

Garrison Independent School District

Request for Proposals Grounds Maintenance

Issue Date: 3/9/2018

**This Document is a Request for Proposals for the Implementation of a
Comprehensive Grounds Plan and Program for Garrison Independent School
District.**

Issued by:

Garrison Independent School District

459 Hwy 59 N
Garrison, TX
75946

I. PROPOSAL PROCESS

A. PURPOSE: The purpose of this Request for Proposals (RFP) is to solicit sealed offers from qualified firms and to negotiate an agreement for the provision of grounds maintenance for the Garrison Independent School District as outlined herein.

B. BACKGROUND: Garrison ISD is a public school district encompassing 152 square miles in and around Garrison, Texas.

C. PROPOSAL: Each participating firm shall submit a written Proposal detailing the manner in which the objectives set forth in this RFP shall be achieved. Within the framework set forth herein, each firm will be expected to bring its own unique style and approach to the process.

D. SCOPE: The selected firm shall furnish all necessary resources (including but not limited to personnel, training programs, support, equipment, materials, services and supplies) to implement a program which improves efficiency and effectiveness of the District's grounds maintenance services and related operations.

E. TIMETABLE:

Issue RFP	March 9 2018
Site Visit	March 24, 2018
Deadline for Submission	April 5, 2018

F. SUBMISSION DEADLINE: Sealed Proposals will be received until 12:00p.m. local time on Thursday, April 5, 2018.

G. PRE-PROPOSAL CONFERENCE AND SITE VISITS: The site visit will begin at 9am at the Garrison ISD Administration Building.

H. COMMUNICATION: All inquiries and requests for information regarding proposal submission requirements shall be directed to:

Richard Cooper	and	David Comer
Superintendent		Maintenance Director
Garrison ISD		(936) 347-7097
459 Hwy 59 N		
Garrison, TX 75946		
(936) 347-7000		

I. PROPOSAL ACCEPTANCE: The District shall have the right to accept or reject any proposal. In particular, the District may reject a proposal not accompanied by data required by the RFP or in any way incomplete or irregular. Conditional proposals will not be accepted.

J. CONTRACT AWARD: Award shall be made to the one qualified firm whose Proposal is determined to be the most advantageous when taking into consideration the evaluation factors set forth in the sections that follow, including overall long-term value to the District. There is no obligation on the part of the District to award a contract. Any contract awarded will be awarded to a single firm.

K. FEES AND OPERATING COST: Fees will be considered a part of overall operating cost. Operating cost will be viewed as one of a number of component determinants of overall best value and will be considered in accordance with the criteria established herein.

L. ADDENDA: Any changes to this RFP will be made by addendum and such changes will prevail over previously issued information. Addenda issued will be mailed to firms on record to participate and will also be posted on the District's website. Each firm submitting a proposal is responsible to be sure the latest addendum is incorporated. Anyone obtaining RFP documents from a source other than the District must notify the District of a contact name, address, telephone, e-mail and facsimile number in order to receive any correspondence.

M. OPEN COMPETITION: The District encourages free and open competition. Whenever possible, specifications and proposal terms and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the needs of the District and the assurance of an economically and operationally sound solution.

N. NON-COLLUSION: Submission of a Proposal guarantees that the Proposal has been prepared without collusion with other firms and without effort to preclude the District from obtaining the best possible competitive value. The firm certifies that neither its officers nor its employees have bribed or attempted to bribe or influence in any improper manner any officer, employee or agent of the District, and that the firm has disclosed any known beneficial relationship between a District official and the firm.

O. WITHDRAWAL OR MODIFICATION: A Proposal may be withdrawn, but only before the Submission Deadline and only in its entirety. A withdrawn proposal may be resubmitted after modification, but only before the Submission Deadline. A Proposal may not be withdrawn or modified following the Submission Deadline.

