

# Lawn and Grounds Maintenance

## Request for Proposal 123-17



**GuilfordChildDevelopment**

1200 ARLINGTON STREET – GREENSBORO, NC 27406

PRE-PROPOSAL CONFERENCE DATE: May 31, 2017 – 10:00 A.M.

POPLAR GROVE HEAD START CENTER, 5500 SUMMIT AVE., GREENSBORO, NC 27405

REQUEST FOR PROPOSAL DUE DATE: June 22, 2017 – 3:00 P.M.

### **CONTACTS FOR THIS REQUEST FOR PROPOSAL**

DIRECTOR OF PROCUREMENT – SHERRY MURR ([SherryM@GuilfordChildDev.org](mailto:SherryM@GuilfordChildDev.org))

MAINTENANCE SUPERVISOR – ANTHONY THOMAS ([AnthonyT@GuilfordChildDev.org](mailto:AnthonyT@GuilfordChildDev.org))

DIRECTOR OF ADMINISTRATIVE SERVICES – LARRY JONES ([Larry.Jones@GuilfordChildDev.org](mailto:Larry.Jones@GuilfordChildDev.org))

**GUILFORD CHILD DEVELOPMENT**  
**Lawn and Grounds Maintenance**  
**Request for Proposal for Contracted Services**  
**Proposal Issue Date: May 23, 2017**

**Objective of Request for Proposal**

Guilford Child Development (GCD), a 501(c)3 organization is seeking proposals from qualified vendors to perform lawn and grounds maintenance for the Central Office and thirteen Head Start Centers located in Greensboro and High Point, NC. Qualified vendors are invited to submit a proposal outlining their experience and qualifications in performing work directly related to the services detailed in this Request for Proposal (RFP) under the heading Scope of Work.

**This proposal is for a set price twelve (12) month contract. The selected vendor shall invoice monthly in equal increments to satisfy the winning bid amount awarded.**

**Pre-Proposal Conference**

A pre-proposal conference is scheduled for May 31, 2017 at 10:00 A.M. in the multi-purpose room at Poplar Grove Head Start Center, 5500 Summit Ave., Greensboro, NC 27405. Vendors planning to attend should confirm with Sherry Murr, Director of Procurement by telephone (336) 369-5015 or email [sherrym@guilfordchilddev.org](mailto:sherrym@guilfordchilddev.org) no later than May 30, 2017.

**Site Visits**

Potential contractors are encouraged to visit the sites prior to submitting a bid for this project. Contractors shall not be compensated for time/travel/fuel for the site visits. GCD's maintenance supervisor, Anthony Thomas must be notified prior to contractors visiting the locations by phone at 336-707-4311 or email AnthonyT@GuilfordChild Dev.org.

**Issuing Office**

Guilford Child Development  
1200 Arlington St.  
Greensboro, NC 27406  
RFP 123-17  
Attention: Sherry Murr, Director of Procurement

**Closing Date and Submittal Information**

One (1) original signed proposal with terms and conditions made a part thereof must be received at the address specified above before 3:00 p.m. on June 22, 2017. Proposals shall not be accepted after the stated deadline; late proposals shall be returned to the vendor unopened and shall not be considered for the bid process. Attachment A must be completed, signed and dated.

Proposer must put their name, address and RFP 123-17 on the outside of the envelope. It is the Proposer's responsibility to ensure that proposals are received prior to the stated closing time. Guilford Child Development shall not be responsible for the proper identification and handling of any proposals submitted incorrectly. Late proposals, late modifications or late withdrawals shall not be considered

accepted after the stated bid closing date and time and shall be returned unopened. Facsimile and electronic (email) proposals will not be accepted.

Guilford Child Development reserves the right to:

- A. Reject any or all proposals not in compliance with public bidding procedures;
- B. Postpone award of the contract for a period not to exceed sixty (60) days from date of proposal opening;
- C. Waive informalities in the proposals; and
- D. Select the proposal which appears to be in the best interest of Guilford Child Development.

