



Request for Proposal

Landscaping and Ground Maintenance

RFP #24-01 (A) - Ground Maintenance

RFP #24-01 (B) - Landscaping

July 17, 2023

Trisha White, Vice President of Business Affairs

Eastern Oklahoma State College
1301 W Main
Wilburton, OK 74578
www.eosc.edu



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Timeline

Request for Proposal Released.....July 19, 2023

Site Visit..... Call and schedule an appointment with Trisha White
Vice President of Business Affairs, twhite@eosc.edu, 918-465-1708

PROPOSAL DUE DATE.....**July 31, 2023, Before 4:00pm**

Based on acceptance of Bid, mowing to beginAugust 1, 2023

Overview

Purpose

The purpose of this RFP is to offer experienced Landscape and Ground Maintenance Providers the opportunity to present a thorough and detailed proposal for the contracting of Care and Maintenance of the Grounds at Eastern Oklahoma State College, hereafter referred to as “EOSC” or the “College”. Our goal is to improve our overall support service operation, enhance quality and service, reduce short- and long-term risk, and optimize efficiency and effectiveness. EOSC has determined that a contract with a Fixed Price Option is preferred to include a four (4) month fixed total rate that will run from August through November and a monthly rate with a longer growing season.

Process

The process will include the review and evaluation of methods and procedures that would be used to provide care for and maintain the EOSC Wilburton Campus grounds within the scope of this RFP. Past experience will also be judged by, but not limited to, the references of each Provider. Providers may be asked to interview with EOSC Staff after submittal of a proposal.

After thorough review and consideration of all proposals, EOSC will award a contract to the Provider whose proposal best meets the grounds management and financial needs of EOSC. The College reserves the right to reject any and all bids and waive any and all formalities and conditions with no changes made. It is not the intent of any condition or specification in the proposal to prohibit any responsible bidder from submitting a bid.

Requirements for Qualified Providers

1. Providers with at least five (5) commercial clients preferred.
2. Providers with a record of at least five (5) years of successful landscaping and grounds service performance preferred.
3. Providers must have a comprehensive quality assurance program that covers all facets of services being proposed including inspections and reporting capabilities.
4. Providers must include detailed standard operating procedures, specifications, and frequencies to provide the required level of service.
5. Providers must hold licenses, accreditations and/or certifications required to ensure compliance with local, state, and federal requirements.
6. Providers must meet all local, state, and federal laws, codes, and requirements.

Scope of Work

Wilburton Landscaping Maintenance – RFP 24-01 (A)

- Providers shall maintain all flower beds including weeds pulled, beds cleaned, plants inspected, and dead limbs removed.
- Providers shall install approximately 16 flats two times per year.
- Fall Clean Up to Include:
 - Clear out fallen leaves, litter and debris from lawns, beds, curbs, and sidewalks.
 - Trim shrubs and bushes.
 - Trim any debris.
 - Trim any dead branches off trees that are within reach (no special equipment required).
 - Cut back Perennials.
 - Add fall lawn fertilizer with high phosphorus content to encourage root growth.

Wilburton Ground Maintenance – RFP 24-01 (B)

- Sufficient mowing during the growing season is expected no less than three (3) times per month.
- Prior to mowing, all paper and trash shall be picked up and disposed of properly.
- All mowing operations shall be performed in such a manner as to prevent damage to turf, nearby trees, shrubs, groundcover, structures, site fixtures and parked vehicles. Providers will be responsible for replacement of trees, shrubs, or bushes damaged by inappropriate mowing and edging.
- All adjacent areas, whether paved or landscaped shall be left in clean condition and grass clippings shall be removed as needed to prevent visible accumulation of clippings.
- Each mowing operation shall include edging, trimming and cleaning, vacuuming or blowing of sidewalks and curbs.
- Rake and clean up leaves, needles, broken limbs, etc. as needed to maintain a clean environment. Staffing, specifications, and frequencies to obtain the appropriate level of care shall be provided as part of the Provider's proposal response.