P. ERRORS: The District is not liable for any errors or misinterpretations made in responding to this RFP.

Q. PREPARATION EXPENSE: All Proposals submitted in response to this RFP must be supplied at the sole expense of the proposing firm, irrespective of the final decision of the District as to contract award.

R. INSPECTION OF FACILITIES: It is the responsibility of each firm to become fully informed as to the nature and extent of the work required and its relation to any other condition, including possible interference from academic or other activities.

S. ORAL PRESENTATION: A firm or firms submitting Proposals which meet the selection criteria and which are deemed to be most advantageous to the District may be required to give oral presentation(s) to District officials. The District is under no obligation to schedule an oral presentation with any specific firm, and any scheduling of oral presentations will be done by the District.

T. INQUIRIES: The District will not provide verbal answers to inquiries or verbal instructions regarding the RFP. A verbal statement by any person representing the District shall be considered non-binding. The District is not liable for increased cost or other consequence resulting from the acceptance of verbal direction by a participating firm.

U. INTERPRETATION: Any questions as to the meaning of the RFP should be directed in writing to the individual indicated in Section H above. The District will attempt to provide adequate clarification to specific questions directly to the firm submitting the question. Only in cases where the District discovers probable cause for all proposing firms to misinterpret the meaning and intent of the document will an addendum be issued. All clarifications and interpretations issued by the District will be final and binding upon the recipient. Cost or problems associated with misinterpretation of the intent of the RFP or because of failure to receive addenda or written clarification will be the responsibility of the proposing firm.

V. QUALIFICATIONS: A contract will only be awarded to a qualified firm with proven capability to provide the full range of services specified. The District may require evidence of qualification, including:

1. Evidence of appropriate licensing to perform the work specified.
2. Experience record showing expertise and success in similar work.
3. Proof of substantial experience managing public school contracts.

W. SELECTION: Selection shall be made of one firm deemed to be fully qualified and best suited among those submitting Proposals on the basis of the evaluation factors identified herein. The District may cancel this RFP, reject Proposals or any portions thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular Proposal was not deemed to be the most advantageous. Should the District determine (at its sole discretion) that only one firm is fully qualified, or that one firm is clearly more suitable than the others under consideration, a contract may be awarded to that firm.

X. NEGOTIATIONS: Final negotiations may be conducted with the selected firm in order to insure the best overall program design and to achieve the best business arrangement for the parties.

Y. AMERICANS WITH DISABILITIES ACT: If special accommodations are needed in order to attend meetings or to accomplish building site visits, please contact the District at least one (1) week prior to the event to insure such accommodations.

II. PROPOSAL CONDITIONS

A. CONTRACT TERM: The successful firm will be awarded a contract to complete the 2017-2018 GISD Fiscal Year (May 2, 2018 to August 31, 2018), and one full fiscal year (September 1, 2018 to August 31, 2019).

B. APPROPRIATION: If funds for the services provided under the contract are not appropriated in a given District fiscal year, the District may terminate the contract upon 30 days notice.

C. ILLEGAL WORKERS: The District shall consider the intentional employment of unauthorized aliens by the selected firm in violation of U.S. immigration laws cause for unilateral cancellation of any contract resulting from this RFP.

D. BACKGROUND CHECK: No employee with a felony conviction or a conviction of a sex crime, crime of moral turpitude or any crime against a child may be employed. Record of backgrounds must be made available to the District at any time.

E. PRICING: Monthly invoices may be submitted by the selected firm at the beginning of the month in which services are to be provided.

Adjustment for Changes in Service – An adjustment based on change in services or scope will be negotiated between the parties and will be effective upon the change.

Other Changes – Unionization, minimum wage increases, tax rate changes, mutual decisions to alter staffing, and other similar circumstances will be considered reason for review and/or negotiation of new contract pricing.

F. CAPITAL EQUIPMENT: The selected firm shall provide, as a part of the contract all grounds operational equipment and vehicles necessary to accomplish the work required under the contract.

Operational Equipment – Supplemental non-fixed operational capital equipment (such as mowers, edgers, saws) will be provided by the selected firm.