### **Scope of Work**

The main objective of this contract is to ensure facilities of GCD are well maintained and of the highest caliber. Attachment A is a complete list of services that GCD is requesting to be included in this bid. Please note that not all sites will receive all of the same services as some of our leased properties have contracts for the lawn care and grounds maintenance outside of this proposal. If a site and service is not listed on Attachment A, that site does not receive that particular service through this bid. We expect the lawn and grounds maintenance contractor to provide to GCD:

- A. All work performed shall be performed in a professional manner according to contract specifications and/or industry standard practices.
- B. Mowing, edging and trimming shall occur at least every two (2) weeks or as needed at each location listed in this RFP during the growing season. Contractor shall coordinate with Maintenance Supervisor regarding the schedule for each location (see Attachment A). Contractor shall furnish the Director of Administrative Services, Director of Procurement and Maintenance Supervisor a schedule for servicing each of GCD's locations. GCD's Director of Administrative Services reserves the right to review and approve and/or make changes as necessary to the schedule. GCD's Director of Administrative Services shall be available to assist in the scheduling, if requested by the Contractor. The schedule shall be made a part of the contract. The schedule should allow time for additional visits and treatments.
- C. Flowerbeds shall be maintained and kept free from weeds. This includes dead plant removal and deadheading seasonal flowers. Flowerbed maintenance should occur during scheduled visits.
- D. Leaf removal shall occur no less than twice a month at each location listed in the RFP from October 1 through the leaf season. If curbside removal is available the leaves may be bagged in yard waste bags and left curbside. All city guidelines for bagging leaves and yard debris shall be adhered to and it is the Contractor's responsibility to know the guidelines. If other suitable alternate means of leaf disposal are preferable to the contractor the alternate means must be described in the proposal and approved by GCD. Additionally if city waste removal isn't an option the contractor must describe disposal means.
- E. Shrubbery trimming should occur, as needed at appropriate times of the year to maintain a neat appearance and sustain proper growth, at each center. It is the Contractor's responsibility to ascertain the need and notify the Director of Administrative Services before the shrubbery will be trimmed.
- F. Contractor shall provide all equipment in a reasonably good state of repair and equipped with the necessary safety features, noise reduction devices, and anti-pollution devices as provided by the manufacturer and that may be required by local, state and/or federal law. All blades used for mowing and edging shall be kept sharp to provide a clean cut. Contractor shall not use any mower that creates rutting, scalps, fails to cut uniformly or causes damage of any kind to the

lawn. Any damage to the lawn, irrigation system, plant material, walkways or any other fixed objects while performing mowing shall be corrected by the Contractor to the satisfaction of GCD's Director of Administrative Services, and at no cost to GCD. All equipment shall be in proper working condition. No payment will be made for equipment breakdown time.

- G. Contractor shall perform services between the hours of 7:00 a.m. to 6:00 p.m. for all scheduled locations, Monday-Friday except holidays. Occasionally circumstances may require the Contractor's services to be performed at other times so as not to interfere with GCD employees, programs, repairs and alterations to building(s). In these special circumstances prior written notification must be made to the Maintenance Supervisor. The Maintenance Supervisor will make reasonable accommodations to allow the work to be performed.
- H. Contractor shall provide a written verification for each location serviced, whether scheduled or requested, indicating the date and times of service. This may be in the form of a service or list with the location name and service date. It shall be the responsibility of the Contractor to receive confirmation by GCD staff at each location on the day of service. Verification of all work performed is required for payment.
- I. Contractor shall provide consolidated billing on a monthly basis with each location identified and charges for services associated with each location clearly identified. A copy of the signed verification must accompany the invoice for service. Invoices submitted without signed service tickets shall not be paid for that portion of the work until suitable verification is received.
- J. Contractors shall operate under their own credit. GCD payment terms are net thirty (30) days from date of invoice.
- K. Any work performed outside the scope of this RFP shall require a purchase order prior to work commencing. Any work performed without an approved purchase order shall cause a delay in payment to the contractor and, at the discretion of GCD, may result in payment being withheld due to the performance of unauthorized work.
- L. The mowing operation shall also include the removal all trash (i.e. tree limbs, pine cones, paper or plastic waste, etc.) from the lawn and adjacent walkways prior to commencing work, trimming around all fixed objects (i.e. trees, posts) using a gasoline powered string trimmer and/or hand clippers, and removing (sweeping, blowing) all vegetative waste generated by the mowing operation from adjacent walkways and parking areas.
- M. Contractor shall ensure that the materials used in lawn care shall be the least toxic materials that provide effective control of the target vegetation (poison oak, poison ivy, etc), shall conform to Federal, State and Local Ordinances and Laws for use at a child care facility. Any new products to be used must be noted on the list of material and Contractor must provide the EPA-approved labels and Material Safety Data Sheets (MSDS) to GCD's Director of Administrative Services and Director of Procurement before using these products.
- N. Contractor shall operate riding equipment slowly and with extreme caution when on or near any pedestrian walkways and shall cease operating any power equipment when pedestrians are present.
- O. Contractor and contractor's employees shall comply with all local, state, and federal laws, while performing services under the contract.
- P. Employees of the Contractor shall wear distinctive uniforms or badges provided by the Contractor to be worn at all times while on GCD premises. Contractor shall ensure that all personnel are outfitted with the necessary personal protective wear, such as goggles, ear plugs, and gloves. Personal protective wear shall be in accordance with the current industry standards and meet all applicable OSHA specifications. Contractor shall ensure that all personnel are outfitted with safety shoes that meet the current specifications set forth in the American National Standards Institute's standard for Safety-Toe Footwear.

