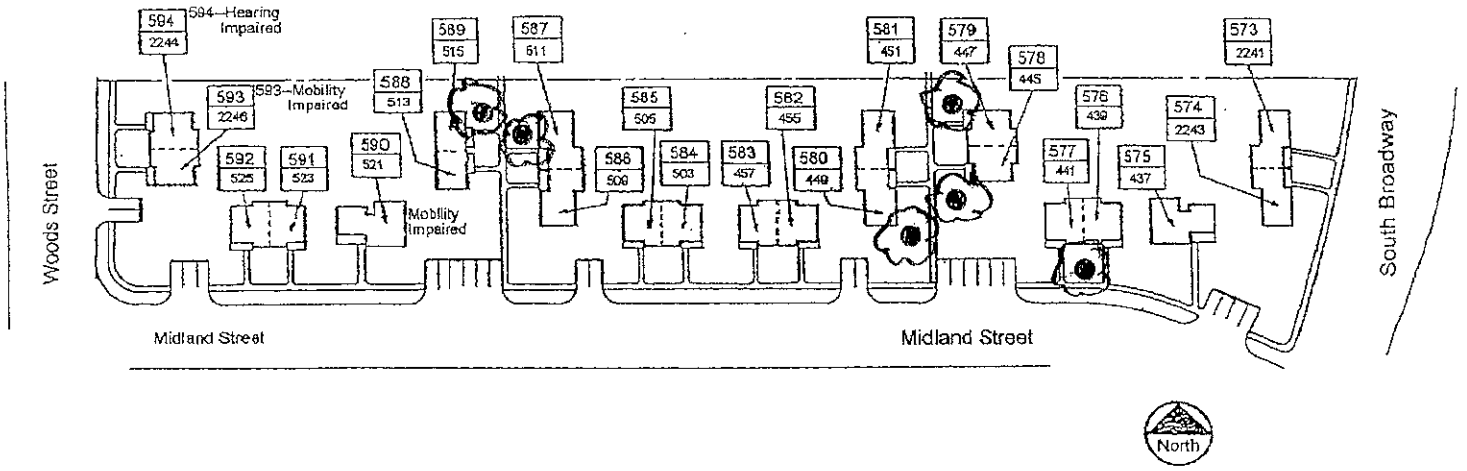
MO. 13 - 5 Site 8

Units 541 - 572

8

Top Number is Unit #.

Bottom Number is Street Address.



MO. 13 - 5 Site 9

Units 573 - 594

6