



Date: 3.8.19

To: Lawn Maintenance Contractors

From: Mark Rives Facilities Supervisor
YWCA of Metropolitan St. Louis
3820 West Pine
St. Louis, MO 63108
Phone: 314.427.4940 EXT: 1073
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Attached is a Request for Proposal (RFP) for lawn services for a total of seven (8) YWCA/Head Start Properties: (3) YWCA centers, We are seeking proposals from individuals or companies with a documented track record in providing lawn service to the commercial and institutional areas.

SEND PROPOSAL SUBMISSION TO THE ABOVE ADDRESS
PROPOSAL SUBMISSION DATE: 3.29.19
CONTRACTOR COMMENCEMENT DATE: Weather Permitting

BIDDERS CONFERENCE – A YWCA representative will be available to meet all interested Contractors and to answer questions.

PLACE: 3820 West Pine, St. Louis, MO 63108
DATE: Call for appointment
TIME: Call for appointment

Minority-Owned Businesses will be given special consideration in the evaluation process, but are not guaranteed the contract award.

Award will be made to the lowest, best and most responsible bidder. Award notification will be made within 5 to 10 business days after receipt. Evaluation interview meetings with finalists may be necessary. Submissions should be on the most favorable terms possible. The YWCA retains the right to reject any and all proposals received in response to this RFP.

Confidentiality – The contractor and the YWCA agree to keep the information related to all contracts in strict confidence. All information is to be treated on a “need to know basis.”

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BID FORMAT

All bids must be submitted on 8 ½" x 11" paper.

Please give separate quote for each location.

Bid Sections

- Cover Letter
- Contractor Information Form
- Bid Quotations
- Employee Selection and Training
- Management Reports
- References
- Insurance and Indemnity
- Contractor's Certifications Form
- Miscellaneous

LOCATION
YWCA Phyllis Wheatley 3820 West Pine St. Louis, MO 63108
YWCA Phyllis Wheatley Heritage Center 2709 Locust St. Louis MO. 63110 (Includes Parking Lot Front of Building)
YWCA Phyllis Wheatley Apartments 2711 Locust St. Louis MO. 63110 (Includes rear parking lot)
YWCA HeadStart/Overland 2210 N. Warson Rd. St. Louis MO. 63114 (Includes Field adjacent to facility)
YWCA/HeadStart Garfield 4146 Garfield St. Louis, MO 63113 (Include Parking Lot and surrounding area.)
YWCA/HeadStart North County 10725 Vorhof St. Louis, MO 63136
YWCA/Headstart Pagedale 1436 Ferguson St. Louis, MO 63133 (cut to back of building – do not include field in back of property)
YWCA/Headstart Kirkwood 1101 Milwaukee St. Louis, MO 63122
YWCA/Headstart W. Florissant 4632 West Florissant St. Louis, MO 63115
Bessie T. Draper Early Head Start Center 4642 W. Florissant St. Louis MO. 63115 (Includes Parking Lot North of Building)
Central Office 1780 Beltway Dr. St. Louis Mo. 63114 (Area surrounding Signage, Front Beds)

YWCA Maintenance Specifications

1. Lawn Service – cost per visit/location.

- Trash shall be picked up/removed before cutting.
- Grass shall be cut weekly during growing season to keep property well maintained. Cutting will be decreased as summer heat slows grass growth schedule to be discussed with Facilities Director.
- Trim around fences, sheds, buildings, beds, bushes as needed.
- Clippings shall be blown off all walkways, patios, parking lots, etc.
- All beds will be kept well maintained/mulched to eliminate weeds.
- Weeds to be cleared in all areas including parking lots.

2. Other services – cost per visit/application/service

- Leaves shall be cleaned from all walkways, stairwells, patios and parking lots, playgrounds and flower beds and disposed of. – cost per full removal visit. (Autumn and Spring Seasons) Award of cutting contract does not necessarily constitute leaf removal contract or additional work.
- Fertilizer application at least three (3) times a year – cost per application. Award of cutting contract does not necessarily constitute fertilizer application contract or additional work.
- Tree and bush trimming at least twice a year – cost per service. Award of cutting contract does not necessarily constitute tree and bush maintenance contract or additional work.
- Full mulching of all areas including beds, parking lot islands etc... Award of cutting contract does not necessarily constitute mulch application contract or additional work.

Conditions for Contractors' Bids

1. Request for Proposal

We stress that our interest is in **QUALITY, EMPLOYEE IMAGE** and **SERVICE**. We are not interested in marginal service. The YWCA properties are to be maintained in a first class manner.

