



**ST. JOHN THE BAPTIST PARISH
PURCHASING & PROCUREMENT DEPARTMENT
1801 W. Airline Highway
LaPlace, LA 70068**

**REQUEST FOR PROPOSALS (RFP)
Grass Cutting and Landscaping Services**

Proposal No. RFP-2018-02

Closing Date: June 13, 2018 @ 2:45 PM CST

SUBMITTALS

Submittals are due on or before the exact closing date and time. Submittals received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time. The response (including copies) must be submitted in a sealed envelope or package clearly marked with the Contractor's name and address, and "RFP –Grass Cutting and Landscaping Services."

Publish:

L'Observateur:

May 16, 2018

May 19, 2018

May 23, 2018

May 26, 2018

May 30, 2018

FOR FURTHER INFORMATION CONCERNING THIS RFP, PLEASE CONTACT:

Jean Stewart, Purchasing and Procurement Department

Phone: (985) 652-9569

[E-mail: j.stewart@stjohn-la.gov](mailto:j.stewart@stjohn-la.gov)

QUESTIONS AND COMMENTS MUST BE SUBMITTED NO LATER THAN 3:00 P.M., JUNE 8, 2018

REQUIRED SIGNATURE PAGE FOR PROPOSALS

This page, signed by an authorized officer of your Contractor, must accompany your proposal as the cover page.

I, the undersigned, having carefully examined the Request for Proposals, propose to furnish services in accordance therewith as set forth in the attached proposal.

I hereby certify that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any Contractor or supplier on the above work to put in a sham proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

In order to induce the Parish to consider this proposal, the Contractor irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to St. John the Baptist Parish, and Contractor further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to St. John the Baptist Parish.

Please type or print legibly information below.

Proposer hereby acknowledges receipt of the RFP and agrees to Terms and Conditions set forth in this RFP.

PROPOSER INFORMATION

Firm Name: _____

Address: _____ City/State/Zip: _____

Phone No.: _____ Fax No.: _____

AUTHORIZATION TO PROPOSE (must be signed):

By: _____
Signature Offer Date Printed Name

Primary Contact Person (If other than above):

Name: _____ Phone No: _____ Fax No: _____

Title: _____ E-mail Address: _____

If this proposal is being submitted on behalf of an agent/broker, please complete section below:

Submitted on behalf of: _____

Phone No: _____ Fax No: _____

E-mail Address: _____

REQUEST FOR PROPOSALS
Grass Cutting and Landscaping Services

BACKGROUND

St. John the Baptist (herein referred to as “Parish”) hereby issues a Request for Proposals (RFP) for licensed and qualified companies to provide professional grass cutting and landscaping services for its properties. The Parish is an Equal Opportunity Employer and we encourage all small, minority and women business enterprises to apply.

The Contractor will provide grass cutting and landscaping services and all other work necessary to complete the said service in accordance with the terms of this Request for Proposal (“RFP”) and any resulting contract. The Parish shall be notified of all individuals and sub-consultants who propose to work on any portion of the project on a continual basis. The grass cutting and landscaping properties are listed in Exhibit A.

The RFP package includes the following:

- 1) Required Signature Page for Proposals
- 2) General Terms and Conditions
- 3) Past Criminal Convictions of Bidders Attestation
- 4) Non-Solicitation and Unemployment Affidavit
- 5) Exhibit A – Scope of Work
- 6) Exhibit B – Pricing Schedule
- 7) Exhibit C – Selection/Scoring Criteria

Scope of Work

It is the intention of St. John the Baptist Parish to award a contract to the Contractor that can provide Grass Cutting and Landscaping Services to the Parish. The selected Contractor will work closely with the Director of Purchasing and Procurement and Administrative staff for support to ensure maintenance and compliance with all regulations and ordinances associated with the Louisiana Grass Cutting Property Laws. The scope of work that the Contractor must provide is stated in Exhibit A.

GENERAL TERMS AND CONDITIONS

1.0 RFP Process

1.1 This RFP is subject to all applicable state and local laws, including the Louisiana Code of Governmental Ethics.

1.2 RFP’s, associated documents and addenda may be obtained from the Department of Purchasing and Procurement at 1801 W. Airline Hwy., LaPlace, LA 70068 or by downloading from the Parish’s website at www.sjbparish.com or Central Bidding at www.centralbidding.com.

