



REQUEST FOR PROPOSALS

GROUNDS SERVICES

FOR

SHERWOOD FOREST ELEMENTARY SCHOOL,

VILLAGE DE L'EST ELEMENTARY SCHOOL

&

SARAH T. REED MIDDLE AND HIGH SCHOOL

2019 – 2020

**EINSTEIN CHARTER SCHOOLS
4801 MAID MARION DRIVE
NEW ORLEANS, LA 70128
PHONE: 504-324-7459**

REQUEST FOR PROPOSAL FOR LAWN AND LANDSCAPING SERVICES

Services to begin July 1, 2019

Einstein Charter Schools is requesting proposals for lawn and garden bed maintenance as described in Section III, "Service Requirements." Responses are due to Einstein Charter by 3:00 p.m. on April 12, 2019 at 4801 Maid Marion Drive, New Orleans, LA 70128.

I. Proposal Instructions

All bids should be submitted via email to darius_munchak@einsteincharterschools.org (Einstein Charter) or mailed/hand-delivered to 4801 Maid Marion Drive by 3:00 p.m. on April 12, 2019. Late bids will not be accepted.

All bids should be submitted with a minimum of 3 customer references with contacts, (school references are preferred) & commercial references with similar or larger acreage acceptable.

All bids should include Sherwood Forest, Village de L'Est and Sarah Towles Reed Middle and High schools together in one package, but separately within the bid package, so that future invoicing can be determined and planned on for budgeting purposes.

All questions, about scope or site visits, should be directed to **Darius Munchak** via email darius_munchak@einsteincharterschools.org

Except where otherwise directed, prices should be specified on a per cut price and should include all services specified within the service requirement section. A minimum of 32 cuts will be required, additional cuts up to a maximum of 39 cuts per year may be requested as needed by the Chief Operating Officer.

II. Proposal Evaluations

Einstein Charter reserves the right to reject any and all proposals received as a result of this RFP.

The selection proposal will be the most advantageous regarding price, quality of service, the Contractor's qualification and capabilities to provide the specified service, and other factors, which Einstein Charter may consider.

III. Service Requirements

Einstein Charter is looking for a full service lawn and garden maintenance company.

Services and Frequency will be defined in the table below:

SERVICE TIMES

**It is preferable that all cuts are done or underway Prior to the start of the school day.
Cuts cannot occur while students are outside.**

LOCATION	School Hous
Sherwood Forest	7:30 am to 3:00pm
Sarah T. Reed	7:30am to 4:00pm
Village de L'Est	7:30am to 3:00pm

SERVICE FREQUENCY PER MONTH

MONTH	NUMBER OF SERVICES
JANUARY	2
FEBRUARY	2
MARCH	3
APRIL	3
MAY	3
JUNE	3
JULY	3
AUGUST	3
SEPTEMBER	3
OCTOBER	3
NOVEMBER	2
DECEMBER	2

* Scheduled services are dependent on weather and are subject to change

SCOPE OF SERVICES

MOWING: Mowing will be performed per the service frequency above. The grass shall be cut to a uniformed height, no greater than 3” from the ground, without skips or gaps

TRIMMING AND EDGING: All curbs sidewalks, ditches, poles and transformers will be edged or trimmed at the time of grass cutting. This should include expansion joints in sidewalks and concrete curbing/gutters along roads.

USE of HERBICIDE: No spraying of herbicide is allowed around any Einstein Charter campus while students are present.

GRASS CLIPPINGS AND DEBRIS: The contractor will remove all grass clippings that blow onto sidewalks, parking lots and roads. In the event of adverse weather causing trees or limbs to fall in the specified areas the Contractor will coordinate with Einstein’s representative on the extent of their responsibilities. Small sticks and branches along with trash will be removed by the contractor during service.

PRUNING (TREES UP TO 7 FT, and SHRUBS): Tree pruning shall be performed with the intent of developing structurally sound trees with safety as the ultimate goal. Prune for symmetrical appearance typical of the species and proper safety clearance and access.