Vehicles – supplemental vehicles will be provided by the selected firm.

The selected firm shall be responsible for maintenance, repair, insurance and replacement of its operational equipment and vehicles.

G. PAYMENT RESPONSIBILITY: The payment responsibilities of the parties will be clearly spelled out in the contract and in the proposal.

H. REGULATORY COMPLIANCE: The selected firm will comply at all times with all regulations governing the services provided as a result of this RFP, and the District will fully cooperate with such efforts by the firm. The selected firm must be licensed to do business in the State of Texas.

I. INSURANCE: The selected firm shall maintain with a company or companies, lawfully authorized to do business in the State of Texas, such insurance as will protect the firm from claims arising out of or resulting from the firm's operations under any contract resulting from this RFP, and for which the firm may be legally liable, whether such operations be by the firm or by a subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Certificates of Insurance will be required naming the District as additional insured. The District must be notified at least 30 day in advance of any policy cancellation.

General Liability Insurance – The selected firm shall provide Comprehensive General Liability policy for general liability coverage with limits of not less than \$1,000,000 – Bodily Injury and \$100,000,000 – Property Damage per occurrence. Coverage shall be maintained without interruption from date of commencement of work until date of final payment.

Worker's Compensation – The selected firm shall secure and maintain for the life of the contract valid Worker's Compensation Insurance as required by law.

Automobile Liability – The selected firm shall secure and maintain for the life of the contract automobile liability insurance on all vehicles against bodily injury and property damage in the amount of at least \$100,000 per person, \$300,000 per occurrence.

Employer's Liability - The selected firm shall secure and maintain for the life of the contract employer's liability insurance with at least a \$1,000,000 limit.

Fidelity Bond – The selected firm shall secure and maintain for the life of the contract a fidelity bond or equivalent coverage in the amount of at least \$10,000 per employee.

J. WAIVER OF RECOVERY: The District and the selected firm will mutually waive all rights of recovery against their respective insurers.

K. INDEMNITY: To the extent permitted by law, each party will indemnify the other party against loss due to its negligent acts or omissions.

L. BONDING: In an effort to effectively manage cost, the District will not require either a bid bond or a performance bond. Therefore, the District will only consider firms with sufficient demonstrated financial strength and performance history to fulfill the requirements of the RFP. If the District determines that a firm is qualified but lacks sufficient financial strength or performance history to insure fulfillment of the requirements, bonds may be subsequently required.

M. ASSIGNMENT: Assignment of contract may only be made to an affiliate or wholly-owned subsidiary of the selected firm.

N. NOTICES AND AMENDMENTS: All notices and amendments must be in writing.

O. FORCE MAJEUR: The contract may contain a provision limiting obligation and liability due to catastrophe or other force majeure.

P. TERMINATION: Any contract resulting from this RFP may be cancelled upon 90 days notice without cause or upon 30 days notice for cause, except that the contract may be cancelled upon 10 days notice if the cause is non-payment.

Q. JURISDICTION: This agreement will be construed and governed in the state of Texas.

III. PROPOSAL SUBMISSION

A. PROPOSAL SUBMISSION: Three (3) Proposal documents are to be submitted in (a) sealed envelope(s) or box(es). One must be an original. Please indicate with the response the name of the firm, contact person and contact information. The District reserves the right to request additional copies or information without cost or to duplicate information submitted as required for the purpose of evaluating Proposals.

Proposals should be mailed or delivered to:

Richard Cooper
Superintendent
459 Hwy 59 N
Garrison TX, 75946

Email and faxed proposals will not be accepted. Late proposals will be returned unopened.

