Request for Proposal: Ground Maintenance Services

Child Inc. is requesting proposals to perform a full range of ground maintenance/landscaping (including labor, materials and equipment) duties related to general landscaping and ground maintenance of one Administrative Campus w/five buildings and nine child development centers all located within Travis County.

Location	Address	Zip Code
Admin. Offices	818 E. 53rd St.; 825 E. 53 1/2 St. Bldg, A, B, C, D, E; 5307 Airport Blvd., Bldg. B & C	78751
BRODIE	8105 Brodie Ln	78745
CEDAR BEND	1808 Cedar Bend	78758
DAWSON	3001 South 1st	78704
DOVE SPRINGS	5106 Village Square Dr	78744
FORBES	2217 Forbes Dr	78754
FOUNTAIN PLAZA	825 E. 53 1/2 Dr	78751
PALOMITA	4905 Maufrais Ln	78744
ST. JAMES	1941 Webberville Rd	78721
WILLIAM CANNON	322 W. William Cannon	78745

Child Inc. intends to award one or more contracts for a 12 month term beginning May 2019 ending April 30, 2020.

Examples of Essential Responsibilities and Duties

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Incumbent(s) must have knowledge of and/or be aware of:

- Methods, materials, and equipment used in landscaping/ground maintenance work.
- Safe work practices.

Incumbent(s) must have the ability to:

- Clean and care for assigned areas bi-weekly during peak seasons.
- Incumbent(s) will provide appropriate attire during work hours that clearly identifies company logo for security purposes.
- Work independently in the absence of supervision.
- Understand and follow oral and written directions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Able to work with flexibility of schedules to perform related duties and responsibilities as required.
- Communicate clearly and concisely, both orally and in writing.
- Communicate and follow-up w/Facilities Manager via phone, email, in person, or in writing to provide support w/any landscaping/ground maintenance matters.
- The Contractor is an independent contractor. Child Inc. shall not provide the following items for the Contractor: **liability insurance, workers compensation, unemployment compensation**; all of which are the responsibility of the Contractor. Contractor, by executing this Contract, represents to Child Inc. that Contractor has appropriate **liability insurance and workers compensation insurance in effect and pays appropriate withholding taxes for its employees. Contractor indemnifies and holds Child Inc. harmless for Contractor's failure to carry liability insurance and workers compensation insurance or its failure to pay appropriate withholding taxed taxes for its employees, or its failure to properly screen the legal residency in the USA of its employees.**
- **Child Inc. may be subject to obtain an I-9 Employment Verification Form from the contractor before entering into a contract. Further, the contractor may be required to obtain similar I-9 verification from your subcontractors and employees.**

  The Contractor affirms to Child Inc. that they have obtained I-9 Forms from their employees and subcontractors. Should Child Inc. learn that the Contractor has provided an undocumented worker for contingent work at Child Inc. The Contractor has breached the contract. Should Child Inc. reasonably suspect that the Contractor has provided an undocumented worker for contingent work at Child Inc., the Contractor agrees to provide Child Inc. with a true copy of the I-9 Form that the worker provided to the Contractor. Failure to provide suitable documentation by the Contractor is a breach of contract. If that worker is an employee of a subcontractor of the Contractor and the Contractor cannot provide documentation within a reasonable time the Contractor will have breached the contract.

Landscaping/Ground Maintenance Job Specifications

PURPOSE:

Performs general landscaping and ground maintenance of Child Inc. facilities according to established standards.

DUTIES AND RESPONSIBILITIES

* Perform landscaping maintenance duties including, but not limited to edging, weeding, trimming, pruning, removal of debris/leaves, mowing, etc. biweekly, any day of the week after 5:00 pm or any time on weekends, or as directed by Facilities Manager.
* Shrub care pruning as needed or as directed by Facilities Manager.
* Trash cleanup of designated area(s) as needed or directed by Facilities Director.
* Maintain grounds according to seasons (change of schedule may occur based on seasonal schedule)
* Empty trash cans that are located on grounds
* Clean out retention pond at two sites – Brodie & William Cannon - monthly

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

* Basic and routine landscaping methods, techniques, materials and equipment.
* Safe operational practices for related machinery and equipment.
* Appropriate use of equipment around vehicles and buildings

Skills and Abilities to:

* Understand and follow specific instructions and procedures.
* Read, understand, and follow safety procedures.
* Effectively communicate with customers and workers.
* Safely use hand and power tools applicable to the trade.
* Safely use landscaping equipment and supplies
* Perform trash and debris pickup of designated area(s).
* Contractor will be responsible for any damages done to the premises.
* Contractor must have valid driver’s license.
* Communicate clearly and concisely, both orally and in writing.
* Communicate and follow-up w/Facilities Director via phone, email, in person, or in writing to provide support w/any cleaning matters.

Incumbent(s) will supply all landscaping/ground maintenance equipment and materials.

Contract Period

The term of this Contract shall be a 13 month term.
All Prices shall be firm for the 13 month term.

Regulations and Safe Conduct of Work

Contractor shall plan and conduct the work to safeguard persons and property from injury. Contractor shall direct the performance of the work in compliance with reasonable safety and work practices and with applicable federal, state, and local laws, rules and regulations, including but not limited "Occupational Safety and Health Standards" as established by the U.S. Secretary of Labor and the Texas Department of Health Occupational Safety Division, including the wearing the required personal protective equipment at proposed by Contractor. Child Inc. reserves the right to inspect the work and inspect the work to ensure compliance with reasonable and safe work practices and with the applicable federal, state, and local laws, rules and regulations. Neither the requirement that Contractor follow said practices and applicable laws, rules, and regulations, nor adherence thereto by Contractor, shall relieve Contractor of the sole responsibility to maintain safe and efficient working conditions.

Compensation:

- Contractor shall be paid in accordance with the rate scheduled stated in its proposal, Attachment 2 for work completed and accepted by Child Inc.
- The Contractor is required to maintain their current certificate(s) of insurance. Payments may be delayed for expired insurance certificates. Child Inc. minimal limit requirement is $1,000,000 per occurrence, $1,000,000 aggregate.