

Madison County Public Schools

REQUEST FOR PROPOSALS (RFP 2021-01E)

Lawn Mowing and Landscaping Services for School and Office Locations

Date: February 22, 2021

Proposal Deadline: 2p.m. March 15, 2021

Overview

Madison County Public Schools, herein referred to as MCPS, (the “District/Owner”) intends to contract annually with a professional firm for lawn mowing and landscaping services (the “Services/Work”) in the district beginning April 1, 2021.

MCPS, is seeking proposals for a Contractor who has demonstrated abilities to perform the attached Scope of Work. The contractor must currently be in the business of providing lawn mowing and landscaping maintenance services of this type and must have been doing so for a minimum of at least five (5) consecutive years. All applicable federal, state, and local laws, ordinances and regulations must be adhered to.

Contractors submitting a proposal should review the procurement requirements listed. Specifically, the selected Contractor will be required to:

- Execute a contract with the MCPS;
- Attend a pre-proposal meeting where MCPS staff will review regulations and requirements, and give a tour of property locations;
- Complete certain forms and certifications;
- Maintain General Liability Insurance (\$1,000,000 minimum); Workers Compensation Insurance (\$500,000) and business automobile liability (\$1,000,000) and furnish proof of such insurance;

No Contractor who is the recipient of MCPS funds, or who proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veteran’s status, physical or mental disability or perceived disability, or other criteria protected by law. The District complies with all Equal Employment Opportunity requirements.

MCPS does not discriminate in the admission of, or employment in, its programs, activities or services. Minority and women-owned businesses, as well as Contractors located in the Madison County School District, are encouraged to submit proposals.

MCPS reserves the right to reject any and all bids, to waive any informalities in the bids received, and to accept the bid or bids that in its judgment will be in the best interest of the District.

Proposal Submittal

Proposal responses shall be submitted on the Proposal Submission Form (pages 11-13). All costs are to be final.

Proposal must include a minimum of three professional references. These references should be attached to the Proposal Submission Form and include current contact information including name, address, telephone number and email address.

Please direct questions regarding proposal submission to the MCPS Supervisor of Facilities.

Completed proposals must be received no later than 2:00 p.m. March 15, 2021. Bids must be submitted in a sealed envelope marked and delivered to:

Madison County School Board
Attention: Liz Patterson, Clerk of the Board
RFP 2021-01E: Lawn Mowing and
Landscaping Services
Madison County School Board
60 School Board Court
Madison, Va. 22727
Phone: 540-948-3780 ext. 5108

NOTE: Proposals received after this deadline may be refused and deemed ineligible for consideration at the District's sole discretion

A Request for Proposals is available February 22, 2021 at the Madison County School Board website: <https://www2.madisonschools.k12.va.us/>

Selection of Contractor

MCPS will review all proposals submitted and if deemed to be in the best interest of the District, a Contractor(s) will be chosen. MCPS shall be free to accept any proposal it deems appropriate in its sole discretion. MCPS will determine final scope and project components, based on funding availability.

The Contractor selected will be required to submit a Certificate of Insurance naming MCPS as an additional insured, which will be reviewed by MCPS personnel.

A contract will then be negotiated between the Contractor and the District, with each agreeing to the terms of the contract and affixing authorized signatures. The contractor will be required to complete all forms and certifications required by the District, Local, State and Federal governments.

Proposal Requirements and Examination of Work to be Performed

The contractor is required to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered prima facie evidence that the contractor has made such examination.

There will be a mandatory pre-proposal meeting at 9 a.m. on Wednesday March 3, 2021 Eastern Standard Time at the Madison County High School Auditorium, 68 Mountaineer Lane Madison, Va. 22727. The meeting will discuss the Request for Proposal, including viewing existing conditions, examination of scope of work and to answer questions. A guided site visit of all areas to be bid on will be conducted as part of this pre-proposal meeting. Proposals received from Contractors who do not attend this meeting will not be considered. All CDC guidelines must be followed while on school property. Prospective bidders must practice safe social distancing, and wear a mask at all times during the duration of this meeting.

