

Lawn Care Service Agreement Request for Proposal (RFP)

Includes Pricing Forms

Introduction

The Forest Hills School District (hereafter District) is requesting proposals for a lawn care service agreement. The contact and reference information is as follows:

Forest Hills Local School District
Mike Broadwater, Assistant Superintendent
Ray Johnson, Director Business Operations
7550 Forest Road
Cincinnati, Ohio 45255
mikebroadwater@foresthills.edu / rayjohnson@foresthills.edu

These specifications outline the requirements and conditions for performing this service. Any aspects of the service not addressed herein are left to the Respondent to address.

District Administration views the grounds of the school to be the “first impression” of how students, staff, parents, visitors and the community perceive the District. Therefore, the expectation of maintaining the grounds surrounding the District facilities to a high level is required.

The proposed Lawn Care Service Agreement (RFP Exhibit A) provides and defines the specific parameters within which the Vendor is to provide service.

Neither the Board nor its representatives will be liable for any expenses incurred in connection with preparation of a response to this invitation. Respondents should prepare their responses simply and economically, providing straightforward and concise responses.

The envelope containing the Proposal shall be addressed as set forth above and shall be identified with the Respondent’s name and address. If the Response is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with notation “PROPOSAL ENCLOSED” on the face the mailing envelope.

Respondents shall assume full responsibility for timely delivery at location designated for receipt of Proposals. Proposals received after the established closing time and date for receipt of Proposals will not be considered. Proposals shall be deposited at the designated location prior to the time and date for receipt of proposals or any extension thereof made by

addendum. Oral, electronic, telephonic or telegraphic Proposals are INVALID and will not receive consideration.

Respondents may provide proposals on the entire inventory of property, one site or any combination of sites. Respondents can also choose to provide pricing on Alternate #1. This may also be provided on the entire inventory of property, one site or any combination of sites. All pricing must be provided by site.

RFP Calendar

- 1) Date of Issue – December 7, 2016
- 2) Request for Information Deadline:
The District will make a concerted effort to respond to all inquiries in sufficient detail to satisfy the request. When doing so, please provide:
 - a) Contact Person
 - b) Contact Information
- 3) Pre-Response Submission Meeting
 - a) District Operations Center Offices – 7550 Forest Road, Cincinnati, Ohio 45255 – on campus of Anderson High School
 - b) Pre-Proposal date: December 21, 2016 (10:00am)
 - c) Open to the public
 - d) Representation is highly encouraged to be considered a qualified service provider
 - e) Requests for further information will be addressed at this meeting
 - f) Answers and attendee list will be distributed to all who provided contact information via a “request for information” or attendance at Pre-Proposal Submission Meeting
 - g) Addendums will be issued for information provided at the Pre-Proposal Submission Meeting
- 4) Proposals Due: January 4, 2017 – Since proposals are not being selected solely on lowest price, there will not be a public opening of proposals. There will not be a public opening of Proposals
- 5) Proposal Evaluation: January 4-12, 2017
- 6) Award and Contract Process Commences – January 13, 2017
- 7) Board approval of contract – January 23, 2017

Objectives

The purpose for this proposal is multi-faceted. While the Respondent’s cost is of great importance, proposing the lowest price will not assure award of the contract. The District will

demand safe, reliable, and efficient service; failure to address District concerns and/or requirements for any such matter will disqualify the Respondent from consideration.

Contractor Minimum Requirements

All awarded vendors must comply with:

- a) OSHA rules and regulations
- b) State and Federal Laws in regard to use of herbicides
- c) Proof of Liability Insurance with minimum of \$1,000,000 coverage – District must be named as certificate holder and as an additional insured
- d) Proof of current Workman’s Compensation coverage
- e) Proof of current OSHA Safety Rating

Evaluation Criteria

A variety of criteria will be considered in evaluating the proposals. This evaluation will be made based upon the information provided within the Proposal by the District during the RFP. The District’s consideration may include, but not be limited to, specific presentations or negotiations, news articles, press releases, client references, industry references, vendors and related sources, applicable board policy and administrative guidelines, and any other sources. The determination as to the finalist(s) will be made based upon using unspecified, weighted criteria for each of the following key areas:

