

<b>Lawn Care Service Request for Quote (RFQ)</b> Includes Pricing Forms
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## INTRODUCTION

The Lakota Local Schools (hereafter District) is requesting quote for a lawn care service. The key contact and reference information is as follows:

Lakota Local Schools  
Managers of Facilities and Operations  
Mr. Matthew Smythe and Mr. Neil Persley and Mrs. Jennifer Price  
6947 Yankee Road  
Liberty Township, OH 45011  
Email: [Matthew.Smythe@lakotaonline.com](mailto:Matthew.Smythe@lakotaonline.com), [Neil.Persley@lakotaonline.com](mailto:Neil.Persley@lakotaonline.com),  
[Jennifer.Price@lakotaonline.com](mailto:Jennifer.Price@lakotaonline.com)

These specifications outline the requirements and conditions for performing this service. Any aspects of the service not addressed herein are left for the vendor to address.

Lakota administration views the grounds of the schools to be the "first impression" of how students, parents and visitors perceive Lakota. Therefore expectation to maintain the grounds surrounding the Lakota's facilities to a high level is required.

**RFQ Exhibit A** provides and defines the specific parameters within which the Vendor is to provide service.

This quote is not subject to the competitive bidding requirements of Ohio Revised Code section 3313.46 and therefore is not subject to the standard of awarding the bid to the "lowest responsible bidder" in compliance with Ohio Revised Code section 3313.46.

Neither the Board nor its representatives will be liable for any expenses incurred in connection with preparation of a response to this invitation. Vendors should prepare their responses simply and economically, providing straightforward and concise responses.

The envelope containing the quote shall be addressed as set forth above and shall be identified with the vendor's name and address. If the quote is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with notation "QUOTE ENCLOSED" on the face thereof.

Vendors shall assume full responsibility for timely delivery at location designated for receipt of quote. Quote received after the closing time and date for receipt of quote will not be considered. Quotes shall be deposited at the designated location prior to the time and date for receipt of quotes or any extension thereof made by addendum. Oral, electronic, telephonic or telegraphic Quotes are INVALID and will not receive consideration

## 1) RFQ Calendar

- a) **Issuance date:** January 22 2019
- b) **Requests for Information deadline:**  
The District will make a concerted effort to respond to all inquiries in sufficient detail to satisfy the request.
  - (1) Contact Person
  - (2) Contact Information
- c) **Quotes Due:** February 22, 2019– Since quotes are not being selected solely on lowest price, there will not be a public opening of the quotes.
- d) **Quote Evaluation:** February 25, 2019 – March 1, 2019
- e) **Award and Contract Process Commences:** March 1, 2019

## 2) Objectives

This purpose for this quote is multi-faceted. While the vendors cost is of great importance, proposing the lowest price will not assure award of the service. The District will demand safe, reliable, and efficient service; failure to address District concerns and/or requirements for any such matter will disqualify the vendor from consideration.

## 3) Contractor Minimum Requirements

All awarded vendors must comply with:  
OSHA rules and regulations  
State and Federal Laws in regards to the use of herbicides  
Proof of liability insurance with minimum coverage of one million dollars (\$1,000,000)  
Proof of established Workman's Compensation

## 4) Evaluation Criteria

A variety of criteria will be considered in evaluating the quotes. This evaluation will be made based upon information provided within the quote, by the vendor during RFQ specific presentations or negotiations, news articles, press releases, client references, industry references, vendors and related sources, applicable board policy and administrative guidelines, and any other sources. The determination as to the finalist(s) will be made based upon using unspecified, weighted criteria for each of the following three key areas:

- a) Annual Cost
- b) Performance History & Reputation (Vendor's references, history with like-sized areas to maintain/service, ability to take-on additional workload of Lakota)

- c) Customer Service & Management Methodology (vendor's management structure that will service Lakota, methods for ensuring high quality customer service, and plan to maintain responsiveness/communication with Lakota leadership team)

Vendors must include, within Performance History & Reputation a listing of no less than two (2) references with up-to-date contact information.

## **5) Quote Authorities, Restrictions & Clauses**

District Authorities and Options

- a) The District reserves the right to reject any and all quotes for any reason.
- b) The District reserves the right to negotiate any and all quotes for any reason.
- c) The District reserves the right to award to more than one vendor.
- d) The District reserves the right to award each area or multiple areas defined in Exhibit A to one or multiple vendors.