Section 1

GENERAL INFORMATION

This RFP contains instructions governing the content of the proposals and the format in which they are to be submitted. It does not attempt to define all of the contract needs nor detail them. Rather, it is flexible and allows for the credentials of the contractor to be demonstrated in the areas of expertise necessary to the contract. There are mandatory requirements to be met, but should the contractor foresee the need for qualification of the effort or additional requirements, concise and relevant discussion is encouraged. Questions from contractors shall be accepted by the Supervisor of Facilities (Mr. Earl Keys) via email or phone. Emails shall be submitted to: ekeys@madisonschools.k12.va.us or by phone 540-948-3780 ext. 4513.

Section 2

SCOPE OF SERVICES BACKGROUND AND PURPOSE

This scope of work pertains to the requirements of maintaining grass and landscaped areas at various locations in the District. As part of the response to this RFP, bidders if awarded will be required to fill out a weekly check sheet showing what tasks were completed. The overall responsibility of the Contractor is to coordinate, plan, manage, and perform activities described in this RFP to maintain an acceptable appearance in those areas included in the RFP.

The Contractor shall furnish all labor and materials necessary to perform the mowing and landscaping maintenance tasks in the RFP. Contractor shall complete all the tasks listed below and will comply with all the requirements and specifications.

It shall be the Contractor's responsibility to verify the areas, sizes and quantities of the surfaces and items to be maintained in this RFP. Failure of the Contractor to verify the listed amounts shall not

relieve the Contractor of the responsibility to provide all services required to the standards included herein, for the prices submitted in Contractors proposal.

2.1 HOURS WHEN WORK IS TO BE PERFORMED

All work is preferred to be performed Monday through Friday from 7am to 6 pm. Any deviation from this schedule must be approved by the Supervisor of Facilities or designee.

2.2 SCHEDULING OF WORK- BEGINNING OF CONTRACT TERM

- A. At least five (5) business days prior to the commencement of the contract, the Contractor shall submit in writing to the Supervisor of Facilities or designee, the name of the On-site Supervisor authorized to act for the Contractor in every detail for the lawn mowing and landscape services.
- B. At least five (5) business days prior to the commencement of the contract, the Supervisor of Facilities or designee will confer with the Contractor and review the total specification requirements, total workload and the lawn mowing and landscaping services proposed by the Contractor.

2.3 SPECIFICATIONS

The lawn and landscaped areas must be maintained and serviced at the frequency and to the standards as detailed in these specifications. The Supervisor of Facilities or designee shall determine whether the tasks have been performed, and that the performance is in accordance with the standards set forth in these specifications. Failure to perform a task or to perform a task to the specified standard will result in reductions in the Contractor's monthly invoice.

Landscape Maintenance Standards and Specifications

Overview: The District believes that using industry standard, commercial landscaping techniques to maintain District property will create a landscape that is healthy, resource-efficient, sustainable, and cost-effective to manage. When commercial landscaping techniques are applied in landscape design, construction, and long-term maintenance, there are many benefits, including easier maintenance, lower costs, and higher property values.

It is the District's expectation that the Contractor's proposal will comply with these standards and specifications. It should be the Contractor's expectation that the District will only consider awarding the contract to a Contractor whose bid shows compliance. The Contractor should also expect to be held to these standards throughout the course of the contract.

The following standard outlines the scope of services and responsibilities required of the Contractor, but may not be inclusive of the entire scope of services. The specifications outline the quantity and category of work required. Other parts of the contract **provide** requirements such as insurance and licensing standards, hours of work, work authorizations, etc.

A. GENERAL STANDARDS

1. GUARANTEE AND REPLACEMENT

- a. Contractor shall replace, at no additional cost to MCPS, any turf, plant materials or any other District property damaged as a result of improper maintenance attention or procedures. Replacement material shall be of the same size and variety as the dead or damaged material. Property damage must be done within two weeks of identification of damage. Alternatives to size, variety and scheduling of replacement must have written permission of the MCPS Supervisor of Facilities or designee.
- b. Contractor is not responsible for losses, repair or replacement of damaged work or plant material resulting from theft, extreme weather conditions, vandalism, vehicular incidents (other than Contractor's vehicles) or the acts of others over whom they have no reasonable control.
- c. Contractor shall inform the Supervisor of Facilities or designee on a monthly basis of plant losses unrelated to the maintenance activities, provide the MCPS with a probable cause of the plant loss, and provide recommendations for replacement along with pricing for replacement.