- a) Annual Cost
- b) Performance history & reputation (Respondent’s references, history with like-sized areas to maintain/service, ability to take on additional workload of Forest Hills)
- c) Customer service & maintenance methodology (Respondent’s management structure that will service Forest Hills, methods for ensuring high quality customer service, and plan to maintain responsiveness/communications with Forest Hills leadership team)

Proposal Authorities, Restrictions & Clauses

District authorities and options:

- a) The District reserves the right to reject any and all proposals for any reason.
- b) The District reserves the right to negotiate any and all proposals for any reason.
- c) The District reserves the right to award to more than one Respondent.
- d) The District has 30 days to accept a submitted Proposal; the Respondent cannot withdraw a Proposal within that 30 day period without mutual consent with the District.
- e) The District reserves the right to award each area or multiple areas as defined in Exhibit A to one or multiple vendors.

Performance Expectations & District Rights

- a) A single point of contact from the Respondent must be provided to the District. Your single point of contact will be the Director of Business Operations or his designee.
- b) Building/site administrators and/or head custodians may contact you directly for special requests or events. All, including any added costs to the district, must be approved in advance by either the Assistant Superintendent or the Director of Business Operations.
- c) Vendors are expected to resolve any complaints within a forty-eight hour period unless otherwise communicated.
- d) If a selected vendor is voluntarily or involuntarily separated from the District, the school services by the separated vendor will be awarded to one or more of the other remaining selected vendors by the District.
- e) The provided service may not be at a time that interferes with school functions (recess or class instruction).
- f) No herbicidal is to be used with the exception of within six inches from center on either side of fence rows, or unless otherwise directed.
- g) Ditches and retention areas are to be maintained, to include removing excessive clipping that may negatively impact proper drainage, at the time of each service.
- h) Line trimmers are to be used, sidewalks are to be cleared of grass clippings and other items, and litter is to be removed from the grounds at the time of each service.
- i) Line trim and spray herbicide inside chiller areas (will need to contact building custodial staff to unlock) 2 times a year, once during first mow of the year and the second at the beginning of August.
- j) Do not move, alter, or remove the pit pipes: they need to be string trimmed around if in the path of mowers.
- k) Mow four (4) swipes blowing away from building before the first pass is blown towards the building.
- l) The mowing schedule will be as follows (and is subject to change as needed):
 - 1) Every 7 days beginning March 15
 - 2) Every 14 days beginning June 14
 - 3) Every seven days beginning August 1
- m) The initial contract period is for one year, with an option for the District to renew for one additional year with no rate increase. The District must exercise this option no later than January 31, 2018.
- n) The District reserves the right to terminate the contract for failure to comply with any of the above expectations.
- o) All parking lots, curbs and islands are the responsibility of the contractor. At no time should there be any plants above 6 inches.

- p) Service is not to be provided during normal business hours during any period of State Testing. The District will communicate testing dates to the single point of contact for the vendor(s).
- q) Provide in your proposal your plan for regular business reviews, monthly walk through, etc.
- r) Provide in your proposal a detailed spreadsheet with expected due dates for each service; mowing, fence-line spraying, and turf fertilization programs.

Unit Pricing

The District is in the midst of a major renovation project. The footprints of many structures will be changing. During the renovations, the areas to be mowed will likely change from those depicted in the photos attached to the RFP. The proposal should be based on the areas shown in the attached photos. You should include a per acre, per 1,000 sq. ft. or in whatever unit price used to arrive at pricing so both parties may agree in advance to changes in pricing as the renovations are completed.

Alternate Proposal #1

- a) Trim bushes beginning of August at the main entrance of all school buildings and the sign board at street/main entrance.
- b) School buildings and administrative offices with mulch beds need old mulch removed and new mulch spread at beginning of August for the main entrance to the building and the sign board at street/main entrance.
- c) Maintenance should be performed in all mulch beds by March 15, May 1, June 15 and September 15. This should include, but not be limited to, weeding, trimming, removal of debris, removal of dead, dying or diseased plantings, fresh mulch, etc.

