

REQUEST FOR PROPOSALS (RFP)
Grounds Maintenance Services for
Henderson Family YMCA
August 31, 2018
Proposal Deadline: September 28, 2018

OVERVIEW

Henderson Young Men’s Christian Association, Inc., dba Henderson Family YMCA (YMCA), 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 and landscaping maintenance services of this type and must have been doing so for a minimum of at least two (2) 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 YMCA;
- Attend a walk-through of the property during which staff will review requirements and expectations;
- The Contractor agrees to indemnify and hold harmless YMCA from all loss, liability, claims or expense (including reasonable attorneys’ fees) arising from bodily injury, including death or property damage to any person or persons caused in whole or in part by the negligence or willful misconduct of the Contractor except to the extent same are caused by the negligence or misconduct of the YMCA.
- During the term of this contract, the Contractor at their sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonable associated with the contract. At a minimum, the Contractor shall provide and maintain the following coverage and limits:
 - Worker’s Compensation Insurance, as required by the laws of North Carolina, as well as employer’s liability coverage with minimum limits of \$100,000 for bodily injury per accident. This insurance must include and cover all of the Contractor’s employees who are engaged in any work under this contract.
 - General Liability Coverage at a rate no less than \$1,000,000 per occurrence for bodily injury, personal injury, and property damage.
 - Automobile Liability Insurance to include liability coverage, covering all owned, hired and non-owned vehicles used in connection with this contract. The minimum combined single limit shall be \$250,000 bodily injury and property damage; \$250,000 uninsured/under insured motorist.

- Submit a Certificate of Insurance naming the YMCA as an additional insured.
- Contractor will be required to have and show proof of a current and valid Commercial Ground Applicator Pesticide License issued by the N.C. Department of Agriculture with a sub-classification of Ornamental and Turf (L) in the name of an actual employee of the company and the company name.

PROPOSAL SUBMITTAL

Proposal responses shall be submitted on time. All costs are to be final.

Proposal must include a minimum of three professional references. These references should include current contact information including name, telephone number and email address.

Please direct any questions regarding proposal submission to the Senior Director of Operations (Director), Melvin Thompson at melvint@henfamymca.org.

Completed proposals must be received by the Director no later than 12:00 Noon, September 28, 2018. (NOTE: Proposals received after this deadline may be refused and deemed ineligible for consideration at the YMCA's sole discretion.)

Contract award will be announced within 30 days of the proposal submission deadline.

SCOPE OF SERVICES

This scope of work pertains to the requirements of maintaining grass and landscaped areas at 380 Ruin Creek Road, Henderson, NC 27536 for the period of twelve (12) months beginning December 1, 2018. At the sole option and discretion of YMCA, and upon written notification, this contract may be extended for one (1) additional twelve (12) month period. 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.

The Contractor may not assign the performance of any services described herein without the prior written consent of the YMCA, which consent may be withheld at the sole and absolute discretion of the YMCA.

Contractor will establish a schedule for regular maintenance activities by area and adjust as necessary to avoid conflicts. The regular operations of YMCA require the property be in compliance with the specifications of the RFP prior to the scheduled activities and events.

GENERAL PRACTICE GUIDELINES FOR MATERIALS AND EXECUTION

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 YMCA that this site be maintained in a resource-efficient, sustainable, and cost-effective manner. Maintenance shall consist of pruning,

mowing, 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 plantings.

1. Contractor shall keep planter beds free of weeds and debris.
2. All grounds will be mowed with professional quality mulching mower equipment.
3. Clippings will be swept or blown from hardscapes after each mowing.
4. Contractor shall keep walks, patios, planting beds, roadway gutters and lawn areas free of leaves throughout the seasons.
5. The Contractor should remove all landscape debris.
6. Contractor shall trim all landscape turf edges as needed. Edges include all formal lawn perimeters in lawn areas, clean debris from hardscapes and non-turf landscape areas, and remove larger debris.
7. The contractor shall remove all trash from landscaping beds and turf areas.
8. Mulch all shrubbery, flower beds, and tree areas with hardwood mulch on an annual basis.
9. Mulch playground on an as needed basis with appropriate uniform wood chip playground mulch to a depth of 9 inches.
10. Aerate and over seed all established grass areas in the fall.
11. Fertilize all grassed areas and fields annually with slow release applications, Crab Grass Pre-Emergent, Crab Grass Pre-Emergent with Broadleaf Weed Killer, all as determined by the Contractor in consultation with the Director.
12. All lawn areas shall be monitored for the infestation of insects or appearance of diseases. Notify the Director immediately upon discovery. The Contractor is responsible for treatment. Timing and product selection shall be made in consultation with the Director.
13. Prior to, during and after inclement weather the Contractor shall pre-treat, remove ice, snow and debris from walkways, sidewalks, parking lots, and doorways by hand or other mechanical means. (Please quote pre-treatment and removal of ice, snow and debris separately on a per occurrence basis)

CONTRACTOR'S EMPLOYEES

Personnel employed by the Contractor shall be capable employees qualified in this type of work. The Contractor shall employ the quantity and quality of supervision necessary for both effective and efficient management of lawn and landscaping operations at all times. Contractor shall be liable for any damages caused directly or indirectly by its employees.

HENDERSON FAMILY YMCA

The Contractor will submit a regular invoice for payment. Additional or alternative tasks that were

performed during that month must be approved in writing prior to their execution and once approved and completed shall be itemized separately on the monthly invoice. Henderson Family YMCA reserves the right to pay invoices net 30.

CHANGES TO THE SCOPE OF WORK AND TERMINATION OF CONTRACT

As the work progresses it may be necessary for the Director to change or adjust the scope of the contract by written contract modification. 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.

YMCA may cancel the contract at any time for any reason upon giving 30 day written notice to the Contractor.

YMCA 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 7 days from written notice from YMCA.

LAWN MOWING AND LANDSCAPING SERVICES FOR HENDERSON FAMILY YMCA

COMPANY NAME: _____

ADDRESS (Home Office): _____

TELEPHONE NUMBER (office) (cell): _____

EMAIL ADDRESS: _____

PROPOSAL PRICE: Fixed price for all requirements identified in 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. Pricing to comply with Section 2 Scope of Services of this RFP. Base bid for the grounds maintenance services: _____

Per occurrence bid for pre-treatment of ice/snow: _____

Per occurrence bid for removal of ice/snow: _____

Signature of Authorized Representative:

Name/Title of Authorized Representative:

Date: _____