The following items should be carefully read and acted upon accordingly:

- Quotes submitted shall be itemized by line and location also include prices for each service rendered, i.e. weekly cut, trimming, fertilizer application, bush/tree trimming, bed maintenance, mulch, chemical application.
- Contractor is to provide schedule for all services.
- Any additional work must be approved by Facilities Director including fertilization, Mulching etc...
- The term for this proposed agreement shall be for one (1) year. Contract extensions will be possible with the approval of the YWCA. However, the agreement may be canceled at any time, by either party, without cause, with 30 days notice in writing.
- The YWCA reserves the right to accept or reject any proposal without explanation.
- All invoices for services are to be provided to the YWCA by the 10th of each month for the prior month's service. Payment shall be made when the YWCA is provided the monthly invoices. Should the YWCA find any part of the work effort unsatisfactory or incomplete, the YWCA representative will notify the Contractor of discrepancies found. If, in the opinion of the YWCA, the work continues unsatisfactory, the YWCA reserves the right to cancel the contract with 30 days notice in writing to the Contractor.
- All personnel are to be employees of the Contractor, but will be subject at all times to approval of the YWCA. In addition, at the start of the contract, and continuing for as long as deemed necessary by the YWCA, at its sole discretion, all employees of the contractor employed at the YWCA shall have been current employees of the contractor for at least 2 months. This is to insure a proven, experienced, stable staff. Paying more than minimum wage specified is acceptable. This is to ensure a professional, experienced staff with minimal turnover.
- Nothing herein contained shall be deemed nor construed by the YWCA or Contractor as creating the relationship of principal or agent or of a partnership or joint venture. It is understood that the Contractor is an independent contractor, supplying services to the YWCA. All work performed by the Contractor and its personnel will at all times be subject to review and acceptance by the YWCA. The YWCA reserves the right to modify these specifications at any time during the term of this agreement and negotiate added costs, if any.
- The Contractor shall comply with all applicable laws, regulations and ordinances in its business conduct at the YWCA and shall furnish the YWCA with copies of any and all permits and licenses required.

Conditions for Contractors' Bids

- Job site is to be kept clean and safe at all times. Special care must be taken to protect the children at the site. The contractor shall comply with all provisions and requirements of the Occupational Safety and Health Act of 1970. The Contractor is fully responsible for the safety and health of all persons engaged in said work and acknowledges that, with respect to such persons, the YWCA shall not be construed as nor be held liable for any obligations as an employer within the meaning of the Act. Failure to comply with this provision will allow the YWCA to terminate the agreement immediately without notice.
- All bids and proposals rendered by the Contractor to the YWCA shall be quoted in prices good for 90 days. Contractor shall be responsible for careless workmanship. If a task is not performed to produce the specified, standard/ result, it shall be re-done at the Contractor's expense. Rework shall be performed without charge and shall not interfere with nor detract from the performance of regular, scheduled work.
- The Contractor may be called upon periodically by the YWCA to perform work not previously specified. Such work will be classified "extras". These extras shall be on a time and material basis (TM), with the Contractor providing the rate for these services up front, in writing, to the YWCA. The Contractor will not perform this work unless authorized to do so.
- No work called for in this proposal is to be subcontracted to another company, Contractor.
- This is not an invitation or offer to contract and creates no obligations on the part of the YWCA and no rights on the part of the participant. YWCA reserves the right to reject or accept proposals in whole or in part, or to discuss different or additional terms to those contemplated by this RFP. YWCA may modify, amend, terminate or extend the RFP process for any or all participants, as YWCA shall deem appropriate.
- The participant will be solely responsible for any costs it may incur in connection with this RFP. YWCA is not liable for any of participant's costs or expenses, and will not reimburse participant for any of its costs or expenses under any circumstance, including rejection of any or all proposals or cancellation of the RFP.
- YWCA reserves the right to waive deficiencies, informalities or irregularities in any proposal received and to accept the proposal which, in the YWCA's own judgment is in the YWCA's own best interests. YWCA reserves the right to request new or additional information at any time prior to the submission of a proposal or in response to a proposal.
- YWCA has the right to negotiate with any participant during and following the RFP process, and as part of that negotiation, to negotiate changes, amendments or modifications to the proposal without disclosure to other participants and without offering other participants the opportunity to amend their proposals.

Conditions for Contractors' Bids

2. Insurance and Indemnity

Contractor shall carry and maintain such liability insurance as will protect Contractor and the YWCA from claims under any workers compensation acts and from any other damages from personal injury, including death, which may be sustained by Contractor's workers or any of their servants, agents, or employees and the general public, and from claims for property damage, which may be sustained by any of them. Contractor shall furnish a certificate included with this proposal acceptable to the YWCA that Contractor has in effect the following minimum level of insurance.