- Q. Contractor shall be responsible for completely supervising and directing the work under this contract, using his best skill and attention. A crew leader must possess a general knowledge of horticulture and have practical experience in landscape and/or grounds maintenance.
- R. Upon completion of the work, the Contractor shall be responsible for the cleanup of the grounds area serviced. This shall include, but is not limited to the removal and proper disposal of trash, packaging material, and vegetative waste.
- S. Contractor shall be liable for any and all damages and/or claims of damages to persons and property during the performance of work or as a result of that work. Any damages to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to GCD's Director of Administrative Services satisfaction at the Contractor's expense.
- T. Contractor shall not store any materials or equipment on-site, unless otherwise approved by the Director of Administrative Services.
- U. Contractor shall apply approved playground mulch uniformly over the entire area of the playground fall zone to a minimum depth of 8" measured by spike when completed. Contractor supplied playground mulch shall be free from trash, sticks, rocks, dirt clods, insects and any material toxic to humans and/or plant growth. Fourteen (14) locations require playground mulch and shall be quoted separately (see Attachment A). It is a licensing requirement that playground mulch spread around fall zones be at a minimum depth of 8" when compacted. As part of this contract, the winning bidder will check the depth of the playground fall zone mulch during the bi-monthly grounds maintenance and, using a tiller, loosen the existing mulch in order to meet compliance. Additionally the mulch has a tendency to wash to the fence lines, resulting in noncompliance for fence height. The mulch must be raked away from the fence and returned to the fall zone. When additional mulch is required, the contractor shall advise the Director of Administration prior to installation.
- V. Aeration and or Plugging before Fertilization/overseeding. In October and March appropriate fertilizer and grass seed, based on soil needs/conditions, shall be spread at all centers covered by this contract and central office. This service shall be quoted separately (see Attachment A).
- W. Snow plowing/removal. As needed during inclement weather, parking lots shall be cleared of snow and ice. GCD's The Director of Administrative Services or Maintenance Supervisor shall contact the contractor when snow plowing/removal will be required. This service shall be quoted separately (see Attachment A).
- X. Contractor shall furnish GCD's Director of Procurement within 10 calendar days after award the following items:
  - a. Phone numbers for emergency contacts for the Contractor.
  - b. Certificates of insurance coverage. Please indicate all coverage(s) i.e. commercial general liability, worker's compensation, automobile liability insurance.
  - c. Material Safety Data Sheets (MSDS) for each hazardous chemical/compound offered to complete the services of this contract.
  - d. An up-to-date list of personnel designated as crew leader(s).
  - e. Perform emergency services upon written authorization in a timely and professional manner.

