

EPHRAIM CITY
REQUEST FOR PROPOSAL
CITY-WIDE LAWN & GROUNDS MAINTENANCE SERVICES

DUE: THURSDAY, MARCH 18, 2010 @ 5:00 P.M.

EPHRAIM CITY HALL, 5 SOUTH MAIN, EPHRAIM UTAH 84627

I. **GENERAL**

A. **Intent of Request for Proposal (RFP)**

The purpose of this Request for Proposal is to solicit competitive sealed proposals from qualified companies or individuals to provide lawn and grounds services for all city landscaped properties. This award may be renewed for up to 2 (two) additional years based upon the recommendation of the City staff and acceptance by the City Council. The City Council, at its sole discretion, may award a contract to a single Provider or as a multiple award.

B. **ELIGIBILITY REQUIREMENTS**

In order to be eligible to respond to this RFP, the proposer must meet all the following qualifications:

1. **Licensed.** The proposing firm must be properly licensed to conduct business in the State of Utah, and licensed to mow and maintain lawns, trees, flowers, shrubs and to apply the chemicals required by this RFP.
2. **Non-Discrimination.** The proposer must comply, at all times during the bidding and contracting period, with all applicable federal, state, county, and city anti-discrimination laws, ordinances, rules, and regulations. Any violations of this provision shall be considered a violation of a material provision of the contract and shall be grounds for cancellation, termination, or suspension.
3. **Employee Verification.** Consistent with State Law, vendor agrees to check the immigration status of its employees through the use of E-verify or another equivalent program.
4. **Insurance.** Worker's compensation and Employer's Liability Insurance. The Vendor shall comply with the provisions of the Worker's Compensation Act, and all other legislation, federal and state, applicable to the work described herein, and the Vendor agrees to make all payments, returns and reports required by these acts.

The bidder shall agree to maintain the following minimum levels of insurance:

- a. **Statutory Worker's Compensation Insurance:** To cover claims filed under the Worker's Compensation Law of the State of Utah.

- b. Comprehensive General Liability Insurance:** To include limits of at least \$1,000,000.00 for each occurrence of bodily injury including death and \$1,000,000.00 property damage for each occurrence and \$1,000,000.00 aggregate.

Additionally, all policies shall be endorsed to include the purchaser (Ephraim City) as additionally insured there under with respect to all liabilities arising out of the performance of the work.

All such insurance carried by the vendor shall contain a waiver of insurer's right of subrogation against Ephraim City.

C. Other Requirements

- 1. Conform to Response Form Guidelines.** All proposed information referenced herein must be completed and returned on the Proposal Response Forms found in Section III.
- 2. Proposals Submitted on a Timely Basis.** The proposer must **provide a complete copy**, submitted to Leigh Ann Warnock, City Recorder, by Thursday, March 18, 2010 at 5:00 P.M. Incomplete copies are subject to disqualification. The proposal is to be delivered to the following address:

Ephraim City Hall
5 South Main
Ephraim, Utah 84627

- 3. Late Proposals.** Any proposal received after that deadline will be deemed non-responsive and will not be considered for evaluation. **Faxed copies will not be accepted.**
- 4. Length of Agreement.** This agreement shall commence on the date of acceptance by the City Council and continue for one (1) year. Each proposal must include an option whereby the City Council, in its sole discretion, can extend the contract for two (2) additional years on the same terms, prices, and conditions set forth in the proposal. The option shall be exercisable at the end of the first and again at the end of the second year. If the option is not exercised, then the contract shall automatically expire at the end of the contract term.

Upon renewal of the contract the vendor may request a one (1) time increase of an amount not to exceed 3% of the contract. The request must be in writing and must specifically identify the reason for the increase. At its sole discretion the City Council may grant or deny such request.

D. Evaluation Criteria 100 Points Possible

The following criteria and weighting will be used to evaluate the proposal. The award will be made to the proposer scoring the highest on the total of the following criteria:

1. **(25 Points)** Organization, Experience/Expertise, References: Proposer must describe the overall structure of the organization and detail a history of the company's experience with lawn care services within the industry and in similar sized facilities. The proposer must address the company's ability to provide specific services as outlined herein. References must be provided. The proposer may also furnish industry letters of certification and/or training. (Schedule B)
2. **(45 Points) Scope of Work:** Proposer must describe in detail the services to be provided for a typical city property. The proposer shall also describe additional services or special needs to repair sprinkler malfunctions or damage and any other relevant information. (See Schedule C)
3. **(30 Points)** Cost: All services as described herein, and any additional service or special needs or fees beyond the basic service. (Schedule D)

E. City Contact:

All inquiries relative to this Request for Proposal must be directed to:

Richard Anderson, 435-283-4631, City Manager

No other City employee or elected official should be contacted concerning specific detail of this RFP during the selection process.

F. Right to Accept or Reject

The Ephraim City Council reserves the right to accept all or part of selected proposal, and the right to reject any and all proposals in their entirety, or to waive any non-statutory informality. The City Council's decision to accept or reject the proposal shall be final.

G. Addenda to RFP

If it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all those known to have received the original RFP. Ephraim City will not be responsible to provide addenda to any entity that received a copy of this RFP from the internet or from any other source.

H. Firm Proposal

Proposals must be signed by an official authorized to bind the company to a contract. Conditions must be firm for a period of sixty (60) days from the due date of receipt by the City. (Schedule A)

II. SCOPE OF WORK

A. Description

The City's expectation of work shall be those activities necessary to maintain the facilities in a healthy and attractive manner and shall be described in Schedule C. At a minimum the proposal must address the mowing of lawns, watering of lawns, applying fertilizer, aeration and pest control. Additionally it is expected the shrubbery within the contracted areas will be watered and trimmed as needed.