Alternate Proposal #2

- a) Perform the services described in Alternate Proposal #1 only at Anderson and Turpin High Schools as well as district administrative office no less than two weeks prior to start of the school year.

Alternate Proposal #3

- b) Perform fall aeration of areas noted at Anderson High School, Turpin High School and Nagel Middle School.

Exhibit A to the Lawn Care Service Agreement

Forest Hills school District – Boundaries

1) Boundaries

Listed below is a description of the areas that are the responsibility of the Forest Hills School District.

- a) Anderson High School – all grass areas except baseball field and softball field (District will be responsible for all those areas inside of fences)
- b) Turpin High School - all grass areas except baseball field and softball field (District will be responsible for all those areas inside of fences)
- c) Nagel Middle School - all grass areas except football field (District will be responsible for all those areas inside of the track)
- d) All elementary school - all grass areas
- e) District office on Beechmont Avenue - all grass areas

2) Designations – Lawn Applications

- a) 2-round program:

Round 1 — Spring: A combination of post & pre-emergent herbicides applied to inhibit a broad spectrum of broadleaf weeds & germinating annual weeds

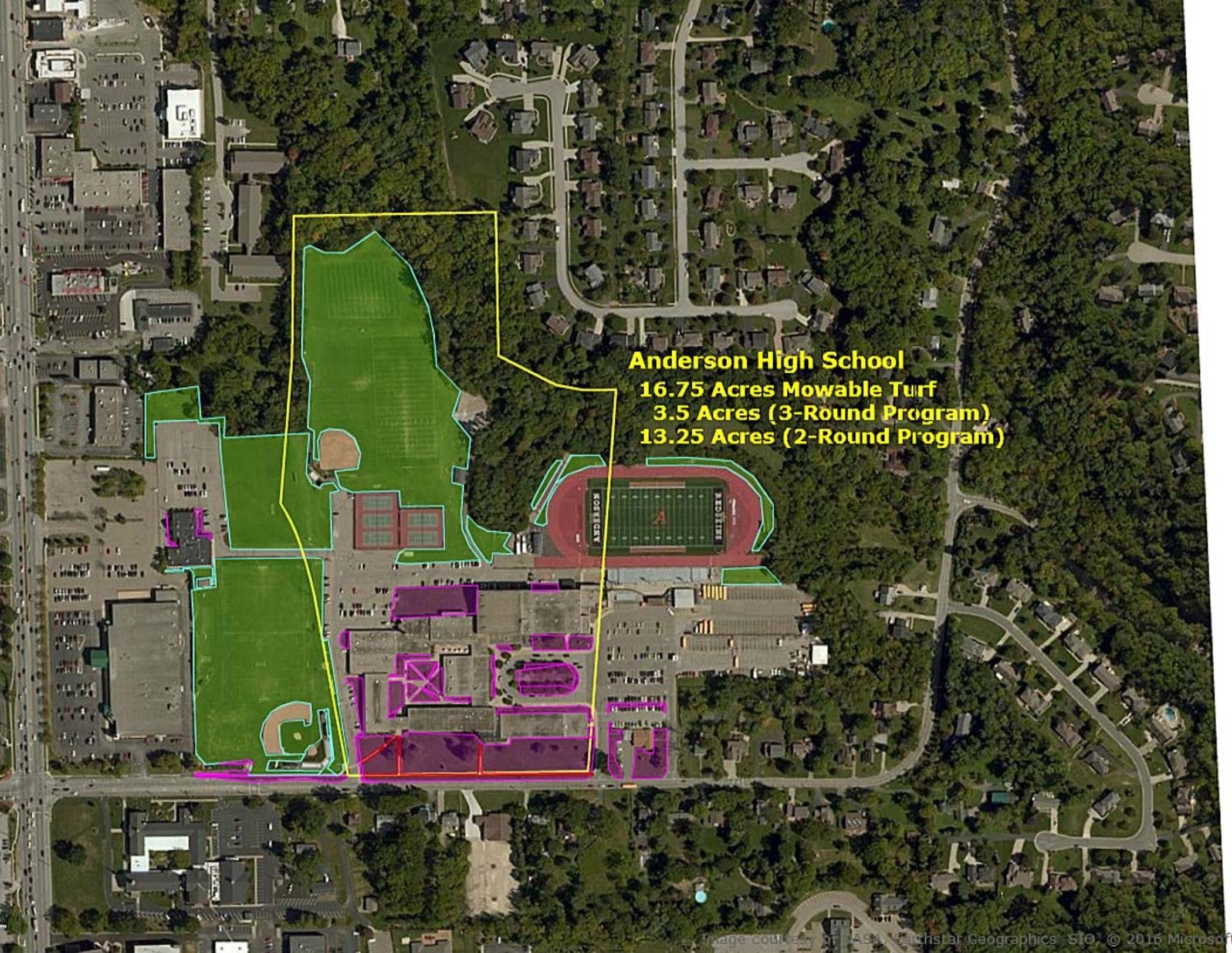
Round 2 — Autumn: A complete slow release fertilizer will be applied to build turf density and root growth as cooler seasonal weather begins.

