

**Houston County School District
Lawn Maintenance
Request for Proposal (RFP)**

Bid Opening Date & Time: August 26, 2019 9:00am (Central Time)

I.	MISCELLANEOUS
A.	<p>The Houston County School District/Board of Education is seeking bids for Lawn Maintenance for all County Schools. Houston County School District will accept bids, prior to the specified bid opening date and time, for the specified services. Bids received after the stated date and time will not be accepted.</p> <p>Award will be made to the most responsible bidder/s offering a proposal that is deemed the most acceptable and advantageous to the Houston County School System.</p>
B.	Point of Contact: Dominick Curran, Maintenance Supervisor (see Section III)
C.	<p>The awarded contract(s) will be for the job specified in the RFP.</p> <p>All awarded contracts are contingent upon approval of the Houston County Board of Education.</p> <p>This RFP, the requirements specified therein, and the successful bidder’s response will become part of any awarded contract resulting from this solicitation.</p>
D.	No consideration will be given to any claims based on a lack of knowledge of existing conditions.
E.	<p>Any changes, additions, modifications to the bid request and any questions, if received, and their answers (Q&A) related to this solicitation will be posted to the Houston County Webpage www.hcboe.us , , located on the right side of the home page under “District News”.</p> <p>It is the bidder’s responsibility to check for modifications/addendums to the bid request and any posted Q&A documents periodically and before submitting a bid.</p>

<p>F.</p>	<p>Sealed bids must be submitted prior to the bid opening, scheduled for August 26, 2019 9:00am (Central Time), at the Houston County School District Board of Education, 404 W. Washington St., Dothan, AL 36301.</p> <p>The envelope/container must be marked “Bid 2019-2020/2-Lawn Maintenance Bid” on the front and “Sealed Bid DO NOT OPEN” across or near the seal. If mailed, mail to Attention: Dominick Curran, at the address listed above.</p> <p>Any late bids will not be opened or considered. No faxed or electronic bids will be accepted.</p> <p><i>Failure to provide the information requested in this RFP in the requested format is reason for rejection, without consideration.</i></p>
<p>G.</p>	<p>Specifications or qualifications are not intended to eliminate any reputable manufacturer, brand, or bidder. Reference to manufacturers, brand names, suppliers’ itemization numbers, specification of qualifications, etc. is intended to set quality and feature standards and does NOT exclude bids from others. Any bid containing the referenced products/services “or equivalent” will be accepted as long as the quality and features standards are met. When quoting equivalent products/services, the bidder should provide information substantiating the standards have been met.</p>
<p>H.</p>	<p>Bidders must complete and submit the Bid Response Form included with this document, as a minimum, for submitting their bid pricing and company information, as well as all other requested documentation.</p> <p>The Bidder’s bid may include additional quote pages in the Bidder’s preferred format. However, all pricing must be entered in the Bid Response Form, as a minimum, to enable the District to compare pricing from all bidders using the same form. Reference statements, such as “See Page XX,” “Refer to Page XX,” etc. must not be entered in the Bid Response Form. If proposing additional options or services, the Bidder should provide pricing, as a minimum, using the Bid Response Form format.</p>
<p>I.</p>	<p>Bid price is to be all inclusive with no allowable additional costs to Houston County School District Board of Education.</p> <p>If estimated taxes or other fees are not identified in the Bid Response Form, either separately or as part of the monthly and one-time fees, then it will be assumed there are no other fees and the district will not pay any such fees identified at a later date.</p>
<p>J.</p>	<p>Prices shall be good for the length of the contract and any extensions.</p>
<p>K.</p>	<p>If a bid differs in any way from the bid specifications, the bidder must list the differences on the Bid Response Form in the Exceptions to Specifications and/or Comments section telling exactly where and how the bid deviates from said specifications. If no exceptions are listed on the bid, it will be presumed the bidder proposes to meet the specifications in every respect; and if awarded the contract, performance on this basis will be required.</p>
<p>L.</p>	<p>It is the bidder’s responsibility to comply with all local, state, and federal laws as they apply to this bid.</p>
<p>M.</p>	<p>Houston County School District is exempted from all sales and use taxes under the provisions of Title 40, Chapter 23, Section 4 (15), Code of Alabama, 1975.</p>
<p>N.</p>	<p>Contracts over \$10,000 require compliance with Equal Employment Opportunity Regulations, The Clean Air Act, The Clean Water Act, and Environmental Protection Agency Regulations.</p>