General Requirements

In addition to the information above, the Provider will agree to the following:

1. Accept all responsibility for matters pertaining to employees.
 - a. Complete a thorough background screening and check on all prospective employees prior to employment with Provider. Provider must perform social security verification, criminal history screenings, and work eligibility verification. No employee who has a felony police record may be assigned duties under this contract to work on EOSC property.
 - b. Provide proper training to employees that work on EOSC campus.
 - c. Employees shall dress in appropriate manner while on EOSC campus.
2. Appoint a main contact person for routine daily matters.
3. Provide site-based supervision at all times when work is performed on EOSC grounds. Supervision must be outlined in staffing plans.
4. Furnish all equipment and supplies (including consumables) and purchased services required to successfully perform all duties described in the scope of work:
 - a. Use only chemicals and products that meet or exceed OSHA requirements and commonly recognized safety requirements.
 - b. Provide all needed safety equipment and protective devices necessary for the safety of all employees.
 - c. Provide a list of services to be subcontracted; if applicable.
 - d. Seek approval from EOSC point of contact before using and/or spraying chemicals on campus.
5. Provider will be responsible for maintaining the EOSC Wilburton Campus in complete compliance with all federal, state, and local governmental agencies.
6. Provider shall not dump any debris into EOSC containers.
7. Carry/maintain insurance of not less than the following amounts. Worker's compensation and general liability insurance including products and contractual coverage with bodily injury insurance limits of \$1,000,000/\$1,000,000 and property damage liability insurance limit of \$1,000,000 and aggregate products of \$1,000,000 for the term of the contract. The College must be notified at least 30 days prior of an insurance change. The awarded bidder shall indemnify and hold harmless the College against any and all other claims, expenses, loss or liability whatsoever arising out of or in connection with the operations, activities, or omissions of the awarded bidder, its employees and agents in furnishing the services provided. The awarded bidder shall provide certificates of required insurance coverage to the College.

Proposal Requirements and Evaluation

Providers must submit a proposal containing all documents and information requested below in the format and order specified. Failure to comply may result in disqualification of proposal.

Proposal layout and content requirements:

- A. Executive Summary
 - 1. Overview of Proposal
- B. References
 - 1. A minimum of five (5) clients
 - 2. Name and contact information for each reference
- C. Management Plan
 - 1. List of Equipment Necessary to Perform Services
 - a. Equipment List
 - b. Sub-Contracted Services List, if applicable
 - 2. Safety and Security
 - a. Background Check Procedure
 - b. Safety Training to Employees
- D. Required Documents
 - 1. Certificate of Insurance
 - 2. Non-collusion Affidavit (Exhibit C)

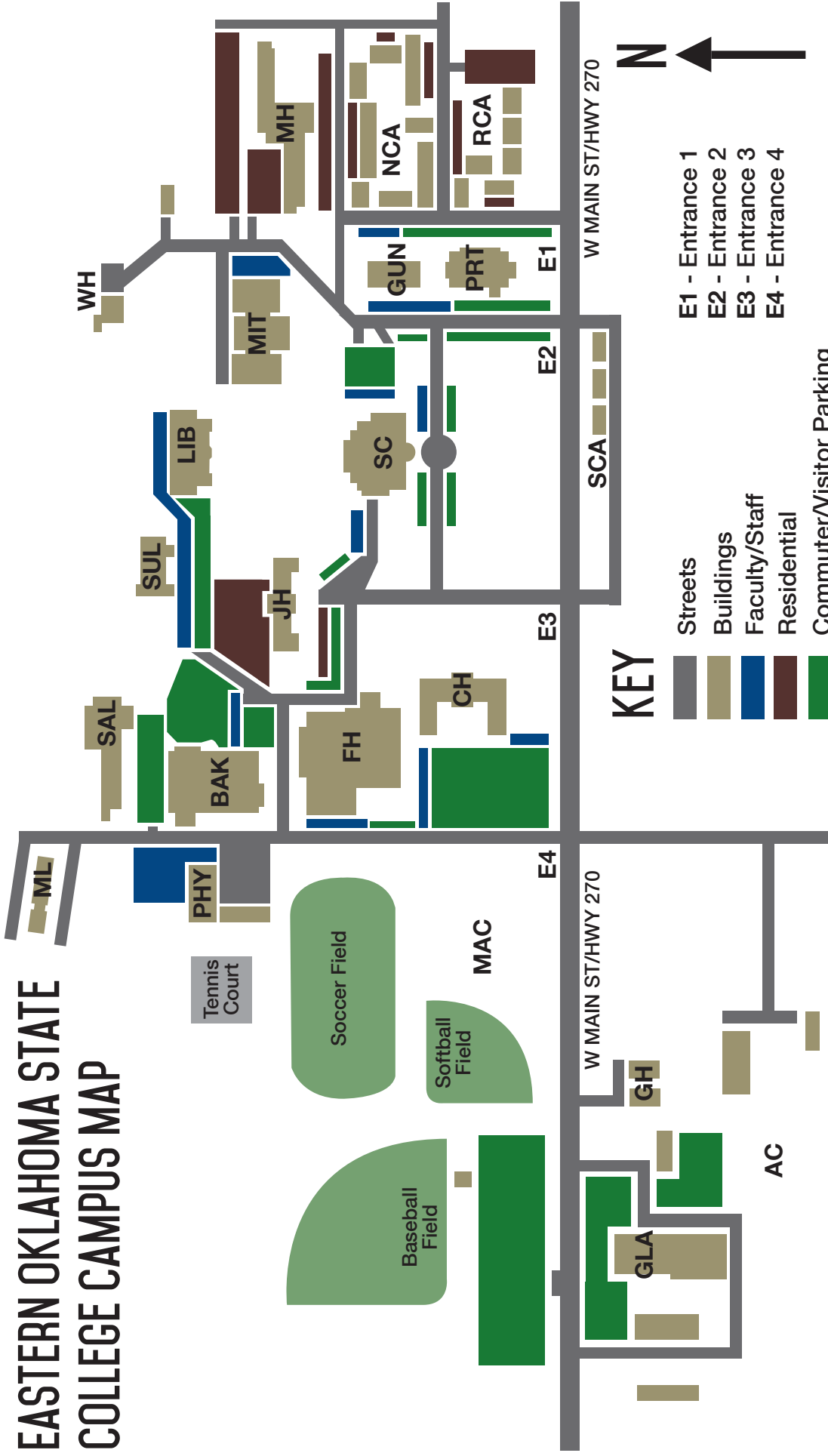
1. One (1) original and one (1) copy of the proposal must be submitted by each Provider.
2. Sealed proposals are to be mailed or delivered to:
EOSC
1301 W Main
Wilburton, OK 74578
Attention: Trisha White, Vice President of Business Affairs
3. The envelope or package shall be CLEARLY marked on the outside that it is: RESPONSE TO RFP 24-01.
4. Responses must be either mailed or delivered to the College. Fax and Electronic responses will not be considered a legal response to the RFP.
5. Proposals will be received until 4:00pm local time on April 25, 2022 at which time they will be opened. Proposals received after the time and date specified will be rejected.