- b) 3-round program:

Round 1 — Spring: A combination of post & pre-emergent herbicides applied to inhibit a broad spectrum of broadleaf weeds & germinating annual weeds.

Round 2 — Spring: A complete slow-release fertilizer will be applied to enhance turf color

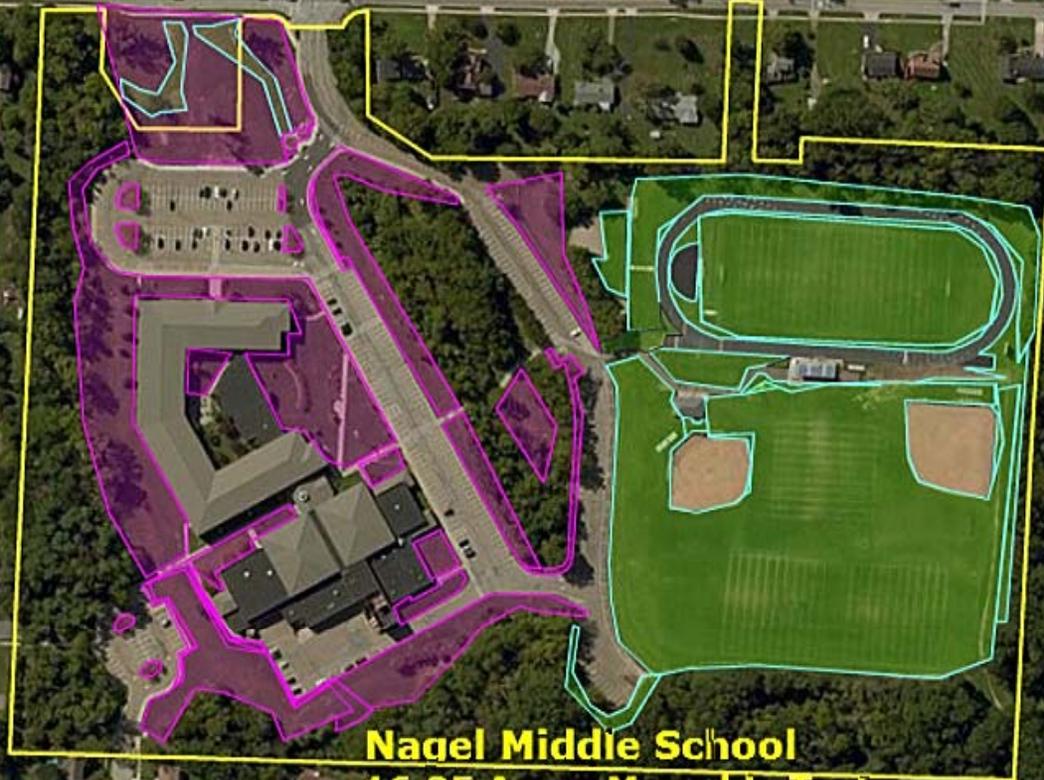
Round 5 — Late Fall: A complete slow release fertilizer applied to enhance winter hardiness, turf color, and promote spring green-up without surge growth