B. PROPOSAL FORMAT: Proposals should provide a straightforward, concise description of the capabilities of the firm and must satisfy at least the basic requirements of the RFP. Emphasis should be on completeness and clarity of content. The response should be formatted in the following major sections, which may be placed in any order:

1. Summary. The firm may, but is not required to, provide an executive summary.
2. Required Documents. This section should include any specific documents required by the RFP, such as insurance certificates, completed forms supplied by the District, licenses, etc.
3. Company. This section should include information about the firm and its qualifications and should include references.
4. Organization. This section should include the firm's proposed on-site organization, including staffing information. It should also include any information about managers who may be assigned to the operation.
5. Financial. This section should include pricing, various financial calculations and related information sufficient to explain the fees and costs associated with providing the services.
6. People. This section should include information concerning recruitment, selection, training, promotion, benefits and other personnel related information.
7. Operations. This section should include operational information concerning the method of service delivery, including programs and management.
8. Implementation. Information concerning the general plan for implementation should be provided in this section.

9. Support. This section should describe corporate support, technical support systems and quality control systems.
10. Supplemental. This section should include any additional information the firm wishes to provide which it believes will help the District make a determination about its capability and suitability as a business partner.

C. SPECIFIC REQUIREMENTS: Proposals should be as thorough and detailed as necessary so that the District may properly evaluate the capabilities of the firm to provide the required services. Each firm is required to submit completely the following items.

1. A complete response to the RFP.
2. The names of clients, including any public school district clients for whom the firm is currently providing services of the same or substantially similar scope as outlined herein. Include the dates of service, the client name, address, and the name and telephone of one or more administrators who have responsibility for the relationship.
3. Evidence of experience in providing services similar to those described herein.
4. As evidence of financial stability, please provide the most recent annual report produced by the firm, showing at least two consecutive years of financial results.
5. As evidence of a support organization sufficient to deliver the proposed services, please include a chart and information demonstrating the organization that would support the firm's proposed program.
6. Please include any other pertinent information that demonstrates the firm's corporate capability to successfully perform the services.
7. Please indicate and identify those capabilities and resources produced within the firm's organization as opposed to those to be acquired through the use of third party employees or subcontractors. If subcontractors are to be employed in the performance of the specified services, provide a written narrative describing the rationale used for utilizing these resources for the purposes of this contract.

D. EVALUATION CRITERIA: Proposals will be evaluated and contract award made based upon the proposal that is determined to be the most advantageous when taking into consideration the evaluation factors set forth in the sections that follow, including the overall long-term value to the District.

E. PERFORMANCE INVESTIGATIONS: As part of the proposal evaluation process the District may make inquiries and investigations, including visiting sites or obtaining verbal or written references from the firm's customers, to determine the ability of the firm to provide service.

F. PROGRAM GOALS: Develop and implement a plan to improve the appearance and functionality of all grounds Including sports fields to create and maintain a cleaner and safer environment for students and to more effectively support the education mission.

1. Make and record a variety of regular facility inspections designed to assess all aspects of the program.
2. Maintain records of schedules and work accomplished for review by the District upon request.
3. Seek regular evaluation by the District in determining the quality of services provided by the firm.

G. GROUNDS MAINTENANCE: The selected firm will design and implement a grounds management program for the District that will address all current District properties.

- 1) Pick up all trash and debris before mowing, edging, weed-eat and blowing off sidewalks.
- 2) The grounds maintenance will include 40 cycles . Jan, Feb,Nov,Dec - 2 per month. The rest of the year is 4 per month on Wednesday.
- 3) The shrubs and hedges shall be trimmed at least 4 times a year or at times requested.
- 4) Shrubs and flower beds shall be weeded as needed.
- 5) All curbs on the football field will be “trenched” to allow a clean barrier to prevent grass on the track and sidewalks.
- 6) The sports fields will be de-thatched on each cycle.
- 7) The sports fields will be aerated 2 times per year.
- 8) If the contractor and the district agree that chemical control is appropriate in some areas the contractor must be a licensed commercial applicator and must provide the District all application records.
- 9) Area’s to be maintained will be identified during the RFP pre-meeting.

Bidder _____

Address _____

Phone _____ FAX _____

Email _____

Signature _____ Date _____