O.	The Houston County School District Board of Education is an equal educational opportunity agency and prohibits discrimination in any of its educational programs, including employment, on the basis of sex, race, religion, national origin, color, age or any handicapping condition. The Board of Education complies fully with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the appropriate Department of Education regulations.
P.	E-Verify Requirement. Beason-Hammon Alabama Taxpayer and Citizen Protection Action (Act No. 2011-535) requires that, as a condition for the award of a contract by a school board to a business entity or employer with one or more employees working in Alabama, the business entity or employer must provide documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The contractor's E-Verify Memorandum of Understanding MUST be included with the bid. If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site www.uscis.gov/everify . The Alabama Department of Homeland Security (http://immigration.alabama.gov) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.
Q.	The final awarding of this bid will be made by the Houston County School District Board of Education based on a recommendation from the Superintendent.
R.	Houston County School District reserves the right to reject any and all bid proposals, waive any technicalities, and award all or part of the contract in a manner that is in the best interest of Houston County School District if deemed necessary.
S.	Houston County School District will review all proposals for services utilizing guidelines outlined by the Alabama State Bid Law.
T.	The awarded Bidder must have been in continuous business for a minimum of three (5) years. Bidder must include a minimum of three business references (These must be included in bid packet)
U.	The awarded Bidder shall be responsible for all labor and equipment to provide Houston County Board of Education with a service for grass cutting, trimming, edging, spraying and clean up as outlined in this RFB All employees of bidder shall be in a professional manner as to be identifiable by school personnel. The Bidder is solely responsible for employees and their actions while on the property of Houston County Board of Education. Bidder must send an email to each campus Administrator prior to cutting to ensure proper scheduling for student safety. The bidder shall take all necessary precautions to protect the safety of the students and personnel and the property of the Houston County Board of Education. The Bidder shall take full responsibility of any property damaged during the work performed. Repairs or replacements of damaged property must be performed immediately at the sole expense of the Bidder. Replacements and repairs shall be identical or equal to the existing and approved by administration. Damaged property not repaired or replaced within (7) business days of notice, the School Board reserves the right to make such repairs and bill or deduct from payment to bidder. The awarded Bidder and his representatives shall follow all applicable school district regulations while on Houston County School property, including the no smoking, no weapons, and drug free policies. No work shall interfere with school activities or environment unless permission is given by the Principal or person in charge. All awarded Bidder personnel shall comply with school sign-in policies when on school district property and be easily identified by the use of identification badges and uniforms or shirts with the Bidder's logo clearly visible.

<p>V</p>	<p>Houston County School District reserves the right to cancel the contract with the vendor for non-performance at any time during the contract period. Non-performance includes but is not limited to failure to supply good quality service, failure to provide services for the full term of the contract, poor installation performance, poor billing and customer service services, and failure to maintain status as an authorized representative of services.</p>
<p>W</p>	<p>This bid and any resulting contract does not restrict Houston County Schools from using comparable equipment from other providers.</p>
<p>X</p>	<p>Awarded Bidder/s must present copies of all state, county and local contractor/Business Licenses required at each school location awarded to them before any work can be started. Failure to produce required documents will void contract in which Houston County Board of Education will consider next reasonable Bid/s received</p>
<p>Y</p>	<p>Bidder shall furnish to Houston County Schools a Certificate of Insurance showing compliance within the following limitations and is required to maintain this insurance for the duration of the contract. Below is a list of the insurance coverage that must be procured and maintained by the Bidder at his own expense:</p> <ul style="list-style-type: none"> • Personal injury, including death. Limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident. • Property Damage limits of \$1,000,000.00 for each accident and \$2,000,000.00 for the aggregate • Proof of worker’s compensation insurance <p>(These documents must be included in sealed bid. Failure to include will disqualify bid)</p> <p>Any changes in policy coverage must be reported to the Houston County Board of Education immediately. Identification of a policy cancelation by the Board will result in the payment to the bidder being withheld.</p>
<p>Z</p>	<p>The Bidder must provide a transition plan defining and describing the activities and timelines necessary to complete seamless implementation and transition to the requested services (site by site).</p> <p>Bidder must identify any actions required during the transition and implementation that will be the responsibility of Houston County School District personnel and provide estimated time needed by district personnel to complete these actions. Alabama Bid Law requires a bid bond for contracts which will total \$10,000.00 or more. The bond must be included with your bid. In lieu of a bond the Houston County Board of Education will accept a CERTIFIED CASHIER CHECK. The bond and/or check must be 5% of your bid proposal. Check will be held until lowest bidder is determined and the contract awarded</p>

<p>II.</p>	<p>SERVICES SPECIFICATIONS</p>
<p>A.</p>	<p>Background and Basic Description of the Requirement:</p> <p>Work Shall be performed at these locations :</p> <ul style="list-style-type: none"> • Houston County High School • Webb Elementary School • Ashford High School • Ashford Elementary School • Maintenance Building • Cottonwood High School • Cottonwood Baseball Complex (D Hodge Rd.) • Rehobeth High School • Rehobeth Elementary/Middle School • Wicksburg High School • Central office • Career Academy • Transportation department • All grass shall be mowed ,edged and trimmed around obstructions every 10 days during growing season (March thru October) and once a month during the non-growing season (November thru February) with exception to Wicksburg future use field which will require bush hogging 5 times a year. • Trimming and edging shall be performed around all sidewalks and curbing with each mowing • Weeding in flower beds shall be performed at each service. Chemical control may be used in areas such as cracks in concrete, fencing and areas difficult to reach with equipment. No areas should be sprayed that would be a visible area of dead grass. Chemicals used must be safe and EPA approved to be used on school campuses around students and employees. • Crepe Myrtle trees and other necessary pruning shall be done as needed all debris removed from campuses • All parking area, sidewalks, etc. shall be free of grass clippings after each service. Clumps of grass and leaves shall be removed from lawns as required. • All trash removed prior to each mowing. Excessive trash should be reported to Administrator. • Areas to be cut will be established at time of prebid meetings. • Houston County Board of Education will hold a retainage in the amount of 5% for each approved payment. The district will hold the retainage until the end of contract period, provided all requirements and specifications are satisfied, the balance will be paid to the bidder. Damage claims or duties not performed will be deducted from the retainage due to Bidder. • Upon completion of each service the contractor is responsible for obtaining the signature from administrator on a checklist supplied by the Board to verify all work has been satisfactorily completed These forms can be submitted electronically or any method agreed upon between parties and must be included with all billing statements in order for Bidder to receive payment. <p style="text-align: center;">Bidders may bid on all or individual compasses ,each compass will be consider a separate bid and awarded to the lowest bidder .No partial compass bids will be accepted. This is a three year bid which will require board approval every 12 months at which time ,the Houston County Board of Education reserves the right to renew or reject any or all bids and rebid any or all parts of current bid in place at the time of review.</p>

