

REQUEST FOR PROPOSAL (RFP)

BID FORM SIGNATURE SHEET

BIDDERS MUST SIGN IN THE PROPER SPACE BELOW TO VALIDATE BID

I/We agree to furnish and deliver, in accordance with the accompanying specifications and conditions, for the price(s) listed, the items on the attached sheet(s).

Curry's Lawn Service
Company

P.O. Box 82525 Baton Rouge, La. 70884
Address

1865 Fountain Ave. Baton Rouge, La. 70810
Address

(225) 767-4905
Telephone Number

86-1142784
Federal I.D. Number

Freddy Curry
Name of Vendor's Contract Administrator

(225) 936-8322
Telephone Number of Vendor's Contract Administrator

Angela Curry
Authorized Representative (Print)

Angela Curry
Signature

Administrative Assistant
Title

(225) 766-4221
Facsimile Number

BIDDERS AFFIDAVIT

I HEREBY CERTIFY THAT I am (Title) Admin. Assit. and the duly authorized representative of the firm of Curry's Lawn Service, and that I possess the legal authority to make these testimonies on behalf of myself and the firm for which I am acting.

6/14/10
Date

Angela Curry
Signature

Angela Curry
Printed or Typed Name



City of Baker School System

Post Office Box 680
Baker, Louisiana 70704-0680
Phone (225) 774-5795
Fax (225) 774-5798
www.bakerschools.org

BID NO. 05-2010/2011

LAWN MAINTENANCE BID PACKET



**Procurement Agent,
Alisa Sibley
Phone (225) 778-2378
Fax (225) 774-5798**

The City of Baker School System does not discriminate on the basis of race, color, national origin, gender, age or qualified disability

CITY OF BAKER SCHOOL SYSTEM

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ADVERTISEMENT FOR BIDS

Sealed BIDS for Lawn Maintenance will be received by the City of Baker School System until 12:00 p.m. (local time) on June 14, 2010 and then said office will open on June 14, 2010 at 2:00 p.m. and publicly read aloud.

Bids may be submitted electronically at www.centralauctionhouse.com on or before scheduled closing date and time above or Any Bidder sending his Bid by mail should address it to:

**CITY OF BAKER SCHOOL SYSTEM
3033-C RAY WEILAND DRIVE
BAKER, LA 70714**

**Lawn Maintenance Bid/Bid No. 05-2010/2011
Attention: Alisa Sibley**

The INSTRUCTIONS TO BIDDERS, BID FORMS, AND SPECIFICATIONS, may be obtained online at www.centralauctionhouse.com or the following location:

City of Baker School System
3033-C Ray Weiland Drive
Baker, La 70714
Alisa Sibley
(225) 778-2378

All contracts exceeding \$10,000.00 shall contain provisions requiring compliance with Executive Order 11246, entitled "Equal Opportunity", as amended by Executive Order 11375 and as supplemented in Department of labor regulations (41 CFR Part 60).

The OWNER reserves the right to waive any informality and to reject any and/or all BIDS.

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INSTRUCTIONS TO BIDDERS

The City of Baker School Board System will receive Sealed Bids until 12:00 p.m. June 14, 2010, in accordance with the following instructions and attached specifications.

* If you would like to go out and view the School Sites you **MUST** contact Alisa Sibley (225) 778-2378

1. **How to Prepare Bid Proposals:** All bid proposals shall be:
 - Prepared on the forms enclosed here with, unless otherwise prescribed
 - Type written or completed with inked pen, Signed by the Company
 - All erasures or corrections should be initialed and dated by the official signing the proposal
 - Bidders are encouraged to review carefully all provisions and attachments prior to completion
2. **How to Submit Bid Proposals:** All Bid Proposals shall be:
 - You may submit your bid online at www.centralauctionhouse.com or Pick bid up at the office
 - Submitted in a **SEALED ENVELOPE**
 - Clearly marked on the outside **"LAWN MAINTENCE BID-BID NO. 05-2010/2011"**
 - Clearly marked **"ATTENTION ALISA SIBLEY"**
 - Mail or deliver as follows in sufficient time to ensure receipt by the Purchasing Officer on or before 12:00 p.m. on the date specified in the first paragraph above.
 - No Bid may be withdrawn prior to the scheduled closing time for the receipt of the bid.
 - Contractor must include updated copies of Certified Licensed Turf Pest Control Card, Agriculture & Forestry Identification Card, Workmen's Compensation Certificates, and Liability Insurance.
 - Provide 2 current letters of professional references
3. **Errors in Bids:** Bidders are expected to fully inform themselves of the following:
 - Conditions, requirements and specifications before submitting bids.
 - Failure to do so will be at the bidders own risk
4. **Standards for acceptance of Bid for Award Contract:** The School Board reserves the right
 - To reject any or all bids and to waive any irregularities or technicalities in bids whenever such rejections or waiver is in the interest of the School Board.
 - The School Board reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid from a bidder whom investigation shows is not in a position to perform the contract.
 - Please see default clause.
5. **Compliance with the Laws:** The bidder shall obtain and maintain:
 - All Licenses mentioned above, Liability Insurance, Workman's Compensation Insurance,
 - Comply with any and all other standards and regulations requested by federal, state and City Statue, and ordinances and rules during the performance of any contract between the bidder and The School Board
6. **Price to be firm:** Bidder warrants that bid prices, terms and conditions quoted in this bid will be firm