2. CONTRACTOR RESPONSIBILITIES

- a. Contractor will provide staff able to perform work at the highest standards of horticultural excellence. Key staff shall have current knowledge of best management practices (BMP's) regarding: safety, hazardous materials spill response, lawn care, plant health, pruning, and integrated pest management. The District reserves the right to demand the replacement of Contractor's staff who do not meet the District's standards for safety, professionalism, or horticultural knowledge.
- b. Preference will be given to firms certified by green programs such as Green America.
- c. Provide an emergency contact list identifying the names, positions held, and phone numbers of key maintenance personnel. Provide mobile numbers for the landscape maintenance manager and site supervisor.
- d. Attend meetings and site inspections of the grounds as requested.
- e. Contractor shall maintain a log of activities performed and provide a copy monthly to the MCPS Supervisor of Facilities or designee.
- f. Establish a schedule/chart for regular maintenance activities by area and submit to the Supervisor of Facilities or designee for review. Contractor to review proposed schedules with the Supervisor of Facilities or designee and adjust as necessary to avoid conflicts.
- g. Ensure that when work is performed, all students and staff members are kept safe from all mowing and landscaping activities. This may require that students and staff members be relocated out of harm's way in order for work to be performed. This will be accomplished by addressing any issues as such with the MCPS Supervisor of Facilities or designee, or with approval of each school's administration **prior** to work to be conducted. Every effort must be made to protect students and staff.

B. SCOPE OF WORK

1. GENERAL PRACTICE GUIDELINES FOR MATERIALS AND EXECUTION

The scope of work includes: (1) Mowing; (2) Hedge, Bush, Tree, String Trimming; (3) Edging, (4) Litter Pickup/Trash Removal; (5) Blowing; (6) Herbicide; (7) Mulching and Landscape Maintenance; and (8) Special Events where applicable.

This document is intended as a benchmark of the MCPS's minimum standards for maintenance, repair and improvements. However, MCPS respects the Contractor as a professional and as such, will take under consideration, any and all recommendations made by the Contractor.

- a. Contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance of turf and plantings, as specified herein. It is the intent of the District that this site be maintained in a resource-efficient, sustainable, and cost-effective manner.
- b. Maintenance shall consist of removal or addition of mulch where applicable, pruning, mowing, Integrated Pest Management (IPM), weed/insect/disease control, litter control and any other procedures consistent with good horticultural practice necessary to ensure normal, vigorous, and healthy growth of turf and landscape plantings.
- c. All turf shall be mowed with professional quality mulch-mowing equipment. Prior to award of contract, Contractor shall provide to the District the make and model of the mower(s) that will be used.
- d. Contractor is encouraged to use non-polluting devices like rakes and brooms when feasible. The District prefers that blowers and other power equipment are low-decibel, low-fossil fuel consumption, and low-emissions models.
- e. Contractor shall visually inspect all landscape areas monthly from April through September to identify potential pest problems. Pest problems include insect, disease, and weed infestations. The presence of a pest does not necessarily mean there is a problem. Contractor shall keep written records of pests identified and areas where problems may be developing.
- f. Cooperatively identify any area where non-chemical IPM control methods should begin.
- g. Control of Weeds: Use cultural methods (mulch, proper pruning,) to encourage plant health and growth and discourage weeds. Keep planter beds and tree wells free of weeds and debris on a rotational basis, weekly throughout the year by hand pulling or other mechanical means. Sites shall be weeded by hand or mechanical weeding methods that remove the roots every week. Ground covers are to be trimmed so they meet but do not grow over walkways or outside any of the planters.

2. NOXIOUS WEED CONTROL

- a. Contractor will be familiar with noxious weed lists.
<https://plants.usda.gov/java/noxiousDriver>
- b. Noxious weeds must be bagged and properly disposed of.