1.3 Written addenda to the RFP may be issued to provide clarification, corrections, or to answer questions. It is the Contractor’s responsibility to periodically check either with Jean Stewart in the Department of Purchasing and Procurement, parish website, or Central Bidding for addenda that may be issued to implement changes or clarifications to the RFP, prior to due date. **Checking the parish website is HIGHLY recommended.**

- 1.4 The Parish reserves the right to request additional information to clarify proposals. The Parish shall determine the appropriate means of clarification: telephone, e-mail, letter, or oral interviews.
- 1.5 Questions and comments regarding this Proposal must be submitted **in writing** to St. John the Baptist Parish, Purchasing & Procurement Department, **ATTN: Jean Stewart, 1801 W. Airline Highway, LaPlace, LA 70068**; or by e-mail to j.stewart@stjohn-la.gov.

2.0 Submission of Proposal

- 2.1 Proposals shall be addressed to the St. John the Baptist Parish Council and delivered to the receptionist at the Parish President's Office in the Percy Hebert Building, 1801 West Airline Hwy., LaPlace, LA not later than **2:45 P.M. (CST) on June 1, 2018**. **Proposal package shall be clearly marked "RFP – Grass Cutting and Landscaping Services."** Proposals may be electronically submitted on www.centralbidding.com.
- 2.2 Each Contractor shall provide a submittal package based on the designated point evaluation scoring criteria. The submittal shall provide clear and sufficient information to enable the selection committee to evaluate the responsiveness and quality of the proposal. The Selection/Scoring Criteria (Exhibit C) will be used to evaluate all proposals received. Failure to provide all required information with the exception of scope of work that does not pertain to your Contractor, including the "Required Signature Page for Proposals", shall be cause for rejection of the submittal as non-responsive.
- 2.3 Contractor shall **submit an original and six (6) copies and one (1) redacted copy of proposal** by the date and time specified. The redacted copy is for compliance with the Louisiana Public Records Act and to protect privileged or trade information. Failure to submit the required number of copies may result in a finding of non-conformance. Originals should be clearly marked and must be **accompanied by an electronic file containing the entire Proposal**.
- 2.4 The Parish will not be responsible for submissions forwarded through the U.S. Postal Service or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to the incorrect location.
- 2.5 Proposals submitted by facsimile (FAX) or e-mail will not be accepted. Any proposal received after **2:45 P.M. (CDT) on June 13, 2018** will be deemed unresponsive and will be returned to Contractor unopened.
- 2.6 The Contractor shall provide written responses to the following requests in the same order as requests are stated. The Contractor shall address the following requests with sufficient detail to allow the Parish to understand how your Contractor would fulfill the Parish's needs.

Include copies of:

- Insurance Requirements as specified in Section 9.0
- A current, fully executed Taxpayer Identification Number (W-9 form)

3.0 Mandatory Pre-Proposal Conference

A **mandatory** pre-proposal conference will be held on **Thursday, May 31, 2018 at 2:00 p.m.** in the Joel McTopy Council Chambers of the Percy Hebert Building located at 1801 W. Airline Hwy., LaPlace, LA 70068. Questions regarding the process will be addressed at that time. Requests for clarification related to definition or interpretation of this RFP shall be made in writing to St. John the Baptist Parish, Purchasing & Procurement Department, ATTN: Jean Stewart, 1801 W. Airline Highway, LaPlace, LA 70068; or by e-mail to [E-mail: j.stewart@stjohn-la.gov](mailto:j.stewart@stjohn-la.gov). Oral explanations or instructions shall not be considered binding on behalf of the Parish.

- Site Visits to all locations listed on the RFP for grass cutting will be conducted **Monday, June 4, 2018** and **Tuesday, June 5, 2018** beginning at **10:00 a.m.** The starting location for the site visits is the lobby of the Percy Hebert Bldg., 1801 West Airline Highway, LaPlace, La.
- The site pictures have been uploaded to www.centralbidding.com and the Parish website, www.sjbparish.com as an attachment to the listing for this RFP.

4.0 Opening

Proposals will be opened at **3:00 P.M. (CST)** on **June 13, 2018** in the Joel S. McTopy Chambers of the Percy Hebert Building, 1801 W. Airline Highway, LaPlace, LA 70068.

5.0 Public Disclosure

It is understood and agreed upon by the Contractor that the Parish has the right to withhold all information regarding this procurement until after contract award, including but not limited to: the number received; competitive technical information; competitive price information; and the Parish's evaluation concerns about competing proposals. Information releasable after award is subject to the disclosure requirements of the Louisiana Public Records Act. Contractor specifically waives any claims against Parish related to the disclosure of any materials if made under a public records request.

6.0 Parish Commitment

6.1 Parish shall have the right to reject or accept any Proposal or offer, or any part thereof (i.e., any component of any proposed solution) for any reason whatsoever and to accept other than the lowest offer, at its sole discretion.

6.2 This RFP does not commit the Parish to award, nor does it commit the Parish to pay any costs incurred in the submission of the Proposal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.

6.3 The Parish reserves the right to terminate this RFP at any time prior to contract execution.

6.4 No prior, current, or post-award verbal conversation or agreement(s) with any officer, agent, or employee of the Parish shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.

6.5 The Parish reserves the right to revise any part of the RFP by issuing an addendum to the RFP at any time in accordance with relevant Louisiana Revised Statutes. Issuance of this RFP in no way constitutes a commitment by the Parish to award a contract. The Parish reserves the right to accept or reject, in whole or part, all Proposals submitted, and/or cancel this announcement if it is determined to be in the Parish's best interest. All materials submitted in response to this announcement become the property of the Parish, and selection or rejection of a submittal does not affect this right.

7.0 Late, Modified, or Withdrawn Proposals

7.1 Any proposal received after the exact time specified for receipt will not be considered.

7.2 No modification of a proposal, except a modification resulting from the Parish's request for "best and final offer," will be accepted.

7.3 No Contractor may withdraw his/her proposal within forty-five (45) days after the actual date of opening thereof.

8.0 Evaluation and Selection

8.1 Objective - The purpose is to evaluate all proposals with the ultimate interest of entering into an agreement with that Contractor determined to be most advantageous to the Parish, price and other factors considered.

8.2 Evaluation - A Source Selection Committee is appointed by the Parish President for the purpose of evaluating qualifications and proposals received in response to an RFP. The Committee will evaluate proposals submitted by qualified Consultants/Companies on the basis of the guidelines set forth in the RFP. The Parish reserves the right to request additional information and clarification of any information submitted.

Evaluation criteria have been established to determine which Contractor/Consultant will best contribute to the overall goals of the Parish. These criteria are detailed in Exhibit C (Selection/Scoring Criteria) which is attached hereto and made a part hereof.

The Source Selection Committee will determine if interviews are necessary as part of its evaluation process.

8.3 Recommendation and Selection - The Parish Administration will present its recommendation to St. John the Baptist Parish Council for award. As part of the negotiation process, the Parish reserves the right to negotiate with the successful Contractor. This award will be made to the most responsible firm or team whose proposal is determined in writing to be most advantageous to the Parish, based on the scoring criteria set forth in this document. The Parish also reserves the right to reject any and all proposals.

9.0 Terms

The Contract shall be for a three (3) year period beginning June 30, 2018 and ending June 30, 2021. This agreement may be renewed for two (2) years, in one (1) year increments by mutual written concurrence of both parties and subject to approval of St. John the Baptist Parish Council.

This Agreement may also be extended/amended by written consent, executed by both parties and subject to the approval of St. John the Baptist Parish Council.

10.0 Licenses and Taxes

The Contractor must be properly licensed and certified by any and all regulatory agencies (State Department of Agriculture, Occupational License) requiring licensing and/or certification with regard to this proposal including: Ground owner/operator license, Right of Way certification, Ornamental and Turf Certification, and Landscape Horticulture license. Evidence of all licensure(s) must be provided with the proposal.

- A Ground Owner Operator License is required if applying any pesticide by ground.
- A Right of Way certification is required if applying any pesticide at industrial sites, including but not limited to, water tower, waste water plant, and water plant sites.
- An Ornamental and Turf certification is required if applying and pesticide at recreation and park sites.
- A Landscape Horticulturist License is required for flower bed and landscape maintenance. If cutting, trimming, or pruning trees less than ten (10) feet tall and with branches less than two (2) inches in diameter, a Landscape Horticulturist License is not needed.
- Any chemical spraying may be sub-contracted to a person and/or Contractor possessing the necessary pesticide licenses/ Contractor may also choose an alternative approach to chemical spraying.

11.0 Insurance

Contractor shall obtain, pay for and keep in force, at its own expense, minimum insurance effective in all localities where contractor may perform the work hereunder, with such carriers as shall be acceptable to Council:

A) Statutory Workman's Compensation covering all state and local requirements and Employer's Liability Insurance covering all persons employed by Contractor in connection with this agreement.

The limits for "A" above shall be not less than:

- Employers' liability limits of \$100,000/\$500,000/\$100,000
- Some contracts may require USL&H or maritime coverage. This should be verified with Insurance Dept./Legal Dept.
- WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate
- No excluded classes of personnel or employees shall be allowed on Council's premises

B) Commercial General Liability, including:

- Contractual liability assumed by this agreement
- Owners and Contractor's Protective Liability (if Contractor is a General

- Contractor)
- Personal and advertising liability
- Completed operations
- Medical payments

The limits for “B” above shall not be less than:

- \$500,000 each occurrence limit
- \$1,000,000 general aggregate limit other than products – completed operations
- \$500,000 personal and advertising injury limit
- \$500,000 products/completed operations aggregate limit
- \$50,000 fire damage limit
- \$5,000 medical expense limit (desirable but not mandatory)
- St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate
- Some contracts may require Protection and Indemnity coverage. This should be verified with Insurance Dept./Legal Dept.

C) Comprehensive Automobile Liability covering all owned hired and other non-owned vehicles of the Contractor.

The limits for “C” above shall not be less than:

- \$ \$15,000/\$30,000 BI/\$25,000 PD

St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be included on certificate

All required insurance certificates shall be submitted to the Director of Purchasing & Procurement within ten (10) days of provisional award. Failure to provide the insurance certificates within the time frame specified by the Parish shall be cause for the submittal to be rejected as non-responsive. Contractor shall maintain insurance in full force and effect during the entire period of performance under contract. Failure to do so shall be cause for termination of the contract. All policies must have a thirty (30) day non-cancellation clause giving the Parish thirty (30) days prior written notice in the event a policy is changed or canceled.

12.0 Submittals Required upon Provisional Award

Failure to provide the following documentation within the time period specified may be cause for the provisional award to be voided and the submittal to be rejected as non-responsive:

- Insurance Requirements as specified in Section 11.0, if not currently on file
- A current, fully executed Taxpayer Identification Number (W-9 form)
- A current St. John the Baptist Parish Occupational License, if applicable.

13.0 Invoices

Certified itemized invoices to the Parish for the payment of these services shall be submitted to the Accounts Payable Department by the 10th of each month.

14.0 Hold Harmless

To the fullest extent permitted by law, Contractor/Consultant shall indemnify, hold harmless, and defend the Parish Council and all of its Agents and Employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of Contractor.

15.0 Non-assignability

No Contractor/Consultant shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the Parish. This provision shall not be construed to prohibit the contractor from assigning his bank, trust Contractor, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Parish.

16.0 Exclusions

Pursuant to Louisiana Revised Statute 38:2227, Contractor must certify that he has not been convicted of, or has not entered into a plea of guilty or nolo contendere to public bribery, corrupt influencing, extortion, money laundering or their equivalent Federal crimes. Consultant must further certify that he has not been convicted of, or has not entered into a plea of guilty or nolo contendere to theft, identify theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery; contractors' misapplication of payments, malfeasance in office, or their equivalent Federal crimes within the five (5) years prior to submitting the proposal.

17.0 Disclosure

Contractor/Consultant must disclose whether it provides services or pays commissions to any employee or elected official of St. John the Baptist Parish. If so, Contractor must disclose to whom services are provided and/or commissions are paid. Both positive and negative responses must be submitted.

PAST CRIMINAL CONVICTIONS OF BIDDERS ATTESTATION (LA. R.S. 38:2227)

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

I, _____, (Appearer) the owner/authorized representative of

Contractor / Individual / Legal Entity Name

Appearer, as a Bidder on the herein named Project, does hereby attest that:

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to, any of the following state crimes or equivalent federal crimes:

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)
- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

B. For five years prior to the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) Theft of business record (R.S. 14:67.20)
- (d) False accounting (R.S. 14:70)
- (e) Contractor’s misapplication of payments (R.S. 14:202)
- (f) Bank fraud (R.S. 14:71.1)
- (g) Forgery (R.S. 14:72)
- (h) Issuing worthless checks (R.S.14:71)
- (i) Malfeasance in office (R.S. 14:134)

Name of Bidder

Signature of Authorized Signatory of Bidder

Project Name/Number

Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____, 20_____.