Anderson High School
16.75 Acres Movable Turf
3.5 Acres (3-Round Program)
13.25 Acres (2-Round Program)



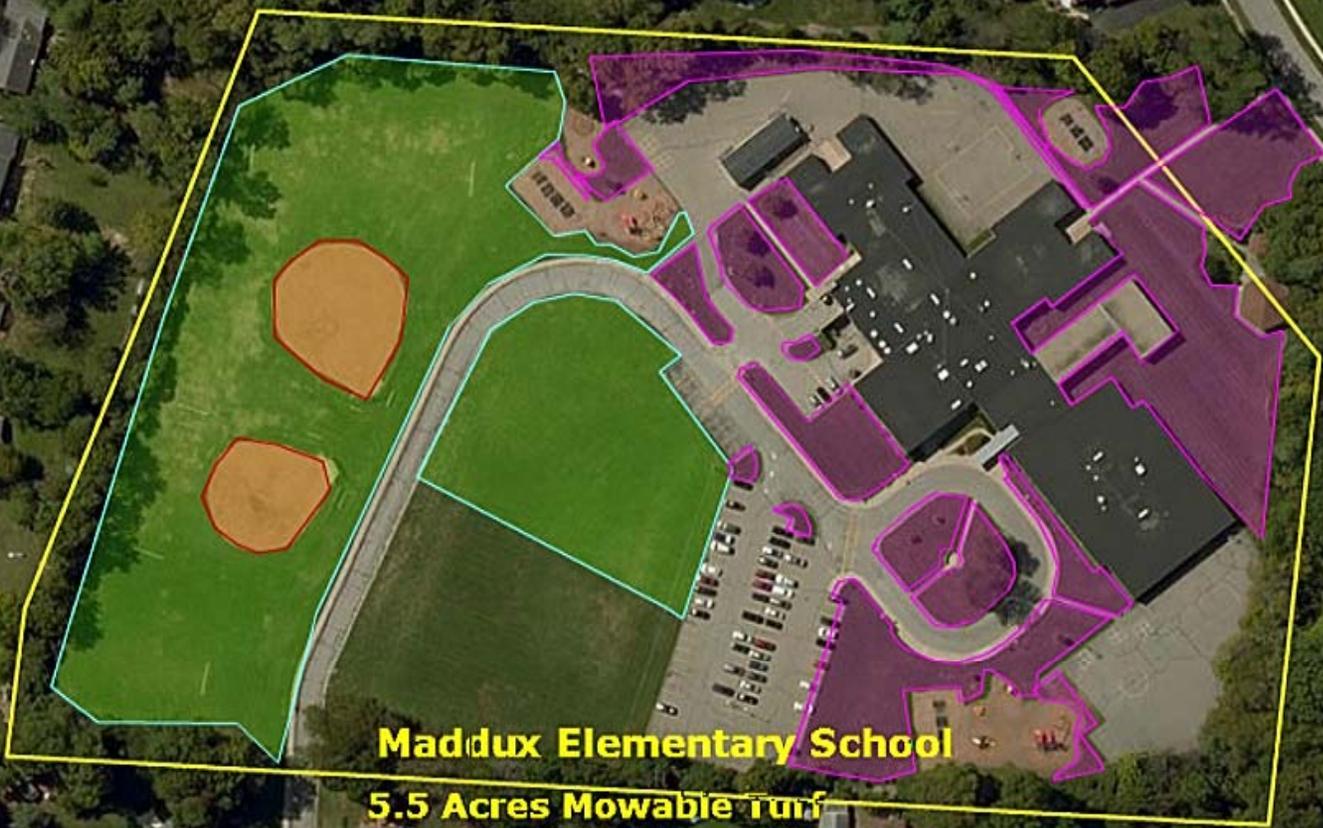
Turpin High and Mercer Elementary Schools
12.75 Acres Mowable Turf
3.25 Acres (3-Round Program)
9.5 Acres (2-Round Program)



