

ST. LANDRY CHARTER SCHOOL



Grounds Keeping Services for:

ST. LANDRY CHARTER SCHOOL

1802 Wilson Drive
Opelousas, LA 70571-2323

Request for Proposal Issued by:

4th Sector Solutions
10455 Jefferson Hwy Suite 110,
Baton Rouge, LA 70809

Time is of the Essence – Quotes will be reviewed as received but not later than May 31, 2021 at 5 P.M.

1. Request for Quotes

Purpose: St. Landry Charter School(hereafter THE SCHOOL) is seeking quotes for grounds keeping services for the 2021-2022 school year. This contract would run from June 01, 2021 through June 30, 2022.

While the Contractor's cost is of great importance, proposing the lowest price will not assure award of the service. THE SCHOOL demands comprehensive, reliable, and efficient service. Failure to address THE SCHOOL's requirements or concerns with any matter will disqualify the Contractor from consideration.

THE SCHOOL reserves the right to award service to a single provider or multiple providers based on the quality of the proposals.

Event	Date & Time
Advertise RFQ, and issue to prospective Contractors	April 09, 2021
Deadline for receiving Contractor written inquiries	May 26, 2021
Deadline for submitting proposals	May 31, 2021
Target Contract Start Date	June 1, 2021

Contact Name: Trinity Grant

Email: Tgrant@4thsectorsolutions.com

2. Scope of Services

Scope of Services

Formal ground keeping and landscape services will begin on June 01, 2021. Services are intended to continue for a one-year term, with options for additional years. Services are anticipated to include:

1. Contractor Shall maintain grass areas in accordance with the customary industry standards for commercial office complexes in the parish
2. 30 cycle cut schedule contingent upon the season and need.
3. Contractor shall furnish, at its expense all vehicles, equipment, supplies, materials and fuel necessary to perform services
4. Contractor shall furnish, at its expense, all training, supervision, labor and labor cost necessary to perform said services.
5. Contractor shall maintain at its expense all insurances required under law to perform said services.
6. Services for schoolyards shall include the following services:

- Grass mowing
 - Edging and trimming sidewalks, driveways, around buildings and fence lines, including cracks in hard services where possible
 - Pruning and trimming of trees and shrubs to be maintained on a weekly basis as to not allow any over growth throughout the year.
7. Contractor shall be responsible for picking up paper and debris from the school's campus prior to mowing.
 8. Contractor will clean street gutters and remove leaves and debris around the school.
 9. When performing service, the contractor shall remove all dead shrubs, fallen tree limbs and any clippings from pruning of shrubs and trees.
 10. Edging and trimming will be routinely performed on all turf areas mowed to leave a clean, neat, and sage appearance.
 11. Weed control chemicals that may be used around fence lines and buildings are included in cost of services.
 12. The bases of trees in lawn areas shall be kept free of vegetation in order to protect trees from mower damage and to provide neat appearance.
 13. Contractor shall use work practices that prevent the throwing of rocks and projectiles and all equipment's shall be properly shielded.
 14. Contractor shall use practices that avoid injury to trees and shrubs when cutting or trimming grass. Care must be taken when using Weed-Eater type equipment.
 15. Contractor will have an invoice signed by an authorized representative upon completion of services.
 16. All planting of new shrubs, trees, and flowers will be an additional charge at a reduced rate from industry pricing.
 17. Any weeding or mulching of garden beds will be an additional charge at a reduced rate from industry pricing.
 18. Provide a landscaping calendar upon request in line with school calendar.
 19. Provide post hurricane clean up and repair within three (3) days of being cleared to return to the area.

3.1 Competitive Negotiation

THE SCHOOL reserves the right to request clarification, conduct discussions with vendors, to request revisions and/or waive minor informalities. THE SCHOOL also retains the right to negotiate final purchase terms and conditions with one or more of the most responsive vendors as solely determined by THE SCHOOL. Finally, LA may discard all vendor responses if none meet the stated minimum requirements or if none are deemed in the best interests of THE SCHOOL.

3.2 Best and Final Offer

THE SCHOOL may issue a written request for Best and Final Offers (BAFO). The request shall set forth the date, time, and place for the submission of the BAFO. In this case, if vendors do not submit a notice of withdrawal or a BAFO, LA will construe their immediate previous offer as the Best and Final Offer. The BAFO process may include an interview and/or a presentation to THE SCHOOL's evaluation team.