Notary Signature

Printed Notary Name: _____

Notary/Bar Roll Number: _____

My Commission is For/Expires: _____

**SAINT JOHN THE BAPTIST PARISH
NON-SOLICITATION AND UNEMPLOYMENT AFFIDAVIT**

(Pursuant to La. R.S. 38:2224 and La. R.S. 23:1726(B))

STATE OF _____

PARISH/COUNTY OF _____

Before me, the undersigned authority, came and appeared,

I, _____, the owner/authorized representative of

Contractor/Individual/Legal Entity Name

who, being first duly sworn, deposed and state that I personally and as an authorized representative of the above identified legal person executes this continuing affidavit stating that neither the above named Contractor nor a person acting on its behalf, either directly or indirectly, employed, paid, nor promised any gift, consideration or commission to any person or legal entity to procure or assist in procuring this public contract, other than persons regularly employed by Contractor whose services were in the regular course of their duties for Contractor in connection with the construction, alteration or demolition of a public building or project.

The above named Contractor, if awarded, continually affirms that no part of the contract price received by Contractor was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services were in the regular course of their duties for Contractor.

The above named Contractor hereby attests and certifies that it does not have any unpaid assessment or penalty levied against it regarding unemployment compensation and currently does and will continue to properly classify each employee.

Contractor verifies that Contractor will collect an affidavit in this form from any approved subcontractor and forward a copy to: Saint John the Baptist Parish, 1801 West Airline Hwy, LaPlace, Louisiana 70068, no later than five business days after contracting with its subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

<p>_____ Signature of Authorized Signatory</p> <p>_____ Printed Name of Signatory</p> <p>_____ Title of Authorized Signatory</p> <p>_____ Project Name/Number</p>	<p>SUBSCRIBED AND SWORN BEFORE ME ON THIS</p> <p>_____ DAY OF _____ 2012.</p> <p>_____ Notary Signature</p> <p>Printed Notary Name: _____</p> <p>Notary/Bar Roll Number: _____</p> <p>My Commission is for/expires on: _____</p>
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EXHIBIT A Scope of Work

Contractor shall maintain grounds in accordance with customary industry standards, including trimming, and keeping both sides of fence lines free of growth. Contractor shall use any and all procedures required in the performance of grass cutting and grounds maintenance and landscaping according to industry standards and/or required by any regulatory agency. The contractor shall be responsible for any damage done to the Parish's grounds, including any and all other property or any damage done to Parish employees, employees' property, or neighbors' property. The contractor shall repair any such damage done returning the grounds and/or property damaged to its pre-damaged state. If the Parish judges that it is more expedient to have the damage repaired themselves, then the cost of such repairs will be deducted from any amounts due the contractor or collected from the contractor.

Scheduling of work- Contractor shall provide and maintain a day and time schedule of when each cut is expected to be completed. The contractor shall be responsible for securing the facility during and after any period of time that services are being performed.

All labor, materials and equipment necessary to perform the work required for the maintenance of grass, annuals, perennials, shrubs, and trees and irrigation systems, shall be provided by the successful bidder. This maintenance shall include, but not limited to, application of fertilizers, herbicides and pesticides, watering (optional), pruning, weeding, deadheading, replacement plantings (as approved by the Parish), loose trash removal, leaf removal and spring and fall cleanup. Paved surfaces shall be weeded as often as necessary to discourage unsightly weed growth. This shall be accomplished through herbicides and mechanical means.

The intent of this request for proposal and resulting contract is to obtain the best services of qualified grass cutting and landscaping service contractors to provide all management, supervision, labor, materials, equipment, supplies, workmanship, and transportation necessary to perform and complete the work at the designated locations as per the "Scope of Work." The contractor shall furnish a reliable and experienced crew to accomplish the following grass cutting and landscaping services:

- I. **Mowing Cycles:** Normal cutting cycles shall be thirty-six (36) times per year and as follows:
 - a. Once a month in December and January (cut in the first week of each month or at the Parish's request. (two times)
 - b. Twice a month in October, November, February, and March. (eight times)
 - c. Once a week in April, May, June, July, August, and September (twenty-six times). **All** cutting shall be done with finish cut equipment.
 - d. Proposers shall include in their proposal the cost to prune all tree branches eight foot high, trim all bushes on a monthly basis, and maintain (weed and mulch) flower beds.

- II. **Mowing:** Contractor shall mow all areas using "finish cut" equipment. Grass clippings or debris caused by mowing shall be removed from adjacent walks, drives, gutter and curbs or surfaces on the same day as mowing. Mowing will not be permitted when weather conditions will result in damage to turf or lawn. Contractor shall remove all trash and litter from the entire area prior to initiating any mowing of the grass area. Upon completion, a mowed area shall be free of clumped grass cuttings and tire tracks or ruts from mowing equipment. Turf shall be cut in a professional manner so as not to scalp turf or leave areas of uncut grass.

- III. **Grass Height:** Grass height shall be maintained to an average of one (1) to two (2) inches.
- IV. **Trimming:** Grass shall be trimmed during, or as an immediate operation following mowing. Trimming may be accomplished by hand power shears or rotary nylon, “fish line” cutting machines or by chemical control. Grass shall be trimmed at the same height as adjacent turf or lawn is mowed. Areas requiring trimming include, but are not limited to, fences, walls, poles, electrical boxes, tree rings, sprinklers, asphalt edges, plant beds and all other objects as required by designated Parish representative.

The base around all structures, trees, poles, signs, fences, shall be trimmed. Special care shall be given to trimming around small trees and shrub beds so as not to inflict damage to the bark of the trees and shrubs. Trees and plants damaged by trimming shall be replaced at the expense of the Contractor.

- V. **Edging:** Contractor shall mechanical edge by all sidewalks, drains, driveways, fence lines, flower beds, and the main/front entrance of all buildings. Walkways and driveways are to be swept or blown free of debris after every cutting. Edging shall be performed to result in neat vertical uniform lines and uniform depths.

NOTE: CONTRACTOR SHALL NOT BLOW OR DEPOSIT DEBRIS IN DITCH, CATCH BASIN AND DRAINS THAT MAY RESULT IN CLOGGING IN ACCORDANCE WITH ORDINANCE SEC. 42-78.

- VI. **Flower Bed Maintenance:** At each visit the Contractor shall remove all trash from all flowerbeds. All weeds shall be removed from flowerbeds by either pulling by hand or by chemical control. Trees and shrubs shall also be pruned and trimmed so as to not allow overgrowth throughout the year. Contractor shall remove all dead shrubs, fallen tree limbs and any clippings from pruning of shrubs and trees.

- VII. **Chemicals/Herbicides (if needed):** All personnel involved in the handling and application of chemical herbicides or other regulated materials are to be properly trained, certified, and licensed by **Louisiana Department of Agriculture** for such service. All legally required State and Local certifications and licenses must be maintained as current during the entire contract term. Copies of the legally required certifications and licenses shall be provided to the Parish with quotation response.

- VIII. **Invoices:** Contractor shall submit invoices to the Parish’s Accounts Payable Department by the 10th day of each month. The invoices will be for any and all individual cuts, at the awarded per cut price, performed during the month. The Contractor shall attach a properly executed completion form for each cut to the invoices. The Contractor shall include before and after pictures of each cut. The Parish will match completion forms to cuts invoiced and pay for only those cuts for which completion forms are submitted. Contractor will not be paid for partial cuts. Payment on invoices will be submitted within thirty (30) days after submission of the invoice.

- IX. **Completion Forms:** Contractor shall be responsible for obtaining the proper signatures on all completion forms. A list of authorized signers will be provided to Contractor prior to beginning work on the contract.

Qualifications and Experience

1. The Contractor shall have two (2) years of satisfactory experience in full-service grass cutting and landscaping service, and have satisfactorily performed in comparable properties (e.g. commercial properties, etc.)
2. Submit at least (3) three minimum **written** customer references for similar projects. Must be within the last (5) five years

Requirements and Specifications

The proposed contractor shall furnish all tools, materials, equipment, apparatus, labor, workmanship, transportation, and services necessary to perform and complete the work at the designated locations as per the "Scope of Work." The Contractor shall supply specified materials identified in Exhibit A.

To ensure the safety of government employees and property to be cleaned, the proposed contractor's employees shall submit to a seven (7) year, statewide criminal background check, as arranged by and at the cost of the employer. Results of these background checks shall be submitted to the Parish no later than thirty (30) days from the date of execution.

