



Request for Proposal for Lawn Services

Action Pathways, Inc. (API), is seeking proposals from qualified lawn care professionals to preform lawn care and landscaping maintenance of API properties.

Description of Action Pathways, Inc.

API is a private nonprofit organization with a 501(c) 3 tax status serving Southeast North Carolina. API was established in 1964. API offers programs to facilitate the development of skills that enable people to help themselves. For more information and a description of our major program services, visit our web site at www.actionpathways.ngo.

The administrative office of API is located at 316 Green Street, Fayetteville, NC.

Scope of Work

A. Mowing: Contractor shall mow the grass every seven (7) days, or as weather permits, to maintain an appropriate even height for the type of grass and season to ensure a well-manicured and healthy appearance. Mowing outside of the normal operating season shall only be conducted if necessary to maintain a well-manicured appearance.

B. Edging: Contractor shall edge all tree rings, plant beds, buildings, sidewalks, fences, driveways, parking lots, playground boxes and other surfaced areas bordered by grass with each mow.

C. Trimming: Contractor shall trim weeds and/or grass around all street signs, lamp posts, fences, and any other obstructions to maintain a well-manicured appearance.

D. Bed Maintenance: The Contractor shall provide maintenance of all plant beds continuously throughout the contract period, being kept free and clear of all weeds. (This excludes raised garden boxes used by children on playgrounds except when occasionally requested by the Agency).

E. Pruning: Contractor shall prune shrubs and trees as needed. Flowering trees and shrubs shall not be pruned while in bloom or at times when pruning will inhibit blooming. All trees or shrubs in parking area or near walkways will be trimmed to insure the tree/shrub does not impede parking or walking.

F. Leaf Removal: Contractor shall remove leaves during the fall and winter until trees have dropped all foliage. Leaves shall be removed from the property and discarded in an offsite landfill.

G. Decks/Caged Areas: The area between decks and buildings and within cages shall be kept free of vegetation

H. Clean-up and Trash Removal:

1. The Contractor shall ensure all sidewalks, curbs, decks, ramps, driveways/roadways, and ground level cement/asphalt surfaces are blown free of clippings, dirt, and debris immediately after each mowing.
2. The Contractor shall remove all debris associated with the lawn maintenance during each visit.
3. Clippings shall not be swept, blown, or otherwise disposed of in sewer drains. I-CARE Head Start Lawn Care RFP Page 2

I. Fertilization: All grass turf areas shall be aerated, seeded, fertilized and limed in the fall and spring as needed to ensure healthy turf.

J. Mulching: A new layer of mulch shall be added to all mulched areas during the month of May. All mulched beds shall be maintained free of vegetation and within in the defined area.

All playground mulched areas shall be fluffed bi-weekly during the months of September through May and monthly for the months of June thru August. Mulch should be maintained at a depth of six (6) to eight (8) inches. Occasionally, areas requiring mulch may be purchased in small quantities by the Agency and coordinated with the Contractor for delivery and spreading. All wood framing around bed line edges shall be trenched to help contain the applied mulch.

K. Other services as needed: Cutting and removal of limbs, spreading mulch, and snow removal from parking lots and sidewalks.

Locations

Location Name	Address	Additional Services
Corporate Office	316 Green Street Fayetteville, NC 28301	Parking lot and walkway blown weekly
Second Harvest Food Bank of SENC	406 Deep Creek Rd Fayetteville, NC 28312	Gravel perimeter must be kept free of vegetation. Community garden area must be free of herbicide. Water drainage ditch near dumpsters must be mowed/trimmed each visit (unless containing water) Rear fenced area is to be included

