

**GEO Prep Academies**  
**RFQ FOR LAWN SERVICES**

<b>REQUESTING:</b>	<b>Quote</b>
<b>Issue Date:</b>	March 1, 2023
<b>Bid opening:</b>	March 1, 2023 at 9:00 am local time (CST)
<b>Procurement Time Frame:</b>	Request for Quotes Issued: March 1, 2023 Request for Quotes Response Date: April 17, 2023 Award and Contract Execution: May 19, 2023 (tentative)
<b>Requested Products:</b>	Lawn Services
<b>Enclosures:</b>	1.0 Purpose and Background 2.0 Scope of Procurement 3.0 Evaluation Criteria and Vendor Selection 4.0 Proposal Format and Content
<b>Response Documents:</b>	Cover Letter Vendor Response Forms Detailed Pricing Forms Reference Forms Formal Quotes

## 1. Request for Proposals

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GEO Prep Academies is seeking to engage a qualified community, minority owned, serving disadvantaged areas, small business, women or local firm to provide lawn services for the following campus:

- GEO Prep Academy/Administration Building (Sherwood Campus)
- GEO Prep Academy (Platt)
- GEO Prep Mid-City
- GEO Next Generation

**Questions:** Any inquiries regarding this submission should be directed in writing to:

Trinity Grant

Email: [tgrant@4thsectorsolutions.com](mailto:tgrant@4thsectorsolutions.com)

**Addenda:** All questions will be answered to all respondents via addenda. Addenda to this document, if any, will be e-mailed to interested parties.

**Pre Bid Walk Through:** A pre-bid walk through of the sites is required for all vendors. The specific date will be e-mailed to interested parties. If a representative is not able to be present on this date alternate arrangements may be possible but are not guaranteed.

**Submission Deadline:** Proposals will be reviewed as they are received. One electronic copy and one paper copy must be submitted. The electronic copy may submit via email ([tgrant@4thsectorsolutions.com](mailto:tgrant@4thsectorsolutions.com)) if the file size is less than 10MB; if the file size is greater than 10MB, it may be submitted on USB drive with the hard copy. All electronic copies must be in PDF format.

**Contract Award Date:** GEO Prep Foundation expects to award the contract no later than June 01, 2023.

## 2. Project Background, Description and Scope of Services

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GEO Prep Academies is serving K-12<sup>th</sup> grade. GEO Prep Academies are Type 2 Public Charter School authorized by the Louisiana Department of Education. This must be maintained to the highest standard of cleanliness and maintained to state standards and further to the scrutiny of GEO Prep Foundation requirements.

Back-office support for GEO Prep Academies shall be provided locally by 4<sup>th</sup> Sector (hereafter 4SS). 4SS has been providing specialized charter school support in Louisiana since 2006 in finance, accounting, operations and human resources.

All service providers will work closely with the Operations Manager onsite at GEO Prep Academies to ensure timely, compliant work and efficient accounts payable.

## Description of Property

School	Address
GEO Prep Academy	2311 N. Sherwood Forest Blvd. Baton Rouge, LA 70816
GEO Prep Academy (Platt)	4006 Platt Dr. Baton Rouge, LA 70814
GEO Prep Mid-City	1900 Lodbell Blvd. Baton Rouge, LA 70806
GEO Next Generation	2355 N. Sherwood Forest Blvd. Baton Rouge, LA 70816

\*This information is approximate and for estimating purposes only. The selected firm will be required to verify these numbers.

GEO Prep Foundation anticipates that the winning firm will start working immediately upon award on July 1, 2023.