**Locations to be served**

Bristol Road	2004 Bristol Road	Greensboro, NC 27406
Council House	602 Hyde Drive	Greensboro, NC 27406
Daniel Brooks	1453 West Avenue	High Point, NC 27260

Elm Street	1207 South Elm Street	Greensboro, NC 27406
Hickory Chapel Woods	505 Habersham Road	High Point, NC 27260
McElveen	3515 N. Church Street	Greensboro, NC 27405
Macedonia	401 Lake Ave.	High Point, NC 27260
Metropolitan	1305 Julian Street	Greensboro, NC 27406
Poplar Grove	5500 Summit Avenue	Greensboro, NC 27405
Ray Warren	715 Burbank Street	Greensboro, NC 27406
Royce & Jane Reynolds	1001 Freeman Mill Rd.	Greensboro, NC 27406
Shiloh	1210 S. Eugene Street	Greensboro, NC 27406
Staley	2039 Brentwood Street	High Point, NC 27263
Willow Oaks	1815 Everitt Street	Greensboro, NC 27401
Central Office	1200 Arlington Street	Greensboro, NC 27406

**PROPOSER'S SPECIAL INSTRUCTIONS**

**SECTION 2**

**A. PROPOSAL TIMELINES**

May 23, 2017	Advertisement and Release of Proposals	
May 31, 2017	10:00 a.m.	Pre-Proposal Conference 5500 Summit Ave., Greensboro, NC
June 22, 2017	3:00 PM	Deadline for Submission of Proposals
June 23, 2017	Award of Contract by Guilford Child Development	
July 1, 2017	Commencement of Services	

***NOTE: Guilford Child Development reserves the right to modify this schedule at its discretion. Proper notification of changes in the proposal will be made to all interested parties.***

**B. GENERAL**

By submitting a proposal, the Proposer certifies that the Proposal has been arrived at independently and has been submitted without any collusion designed to limit competition.

**REFERENCES**

A minimum of three (3) current customers and two (2) former customers shall be provided to the Director of Procurement. References must include names and phone numbers of the references.

**C. PROPOSAL SUBMITTAL**

The proposal and all amendments must be signed and submitted no later than Thursday, June 22, 2017 at 3:00 PM to the address below. Each proposal must be submitted in a sealed envelope and designated with **Proposal Number RFP 123-17**. To assure that your proposal receives priority treatment please mark as follows:

Lawn and Grounds Maintenance  
Proposal Number RFP 123-17  
Guilford Child Development  
Attention: Director of Procurement  
1200 Arlington Street  
Greensboro, North Carolina 27406

Due: June 22, 2017 – 3:00 PM

**D. PROTEST OF SCOPE OF WORK OR TERMS**

Protests must be as specific as possible and identify the RFP section number and title, as well as a description and rationale for the objection. Any such protest shall include the reasons for the protest and shall detail any proposed changes to the scope of work or terms. The Director of Procurement and Director of Administrative Services shall respond to any protest and, if necessary, shall issue any appropriate revisions, substitutions, or clarifications via addenda to all interested Proposers. A protest may be submitted via facsimile or electronic mail (email).

It is GCD's intent that this Request for Proposal (RFP) permits competition. It shall be the offeror's responsibility to advise the Director of Procurement in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. A proposer who believes any details in the scope of work or terms detailed in the proposal packet are unnecessarily restrictive or limit competition may submit a protest in writing to the Director of Procurement and Director of Administrative Services. Such notification must be received by the Director of Procurement and the Director of Administrative Services not later than fifteen (15) days prior to the date set for acceptance of proposals.

To be considered, protests must be received at least fifteen (15) days before the proposal closing date. Guilford Child Development shall not consider any protest against award due to the content of proposal scope of work or contract terms submitted after the established protest deadline. All protests should be directed to Director of Procurement and be marked as follows:

RFP Specification/Term Protest  
RFP 123-17 Lawn and Grounds Maintenance  
Guilford Child Development  
Director of Procurement  
1200 Arlington Street  
Greensboro, North Carolina 27406

If a protest is received in accordance with section above, the proposal opening date may be extended if necessary to allow consideration of the protest and issuance of any necessary addenda to the proposal documents.

**E. PROPOSAL SUBMISSION AND SIGNING**

All requested forms and attachments (Signature Page, Acknowledgement Addendum, Statement of Proposal, etc.) must be submitted with the Proposal and in the required format. The submission and signing of a proposal shall indicate the intention of the firm to adhere to the provisions described in this RFP.