Corporate Annex	310 Deep Creek Rd Fayetteville, NC 28312	Gravel perimeter and loading docks must be kept free of vegetation.
Alabama Lane Head Start Center	105/109 Alabama Lane Fayetteville, NC 28306	
Blanton Road Head Start Center	4623 Blanton Road Fayetteville, NC 28303	Area to be serviced is from outside edge of bio-retention basin to inside edge of entry plant border to include playground area.
EE Miller Head Start Center	1361 Rim Road Fayetteville NC 28314	Area to be serviced playground only. Note the center is located behind EE Miller Elementary School
Fisher St Head Start Center	510 Fisher Street Fayetteville, NC 28301	
Hay Branson Head Start Center	925 Davis Court Fayetteville, NC 28305	Keep vegetation off/clear of wood fence at rear of property.
Holland Homes Head Start Center	3039 Enterprise Ave Fayetteville, NC 28306	Area to be serviced playground and caged areas (can wash and HVAC unit)
Lewis Heights Head Start Center	4868 Bickett St Fayetteville, NC 28303	Area to be serviced playground and caged areas
McNeill Head Start Center	4382 Fox Grove Circle Fayetteville, NC 28303	Area to be serviced playground and caged areas
River Commons Head Start Complex	328 Deep Creek Road Fayetteville, NC 28312	Area to be serviced is to include 10-12 feet outside of fenced area
Rosemary Head Start Center	260 Rosemary Street Fayetteville, NC 28301	Area to be serviced playground and caged areas
Southern Ave Head Start Center	2229 Southern Ave Fayetteville, NC 28306	
Spring Lake Head Start Center	612 Samuel Drive Spring Lake, NC 28390	
Topeka Heights Head Start Center	3240 Camden Road Fayetteville, NC 28306	Area to be serviced playground, area surrounding the building and entry drive
Yadkin Road Head Start Center	5869 Yadkin Road Fayetteville, NC 28306	Area to be serviced is playground on side of church building
Yadkin Road Head Start Center II	145 Horseshoe Road Fayetteville, NC 28303	Area to be serviced playground, area surrounding the building to large pine trees.

Service Times

Services shall only be performed at Head Start Centers when school is not in session (weekends, before or after school hours, etc.) due to daycare regulations. Hours of lawn care and maintenance shall ONLY be performed from 5:00pm until sunset or sunrise until 7:00am Monday through Friday and 7:00am until 9:00pm on Saturday.

Contract Period

The initial contract period shall be from January 1, 2019 through December 31, 2019. The Agency has the option to renew the contract on an annual basis for up to two additional years with the Contractor.

Personnel and Equipment

The Contractor shall designate, hire, and dismiss the personnel and provide all equipment necessary for the performance of the contract.

Insurance and Licenses

The Contractor shall maintain General Liability Insurance from an insurance company to cover bodily injury and/or property damage directly due to the negligence of the Contractor, his agents or his employees. The Contractor shall also maintain Worker's Compensation Insurance, as required by the laws of North Carolina.

General Indemnity

The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify API., assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of API or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by API or API officials (including the Executive Director, the Board of Directors, as well as API employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against API or API officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outline above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

Availability of Funds

Any and all payments to the Contractor shall be deemed binding only to the extent of the continued availability of funds from the relevant federal funding sources for the general purpose set forth in this proposal.

Pricing

The Contractor warrants that the pricing stated herein shall remain firm for a period of one (1) year from the first day of the contract period. Pricing shall include all charges that may be imposed in fulfilling the terms of the contract less any in-kind contributions made by the Contractor. The Agency is required to match funds granted to provide services to the community. These matching funds come from volunteers and Contractors willing to offer price reductions for their services.

Payment Terms

Payment terms are NET 30 days following receipt of correct invoice. Invoices must be submitted to: API
Attn: Accounts Payable PO Box 2009 Fayetteville, NC 28302

Evaluation Criteria

The Agency, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. Bids will be evaluated using an internal evaluation process. Contract awards will be based on a combination of experience, the bidder's operational capacity, in-kind contribution, and price. The lowest price may not always receive the contract award. The final decision will be based on what is in the best interest of the agency to ensure API that quality workmanship is performed to achieve maximum results. Bidders on the Suspension of Funding listing and/or the System of Awards Management/Excluded Parties List System will be deemed ineligible for award consideration. The Agency reserves the right to make independent investigations as to the qualifications of the Contractor. Such investigations may include contacting existing customers. The Agency reserves the right to accept or reject any and all proposals, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of the Agency.

Proposal Information

- A. Proposals will be received by API. until November 30, 2018 at 12pm. Proposals may be submitted by mail, email or delivered in person. **NO** faxed proposals will be accepted. The Agency must receive all proposals **PRIOR** to the date and time specified. Any proposal received after the date and time prescribed shall **NOT** be considered for award and the proposal shall be returned to the Contractor.

Each sealed envelope containing a proposal must be plainly marked with the Contractor's Name.