<p>B.</p>	<p>Pre-bid Campus Walk will be held at each location as follows : August 5, 2019- Ashford high /Ashford Elementary/Webb Elementary/Transportation/Maintenance meeting will start at 9:00 am at the Maintenance Building located at 110 Barfield St. Ashford.</p> <p>August 6, 2019-Cottonwood high/Cottonwood Baseball complex/Rehobeth High, middle and elementary meeting will start at 9:00 am at Cottonwood High School.</p> <p>August 7, 2019-Wicksburg High School/Central Office/Career Academy meeting will start at 9:00 am at the central office located at 404 w. Washington Ave. in Dothan</p> <p>Anyone wishing to submit a bid must attend meeting for campus or campuses they intend on submitting a bid for.</p> <p>No Bid will be accepted for any reason if Bidder fails to attend.</p> <p>All Bidders will be required to sign in at the start time of meet no late sign in's will be accepted.</p>

III. Questions Concerning Specifications

Bidders with questions regarding bid specifications must submit their questions in writing via **Email only:** to Dominick Curran at curran.dominick@hcboe.us **no** later than **August 20, 2019 12:00pm Central**. Questions received in any other manner will not be accepted.

All questions and answers will be posted on the District website at the same location as the posted RFP.

IV. Basis of Award

A contract will be awarded to the most cost effective provider who submits a complete and accurate submittal that meets the stated requirements. Price of the eligible services will be the primary factor, but not necessarily the sole factor, in evaluating the bids. Other factors of consideration may be but are not limited to price of the products and services; prior experience, including past performance; personnel qualifications, including technical excellence; transition plan; management capability, including schedule compliance; environmental objectives; and flexibility of

leasing terms and arrangements. Houston County School District does not guarantee the award of a contract and reserves the right to reject some, none, or all bids.

Award will be made to the responsible bidder offering a proposal that is deemed the most acceptable and advantageous to the Houston County School District.

Houston County School District may elect to award all, some or none of the services bid if deemed in the best interest of Houston County School District.

Failure to provide the required information in the specified manner will be a basis for disqualifying the bid and causing the bid to be thrown out without consideration.

Houston County School District

Lawn Maintenance

Request for Proposal (RFP)

Bid Opening Date & Time: August 29 2019 9:00am (Central Time)

BID RESPONSE FORM

Name of Firm: _____

Address of Firm: _____

Representative's Name (Type or Print): _____

*Authorized Signature: _____

Date: _____ Telephone: (____) _____

E-mail: _____

Number of Years in Business: _____

List at least three Business References name and phone numbers:

- 1. _____
- 2. _____
- 3. _____

*Signature certifies the proposed solution and services meet all requirements and the vendor will comply with all specified requirements unless exceptions are noted below.



EXCEPTIONS TO SPECIFICATIONS AND/OR COMMENTS
(Attach additional pages if needed)

This page intentionally left blank for further specification and or comments

BID RESPONSE FORM

<p>Minimum Bid Package Requirements The following list is provided for information purposes only to assist bidders in the preparation of their bid response. This list is only a guideline; it is the responsibility of each bidder to read and comply with the RFP in its entirety.</p>	<p>YES</p>	<p>NO</p>
<p>Completed & Signed Bid Response Form (all pages)</p>		
<p>E-verify Documents</p>		
<p>Bid Bond or Certified check</p>		
<p>Bidder agrees to meet all requirements as specified in this RFP and any exceptions are identified in the Bid Response Form.</p>		
<p>Proof all Insurances</p>		
<p>Equipment Specifications (if applicable)</p>		

NAME OF FIRM: _____

NAME (TYPE OR PRINT): _____

Campus	Bid Amount
Wicksburg High School	
Central office	
Rehoboth High School	
Rehoboth elementary/middle	
Webb Elementary	
Cottonwood High School	
Cottonwood baseball complex (D. Hodge Rd.)	
Ashford High School	
Ashford Elementary School	
Transportation Department	
Maintenance Department	
Houston County High School	
Career Academy	