Prune plant materials so that all traffic control devices are clearly visible.

All trimmings and debris shall be removed and appropriately disposed of on the same day generated.

The contractor shall provide replacement trees, at Contractor’s Expense if trees are damaged or if the pruning and safety standards are not met.

Remove all sucker growth from base of tree and other locations in which they may appear.

Prune all shrubs to maintain a reasonable size in a manner of a soft natural desirable appearance.

Thin out and remove dead wood from shrubs annually, or as specified by Einstein Charter

PLANTING: Extra planting, if necessary will be by specifications of Einstein Charter staff.

All new plant material shall be guaranteed for a period of one calendar year except due to “Acts of God”

WEEDING: Grounds and garden beds shall be weeded at a frequency necessary to maintain a clean and neat appearance.

MISCELLANEOUS:

Catch Basins and Storm drains shall be cleared at each service. No lawn care debris shall be blown into a catch basin.

GENERAL:

All operations will be conducted in a manner that provides the maximum safety to students, staff and campus visitors.

Edging work at the Village de L’Est portables cannot be done while classes are in session (8:00am – 4:00pm Mon-Fri)

Contractor’s vehicles shall be properly identified with their company name, logo, and phone number.

Contractor’s personnel shall promptly report any problem areas noticed during regular operations to Einstein Charter.

Contractor is required to furnish all materials necessary to accomplish maintenance in accordance with the foregoing specifications.

IV. Pre- Bid Site Walkthroughs

Walkthroughs will be conducted on (whatever dates we specify). Contact Darius Munchak (darius_munchak@einsteincharterschools.org) to receive information on how to participate. Additional Walkthroughs may be scheduled, based upon need.

The sites and addresses:

- ❖ **Sherwood Forest Elementary School – 4801 Maid Marion Drive, NO, LA 71028**
- ❖ **Sarah T. Reed High School – 5316 Michoud Blvd., NO, LA 70129**
- ❖ **Village de L’Est Elementary School – 5316 Michoud Blvd., NO, LA 70129**
 - **Potentially relocated to 5100 Cannes St., New Orleans, LA 70129**

V. Insurance Requirements

At a minimum, the selected contractor must carry the following insurance for the entire period of the awarded contract, and must name Einstein Charter as an additional Insured.

- ❖ Workman's Compensation insurance at a minimum \$1,000,000.00 per incident that covers all employees of contractor that works in/on the schools.
- ❖ General liability or a similar comprehensive insurance policy with a minimum of \$1,000,000.00 per incident coverage for the following
 - Property Damage
 - Contractual Liability
 - Personal or bodily injury

VI. Proposal Inclusion

Each proposal shall include the following:

- The total cost of the contract per school site
- The scope of services to be provided by the contractor
- Copies of insurance coverage declaration pages
- A staffing outline for each building (# of personnel, anticipated schedules)
- A description of capacity and skillsets necessary to complete the job
- Three (3) references from other similar sized or larger clients – at least one K-12 school organizational reference required
- Price for emergency work, based on an hourly rate, including the rate to haul debris.

Thank you for taking the time to review our Request for Proposal. Please consider responding.

Darius Munchak, Chief Operation Officer

Einstein Charter Schools

4801 Maid Marion Drive

New Orleans, LA.70128

Phone: 504-324-7459

Email: darius_munchak@einsteincharterschools.org

The selected contractor agrees, at its sole cost and expense, to repair or replace in kind any damage caused to school property and fixtures by contractor's employees, subcontractors, or equipment. In the event contractor fails to make repairs in a reasonable timeframe, or a time frame dictated by the Einstein Charter representative-if necessary, Einstein Charter reserves the right to obtain the necessary repairs from an outside source and bill the contractor for the repairs plus a repair management fee equal to 10% of the total cost of repairs.

Thank you for taking the time to consider providing services for our schools.