The scope of services required by the Contractor includes, but not necessarily limited to the following:

Physical Requirements

Must be physically able to operate various types of equipment including compactors, rakes, shovels, hoes, brooms, etc. Must be able to lift and/or carry heavy weights.

Manual Skills

Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Regulatory Requirements

The proposed contractor shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations pertaining to the performance of the work specified herein. Ignorance on the part of the proposed contractor shall not, in any way, relieve the contractor from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

The proposed contractor shall hold all licenses, permits, and certifications as may be required by federal, state, and local laws, ordinances, rules, and regulations for the proper execution and completion of the work specified herein. **Copies shall be provided to the parish with response submission.**

Safety and Protection

The proposed contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connections with the work. The proposed contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection (**Safety glasses and vest must be worn at all times**) to prevent damage, injury, or loss to all employees on the work site, other persons including, but not limited to, the general public and property which/who may be affected thereby.

Work Completion

At the completion of the work, the proposed contractor shall remove materials, tools, equipment, all waste materials, from the premises and leave the site clean and ready for use. The parish **is not responsible** for theft or damage of the contractor's property. All possible safety hazards to workers or the public shall be corrected immediately and left in safe conditions. The contractor shall send written notice of any irregularities noted during servicing, i.e. defective fixtures, pot holes etc. to the Purchasing and Procurement Director.

EXHIBIT B
Pricing Schedule

The undersigned does hereby offer to perform services on behalf of the Parish, of the type and quality and conditions set forth in the Request for Proposals Documents at the rates (expressed in figures) hereinafter set forth:

Base Proposal

The Contractor shall list the entire costs associated with performing the services required on the Proposal Form. The total combined cost shall be included as the total cost figure. The Contractor shall thoroughly fill out the form or will be deemed "unresponsive." It shall be the sole responsibility of the Contractor to review all components of this proposal, visit the sites of the work, and fully inform themselves as to all conditions and matters, which can in any way affect the work or the cost thereof. In no way shall the proposed contractor, after submitting proposal, seek an adjustment as a result of not being able to comply with the applicable federal, state and/or local laws, rules, regulations, ordinances, and/or codes.

Pursuant to and in compliance with the Advertisement for Proposals and the Specifications relating to:

PROJECT NAME: Grass Cutting and Landscaping Services
RFP Number: RFP-2018-02

including Addenda (if any), _____ the undersigned, carefully reviewed the specifications and expected performance, including furnishing any and all services, labor, materials, and equipment and to complete said work for the following sum:

CONTRACTOR'S PROPOSAL FOR GRASS CUTTING AND LANDSCAPING SERVICES

For the services as outlined in Exhibit A : Scope of Work.

(NAME) representing the firm,

(NAME OF FIRM)

will perform the necessary Grass Cutting and Landscaping Services, according to the Request for Proposals enclosed.

IF OTHER RATES ARE APPLICABLE, OFFEROR SHALL ATTACH A SEPARATE SHEET ITEMIZING ALL OTHER PERSONNEL AND LABOR RATES.

Unless noted, pine needle mulch is used.

ALTERNATE AWARD EVALUATION: The Parish reserves the right to award the RFP in total, by categories, by groups of items, by individual items or any combination of these in which the parish deems to be in its best interest.

Area Number	Cuts/per year	Description of Area	Unit Price	Total
1	36	Government Complex (East Bank) (Includes New Government Building, Percy Hebert Building, Landscaping		
		Total Area 1		
2	36	40 th JDC Courthouse Complex (Includes 40th JDC Courthouses)		
	36	Landscaping		
	36	Agriculture Center		
	36	Old Edgard Senior Center		
	36	Teche Health Unit		
	36	Westbank Administration Building		
		Total Area 2		
3	36	Arcuri Center		
	36	Fairway Median		
	36	Cambridge Dr. to Car Wash		
	36	Communications Tower, 1294 E. Airline Hwy		
	36	Sunken Gardens, 901 Main Street		
	36	Landscaping (Red Mulch required)		
	36	Planning & Zoning, 102 E. Airline Hwy, & Main Street Medians		
	36	Main Street Servitude, Farm Road To New Hwy 51		
	36	New Hwy 51 to I-10 Median and Right of Way		
	36	Reserve Boat Launch		
	36	Belle Terre Median		
		Woodland Drive		
		Total Area 3		

