



Request for Proposal DaVinci Academy of Arts and Science Ground Maintenance Services

DaVinci Academy of Arts and Science is seeking a qualified and licensed firm to provide grounds maintenance at its Ham Lake location. The school is located on the corner of Bunker Lake Boulevard and Jefferson St. The purpose of this Request for Proposal (RFP) is to gain information about your company's ability to provide these services and to obtain pricing commitments for specifications listed on this RFP.

The deadline for proposals is Friday, January 4, 2019 at 4:00 p.m.

General

The contractor will furnish all lawn care maintenance equipment. In addition to lawn maintenance services the contractor will be responsible for sprinkler system maintenance service, parts and emergency repairs.

Scope of Work

1. Spring clean-up
 - a. Spring clean-up is to be completed as soon as weather and ground conditions permit but no later than June 1.
 - b. Dethatch or hand rake, as required, the entire property; remove clippings and debris
 - c. Rake or blow leaves and debris from rock and shrub beds, landscaped areas and septic system enclosure
 - d. Inspect border along sidewalk damaged by winter salt. Make recommendations for sod replacement or seeding to encourage re-growth.
2. Mowing
 - a. Mowing of all turf areas including the boulevard to be completed weekly, weather permitting, to maintain a well groomed lawn
 - b. Spot mowing to be completed during periods of uneven growth
 - c. All clippings will be blown off all drives, walks and patio areas
 - d. Responsible for picking-up and removing any and all trash or debris, such as paper, cans, bottles, limbs three inches or smaller in diameter and rocks which are not intended to be part of the landscape.
3. Fertilization
 - a. Provide an assessment of lawn issues and concerns at the beginning of the season with a recommended plan for resolution of problem areas.
 - b. Fall fertilization treatment provided

4. Weed Removal and Control
 - a. Throughout the growing season, planting beds should be weeded and/or treated with herbicides as necessary
 - b. Path around pond sprayed regularly to control weed spread through the limestone rock.
 - c. Rock in the septic system enclosure should be weeded regularly
5. Trimming grass/trees
 - a. Trimming of grass will be completed with mowing schedule
 - b. Trimming of grass around all buildings, plantings and all other obstructions shall be included
 - c. Trimming of grass and weeds at the edges of the path around the pond done regularly to keep the path clear.
 - d. Occasional trimming of tall weeds at Bunker entrance to help visibility for drivers.
 - e. Trimming of trees as necessary to keep the site safe.
6. Fall Clean-up
 - a. Fall clean-up to be completed by October 31, with a two week grace period if weather is uncooperative
 - b. Remove all leaves and debris from turf areas, landscaped areas, buildings and other obstructions
7. Irrigation
 - a. Start up of irrigation system including inspection and adjustment of all sprinkler heads to make sure they are in working order.
 - b. Winterization of irrigation system.
8. Billing
 - a. Monthly at the end of each month
9. Personnel
 - a. The Contractor shall not send any employee or agent who is a registered sex offender to the school building or property. Quarterly, the Contractor shall check the registry to determine if the employee is registered.
 - b. It is preferred that the same crew provide services each week for continuity, consistency, and communication.

Submittal Requirements Checklist

Company Information

- Please provide your contact information including your company name, address, website and primary contact person, telephone number and email address.
- Please include the year the company was established and current number of employees.
- Please provide proof of being bonded and insured.

References

- Please provide contact name and phone numbers for at least three organizations for which you have provided ground maintenance services.
- Please provide contact name and phone numbers, plus references, for any subcontractors with which you would work to complete the contracted work.

____ Experience

- Please discuss your experience in providing ground maintenance services.
- Please comment on the school grounds and note any special features or unusual circumstances.

____ Description of work

- Please be specific as to the description of the work to be performed, equipment used in the performance of this work and any and all materials to be used.

____ Budget

- Please indicate your monthly fee for ground maintenance services for the school.
- Please indicate any costs that may be optional. This will allow for adjustments to the budget as necessary

____ Availability

- Please address your availability, reliability and flexibility to meet the school's needs for this contract.

Process

Deliver one copy of the proposal to DaVinci Academy of Arts and Science no later than 4:00 p.m. Friday, January 4, 2019. Proposals can be hand delivered, mailed, faxed or emailed. Oral or telephone proposals are invalid and will not receive consideration. Address proposals to Mrs. Holly Fischer, Director of Operations, DaVinci Academy of Arts and Science, 532 Bunker Lake Boulevard NE, Ham Lake, MN 55304.

DaVinci Academy of Arts and Science reserves the right to accept or reject any or all proposals, either in whole or in part; to award the contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interest of the school. Award of the work may include all or some of the above components.

The successful bidder will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully complete the work in accordance with the request for proposals documents.

Proposals will be evaluated on the information provided including the completeness of the proposal and information supplied. Contact Holly Fischer, if you need further information or a tour of the grounds. 763-754-6577.