## **6) Performance Expectations & District Rights**

- a) A single point of contact from the must be provided to the Managers of Facilities & Operations. Your contact information will be communicated to each building/site administrator and head custodian that the vendor has responsibility for.
- b) Building/site administrators and/or head custodians may contact you directly for special requests or events. Please expedite such requests. If there is an additional service charge for these special requests, please contact the Managers of Facilities & Operations that oversees the site directly for approval
- c) Vendors are expected to resolve any complaints within a forty-eight hour notice unless otherwise communicated
- d) If a selected vendor is voluntarily or involuntarily separated from the District, the schools serviced by the separated vendor will be awarded to one or more of the other remaining selected vendors by the Managers of Facilities & Operations
- e) The provided service may not at any time interfere with school functions (recess or class instruction) all Early Childhood Schools will need to be serviced before or after the instructional day (before 8:30am or after 4pm)
- f) No herbicidal is to be used with the exception of within six inches from center on either side of fence rows, or unless otherwise communicated
- g) Ditches and retention areas are to be maintained, to include removing excessive clippings that may negatively impact proper drainage, at the time of each service
- h) Line Trimmers are to be used, sidewalks are to be cleared of grass clippings and other items, litter is to be removed from the grounds at the time of each service. No vegetation should be laying on the sidewalk.
- i) Line trim and spray herbicide inside chiller areas (will need to contact building custodial staff to unlock) 2 times a year, once during the first mow of the year and second beginning of August
- j) Trim bushes beginning of August at main entrance of building and the sign board at street/main entrance

- k) Buildings with mulch beds need old mulch removed and new mulch spread at beginning of August for the main entrance to the building and the sign board at street/main entrance
- l) Do not move, alter, or remove the pit pipes; they need to be string trimmed around if in path of mowers
- m) Mow four (4) swipes blowing away from building before the first pass is blown towards building
- n) The mowing schedule will be as follows (and is subject to change as needed):
  - (1) Every Seven days beginning April 5<sup>th</sup>
  - (2) Every 14 days beginning June 14<sup>th</sup>
  - (3) Every 10 days beginning August 2<sup>nd</sup>
- o) The District reserves the right to terminate services for not complying with any of the above expectations
- p) The District reserves the right to continue to employ selected vendors until further notice without increase to the amount paid
- q) All parking lots, curbs and islands are the responsibility of the contractor. Vegetation along curb needs to be sprayed and then removed on your next visit.
- r) Service is NOT to be provided during normal business operation hours during State Testing. The Managers of Facilities and Operations will communicate testing dates to the single point of contact for the vendor(s).

<p style="text-align: center;"><b>Exhibit A to the Lawn Care Quote</b> Lakota Local Schools – Boundaries and Designated Areas</p>
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**1) Boundaries**

Listed below is a description of the areas that are the responsibility of the Lakota School District

- a) West Freshman/LECC (13,14) all grass will be mowed except main football, baseball and softball fields (Lakota will be responsible for all those areas inside the fences)
- b) West High, all grass will be mowed including retention pond except the baseball and softball fields and Soccer field (Lakota will be responsible for all those areas inside the fences)
- c) East Freshman all grass will be mowed except the baseball and softball fields (Lakota will be responsible for all those areas inside the fences)
- d) East High, all grass will be mowed including retention pond except, baseball and softball fields (Lakota will be responsible for all those areas inside the fences), Lakota will also be responsible for the Football practice field that is behind the press box and beside the tennis courts
- e) Hopewell Jr. the football field and land lab behind the shed are all responsibilities of the vendor.

**2) Designated Areas** – location of sites may be located at [www.lakotaonline.com](http://www.lakotaonline.com)

- a) #1- Cherokee Elementary, VanGorden Elementary, Plains Junior, Central Office, Liberty Early Childhood
- b) #2-, Independence, Wyandot, East Freshman, East High, Liberty Junior, Woodland Elementary, and Service Center
- c) #3- West Freshman, Creekside Early Childhood, Career Readiness Academy, Endeavor Elementary, Freedom Elementary, Ridge Junior, Union, and Heritage
- d) #4- Hopewell Junior, Hopewell Elementary, Boys and Girls Club (8735 Cin-Day Rd), Adena Elementary, Shawnee Early Childhood, and West High