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7. **Award of the Contract:** The Contract if awarded:

- **Pending Board Approval**
- Will be awarded to the most responsive and responsible bidder whose bid will be most advantageous to the School Board System. Price and other factors will be considered. The School Board will make the determination.

8. **Qualified Vendor:** A "Qualified Vendor" is defined by:

- One who meets, or by the date of the Bid Acceptance
- Can meet all requirements
- License(s), Insurance and service contained within these specifications

9. **The Successful Contractor:** Must have the following:

- His own equipment
- Back up equipment in event his own equipment fails
- Sub Contracting is not allowed
- All Equipment used by the contractor shall be of commercial grade and in good, safe working order
- Any cleaning or Chemical used by the Contractor must be EPA registered and a written list of such items with Material Safety Data Sheets (M.S.D.S.) will be immediately available to the City of Baker School Board upon request.
- The Contractor shall furnish all labor, equipment, and all other materials, supplies and incidentals for the lawn maintenance
- The Contractor shall remove from the premises and legally dispose of all waste materials, including tree limbs, branches, cuttings, etc., clean-up the work areas, and restore any damaged landscape, or buildings to their original state.

10. **Payments:**

Vendor should bill the City of Baker School System by invoice. Checks are printed twice (2) monthly on the 5th and 20th of each month.

11. **Contract Period: Begins July 12, 2010 to June 30, 2011**

This is an annual contract and all prices must remain firm for the duration of the contract period. This contract may be extended for 2 additional 12-month terms if all prices and conditions remain firm after the end of each contract term, and if all parties so agree.

DEFAULT CLAUSE:

THE CONTRACT MAY BE CANCELED OR ANNULLED BY THE CITY OF BAKER SCHOOL BOARD IN WHOLE OR IN PART BY WRITTEN NOTICE OF DEFAULT TO THE CONTRACTOR UPON NON-PERFORMANCE OR VIOLATION OF CONTRACT TERMS. AN AWARD MAY BE MADE TO THE NEXT RESPONSIVE RESPONSIBLE BIDDER, FOR ARTICLES AND/OR SERVICES SPECIFIED OR THEY MAY BE PURCHASED ON THE OPEN MARKET AND, THE DEFAULTING CONTRACTOR (OR HIS SURETY) SHALL BE LIABLE TO THE BAKER SCHOOL SYSTEM FOR COSTS TO THE SYSTEM IN EXCESS OF THE DEFAULTED CONTRACT PRICE. THE CONTRACTOR SHALL CONTINUE THE PERFORMANCE OF THIS CONTRACT TO THE EXTENT ANY PART IS NOT TERMINATED UNDER THE PROVISIONS OF THIS CLAUSE.

This is an annual contract a price must remain firm for the duration of the contract period.

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**REQUEST FOR PROPOSAL (RFP)
FOR LAWN MAINTENANCE**

ACKNOWLEDGMENT OF RECEIPT AND INTENT TO PROPOSE

Please fax this notification of receipt and intent on or before June 1, 2010 by 12:00 p.m. to Alisa Sibley at (225) 774-5798.

Acknowledgement of Receipt:

<u>Curry's Lawn Service</u> (Company)	Hereby Acknowledges Receipt of RFP Packet
<u>Angela Curry</u>	Print Name
<u>Angela Curry</u>	Authorized Signature
<u>Admin. Assit.</u>	Title
<u>6/14/10</u>	Date

DATE 05/12/10
BID NO: 05-2010/2011

DESCRIPTION: LAWN MAINTENANCE BID

CITY OF BAKER SCHOOL SYSTEM REQUEST FOR BID PROPOSAL

For Bid Period: July 12, 2010 to June 30, 2011
Bid Opening Date: June 14, 2010 Time: 2:00 P.M.

