

2019-2020 REQUEST FOR PROPOSAL
Lawn Care Services Bid for EOA Children's House

This document is a request from EOA Children's House for proposals from licensed and insured businesses with experience in landscape maintenance.

Background

EOA Children's House provides services to children in Northwest Arkansas who have been abused, neglected, or have faced adverse childhood experiences. We are located at 260 Victory Lane in Springdale, AR 72764.

Scope of Work

Under the one-year contract to be awarded through this RFP, EOA Children's House seeks a professional, experienced business to conduct landscape maintenance. We are requesting three main areas of work. You may submit your proposal for all OR any number of the three areas:

1. Lawn and Landscape Maintenance
 - Mowing, trimming, edging the grass during the growing season
 - Blowing off all walkway areas
 - Pruning shrubs in a manner to promote the correct growth habits for each species
 - Installation of hardwood mulch to all beds
 - Removal of any debris from performed work

2. Chemical Application
 - Applications of fertilizer, weed pre-emergent and post-emergent to the turf and landscaped beds
 - All chemical applications must meet the health and safety requirements for the population that we serve at our facility

3. Irrigation
 - Winterization and startup of the irrigation system
 - Regular system checks throughout the season to ensure proper coverage and operation

Response Criteria

Response to this RFP will require the business to provide sufficient information to determine that the agency qualifies for performing the services required, including the following:

- Address your overall capabilities as they relate to your company's ability to meet the needs outlined in the Scope of Work.
- Submit a list of any tasks that will be subcontracted and a list of the subcontracting firms. EOA Children's House reserves the right to approve any sub-contractor of the lead contracting firm's team.
- Describe fee structure and billing procedures.
- Present three references including names, addresses, titles, phone, and e-mail addresses of the person(s) most familiar with the work performed.
- Proof of Liability Insurance including Workmen's Compensation if utilizing employees
- Must Maintain a Physical Business Address and Phone Number
- Must be able to complete the scope of work Monday-Friday between 7am-9am OR any time after 2pm, in compliance with city noise ordinances.
- Chemical applications must be scheduled after 2pm to reduce exposure to children. Proof of licensure to apply chemicals must be presented at time of bid.

Selection Criteria

The following criteria will be used to evaluate the qualifications of the business:

- Capability to perform the required services for EOA Children's House
- Professional background and experience on similar projects
- Cost of services

A walkthrough of the property is scheduled for Tuesday, February 19, 2019 @ 1:00pm . **No individual walkthroughs or meetings will be entertained.** Proposals will be reviewed by a team representing EOA Children's House.

Requirements and Authority of EOA Children's House

This Request for Proposal does not commit EOA Children's House to award a contract, pay any costs incurred in the preparation of the proposal to this request or to procure or contract for services. EOA Children's House reserves the right to accept or reject any or all proposals received as a result of the request, negotiate with any qualified source(s) or cancel, in part or entirely, this Request for Proposal, if it is in the best interest of EOA Children's House to do so.

Submission Information

Interested firms should submit the above requested information by 5:00 p.m. on Friday, February 22, 2019 via email, regular mail delivery, and or hand-delivered to:

Lance Johnson, Program Director
EOA Children's House
260 Victory Lane
Springdale, AR 72764
(479) 313-7919
ljohnson@eoaheadstart.org

Proposals received after the above time and date will not be opened.
Questions regarding this RFP should be directed to Lance Johnson.