## Scope of Services

Services are intended to continue for a one-year term, with options for additional years. Services are anticipated to include:

- a. *Mowing and lawn maintenance:* Provide regular mowing and edging of acreage, including removal of all trash, debris, and clippings. Weed and when necessary, spray herbicides to control weeds.
- b. *Flower beds:* Maintain the flower beds around the school and acreage. Weed, maintain soil and overall health of the areas.
- c. *Driveways:* Ensure driveways are cleared of all debris including tree branches, leaves, and other items (not including normal trash clean-up).
- d. *Storm related clean-up:* In the case of any major storms, tropical storms, or hurricanes, contractor will provide clean-up of all outside areas.
- e. *Continuous Improvement:* Make recommendations as to the maintenance and operation of the outside areas and demonstrate continuous effort to improve operations and energy usage, decrease turnaround times, streamline work processes, minimize costs and work cooperatively to provide excellent educational facilities.
- f. *Sustain good relationships through coordination and collaboration:* Help foster good relationships among all users, by providing guidance and closely coordinating all facility-related services with the end users of the building, including regular meetings with the users to ensure that problems are addressed, and objectives are met.
- g. *Other Items.* Other facility related items that arise.

### 3. Submission Requirements

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Proposals will be evaluated as they are received. All information required in the request for proposal must be provided to constitute an acceptable proposal. Firms are required to submit one (1) electronic copy of their proposal to Trinity Grant at [tgrant@4thsectorsolutions.com](mailto:tgrant@4thsectorsolutions.com), and mail one (1) hard copy.

The hard copy of the proposal must include a table of contents. Each section must be clearly identified with a numbered tab divider.

1. **Letter of Commitment:** Indicate your firm's commitment to the project and how your firm will meet or exceed all expectations.
2. **Qualification Statement:** Include all of the information listed below about your firm's qualifications:
  - a. **Firm History:** Firms must have a minimum of two (2) years under the same name. Submit a brief history of the firm including the date of organization and an explanation of the firm's ownership.
  - b. **Firm's Capacity:** Provide information indicating the capacity of the office that will provide the Grounds and Lawn Services. Provide the number of professional staff members your office employs in this business line. Demonstrate evidence of your ability to properly support the onsite landscaping personnel. Describe time tracking and billing procedures and any use of technology to support the efficiency of this process.
  - c. **Schedule:** Include a proposed schedule of services for lawncare and flower bed maintenance.
  - d. **References:** Include the name, title, and contact information of the specific individuals who worked with your team onsite at each of the facilities referenced in the school experience section.
  - e. **Defaulted Work:** Identify and explain any work that your company has failed to complete or an instance in which your company has defaulted on a contract.
  - f. **Conflicts of Interest:** Identify and explain any potential conflicts of interest in regard to this scope of work.
  - g. **Past Claims or Disputes:** Indicate any claims, disputes, litigation, or arbitration proceedings involving your firm in the last 5 years. Indicate who they were with and give the current status of each.
3. **Project Management:** Describe how you will manage your onsite personnel to ensure the facility is properly maintained and that budget and quality goals are continually met. Indicate how your firm would approach staffing of support personnel and oversight of onsite employee. Identify any risks associated with facility management that you do not control and how you will actively manage the risk as well as what value your firm brings to the facility.
4. **Insurance:** Provide the name of your insurance company and agents, your insurance coverage including type and limits (with sample certificate of representative coverage).
5. **Fee Proposal:** Please provide the proposed fee for the services outlined in the sections above; this should include everything from person hours to reimbursable expenses. The fee shall be broken down in the following sections:

- a. *Lawn Mowing and Maintenance Fee*: Provide the annual management fee for mowing and lawn services. This is the fee associated with all manpower onsite and supervision, clerical, support staff, overhead and profit.
- b. *Flower Bed Maintenance Fee*: Provide the annual management fee for flower bed maintenance services. This is the fee associated with all manpower to maintain and supervision, clerical, support staff, overhead and profit.
- c. *Materials and supplies*: Include the cost of all herbicides, tools and other supplies required for all landscaping services.
- d. *Hourly rate for storm clean-up*: Given your experience with facilities in a similar geography and of a similar size, please provide an hourly fee for storm clean-up.
- e. *Landscaping budget*: Given your experience with similar facilities please provide an estimate of the overall budget you would anticipate for this property and estimated costs associated with each service. Examples of services that might be included are cost of plants or flowers, mechanical equipment necessary onsite, post-storm clean-up damage or other outsourced maintenance costs. We anticipate negotiating these services with the chosen vendors but are looking for a sense of what the overall estimated landscaping services would include. To the extent you are using unit costs to arrive at budget figures, please provide them so we can understand assumptions you are making.
- f. *Multiple proposals*: If your organization can and would like to provide multiple services such as maintenance, grounds keeping, pest control, etc. please provide details on any cost savings to the school.