- c. Non-designated and weeds of concern shall be controlled with ongoing IPM and healthy landscape management techniques.

C. MATERIALS AND EXECUTION – TURF MAINTENANCE

1. TURF MOWING

All turf will be mowed with professional quality mulching mower equipment. Pricing assumes that bagging and removing clippings will be required only when excessive leaf debris is present, turf is too long to mulch or when moisture conditions are too high to allow effective mulching without substantial clumping of turf debris.

- a. Prior to each mowing, remove all litter and debris from lawn areas. Formal turf areas shall be mowed per the schedule below and maintained at a height of no less than 2-1/2 inches and no more than 4 inches. Coordinate mowing schedules with the MCPS Supervisor of Facilities or designee.
- b. Alternate mowing direction where feasible every mowing. Maintain a uniform lawn height free from scalping.
- c. The MCPS Supervisor of Facilities or designee and the Contractor will evaluate and determine any areas that require bagging and removal of clippings on a regular year-around basis.
- d. Contractor is responsible for any damage incurred as a result of mower damage to trees and shrubs and must repair or replace any such damage at no cost to MCPS. Properly maintained tree wells are encouraged to minimize such damage.
- e. Clippings will be swept or blown from hardscapes after each mowing. Sweeping is encouraged when feasible.

2. TURF MOWING SCHEDULE

Month	Number of cuts
April	Two mowings
May	Weekly
June	Weekly
July	Weekly
August	Weekly
September	Weekly
October	Three mowings
November	Two mowings

NOTE: Base Contract price includes mowings per the mowing schedule. Schedule of mowings may be altered per MCPS’s Supervisor of Facilities or as required by climatic conditions.

3. TURF EDGING AND TRIMMING

- a. Mechanically trim all landscape turf edges once a month. Edges include all formal lawn perimeters and tree wells in lawn areas. In April, June, and August, redefine all formal lawn edges with a mechanical blade-type edger or hand spade. Clean debris from hardscapes and non-turf landscape areas. Remove larger debris.
- b. Trim all formal lawn areas that cannot be reached by a mower after each mowing. Areas to be trimmed include any lawn adjacent to poles, signs, bollards, trees, walls and all other obstacles. Perform trimming to the same height as mowing. Clean debris from hardscapes and non-turf landscape areas, remove larger debris.
- c. Contractor shall trim around all guardrails every other mowing.
- d. Contractor is responsible for any damage incurred as a result of trimmer or edger damage to trees and shrubs and must repair or replace any such damage at no cost to the District. Properly maintained tree wells are encouraged to minimize such damage

4. HEDGE, BUSH, TREE, STRING TRIMMING

- a. Mechanically trim all hedges and bushes once each Spring and Fall. String trimming once a week from April – November. Clean debris from hardscapes and non-turf landscape areas. Remove larger debris

D. MATERIALS AND EXECUTION - GENERAL AREA MAINTENANCE

1. LEAF AND BRANCH REMOVAL

- a. Keep walks, patios, planting beds, roadway gutters and lawn areas free of leaves on a weekly basis April-November.
- b. In autumn, leaf removal shall occur at each visit as needed to prevent smothering of turf and groundcovers and excessive clumping when mulch mowing. Remove leaves from site only as needed to maintain a neat appearance and the health of the planting.

2. LANDSCAPE DEBRIS REMOVAL

- a. Remove biodegradable landscape debris (turf clippings (limited to only those times when mulch mowing is not possible), leaves, branches, dead plant material, etc.) to a predesignated site on school property. No biodegradable material should be disposed of as garbage, except noxious weed debris.

3. LANDSCAPE TRASH REMOVAL

- a. Remove all trash from landscaping beds and turf areas. Contractor shall haul it away for appropriate disposal.

4. MULCH REPLACEMENT-PLANTING AREAS/FLOWER BEDS

- a. In early spring Contractor shall remove old mulch if applicable, and replenish mulch to maintain a depth of no less than two and a half inches (2-1/2'') in all

planting areas and tree wells. Established beds where plant foliage or groundcover completely covers the soil surface require no additional mulch. Keep mulch at least two to three inches (2 – 3”) away from the crown of plants and trees.