**F. COST OF PREPARING A PROPOSAL**

The RFP does not commit Guilford Child Development to paying any costs incurred by the Proposer in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof.

**G. INTERPRETATIONS AND ADDENDA**

All questions regarding this project proposal shall be directed to the Director of Procurement. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an "Addendum" to all prospective Proposers within a reasonable time prior to proposal closing, but in no case less than 72 hours before the proposal closing. If an addendum is necessary after that time, Guilford Child Development, at its discretion, can extend the closing date.

Any Addendum issued, as a result of any change in the RFP, must be acknowledged by submitting the "Acknowledgment of Addendum" with proposal. **Only questions answered by formal written addenda will be binding.** Oral and other interpretations or clarifications will be without legal effect.

**H. FEDERAL TAX ID REQUIRED**

Upon award of proposal Guilford Child Development requires contractor to complete a W-9 form.

**I. CONFORMATION WITH DAVIS-BACON ACT**

Contractor shall make available to the Director of Procurement subcontractor and employee wages ensuring compliance with Davis-Bacon Prevailing Wages Act. The Wage and Hour Division of the U.S. Department of Labor determines prevailing wage rates to be paid on federally funded or assisted construction projects.

**J. STATE/FEDERAL NONCOMPLIANCE NOTICE**

The contractor shall comply with all laws, rules and regulations of any Federal, State, County, or City government, bureau or department applicable to the operations of GCD.

**K. PROPOSAL VALIDITY PERIOD**

Each proposal shall be irrevocable for a period of sixty (60) days from the Proposal Opening Date.

**L. FORM OF CONTRACT**

The contract will incorporate the terms and conditions from this RFP document and the successful proposer's response documents. **Firms taking exception to any of the contract terms**



**shall submit a protest or request for change in accordance with Section 2.D. "Protest of Scope of Work or Terms" or their exceptions will be deemed waived.**

**M. TERM OF CONTRACT**

The term of the contract shall be a period of one (1) year with and an option to renew for three (3) consecutive years. GCD requests all quotes be based on an annual amount with contractor billing occurring in twelve (12) equal monthly increments. The contract shall be all inclusive for time, material and labor. The contract term commences on July 1, 2017 and expires June 30, 2018 with the option to renew for three (3) consecutive years.

**N. TERMINATION**

The contract may be terminated by mutual consent of both parties or solely by Guilford Child Development at its discretion with a 30 days written notice. If the agreement is so terminated, Proposer shall be paid in accordance with the terms of the agreement.

**O. NON-COLLUSION**

Proposer certifies that this proposal had been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

**P. PUBLIC RECORD**

All material submitted by bidder shall become the property of Guilford Child Development and is public record unless otherwise specified. A bid that contains any information that is considered trade secret should be segregated and clearly identified as such. This information will be kept confidential shall not be disclosed except in accordance with the North Carolina Public Records Law. The above restrictions may not include cost or price information, which must be open to the public.

**Q. CONTRACT AWARD**

If a contract is to be awarded as a result of this Request for Proposal, it shall be awarded to proponent who is responsible and whose proposal provides the best potential value to GCD. Responsible means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations. Notice in writing to a proponent and subsequent execution of a written agreement shall constitute the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whatever until the contract is signed.

**R. PROVISIONS**

The contract shall contain the relevant provisions of this Request for Proposal and of the successful proposal, as well as such other terms as may be mutually agreed upon, whether arising from the proposal or as a result of any negotiations prior or subsequent thereto. In the event of any inconsistency between this Request for Proposal and the ensuing contract, the contract shall govern.

**S. CANCELLATION**

GCD has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever without incurring any liability and no proponent shall have any claim against GCD as a consequence.

**T. REVIEW**

An evaluation committee shall review each proposal. GCD reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria. The proposal and accompanying documentation submitted by the proponents are the property of GCD and shall not be returned.

**EVALUATION CRITERIA**

Total Cost	35 pts.
References	25 pts.
Worker's Comp Insurance	5 pts.
Years of Experience	15 pts.
Small, Minority Owned, and/or Woman Owned Business	20 pts.