Nagel Middle School
16.25 Acres Mowable Turf
6.5 Acres (3-Round Program)
9.75 Acres (2-Round Program)

Ayer Elementary School
5.5 Total Acres Mowable Turf
2.75 Acres (3-Round Program)
2.75 Acres (2-Round Program)



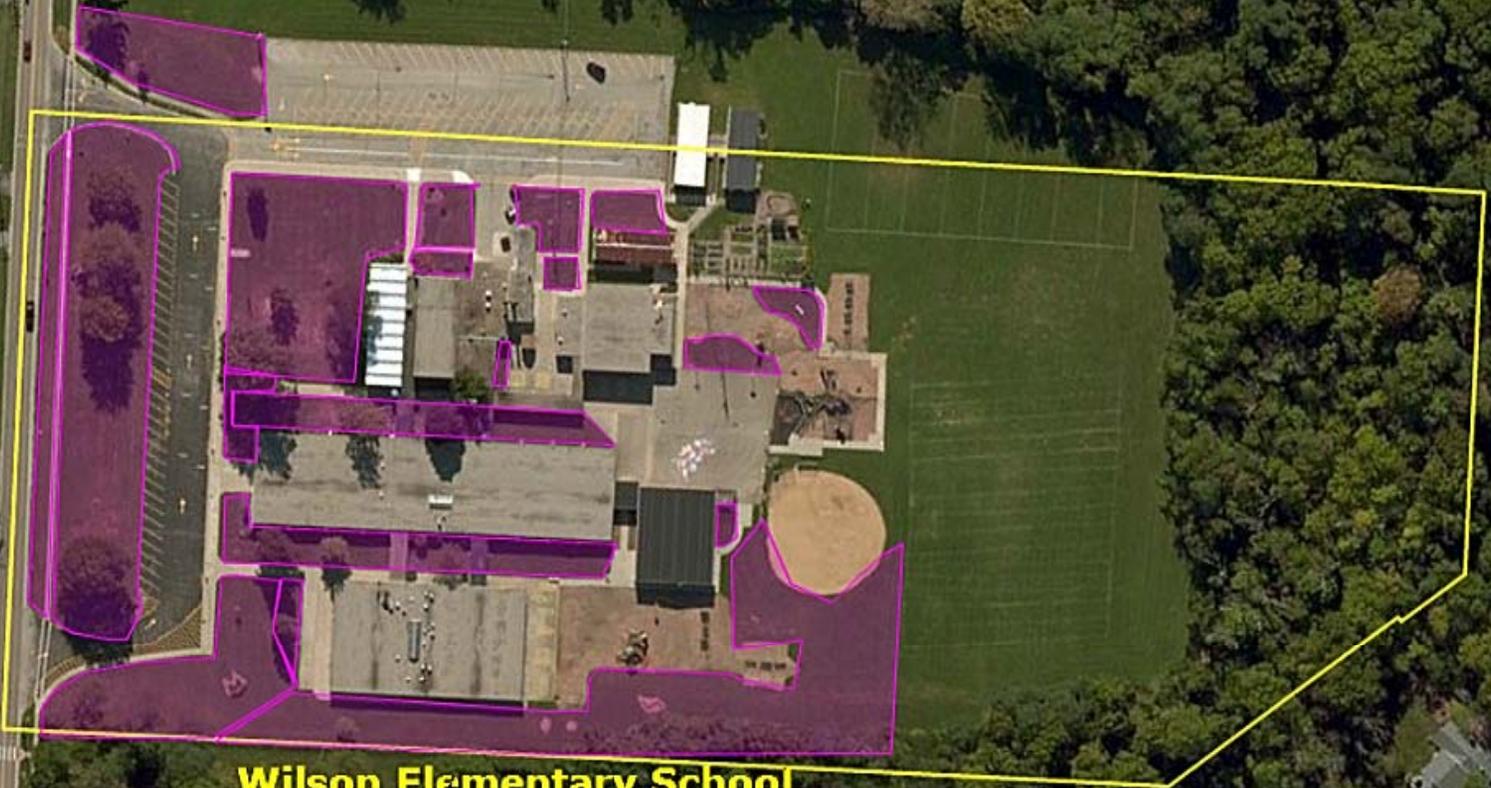


Maddux Elementary School