- b. After leaf removal in Fall, a light mulching is to be done if applicable, in all landscaping to maintain the 2 ½” depth in all planting areas.
- c. Mulch shall be brown double shredded hardwood.
- d. “Red” bark mulch or dust shall not be used.
- e. Delivery and storage of mulch or materials must be pre-approved by MCPS Supervisor of Facilities or designee.

5. MULCH REPLACEMENT AT WAVERLY YOWELL PLAYGROUND AND MADISON PRIMARY PLAYGROUNDS (2)

- a. All playgrounds must be maintained as needed to comply with the terms outlined herein:

Impact Protection around play equipment per the American Society for Testing and Materials (ASTM) standard F1292-99, which states impact protection must be provided under equipment with moving parts or climbing apparatus to create a fall zone free of hazardous obstacles. Fall zones are defined as the area underneath and surrounding equipment that requires a resilient surface. A fall zone shall encompass sufficient area to include the child’s trajectory in the event of a fall while the equipment is in use. Fall zones shall not include barriers for resilient surfacing. Where steps are used for accessibility, resilient surfacing is not required. As such, MCPS requires all impact protection areas around play equipment must have a minimum mulch depth of **10** inches around play structures.
- b. All other areas of playground perimeter not covered in impact protection around play equipment must have a uniform depth of a minimum **6** inches of double shredded hardwood mulch.
- c. All playgrounds must be inspected monthly to ensure playgrounds are kept free from trash, leaf and tree debris and weeds. All areas of the playgrounds, including those identified as impact protection areas, must be maintained to ensure the required depth of mulch previously outlined is maintained.
- d. Delivery and storage of mulch or materials must be pre-approved by MCPS Supervisor of Facilities or designee.

2.4 PROPERTIES AND LOCATIONS OF WORK TO BE PERFORMED UNDER RFP

- A. Properties included in bid:
 - 1. Madison County School Board Office
 - 2. Madison County High School
 - 3. William Wetsel Middle School
 - 4. Waverly Yowell Elementary School and Alternative Education Building
 - 5. Madison Primary School
 - 6. Madison County Bus Shop

B. All six (6) locations to be bid individually. Bidders may also submit a bid for an award of all six sites. Bids on each location will be reviewed and a determination will be made to include or exclude from the contract. **Please note that athletic fields are not to be included in the bid. Athletic fields are the responsibility of MCPS to maintain.**

2.5 CONTRACTOR'S EMPLOYEES

- A. Personnel employed by the Contractor shall be capable employees qualified in this type of work. A fully qualified work force shall be maintained throughout the period of this contract. All personnel shall receive close and continuing first-line supervision.
- B. The Contractor's supervisors shall be fully and adequately trained in lawn mowing and landscaping supervision sufficient in scope to meet the approval of the District.
- C. The Contractor shall employ the quantity and quality of supervision necessary for both effective and efficient management of lawn mowing and landscaping operations at all times.
- D. Contractor shall be liable for any damages caused directly or indirectly by its employees.

2.6 REDUCTIONS IN PAY

- A. Reductions for below standard work will be made if, after the second documented notification, the Contractor has not corrected the deficiency and MCPS worker(s) are assigned to perform the task(s) or were not completed at all by the contractor.
- B. Reductions for non-performance will be made if the task(s) was not done and MCPS Reductions for A. and B. above will be based on the hourly billing rate of the MCPS employee(s) plus benefits assigned to perform the task(s) times the hour(s) required for MCPS worker(s) to perform the task(s). If the work was not performed by the contractor and was just omitted, a deduction based on percentage of the overall monthly bill minus the work not completed will be calculated and the bill adjusted accordingly.

2.7 PAYMENT TO CONTRACTOR

- A. At the end of each month, the Contractor shall render to the MCPS Director of Finance or designee their invoice, for the services provided during the preceding month. The invoice shall not exceed 1/9th of the annual base amount of the contract.
- B. Add Alternate Tasks that were performed during that month shall be itemized separately.
- C. The MCPS Director of Finance or designee shall review the invoice and any necessary reductions which must be made in accordance with the conditions of the Contract. Should the Contractor's invoice not include all necessary reductions, the invoice shall be reduced by the amount of the non-included reductions and processed for payment. The Contractor shall be notified of the reductions made and supplied with copies of documentation supporting those reductions.