- B. Each bidder must submit a proposal including:

1. Total monthly price for the performance of these services
2. Completed vendor profile and certification (attached)
3. Proof of General Liability insurance
4. Proof of Worker's Compensation insurance
5. RFP Acknowledgement Form
6. Proposal Form

Notification of Award

The successful Contractor will be notified in writing within fifteen (15) working days of this award.

Termination

Either party reserves the right to terminate the awarded contract with or without cause by notifying the other in writing 30 days prior to the termination date. Written notice of termination must be sent via certified U. S. mail to the last known address of the recipient.

If you have questions, please call Dan Barney prior to the proposal deadline.

Contact person: Dan Barney
Facilities Manager
910-485-6131 ext. 1551
daniel.barney@actionpathways.ngo

Proposal submission: Action Pathways, Inc.
PO Box 2009 Fayetteville, NC 28302 (mailing)
316 Green Street Fayetteville, NC 28301 (physical)
Attn: Lawn & Landscape Contract Bid

Submission Deadline: 12pm on Friday November 30, 2018

VENDOR PROFILE & CERTIFICATION

- 1. Business Name: _____
- 2. Business Owner(s) Name: _____
- 3. Business Physical Address: _____

- 4. Mailing Address (if different from above): _____

- 5. Business Telephone: _____ Fax: _____
- 6. Email address: _____
- 7. Company Structure (corporation, partnership, sole proprietorship):

- 8. Primary Business Purpose: _____
- 9. Years in Business: _____
- 10. Federal Tax Identification Number: _____
- 11. Years of doing work similar to the work sought in this bid request: _____
- 12. References – list at least 3

Customer	Main Contact Person	Telephone Number

- 14. Attach a copy of licenses (include professional, state and/or local business or privilege licenses).
- 15. Attach a copy of insurances (Worker’s Compensation and Commercial General Liability)

REQUEST FOR PROPOSAL (RFP) ACKNOWLEDGEMENT FORM

RFP TITLE: Lawn Care and Landscape Services

Issue Date:
October 24, 2018

Contact & Telephone
Dan Barney
Facilities Manager
910-485-6131 ext. 1551

PROPOSAL DUE DATE & TIME: November 30, 2018 12:00 P.M. EST

NOTE: Proposals received after the opening date and time will not be accepted.

API solicits your company to submit a proposal on the above referenced project. By signing this form, the Contractor signifies their acceptance of all terms, conditions, and specifications set forth in this Request for Proposals. All proposals must have an authorized signature in the space provided below. One (1) copy of your proposal must be delivered to: Action Pathways, Inc. PO Box 2009 (zip code 28302) or 316 Green Street Fayetteville, NC 28301 or purchasing@actionpathways.nog before the RFP deadline. The package containing proposals for this project must reference the "CONTRACTOR'S NAME". NO faxed proposals will be accepted. API will not be responsible for late or lost bids by the U.S. Postal office or any other delivery services used by the Contractor.

THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR PROPOSAL. PROPOSALS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE CONTRACTOR.

COMPANY NAME:

MAILING ADDRESS:

CITY, STATE, ZIP:

EMPLOYER'S FEDERAL IDENTIFICATION NUMBER (FEIN):

TELEPHONE NUMBER:

I CERTIFY THAT THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER CONTRACTOR SUBMITTING A PROPOSAL FOR THE SAME SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP AS OR FOR THE CONTRACTOR.

AUTHORIZED SIGNATURE:

TYPED OR PRINTED NAME:

TITLE: _____ DATE: _____

Proposal Form

Please submit one (1) total bid amount to perform the services in this RFP. The bid must include all work specified in the RFP at each location. The contract will be awarded for all location the breakdown by location is for accounting purposes only.

Location Name	Bid Amount
Corporate Office	
Second Harvest Food Bank of SENC	
Corporate Annex	
Alabama Lane Head Start Center	
Blanton Road Head Start Center	
EE Miller Head Start Center	
Fisher St Head Start Center	
Hay Branson Head Start Center	
Holland Homes Head Start Center	
Lewis Heights Head Start Center	
McNeill Head Start Center	
River Commons Head Start Complex	
Rosemary Head Start Center	
Southern Ave Head Start Center	
Spring Lake Head Start Center	
Topeka Heights Head Start Center	
Yadkin Road Head Start Center	

Yadkin Road Head Start Center II	
Total	

Total Monthly In-kind (if any)	
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