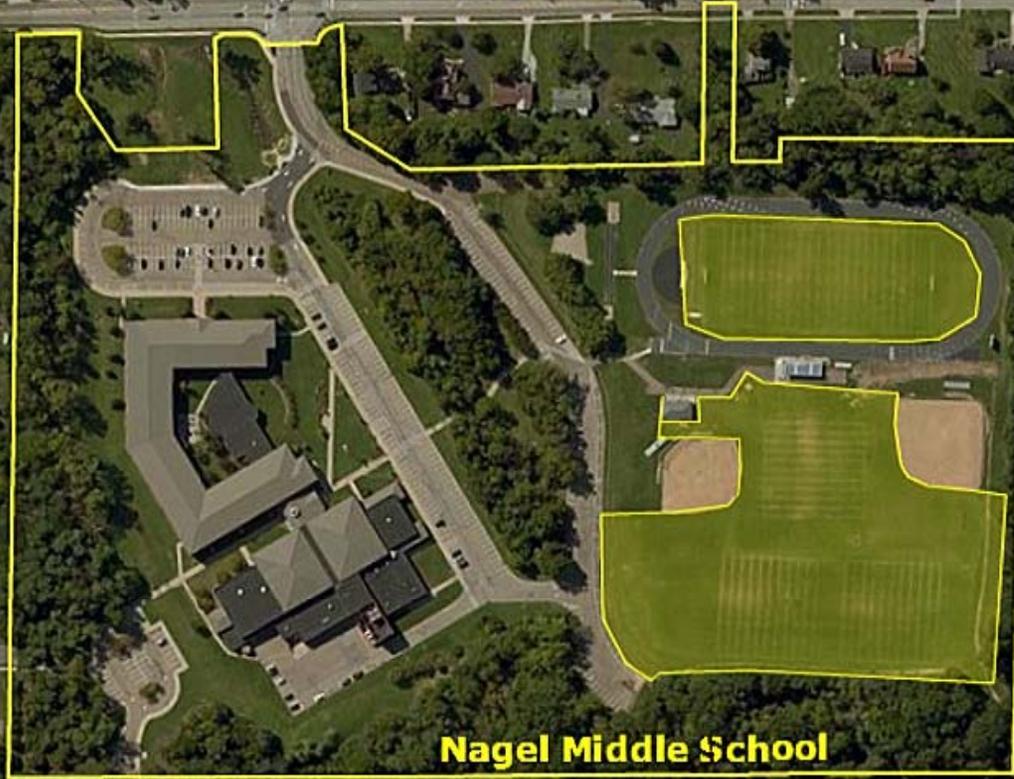
5.5 Acres Mowable Turf
1.75 Acres (3-Round Program)
3.75 Acres (2-Round Program)



Sherwood Elementary School
6 Acres of Turf
1.75 Acres (3 Round Program)
4.25 Acres (2 Round Program)



Wilson Elementary School
3.5 Acres Movable Turf
3.5 Acres (3-Round Program)



