

Request for Proposal

FOR

Three Rivers Local School District

Landscaping/Mowing

PROPOSAL DUE DATE:

February 28, 2018

RFP Overview

This Request for Proposal (RFP) documents Three Rivers Local School District's (also referred to as TRLSD) requirements for Landscaping and Mowing.

This Request for Proposal (RFP) is intended to allow the Three Rivers Local School District a basis for evaluating and selecting the proposal best suited to the District's needs. The acceptance of a proposal does not obligate Three Rivers Local School District to purchase Landscaping and Mowing services from any supplier who submits a proposal. Three Rivers Local School District reserves the right to reject any or all proposals and not make a decision. All costs for proposal preparation are the responsibility of the vendor. After receipt of the proposal, and prior to signing the contract, Three Rivers Local School District reserves the right to modify the services to be received by adding or deleting services.

Three Rivers Local School District is looking for a comprehensive Landscaping and Mowing Supplier. Any vendor's solution to this RFP must meet or exceed Three Rivers Local School District's requirements.

Customer Contacts and Contract Requirements

All questions about the Request for Proposal or Three Rivers Local School District's system requirements must be submitted in writing (via email) to:

Contact Name: Jeff Langdon

E-mail address: jangdon@trlsd.org

Address: 401 N. Miami Ave., Cleves, Ohio 45002

Jeff Langdon and selected staff members will meet with suppliers and walk the grounds on the following date: **February 8, 2018 - 9:00 AM.**

**Suppliers will be permitted to take a guided tour of the grounds; at the conclusion of the tour suppliers will be permitted to ask questions of Jeff Langdon and the selected staff.

Proposal Filing Date

All proposals must be received by 2:00 PM (local time) on February 28, 2018. Proposals received after this time will not be accepted.

Proposals may be submitted to:

Three Rivers Local School District
C/O Jeff Langdon
401 N. Miami Ave
Cleves, OH 45002

Selection Criteria

The school District will evaluate the responses to the RFP to select the most responsible proposal based on the District's assessment. While price will be one of the criteria, the following list, as well as other factors, will also be considered:

- Financial stability of vendor's organization
- Vendor's ability to perform and maintain the proposed work
- Reference accounts
- Willingness to be flexible
- Reputation of quality work validated by reference accounts

Overview of the District

Three Rivers Local School District is located in Cleves, Ohio and is an Ohio Public School District with approximately 2,200 students in grades PK-12 and approximately 300 employees. The District has one PK-12 school building. The District also has a maintenance building, transportation building, standalone wrestling room (for practice only) and a district office.

Mowing of all Grass (minimum 28 times/max 34 times). All turf areas to be maintained at a height between 2 and 4 inches and professionally striped. Prior to mowing all litter/trash shall be picked up. Mowing shall be scheduled to allow for not more than 1/3 of the grass blade to be removed during any one mowing operation, approximately 7 to 10 days depending upon climatic conditions. Dense clippings that accumulate on the surface of the lawn shall be removed. Mowing can occur during the week and during the school day, but all grass and weed trimming must be completed. It is understood that Three Rivers Schools has many cars on their parking lots during school hours and after school hours and the supplier must manage this to ensure all grass, weed trimming and blowing occurs each mowing cycle. Mowing is permitted to occur on weekends.

Trimming and Edging – all areas inaccessible to mowers shall be maintained at the same height of adjacent lawn with string trimmer. Edges of pavements, curbs, fence lines and plant beds shall be kept neat and trimmed. Special care is to be taken to prevent damage to the bases of trees, plant materials, and other adjacent materials.

Mulch Bed Care – mulch beds and tree mulch rings shall be kept weed free with the use of pre-emergent herbicide and post-emergent herbicide or hand removal when required. Perennials shall be deadheaded and/or cut back as appropriate throughout the growing season. Spraying of shrubs should occur one time per month or as needed.

Mulching – provide a clean, crisp, spaded edge for all currently mulched areas. Apply a minimum 2-inch depth of dyed mulch in the spring. Mulch shall not be permitted to accumulate against tree trunks and shrub bases or exceed 3 inches in overall depth. Mulch must be re-raked and redistributed in all mulch areas one time per month to ensure a crisp, clean look.

Pruning and Trimming Plants – in accordance with standard horticultural practice, plants shall be allowed to grow and attain their natural size and form. Pruning and trimming of plants in these areas is to be moderate pruning to improve form or growth pattern and the removal of dead, damaged or diseased material. Pruning shall be completed mid-June and late October as required. Pruning tools are to be kept clean to prevent transmission of disease.

Pest Management – lawn, tree and plant materials shall be inspected regularly for sign of insect or rodent damage. Notify Jeff Langdon and Doug Moore of any incidents and/or concerns and provide treatment proposals on an as-needed basis.

Irrigation System – supplier shall report any concerns or problems with the irrigation system to Jeff Langdon and Doug Moore. Supplier shall work with Jeff/Doug and their irrigation supplier on any necessary timing or nozzle adjustments to the system in order to provide optimal water to irrigated areas and to minimize water waste.

Spring Cleanup – an early spring (prior to April 1st) cleanup shall be provided, consisting of edging of beds, removal of leaves and other debris from beds and lawn, and pruning of winter damaged plants. Ornamental grasses shall be cut back to allow for emergence of new growth.

Fall Cleanup – a late fall cleanup shall be provided consisting of a thorough grounds and landscaping clean-up of leaf removal and cutting back of perennials.

Retention Areas – Three Rivers Local School District has 2 retention areas. It is the expectation that each retention area be mowed and weed trimmed along fencing and potential water one time per month. Grass should be cut to a minimum of 6 inches within each retention area.

Ditch Trimming – Three Rivers Local School District co-owns a significant ditch that borders the Miami Township Park. It is the expectation that the side of the ditch that is owned by Three Rivers Schools is string trimmed 2 times per month.

Soccer Stadium & Softball Field Mowing – it may be required that the soccer stadium and softball field be mowed more frequently. Athletic Director, Larry Herges and Jeff Langdon will notify the supplier when these areas need additional mowing. Larry, Jeff and the supplier will agree upon an acceptable grass height for the soccer field and softball field based on weather conditions.

Fertilizer – four applications of professional-grade fertilizer and weed control will be applied annually (including pre and post emergent herbicide). Doug Moore and Jeff Langdon must approve all fertilizer prior it to being utilized.

Weeds – supplier will be expected to kill all weeds/grass growing in any rock/stone areas, blacktop areas, concrete areas and sidewalks.

Irrigation System Startup/Winterization – this is managed through a separate contract with another supplier.

**Please see attached for the aerial photos for which will need to be maintained per this RFP.*



