*REDLANDS COMMUNITY COLLEGE*

**Request for Proposal For**

**Lawn/Landscape Maintenance Services**

## Section 1 Instruction to Bidders

**Invitation to Bid**

Redlands Community College invites your firm to submit a proposal in accordance with this (RFP). Your response to this request will be evaluated to determine your qualifications of your firm. Proposals must adhere to the format and content of this RFP. Proposals will not be evaluated unless all parts requested are submitted in a complete package. The information requested is the minimum required in order to qualify for consideration. The successful proposer shall be required to enter into a landscape maintenance agreement based on the specifications outlined in the RFP.

## Scope of Services

The following services will be required from the successful firm: Landscaping (including all flower beds)

Lawn Maintenance

## Proposal Contact

Any questions concerning this RFP and all correspondence must be submitted in writing to the following contact:

Name: Jena Marr, Executive Vice President of Campus Administration and Finance 1300 S. Country Club Road El Reno, OK 73036 jena.marr@redlandscc.edu

405-422-1265

Questions may *not* be submitted by telephone. All questions must be submitted in writing to the email address listed above, include contactors name, address and or email address. Questions from RFP participants will be shared with all known proposers via Email. All questions must be submitted 72 hours prior to proposal due date and time.

All proposers are instructed not to contact any member of the management or staff member other than the contact person indicated above. Any such contact in violation of this requirement will be cause for rejection of your proposal.

## Submission of Proposals:

In order for your proposal to be considered all information requested must be submitted on the attached bid forms.

Required Submittals:

1. **Proposer Cost Summary**
2. **Proof of Insurance**
3. **Three References**
4. **Copy of Licenses**

**All proposals must be submitted by November 2nd, 2018 before 3:00 PM**

Proposals must be received at 1300 S. Country Club Road El Reno, OK 73036 by the indicated time and date. Proposals can also be submitted via email to Jena.Marr@redlandscc.edu. Any proposals received after this date and time will not be considered.

## Contractor Information

Redlands Community College may request additional information samples or presentations in support of your proposal. Redlands Community College may perform an interview with contractors under consideration to clarify any information provided or to gather evidence of managerial financial or technical abilities.

## Cancellation

Redlands Community College reserves the right to reject any and all proposals; request new proposals which meet the general specifications set forth and waive any informality. It also reserves the right to award the proposal in any manner that serves the best interest of Redlands Community College.

In the event of unsatisfactory performance of any contract awarded via this request for proposal, Redlands Community College reserves the right to terminate the contract upon giving 30 days written notice to the contractor.

## Site visits

Before submitting a proposal contractors are encouraged to thoroughly examine all facilities and fully understand the conditions that in any way could affect their proposal. Failure to do so will in no way relieve the contractor from satisfactory performance under the proposal submitted.

## Scope of Work

The landscape contractor shall furnish all labor, equipment, tools, and skills required to maintain the landscape in an attractive condition throughout the contract period. Maintenance of landscape shall include mowing, edging, pruning, fertilizing, tree trimming, and irrigation system maintenance and debris removal. The intent is to provide a professionally maintained appearance as determined by Redlands Community College. Any discrepancies shall be resolved in a manner determined by Redlands Community College.

## Duration of Agreement

The term of this agreement shall be one (1) year and renewed annually at the discretion of Redlands Community College.

## Quality Control

Work performed under this proposal shall be performed by a single firm experienced in landscape maintenance. Subject to approval of Redlands Community College, the contractor may subcontract any work to be performed under this contact. However the election to subcontract any work does not relieve the contractor from any responsibility or liability under this contract.

## Minimum Requirements of Proposers

* 1. **Has at least 3 acceptable references of similar size and scope**
	2. **Has a minimum of (3) years in business**
	3. **Possess the insurance minimums as outlined herein**
	4. **Possesses any license required to perform under the proposal.**

## Insurance Requirements

Throughout the term of this agreement the Contractor shall maintain at its expense and provide proof of coverage to Redlands Community College. Said insurance shall be secured from a company licensed to do business in the locale of the services being provided. Such insurance shall be in the amounts stated below:

1. **Workers Compensation Insurance in the amounts required by Oklahoma law.**
2. **General Liability insurance in the minimum amount of $1,000,000 per occurrence during the life of this contract.**
3. **Automobile Liability Insurance Commercial Automobile liability insurance with a minimum coverage of $1,000,000 per occurrence.**

Proof of insurance: contractor shall provide a certificate of insurance from a company licensed to do business in the state of Oklahoma indicating coverage is in place. The insurance certificate must be provided at the time the proposal is submitted.

## Payments

Contractors shall submit an invoice to Redlands Community College for services provided on a monthly basis. Any appropriately prepared and submitted invoice shall be paid net (30) from the receipt of the contractors invoice.

## Project Conditions

In order for the contractor to perform and complete his/her work Redlands Community College services must cooperate by providing the contractor with access to work areas and any needed staging as required.

## Lawn/Landscape Services

**Mowing**

Lawn shall be mowed at the appropriate height to keep a neat appearance. Considering the topography, the contractor is required to use the proper equipment to provide a high quality cut and minimize the scalping due to uneven terrain.

Excessive clippings are to be collected and removed from the property and properly disposed of. Clippings are not to be left overnight for removal the following day. Care should be taken at all times to avoid damage to buildings and fixtures and landscaping. All sidewalks and walkways should be free and clear from clippings.

The contractor shall coordinate mowing schedules with Redlands Community College. A minimum of 45 cuts per year is required. Upon entering into contract the frequency of cuts can be negotiated annually.

## Edging

Edging and trimming along curbs, beds and tree wells shall be done to keep a neat appearance.

## Tree/Shrub Trimming

Trees should be trimmed to avoid any interference with walkways and or vehicle parking or contact with buildings. Shrubs shall be pruned to retain a natural or acceptable horticulture appearance. Ornamental flowers shall be pruned at the proper time of year to promote maximum flower production.

## Trash/Fall Foliage Removal

The contractor is responsible for removing trash in the lawn and landscaping areas from the property at least once per week regardless of mowing schedule. During Fall/Winter month’s removal of leaves on the grounds will be required, and flower beds prepped for spring blooming season.

## Weed Control

Open ground between plants and in parking areas shall be kept weed free. The contractor is responsible for determining the best method for week control.

## Additional/Change in Facilities

The contractor will accept changes in facility count either increases or decreases and will cooperate with Redlands Community College in negotiating and adjustment to contract terms.

## Minimum Submittal Requirements

1. **List 3 References of similar size and scope**
2. **Proof of Licenses and Insurance**
3. **Proposal Cost Summary**

**Facilities**

 **Redlands Community College**

 **Main Campus, Canadian County, Approximately 30 acres**

**1300 S. Country Club Road**

 **El Reno, OK 73036-5304**

Proposals Due November 2, 2018 3pm

**Proposal Cost Summary Monthly Amount**

**Redlands Community College (main campus) $**

**Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bidders Authorized Signature \_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**