Selection Criteria

It is the intent of the College to offer a contract to the bidder whose proposal is deemed to be in the best interests of the College. The College reserves the right to reject any and all bids and waive any and all formalities and conditions with no changes made. EOSC has determined that a contract with a Fixed Price Option is preferred to include a four (4) month fixed total rate that will run from August through November and a monthly rate with a longer growing season.

Any decision regarding a contract will be a qualitative judgment based on the assessment of a number of factors, including, but not limited to, Company's strength and resources and financial value to the College.

EASTERN OKLAHOMA STATE COLLEGE CAMPUS MAP



KEY

- Streets
- Buildings
- Faculty/Staff
- Residential
- Commuter/Visitor Parking

- E1 - Entrance 1
- E2 - Entrance 2
- E3 - Entrance 3
- E4 - Entrance 4

- | | | | |
|------------|------------------------------|------------|----------------------------------|
| AC | Agricultural Complex | RCA | Regents Court Apartments |
| BAK | Baker Hall | SAL | Salmon Hall |
| CH | Choctaw Hall | SC | E.E. Tourtellotte Student Center |
| FH | C.C. Dunlap Field House | SCA | South Campus Apartments |
| GLA | Godard Livestock Show Arena | SUL | Sullivan Hall |
| GH | Greenhouse | WH | White House |
| GUN | Gunning Hall | | |
| JH | Johnston Hall | | |
| LIB | Library/Administration | | |
| MAC | Mountaineer Athletic Complex | | |
| MH | Miller Hall | | |
| MIT | Mitchell Hall | | |
| ML | Meats Lab | | |
| NCA | North Campus Apartments | | |
| PHY | Physical Plant | | |
| PRT | Pratt Hall | | |

Exhibit B: Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT FOR COMPETITIVE BIDS

STATE OF _____)

COUNTY OF _____)

_____, of lawful age, being first duly sworn, on oath says: (s)he is the duly authorized agent of, the provider submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among providers and between providers and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached; (s)he is fully aware of the facts and circumstances surrounding the making of the bid to which the statement is attached and has been personally and directly involved in the proceedings leading to their submission of such bid; and neither the provider nor anyone subject to the provider's direction or control has been a party: to any collusion among providers in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding, to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor in any discussions between providers and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

_____	_____
Firm	Signature of Affiant
_____	_____
Address	Typed Name and Title
_____	_____
Phone Number	Firm FEIN Number

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public (or Clerk or Judge)

My Commission Expires: _____

Seal