**6. Draft of Contract:** Please provide a draft copy of the proposed contract. All electronic copies must be submitted in Microsoft Words or Editable PDF format.

#### 4. Selection Process

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The firm's qualifications will be evaluated based on the proven ability of each respondent to perform the requested services and any other factor of criterion that may be deemed relevant or pertinent for its evaluation of such qualifications. The evaluation will include:

1. Evidence of firm's and proposed personnel's ability to perform all the work responsibilities.
2. Past experience with providing services to educational entities.
3. Provision of indemnity and insurance consistent with requirements
4. Proposed cost of services

GEO Prep Academies expressly reserves the right to: (i) cancel this solicitation and/or reject all proposals submitted; (ii) accept any proposal or alternate as submitted without negotiations; (iii) accept or negotiate with all proposals submitted determined to be within the competitive range; (iv) require revisions to, corrections of, or other changes to any proposal submitted as a condition to its being given any further consideration; (v) reject submissions that contain conditions and/or contingencies that in GEO Prep Academies sole judgment, make the submission indefinite, incomplete, or otherwise non-responsive or unacceptable for award; (vi) waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to a proposer; (vii) take any other action allowable by applicable law or regulation; (viii) reject the submission of any proposer that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Quotes, (ix) select for

negotiation the overall best proposal or alternate submitted, in accordance the selection criteria; (x) negotiate with one or more proposers in any manner GEO Prep Academies deems fit, (such negotiations may be concurrent or sequential as GEO Prep Academies determines); (xi) solicit Best and Final Offers (BAFO) utilizing an appropriate procedure following the conclusion of any such negotiations specified in (x); or (xii) reopen negotiations after the BAFO procedure, if it is in GEO Prep Academies best interest to do so. No proposer shall have any rights against GEO Prep Academies arising at any stage of the solicitation from any negotiations that take place, or from the fact that GEO Prep Academies does not select a proposer for negotiations. Proposers are advised that in no event, including, but not limited to, those events described in items (i) through (xii) of the preceding sentence, will GEO Prep Academies reimburse the proposer for the cost of bid preparation, lost profits or consequential damages of any kind by virtue of GEO Prep Academies not selecting a proposer to perform the work under this RFQ.

## 5. Terms & Conditions

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A prospective grounds and landscaping bidder must be willing to adhere to the terms and conditions of this request, including the following, and in responding to this RFQ, the vendor accepts these terms.

1. *Service Provider Payment:* Payment to the service provider will be made only for actual work performed and accepted in accordance with the contract. Any scheduled item of work to be done and materials to be furnished may be increased, decreased, or omitted as herein after provided, and no claim for loss, anticipated profits or costs incurred in anticipation of work not ultimately performed will be allowed due to such increase or decrease.
2. *Examination of Plans, Specifications and Site Work:* The respondent is encouraged to carefully examine the site of the proposed work, the drawings available to date, and special provisions before submitting a proposal. The submission of a proposal shall be considered conclusive evidence that the respondent has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the contract.
3. *Familiarity with Laws:* The respondent is assumed to have made himself or herself familiar with all federal and state laws and all local by-laws, ordinances and regulations which in any manner affect those engaged or employed on the work or affect the materials or equipment used in the work or affect the conduct of the work, and the respondent, if awarded the contract, shall be obligated to perform the work in conformity with said laws, by-laws, ordinances and regulations notwithstanding its ignorance thereof. If the respondent shall discover any provision in the plans or specifications which conflicts with any such law, by-law, ordinance, or regulation the respondent shall forthwith report it to the Operations Manager of GEO Prep Academies in writing.
4. *Signatory Authority:* The respondent's proposal must be signed with ink by a representative of the company who is authorized to enter into a contract on behalf of the company.
5. *Indemnification and Insurance:* The contractor will be required to sign an indemnification and provide adequate insurance for this project.