- a. *Workers Compensation Insurance* meeting statutory limits plus Occupational Disease Insurance, if separate Occupational Disease coverage is needed in the State of Missouri:
 - \$100,000 each employee
 - \$100,000 each person
 - \$500,000 policy limit
- b. *Comprehensive General Liability Insurance* with limits insuring against bodily injury, property damage, personal injury and advertising injury:
 - \$2,000,000 each occurrence
 - \$2,000,000 general aggregate
 - \$2,000,000 products/completed operations aggregate
- c. *Employer's Liability*:
 - \$100,000 each accident
 - \$100,000 disease – policy limit
 - \$500,000 each employee
- d. *Automobile Liability Insurance*:
 - \$1,000,000 each accident
- e. *Umbrella Excess Liability*:
 - \$5,000,000 each occurrence
 - \$5,000,000 aggregate
- f. *Bond*: All employees will be bonded in an amount not less than \$100,000 per occurrence.
- g. *Pollution Coverage*: Pollution coverage provided by Bodily Injury, Property Damage & Cleanup costs resulting directly from physical injury to tangible property due to accidental release of pollutants brought by Contractor to a job site with limits of \$100,000 each incident and \$100,000 aggregate.
- h. All liability policies shall name the YWCA as additional insured.

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless, the client and their agents and employees from and against all claims, damages, loses and expenses, including but not limited to attorney's fees arising out of or resulting from the performance of the contracted service, provided that any such claim is attributable to bodily injury to or destruction of tangible personal property including the loss of use resulting there from, and to the extent only that it is cause in whole or in part by any negligent act or omission of the service contractor, anyone directly or indirectly employed by the service contractor, or anyone for whose acts the service contractor may be liable.

Conditions for Contractors' Bids

3. References

List several of your current accounts of schools or office buildings in your bid and include the following information: account name, address, type, start date, contact name, title and telephone number.

4. Staffing

- a. The Contractor shall consider as **HIGH PRIORITY** the **IMAGE** of the employees assigned to the YWCA. We insist on cleanliness and well grooming.
- b. Staffing shall be as required to perform the necessary work to maintain the appearance of the YWCA facilities. We depend on the Contractor to know what it takes to do the job.
- c. The Contractor shall provide competent, **high-caliber** employees. The YWCA has the right to have contractor remove staff from YWCA premises for any reason.
- d. In addition to normal service, the Contractor will be responsible for, at least, the following:
 - i. Contractor supervisory and management staff shall be available on request by the YWCA staff at **any time**.
 - ii. The Contractor executive management staff shall be available to meet with the YWCA at any time in order to review levels of service

Requirements for Contractor's Bid

- a. State your firm's qualifications to prove you are professionally qualified for this job should your firm be awarded the contract.
- b. Should your firm be awarded the contract, state who your project manager, supervisors, lead persons will be and their qualifications for the job and position with your company.
- c. We are aware that it is difficult to obtain employees who are dependable, do quality work, and project an acceptable image to our YWCA buildings. As a result please describe your firm's hiring practices, including your firm's minimum requirements for employment.
- d. The Contractor must submit a list of at least two (2) local emergency numbers of management level supervisory personnel who are authorized to dispatch backup working crews in the event of a request by the YWCA for such services.

Contractor Information

Name: _____

Address: _____

City, State, Zip: _____

Telephone #: _____ Emergency #: _____

Contact Person: _____ Title: _____

Owner of Company: _____

Do you operate as a Corporation, in what state are you incorporated? _____

List names of officers:

Number of employees in St. Louis operation: _____

Total number of employees in company: _____

Signature of principle or officer

Date

Contractor's Certifications

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Proposer.
- B. The individual signing certifies that the Proposer is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Proposer.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Proposer prior to an award to any other Proposer.
- E. The individual signing certifies that there has been no attempt by the Proposer to discourage any potential Proposer from submitting a proposal.
- F. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.
- G. The individual signing certifies that the Proposer does not have financial or other interest in the YWCA, which could be deemed as a conflict of interest.
- H. The individual signing certifies that the Proposer or any individual to be assigned to the contract does not have a record of conviction of child abuse or neglect or use of illegal drugs.
- I. The individual signing certifies that the Proposer **{is}** **{is not}** a minority vendor.

Dated this _____ day of _____, 2019 _____.

Proposer's Firm Name

Signature of Proposer's Representative

Printed Name and Title of Individual Signing