

Capital Area Community Action Agency

REQUEST FOR PROPOSALS FOR LAWN MAINTENANCE SERVICES

INTRODUCTION

Capital Area Community Action Agency, Inc. (CAA) is a private, non-profit 501(c)(3) corporation conducting business in Leon, Gadsden, Jefferson, Calhoun, Franklin, Gulf, Liberty and Wakulla counties. The agency administers federal, state and local government funded programs.

CAA is soliciting proposals for a vendor for lawn maintenance services for three (3) Head Start Centers in Leon County and one (1) in Jefferson County.

GENERAL CONDITIONS

1. Contractor Qualifications: The successful Contractor must be properly licensed to do business within Leon and Jefferson Counties. They shall also have been in the Lawn Care Maintenance business for a minimum of two (2) years. The Contractor shall have a person available during normal business working hours to address any problems or concerns.
2. Hours: Because children are present at the facilities the hours of lawn care maintenance shall be performed after 5:00 P.M. Monday through Friday during the school months of August through May unless prior arrangements have been made with management.
3. Terms of Contract: The initial contract term will be for one year from the date of award. The contract will be renewable on an annual basis for up to two (2) additional years. All subsequent renewal agreements shall incorporate all terms, conditions, and specifications contained in original agreement, unless mutually amended in writing.
4. Changes: CAA shall have the right, at any time, to alter the specifications to meet increased or decreased needs. If any such changes cause an increase or decrease in the cost or the time required for the performance, or otherwise affects any other provision of



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this agreement, an equitable adjustment shall be made and this agreement shall be modified in writing accordingly.

5. Subcontracting: The Contractor shall not have the right or power to assign, subcontract, or transfer interest in this contract. The Contractor is prohibited from subcontracting any services covered in the scope of work without prior written consent of the Agency.
6. Availability of funds: Any and all payments to the contractor shall be deemed binding only to the extent of appropriated funds for the purpose set forth in this proposal. The Agency will not assume the liability if for any reason funds are withheld from the Agency by Presidential orders, Congressional actions or any other reasons that are legally beyond the Agency's responsibility of guaranteeing the fulfillment of this contract.
7. Non-Discrimination: The Contractor shall not discriminate against any individuals and will take proactive measures to assure compliance with all Federal and State requirements concerning fair employment, employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination based upon age, race, color, religion, sex, national origin, disability, marital status, gender identity, sexual orientation or veteran.
8. Insurance Coverage: During the term of the contract, the Contractor at their sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonable associated with the contract. This includes Worker's Compensation, General Liability and Automobile.

PROPERTY LOCATIONS

1. The locations of the properties requiring lawn maintenance services are as follows:
 - (A) Bainbridge Road Head Start Center, 2303 Old Bainbridge Road, Tallahassee
 - (B) Mabry Family Enrichment Center, 240 Mabry Street, Tallahassee
 - (C) Louise B. Royal Head Start Center, 1124 North Duval Street, Tallahassee
 - (D) Jefferson Head Start Center, 950 Mamie Scott Dr., Monticello, FL

SCOPE OF SERVICES TO BE PROVIDED

Routine lawn maintenance service will be provided bi-weekly from March through October and once monthly from November through February for a total of 20 visits per year. Any visits required in excess of the 20 per year may be billed at a pre-determined fee which must be included in the proposal. Vendor must provide the following services for all locations:

1. **Mowing** all turf areas, edging all bed lines and landscape, weed-eating around trees, poles, boxes, etc.
2. **Bed maintenance** includes pruning all plants and trees so that the natural shape is maintained. This includes weeding landscape beds and tree wells. If weed killer is used it will only be at a time when there will be at least two (2) days before the children will be on the premises.
3. **Tree Trimming** – includes large trees with overhanging limbs that need to be trimmed and removed from the premises.
4. **Debris Removal** - All cuttings, clippings and debris generated from the services will be removed by the vendor. Concrete areas and parking lots are to be blown or swept to remove grass trimming after mowing and trimming.

PROPOSAL SUBMISSION

Award of the contract resulting from this RFP will be based upon the most responsive vendor whose offer will be the most advantageous to CAA in terms of cost, functionality, and other factors as specified elsewhere in this RFP. Priority will be given to bids that include service to all properties.

CAA reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor, when it is in the Agency's best interest,
- Accept other than the lowest priced offer.

Proposals will be evaluated based on qualifications of the staff providing service, history and past experience of the vendor, references and cost of service. To be considered each proposal must:

- Include detailed information on vendors experience in providing lawn service to include but not be limited to history of the company and information on qualifications of owner and any staff to be used at the location.
- Provide at least three recent client references (within the previous two years) for which you have performed similar work. References should include contact name, address and telephone number.
- Include information on vendors' business license, bond and insurance, and list the license number. Vendor will be required to present proof of such if selected.
- The proposal shall be submitted on letter size paper. Each page shall be numbered and have the name of the company on it.
- A detailed price quote for all services listed in the Scope of Work above. If chemicals are used for weed control or other landscape issues they must be listed. Green chemicals are preferred. Proposal must also address any additional charges anticipated outside of the monthly fee (such as additional cuts.) Four copies of the proposal shall be submitted in a sealed package/envelope marked:

“SEALED LAWN MAINTENANCE RFP - DELIVER TO: THE CHIEF OPERATING OFFICER”

Submit package to the address below:

Capital Area Community Action Agency, Inc.
309 Office Plaza Drive
Tallahassee, FL 32301
Phone: 850-222-2043; FAX 850-942-2090

DEADLINE FOR SUBMISSION

All proposals are due by **5:00 p.m. on Friday, January 29, 2016**. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award. Agency will communicate with the contact person if clarifications are needed.

ADMINISTRATIVE

Technical Contact

Any questions concerning technical specifications or Scope of Work requirements must be directed to:

Tim Center, Chief Executive Officer
Capital Area Community Action Agency, Inc.
309 Office Plaza Drive
Tallahassee, FL 32301
(850) 222-2043, Ext. 225

Contractual Contact

Any questions regarding contractual terms and conditions or proposal format must be directed to:

Nina Self, Chief Operating Officer
Capital Area Community Action Agency, Inc.
309 Office Plaza Drive.
Tallahassee, FL 32301
(850) 222-2043, Ext 104