4	36	40 th JDC Juvenile Building		
	36	Rosenwald Blvd. Median		
	36	Office of Motor Vehicles		
	36	National Guard Readiness Center		
	36	Veteran Memorial Bridge & Hwy 18 Right of Ways		
	36	Garyville Northern & Plantation Oaks Median		
		Total Area 4		
5		<u>WASTE WATER PLANT SITES</u>		
	36	Edgard Central Wastewater Plant		
	36	Edgard Tigerville Wastewater Plant		
	36	Wallace Wastewater Plant		
	36	Garyville Wastewater Plant		
	36	LaPlace River Road Wastewater Plant		
	36	LaPlace Woodland Wastewater Plant		
	36	Belle Point Wastewater Plant		
	36	Jackson Street Lift Station		
	36	Garyville Utilities Office		
		Total Area 5		
6		<u>WATER PLANT SITES</u>		
	36	Edgard Water Treatment Plant		
	36	Water Booster Station (Airline Hwy. in Reserve)		
	36	Lions Water Treatment Plant (Levee to Dock)		
	36	Ruddock Well 2		
	36	Ruddock Station 1		
	36	Ruddock Station 2		
36	Ruddock Station 3			
		Total Area 6		

7		<p><u>WATER TOWER SITES</u></p> <p>36 Lucy Water Tower</p> <p>36 Wallace Water Tower</p> <p>36 Garyville Water Tower</p> <p>36 Spruce Street Water Tower</p> <p>36 Belle Terre Tower 170 Parish Road Water Tower</p> <p>36 Montegut Water Tower</p> <p>36 Reserve Water Tower (Rosenwald)</p> <p>36 Edgard Batture</p> <p>36 Lions (Reserve) Batture</p> <p>36 Edgard Water Plant Levee</p>		
		Total Area 7		
8		<p><u>PARKS/RECREATION SITES</u></p> <p>36 Castle Drive Playground/Park</p> <p>36 Castle Drive Swimming Pool</p> <p>36 Westbank Recreational Complex</p> <p>36 3 Baseball fields Westbank</p> <p>36 Westbank Bridge Park (Wallace)</p> <p>36 New West Bank Senior Citizen Landscape</p>		
		Total Area 8		
9		<p>36 Regala Park/Gym (Entire Park) (includes 3 Baseball Fields at Regala)</p> <p>36 Landscape (Gymnasium)</p> <p>36 Landscape (Regala Swimming Pool)</p> <p>36 Highway 51 Park</p>		

	36	Greenwood Park		
	36	Cambridge Park		
		Total Area 9		
10	36	Belle Point Park		
	36	Belle Point Berm		
	36	Ezekiel Jackson Park		
	36	Reserve Senior Center		
	36	Landscape		
	36	Garyville Timbermill Trail		
	36	Landscape		
		Total Area 10		
11	36	Animal Shelter		
	36	Landscape		
		Total Area 11		
12	36	Eastbank Community Center		
	36	Landscape (Red Mulch required) Includes the General Store		
		Total Area 12		

**EXHIBIT C
SELECTION/SCORING CRITERIA**

The Parish may select any or all of the proposals that best contribute to the overall functioning of the Parish. The following criteria and corresponding point system will be utilized to evaluate all respondents. The award will be made to the firm which scores the highest number of points and whose costs are deemed reasonable for similar work.

CRITERIA	MAXIMUM POINTS
Qualifications and Experience	0-20 pts
<ul style="list-style-type: none"> • Qualifications of key staff to perform work • Experience with similar facility(s) 	
Past Performance	0-20 pts
<ul style="list-style-type: none"> • Quality of work and special capabilities to accomplish work • Coordination and cooperation with Parish and others • References 	
Technical Capabilities	0-20 pts
<ul style="list-style-type: none"> • Equipment availability and dedication • Experience in sensitive environments 	
Current Work Load	0-10 pts
<ul style="list-style-type: none"> • Capacity to successfully manage Parish requests • Number and size of projects currently under contract 	
Pricing	0-30 pts
<p>The proposer with the lowest cost shall receive the highest cost evaluation score. Other proposers will receive a cost score computed as follows: $CS = (LPC/PC * X)$ Where: CS = Computed cost score for Proposer LPC = Lowest proposed cost of all Proposers PC = Proposer's cost X = 30% of the total number of points assigned</p>	
	Maximum of (30) Points
TOTAL MAMIMUM POINTS	100 pts