Excluding the Pioneer Cemetery, weeds within the perimeter of the property shall be cut at a regular frequency. Tree trimming is excluded from this contract.

The cost of this item is to be separated and shown on Schedule D. The vendor is responsible to maintain the watering of the trees, flowers and flower pots between 100 South and 100 North along Main Street. Also included are the pots at City Hall and the Library.

The cost of this item is to be separated and shown on Schedule D. The vendor is responsible for the repair and proper operation of the sprinkler systems and the costs associated with any repair. An initial walk-through of each property will be conducted by the vendor and the City Public Works Director. Each sprinkler zone will be exercised and problems noted. The City will repair items noted during this inspection. Thereafter, the vendor must resolve all sprinkler problems and make repairs at their expense. If the problem is considered excessive and/or inherent in the sprinkling system the vendor may seek relief from this expense by appeal to the City Council.

During the initial inspection mentioned in the previous paragraph, damages to structures and facilities will be noted and logged. The vendor will then be responsible for damage resulting from his/her actions, or those of employees or subcontractors.

City properties are listed below. Shown square footage is approximate and must be verified by the proposer.

| | |
|--|---------------------|
| 1. Pioneer Cemetery lawn area | 13,086 square feet |
| 2. Park Cemetery | 441,315 square feet |
| 3. CO-OP | 8,251 square feet |
| 4. Bishop's Storehouse | 5,110 square feet |
| 5. Public Safety Building (new fire station) | 5,628 square feet |
| 6. City Hall | 5,096 square feet |
| 7. Pioneer Park/Senior Citizen's Center | 66,203 square feet |
| 8. Library | 24,268 square feet |
| 9. 200 West Park | 8,507 square feet |
| 10. Canyon View Park | 96,590 square feet |

The proposer shall provide a discussion in Schedule C of each of the following:

1. Watering schedule
2. How dry spots will be handled
3. The type and frequency of fertilizer that will be used
4. The frequency of shrub trimming
5. The frequency of aeration
6. The frequency of mowing
7. How surrounding areas, curbs and sidewalks will be kept free of grass clippings.
8. The frequency of watering Main Street trees and flower pots.

B. Cancellation of Contract

This contract may be cancelled for cause by either party by providing 30 days written notice. All reasonable efforts will be made by both parties to resolve issues and disagreements prior to cancellation.

III. PROPOSAL RESPONSE FORMS

A proposer must use the following schedules or copies thereof, in submitting a proposal. **The schedules must be completed in their entirety.** Extra pages and other materials that support these schedules may be included in the proposal document.

| | |
|------------|--|
| Schedule A | Certification of Proposal |
| Schedule B | Organization, References, Experience & Expertise |
| Schedule C | Scope of Work |
| Schedule D | Cost |
| Schedule E | Insurance |
| Schedule F | Chemicals |

The completed schedules shall be rated against the evaluation criteria as required in this Request for Proposal.

CERTIFICATION OF PROPOSAL

We have read the Ephraim City Request for Proposal and fully understand its intent. We certify that we have adequate personnel and resources to fulfill the proposal requirements. We further understand that our ability to meet the criteria and provide the required services shall be judged solely by Ephraim City.

We further certify that, since the receipt of this RFP, no contact, discussion, or negotiation has been made nor will be made regarding the City-wide Lawn & Grounds Maintenance Proposal, with any Ephraim City employee or official other than the listed contact people in the RFP. We understand that any such contact could disqualify this proposal.

We certify that all schedules and addenda contained herein shall be considered part of the entire RFP response and that the complete document submitted shall be considered a legally binding document.

Proprietary Information

Proposers are required to mark any specific information contained in their proposal, which is not to be disclosed to the public or used for purposes other than the evaluation of the proposals. Pricing and service elements of the successful proposal will not be considered proprietary. All materials become the property of Ephraim City and may be returned only at the City's option. Proposals submitted may be reviewed and evaluated under the Freedom of Information Act.

Submitted by:

Proposers Name

Authorized Signature

Title if applicable

Telephone

Date

ORGANIZATION, REFERENCES, EXPERIENCE & EXPERTISE

Company Name _____

Principal Name/Title _____

Address _____

Phone _____

Fax _____

History/Profile of proposer or proposer's firm

Description of Organization (If applicable)

References and contact information (minimum of three)

1.

2.

3.

Schedule B (Cont'd)

Personnel assigned to contract: (do not include temporary labor)

1. Name:

Certification and additional qualifications:

2. Name:

Certification and additional qualifications:

3. Name:

Certification and additional qualifications:

4. Name:

Certification and additional qualifications:

SCOPE OF WORK

Proposer must explain in detail how they will accomplish the tasks listed in Section II.

COST

We have listed the following information for your convenience in responding to this RFP. If the proposer needs to add additional line items or information to better respond to the RFP, please attach to this document. If no additional forms have been attached, it will be understood that the costs listed below are for the work scope defined within this RFP.

- 1. Pioneer Cemetery lawn area \$ _____
- 2. Park Cemetery \$ _____
- 3. CO-OP \$ _____
- 4. Bishop's Storehouse \$ _____
- 5. Public Safety Building (new Fire Station) \$ _____
- 6. City Hall \$ _____
- 7. Pioneer Park/Senior Citizen's Center \$ _____
- 8. Library \$ _____
- 9. 200 West Park \$ _____
- 10. Canyon View Park \$ _____
- 11. Main Street trees and flower pots \$ _____
- 12. Sprinkler repair and maintenance \$ _____

INSURANCE

Please attach proof of insurance:

CHEMICALS

A list of chemicals to be used must be listed below and copies of material safety data sheets (MSDS) attached.