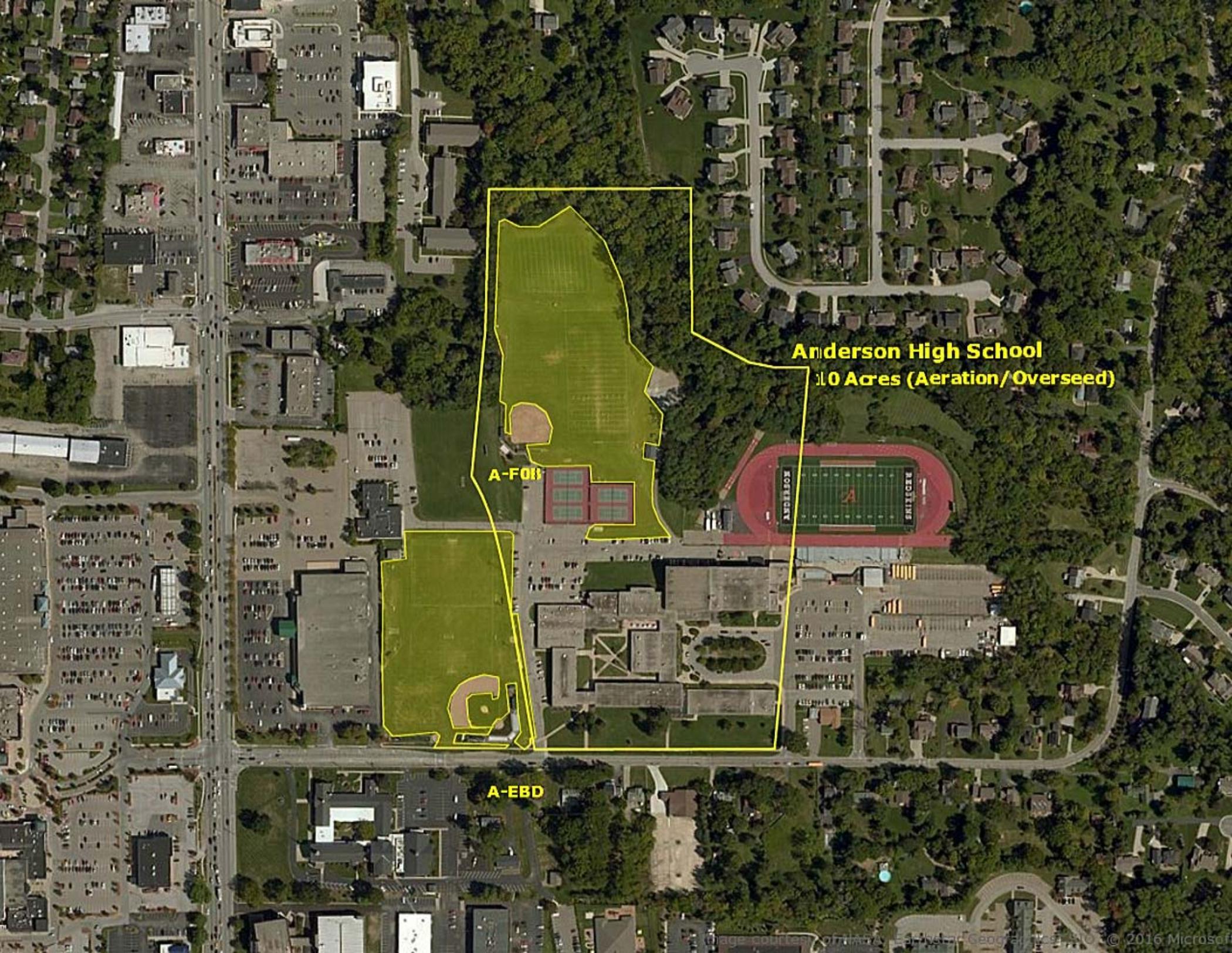
Nagel Middle School
7.25 Acres (Aeration)



Summit Elementary School
5.75 Acres Movable Turf
2 Acres (3-Round Program)
3.75 Acres (2-Round Program)



**Turpin High and Mercer Elementary Schools
6.5 Acres (Aeration/Overseed)**



Anderson High School
110 Acres (Aeration/Overseed)

A-F01

A-EBD