2.8 CHANGES TO THE SCOPE OF WORK AND TERMINATION OF CONTRACT

- A. The MCPS Supervisor of Facilities or designee at any time may have to change the

scope of the contract by written contract modification. On the designated effective date, the Contractor shall make the required changes in operation.

- B. Upon receiving notice of the change, the Contractor's monthly invoice shall be adjusted if necessary to reflect the value of the change in the services under this contract.
- C. MCPS may cancel the contract at any time for any reason upon giving 30-day written notice to the Contractor.
- D. MCPS shall have the right to cancel this Agreement immediately without prior notice for any breach of any provision of the contract if not cured within seven (7) days from written notice from the District.

2.9 INSPECTIONS AND APPROVAL OF WORK

- A. MCPS will demand strict conformance to the standards and frequency specified. The MCPS Supervisor of Facilities or designee will inspect all completed work and will ascertain that the tasks have been satisfactorily accomplished.
- B. The MCPS Supervisor of Facilities or designee will enforce the standards of this contract.

2.10 ON-SITE SUPERVISION AND TRAINING

- A. The successful Contractor shall provide an On-site Supervisor. This On-site Supervisor will make routine communications with the MCPS Supervisor of Facilities or designee to receive instructions or other input regarding lawn mowing and landscaping services needs and activities.
- B. The On-site Supervisor is responsible for directing the Contractor's work force and accountable for all activities and behavior of all personnel assigned by the Contractor to perform work under this Contract.

The Contractor shall be responsible for training and safety precautions for Contractor employees performing work under these specifications

SECTION 3: PROPOSAL SUBMISSION FORM

Madison County Public Schools Lawn Mowing and Landscaping Services for Various Locations

1. COMPANY NAME _____

2. ADDRESS (Home Office) _____

3. TELEPHONE NUMBER (office) _____ (work-cell) _____

4. NUMBER OF FULL-TIME EMPLOYEES _____

5. OWNERSHIP

_____ Sole Proprietor

_____ Other – Please Specify

_____ Limited Partnership

PROPOSAL PRICES. Fixed prices for all requirements identified in Section 2 Scope of Services. Pricing submitted in this portion must be fully inclusive of all anticipated costs of the RFP and shall include all costs for management, supervision, labor and material associated with the RFP. The base bid includes the locations identified in Section 2.4 A.

Pricing to comply with Section 2 Scope of Services of this RFP for locations identified in Section 2.4 A. This is the base bid for the lawn mowing and landscaping services:

1. Madison County School Board Office

Annual Cost

_____ X 8 Months = \$ _____

Weekly Mowing/Trimming Cost _____

_____ X 2x/annually = \$ _____

Mulch/Landscape Cost _____

2. Madison County High School

Annual Cost

_____ X 8 Months = \$ _____
Weekly Mowing/Trimming Cost _____

_____ X 2x/annually = \$ _____
Mulch/Landscape Cost _____

3. William Wetsel Middle School

Annual Cost

_____ X 8 Months = \$ _____
Weekly Mowing/Trimming Cost _____

_____ X 2x/annually = \$ _____
Mulch/Landscape Cost _____

4. Waverly Yowell Elem. School and Alt Ed

Annual Cost

_____ X 8 Months = \$ _____
Weekly Mowing/Trimming Cost _____

_____ X 2x/annually = \$ _____
Mulch/Landscape Cost _____

5. Madison Primary School

Annual Cost

_____ X 8 Months = \$ _____
Weekly Mowing/Trimming Cost _____

_____ X 2x/annually = \$ _____
Mulch/Landscape Cost _____

6. MCPS Bus Shop

Annual Cost

_____ X 8 Months = \$ _____
Weekly Mowing/Trimming Cost _____

End of services locations

Signature of Authorized Representative

Name/Title of Authorized Representative

Date
