



**PARRISH CHARTER ACADEMY**  
*SOARING BEYOND EXPECTATIONS!*

**Request For Proposal and Contract**

**PROFESSIONAL LANDSCAPING SERVICE**

**Parrish Charter Academy**

***8605 Erie Road***

***Parrish, Florida, 34219***

**[Info@FORZAedu.com](mailto:Info@FORZAedu.com)**

## SECTION 1 INSTRUCTIONS

### 1. Notice of Proposal

This Request For Proposal (“RFP”) is to obtain estimates/proposals from vendors to provide Professional Landscaping Services to Parrish Charter Academy. Parrish Charter Academy requires experienced and reputable contractors/vendors to provide comprehensive landscaping services to its campus located at 8605 Erie Road, Parrish, FL 34219.

Services shall include all duties outlined in the scope of this request. Services shall include furnishing all labor, materials, equipment, tools, and transportation necessary to perform the work. Parrish Charter Academy reserves the right to add or delete areas required by notifying the contractor and negotiating a change order for contract pricing.

### 2. Proposal Submission

Proposals should address each of the requirements outlined in this RFP. Please provide the requested information no later than 3:00 p.m. EST, **July 30, 2021**, to the address below. Responses will be evaluated per the criteria specified in this RFP. Proposals can be mailed or emailed.

**FORZA Education Management**  
**PO Box 830**  
**Parrish, FL 34219**  
[Info@FORZAedu.com](mailto:Info@FORZAedu.com)

### 3. Timeline

- July 9 – RFP available to public
- July 12 - 16 – Non-mandatory pre-visit **(site visit)**
- July 19 - Questions from vendors submitted
- July 23 - Proposal questions answered
- July 30 - Proposal submissions due by 3:00 p.m. EST
- August 2 – 13 - Review of proposal submissions
- August 16 – 20 - Contract awarded
- September 1 - Awarded vendor begins service

## **I. SCOPE OF WORK**

The contract will encompass all landscape services, including at a minimum the following activities:

All mowing, trimming, edging, clean-up, plant and bed care, weeding, mulching, pruning, and leaf removal throughout the entire property.

- Mowing: all grass shall be mowed, edged, and trimmed around obstructions as needed to maintain a professional appearance. During periods of excessive rain or drought, the mowing frequency may be permitted to change to avoid grass damage. Mowing includes all areas of the property and the wetlands area, and the entrance roadway to the campus. A 10-foot distance must be maintained from the parking lot to the wetlands area, and a 5-foot distance must be maintained from the entranceway roadway to the shrub/tree line area.
- Trimming: string line trimming around trees, landscape beds, and other obstacles in the grass shall be performed with each mowing. String line trimming around sidewalks and curbs shall be performed as needed to maintain a sharp edge between the concrete areas and the grass. The contractor, within 15 days, shall replace damage to plant materials due to string line trimming. Trimming includes all trees, shrubs, plants, and the shrub/tree line along the entrance roadway to the property and the wetlands area. A 10-foot distance must be maintained from the parking to the wetlands area, and a 5-foot distance must be maintained from the roadway to the shrub/tree line area.
- Clean-Up: removal of all trash before mowing each time. Grass clippings will be removed from all hard surfaces before departure each time employees are on the premises. All waste and debris are to be removed from the property before departure.
- Plant and Bed Care: Excess soil/grass shall be removed from the property and not permitted back into the bed.
- Weeding: weeding in mulched beds shall be performed as needed to maintain a professional appearance. Physical weeding shall be the preferred method of unwanted plants in mulched beds (the care taken to remove the root of these plants). Chemical control only as needed. Weeds in seams and cracks of sidewalks and curbs shall be sprayed with a broad-spectrum herbicide, as required.
- Pruning: trees/shrubs/plants shall be pruned to maintain a natural appearance of the species with the removal of non-variegated stems, stray shoots, suckers, and dead/damaged/diseased wood in the spring after flowering or late summer (depending on specific species requirement).
- Leaf Removal: leaves shall be removed from the grass as required.
- Sprinkler Lines/Heads: Sprinkler lines and heads damaged by mowing will need to be replaced by the vendor within 15 days. Sprinkler lines and heads that need to be replaced or repaired will be the vendor's responsibility, and the vendor will invoice the school separately for these items.

## **II. GENERAL CONDITIONS AND PROVISIONS**

**GOVERNING LAWS:** This contract is made under and shall be governed and construed in accordance with the laws of the State of Florida.

**GENERAL INDEMNITY:** The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify the Parrish Charter Academy, assume entire responsibility and liability for losses, expenses, demands, and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of the System or others, sustained or suspected to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained.

**CONFLICT OF INTEREST:** All Contractors must disclose in writing with their proposal the name of any owner, officer, director, or agent who is also an employee of the Parrish Charter Academy. All Contractors must also disclose in writing with their proposal the name of any employee of System who owns, directly or indirectly, an interest of five percent (5%) or more in the Contractor's firm or any of its branches or subsidiaries. By submitting a proposal, the Contractor certifies that there is no relationship between the contractor and any person or entity that gives the appearance of a conflict of

interest related to this RFP.

**ERRORS AND OMISSIONS:** The Contractor shall not take advantage of any errors or omissions in this RFP. The Contractor shall promptly notify the school of any omissions or errors found in this document.

**INSURANCE COVERAGE:** During the contract term, the Contractor, at their sole cost and expense, shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Contractor shall provide and maintain the following coverage and limits:

- **Worker's Compensation:** the contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of Florida, as well as employer's liability coverage with minimum limits of \$500,000 for bodily injury per accident. This insurance must include and cover all of the Contractor's employees engaged in any work under this contract.
- **General Liability** – The Contractor shall provide and maintain General Liability Coverage at a rate no less than \$500,000 per person and \$1,000,000 per occurrence for bodily injury, personal injury, and property damage.
- **Automobile** - Automobile Liability Insurance to include liability coverage, covering all owned, hired, and non-owned vehicles used in connection with this contract shall have liability limits of not less than \$500,000 per person and \$1,000,000 per occurrence. The minimum combined single limit shall be \$1,000,000.

**INSURANCE REQUIREMENTS:** Providing and maintaining the adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of Florida. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in Florida. The Contractor shall comply with the terms of such insurance policies and all requirements of the insurer under any such insurance policies. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the contract.

**OTHER INSURANCE PROVISIONS:** The policy or policies are to contain, or be endorsed to contain, the following provisions:

- A. The contractor's insurance is to be considered primary for losses due to the Contractor's actions.
- B. Coverage shall state that the Contractor's insurance shall not be suspended, voided, canceled, reduced in coverage or limits except after 30 days' written notice.

The Contractor must include a copy of their insurance certificate with their proposal package. Upon awarding this contract, the selected Contractor shall add the Parrish Charter Academy as a Certificate Holder to their insurance policy and provide documentation of same.

**EVALUATION CRITERIA:** The Parrish Charter Academy, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. The proposals will be evaluated on a "best overall value" basis including, but not limited to, completeness and content of the submission, pricing, quality, the Contractors ability to follow the specifications, the Contractors ability to provide a team of skilled, trained employees, and the Contractors experience with similar projects. In addition to these considerations, the evaluators may request additional information, oral presentations, or discussions with any or all of the responding Contractors to clarify their proposal elements or amplify the materials presented in any part of the proposal. However, Contractors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the Contractor.

Parrish Charter Academy reserves the right to make independent investigations regarding the Contractor's qualification (s). Such investigations may include contacting existing customers. Contractors should keep in mind that this is a Request for Proposals and not a request to contract. Parrish Charter Academy reserves the unqualified right to accept or reject any proposals and to waive

any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of the school.

**AWARD OF BID:** Parrish Charter Academy, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor(s). Price will be a significant consideration but will not be the determining factor in our selection. The award of this contract will be based and granted on “**BEST VALUE.**” “**BEST VALUE**” will allow Parrish Charter Academy to consider factors beyond pricing, such as whether the responsible Contractor can meet and exceed the required specifications. “**BEST VALUE**” will permit and reflect prudent stewardship of public funds and trust. Award of the contract to one Contractor does not mean that the other proposals lacked merit. Award of the contract signifies that after all factors have been considered, the selected proposal was deemed most advantageous to Parrish Charter Academy

**NOTIFICATION OF AWARD:** After all prerequisites and specifications have been met by the Contractor(s) and the award for Professional Lawn Care and Grounds Maintenance Services has been made, the successful Contractor will be notified by Parrish Charter Academy by a letter of award.

**TERMINATION FOR CAUSE:** Parrish Charter Academy may terminate their participation in this contract in whole or in part with thirty (30) days’ notice for their convenience, or because of failure of the Contractor to fulfill the contract obligations in any respect. This termination notice will be issued via a written letter sent by certified U.S. mail. Immediate dismissals may be executed if deemed necessary by Parrish Charter Academy.

### **III. STATEMENT OF QUALIFICATIONS**

Respondent should include in response all information relating to the following:

- Previous work is described in Section I above.
- History of the firm, including a list of public sector entities for which landscape services have been provided.
- Comparable references.

The respondent should also include a tentative monthly work schedule to complete the project in response to this RFP.

### **IV. EVALUATION CRITERIA**

The proposals shall be evaluated and ranked according to the following criteria:

1. Experience, including but not limited to the number and size of previous projects completed or maintained.
2. Capacity to perform, including but not limited to staffing level and experience of staff, adequacy of resources, and coverage by professional liability insurance.
3. Total Cost to complete the Scope of Work.

Parrish Charter Academy will rank the response to this RFP according to the criteria listed above. It will negotiate with the highest-ranked business regarding an acceptable contract with the Parrish Charter Academy. If negotiations are unsuccessful, the negotiations will be terminated, and the Parrish Charter Academy will negotiate with the second-highest ranked business. This process will continue until an agreement with the school is reached.

All work as specified in this RFP shall begin according to the information provided in the timeline.

Proposals must be mailed or emailed to the address below for arrival no later than **3:00 p.m. on July 30, 2021.**

**FORZA Education Management  
PO Box 830  
Parrish, FL 34219**

[Info@FORZAedu.com](mailto:Info@FORZAedu.com)

**Florida Security and Immigration Compliance Act:  
E-Verify and SAVE Program Overview  
(ss. 493.6100-493.6126)**

Pursuant to the “Florida Security and Immigration Compliance Act,” the Parrish Charter Academy is required to have all of its contractors register and participate in the federal work authorization program to verify information of all new employees.

**If your company employs more than one person, please complete the attached Affidavit**

**Or**

**If you are a sole proprietor, you may either complete the attached Affidavit or submit a copy of your Florida Driver’s License as acceptable proof of citizenship and return to the address listed above.**

**Contractor Affidavit**

By executing this affidavit, the undersigned contractor verifies its compliance with (ss. **493.6100-493.6126**), stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of the Parrish Charter Academy has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established the immigration work authorization program. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period, and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by the Federal

immigration authorization Program

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Address  
  
\_\_\_\_\_

\_\_\_\_\_  
Service Provided

\_\_\_\_\_  
Name of Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_  
(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
My Commission Expires

**THIS PAGE MUST BE COMPLETED, SIGNED, AND INCLUDED IN YOUR PROPOSAL.**