SCHOOL SITES	APPROXIMATE ACREAGE	EXCLUSIONS	COMMENTS INCLUDES	Price Per cut	Total No. Of Cuts	TOTAL
BAKERFIELD ELEMENTARY 2550 SOUTH STREET BAKER, LA 70714	15			\$750	X 32	\$24,000
BAKER HEIGHTS ELEMENTARY 3750 HARDING STREET BAKER, LA 70714	14			\$700	X 32	\$29,400
PARK RIDGE ELEMENTARY 5905 GROOM ROAD BAKER, LA 70714	4 1/2		Include the white house located on Park Ridge property 6009 Groom Rd	\$225	X 32	\$7,200
BAKER MIDDLE SCHOOL 5903 GROOM ROAD BAKER, LA 70714	43			\$2,150	X 32	\$68,800
BAKER HIGH SCHOOL 3200 GROOM ROAD BAKER, LA 7014	23	-The Baker High Football Field -The Baker High Baseball Field	-Baker High Baseball Outfield and surrounding areas -All areas surrounding the Football Field	\$1,150	X 32	\$36,800
SUB TOTAL CUTS ON BID FOR THE FISCAL YEAR						\$159,200

- PLEASE CONTACT ALISA SIBLEY (225) 778-2378 IF YOU WOULD LIKE TO VISIT THE SCHOOL SITES*
- THE FOLLOWING SCHOOL SITES INCLUDE TURF AND/OR GRASS EXISTING PLANT MATERIALS ARE COVERED BY THIS AGREEMENT
- IF GRASS CUTTING IS DELAYED DUE TO WEATHER THE City of Baker School System SCHOOL SYSTEM WILL NOT BE CHARGED

Curry's Lawn Service AUTHORIZED SIGNATURE 6/14/10 DATE
SERVICE COMPANY

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CITY OF BAKER SCHOOL SYSTEM REQUEST FOR BID PROPOSAL SCOPE OF SERVICES

- The following Lawn Maintenance services will be carried out by the service company for the following months.

<u>FOR THE FOLLOWING MONTHS OF</u>	<u>TOTAL CUTS</u>	<u>TOTAL CUTS</u>	<u>FOR THE FOLLOWING MONTHS OF</u>
SEPTEMBER	2	4	MARCH
OCTOBER	2	4	APRIL
NOVEMBER	2	4	MAY
DECEMBER	1	4	JUNE
JANUARY	1	3	JULY
FEBRUARY	1	4	AUGUST
	9	23	

TOTAL NUMBER OF CUTS EQUAL: 32

MOWING OF GRASS:

- Mowers shall be kept sharp and in good condition in order to cut the grass blades cleanly. Turf shall be cut evenly and the direction of mowing shall be alternated as needed to minimize ruts and matting. Appropriate mowing equipment and pattern shall be employed to permit recycling of clippings where possible.
- Mowing height in the spring and summer (March, April, May, and June) shall be set at 2 ½ to 3 inches so as to encourage a deeper root system. A deep rooted lawn is more efficient in obtaining water and nutrients and is more drought tolerant and weed resistant.
- Should we extend your contract services for 2 additional 12-month terms the grass should be cut as follows:
2 ½ to 3 inches for the months of March, April, May, June, July, August, September, and October.
- Should we extend your contract services for 2 additional 12-month terms the grass should be cut as follows:
2” for the months of November, December, January and February.
- Mowing height for the last cutting November, December, January and February shall be lowered to 2’. This is done in preparation of winter and will discourage turf diseases.
- Mowers must be equipped with safety guards for flying debris
- Any windows broken on the City of Baker School System Property created by flying debris from your staff mowing the lawns will be paid for by your company.

WEED EATING:

- ALL GRASS NEXT TO BUILDINGS, FENCES AND POLES, ETC.
- EDGING:**
- All grass adjacent to the sidewalks, driveways, curbing and roadways.
 - Apply round-up weed inhibitor to Fence, bed areas and sidewalk cracks to control weed growth.

THE FOLLOWING SERVICES SHALL BE PERFORMED ON AN AS NEEDED BASIS:

- Clean up any debris and leaves from turn, flowerbeds, parking lots and gutters
- Trim evergreen shrubs, formal hedges and deciduous shrubs by cutting the current season's growth

INSURANCES:

- Contractor is required to carry at least one million dollars (\$1,000,000.00) of Liability Insurance as well as Worker's Compensation Insurance valued at least at one million dollars (\$1,000,000.00).
- All damages caused by the service company as a result of fulfilling this contract shall be the responsibility of the service company.

REFERENCES:

- The City of Baker School System is requesting two current letters of reference from current or past clients with submission of bid packet.

CANCELLATION CLAUSE:

- The City of Baker School System may terminate this agreement upon five (5) days prior to written notice.

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EQUIPMENT/PERSONNEL LIST

QUANTITY	ITEM DESCRIPTION	MAKE	MODEL	CONDITION	COMMENTS
1	TRACTOR	John Deer		good	
3	RIDING MOWER	Grasshopper		good	
	POWER LEAF VACUUM				
4	GAS EDGER	McLane		good	
10	WEED EATER	Echo Shindawa		good	
8	BLOWER	Shindawa Echo		good	
8	TRIMMER	Shindawa Echo		good	
	HOW MANY PEOPLE DO YOU EMPLOY				
	10				

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL