

BOARD OF EDUCATION
William Muthig- President
James Mark Suhanic- Vice-President
Matt R. McClester
John Betts
Jeffrey Whitacre



Mr. Thomas C. Roth
Superintendent of Schools

Anne M. Arnold – Treasurer

140 S. Main Street
Milan, OH 44846-9735
Phone: (419) 499-3000, ext. 1111
Fax: (419) 499-4859

REQUEST FOR QUOTATION: LANDSCAPING SERVICES

January 28, 2019

Edison Local School District is issuing a request for quotation for Landscaping services.

Sealed Proposals: Vendors will deliver one (1) original and two (2) copies which are clearly marked as such and must contain one original signature to the following address:

**Edison Local School District
Board of Education Office
Attn: Anne Arnold, Treasurer
140 S. Main St.
Milan, OH 44846**

Proposals will be opened on Tuesday, February 19, 2019 at 10:00 am at the Board of Education Office.

This submission shall include the entire Request for Quotation document, requested attachments, and any amendments if issued.

Proposals received after the above cited time will be considered a late proposal and will not be considered.

- Please clearly mark the envelope containing your proposal as: Landscaping Quotation
- Please direct all questions related to the RFQ to Bob Langenfelder at 419-541-1342 or blangenfelder@edisonchargers.org

Thank you for your interest.

INTRODUCTION:

Edison Local School District is soliciting proposals for various landscaping services for the 2019 mowing season.

www.edisonchargers.org

PROPOSAL TERMS AND RFQ INSTRUCTIONS:

1. Edison Local School District reserves the right to reject any and all proposals received as a result of this RFQ. If a proposal is selected it will be the most advantageous regarding price, quality of service, the vendor's qualifications and capabilities to provide the specified service, and/or other factors which Edison Local School District may consider. Edison Local School District does not intend to award a contract fully on the basis of any response made to the proposal; Edison Local School District reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that Contractor whose proposal is deemed to **BEST MEET** Edison Local School District's specifications and needs.
2. Edison Local School District reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in proposals, or procedures, and to accept or further negotiate costs, terms, or conditions of any proposal determined by Edison Local School District to be in the best interests of said District even though not the lowest cost proposal.
3. A vendor official, authorized to bind the Vendor to its provisions for a period of 90 days, shall sign the proposals. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.
4. In the event it becomes necessary to revise any part of the RFQ, addenda will be provided. Deadlines for submission of RFQ's may be adjusted to allow for revisions. The **ENTIRE** response with any addenda amendments **MUST** be returned in **TRIPPLICATE**. To be considered, the original proposal and two copies must be at the Edison Local School District Board Office on or before the date and time specified.
5. All proposals in response to the RFQ **MUST** comply with the following instructions. Failure to do so may result in disqualification.
6. Proposal documents should be prepared simply and economically, providing a concise delineation of the capabilities of the contractor to satisfy the requirements of the RFQ. Completeness and clarity of content should be emphasized. Unnecessarily elaborate bindings, brochures, descriptions, or other presentations are not required.
7. This RFQ, with any subsequent addendum and the Proposal submitted by the selected vendor, with approved changes, will become part of the contract between Edison Local School District and the selected vendor.
8. In the event that either party is not satisfied with the fulfillment of the contract and a resolution cannot be found, either party may notify the other, in writing, of the desire to terminate the contract. Thirty (30) days written notice must be given prior to termination of contract.

9. Vendors submitting proposals to the RFQ may be required, at the request of Edison Local School District, to make an oral presentation or provide written clarification. These presentations or written clarifications will provide an opportunity for Vendors to clarify but not modify their proposal.
10. All vendors submitting a proposal must attend a pre-quote meeting with Bob Langenfelder, Director of Maintenance, for a site walk and to answer any questions prior to proposal submission. **This meeting will be held on February 12, 2019 at 10:00 am at Edison High School, 2603 State Rte. 113 East, Milan Ohio.** If you cannot attend, you MUST make arrangements for a meeting with Bob Langenfelder, prior to submission.

REQUIRED INFORMATION:

1. Fully complete the Bid Proposal.
2. Selected vendor will be required to document proof of insurance as well as compliance with applicable Workers Compensation laws.
3. Selected vendor will be required to document current Ohio Commercial Applicator License
4. List three references that the vendor has provided similar services to for a minimum of two years.
5. Briefly describe the vendor's qualifications related to the services listed in the RFP.
6. A list of ALL equipment used for grass cutting, which demonstrates that the contractor has adequate material to complete the contract, must be included with the quote.
7. Upon award of contract, you will need to provide a BCI Check for employees who are contracted to perform services to the District.
8. The approved vendor will receive 14 calendar days' notice of the first service date.
9. Flexibility to work around school activities, practices and recesses at each of the buildings will be required.

SERVICES DESIRED:

1. Spring cleanup: first visit of the season to include cleanup of the lawn and landscaping and dispose of debris.
2. Mowing: weekly or as needed lawn maintenance, mowing, string line edging (structures, trees, etc.), and air blowing of clippings from paved areas.

ALTERNATE SERVICES IF/WHEN DESIRED:

3. Bed Maintenance: weekly maintenance including pulling weeds too close to spray with a post Emergent herbicide. Spot treat weeds as needed with herbicide (roundup).
4. Broadleaf weed control: Spring treatment of all lawn areas to control normal broadleaf weeds.
5. Preventative bed maintenance: Spring and July application of weed preventative to all mulched beds.
6. Pruning: pruning of landscape plans upon request including debris disposal.
7. Mulching: touch up mulching per request.

BID PROPOSAL
Landscaping Services

Date: _____

Company Name: _____

Official Address: _____

Federal Tax ID # _____

References: (please include name, address, contact phone #, and services provided. An attached sheet may be used if so desired)

1.

2.

3.

Description of Qualifications: Please briefly describe your qualifications related to this RFQ. An attached sheet may be used if so desired.

Costs per Service:

1. Spring cleanup: Cost per hour: _____

2. Mowing: Total cost per week: _____

If total lawn area does not need mowed what is the cost savings per man hour saved. _____

3. Bed Maintenance: Cost per hour: _____

Spray cost per week: _____

4. Broadleaf weed control: Total cost: _____

5. Preventative bed maintenance: Total cost: _____

6. Pruning: Cost per hour: _____

7. Mulching: Cost per hour: _____

Mulch per ton: _____

8. Fall Cleanup: Cost per hour: _____

9. Miscellaneous charges: Please detail any surcharges or other charges related to your proposal not listed in the costs above.

SUBMITTED BY:

Printed Name _____

Signature _____

Title _____

Date _____