



**Request for Proposals:
Lawn and Landscaping Services for SY 2022-2023 @
Sherwood Forest Elementary School,
Village de L'est Elementary School &
Sarah T. Reed Middle and High School**

**CMO: Einstein Charter Schools
4801 Maid Marion Drive
New Orleans, La 70128
Phone: 504-512-2199**

REQUEST FOR PROPOSAL FOR LAWN AND LANDSCAPING SERVICES

Services to begin July 1, 2022

Einstein Charter Schools is requesting proposals for lawn and garden bed maintenance as described in Section III, "Service Requirements." Proposals may be submitted in person or by mail no later than 3p.m. Bid packages available at www.einsteincharterschools.com

I. Proposal Instructions

1. All bids should be submitted via email to nakeveya_anthony@einsteincharterschools.org (Einstein Charter) or mailed/hand-delivered to 4801 Maid Marion Drive by 3:00 p.m. on April 15, 2022. Late bids will not be accepted.
2. 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.
3. 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.
4. All questions, about scope or site visits, should be directed to Nakeveya Anthony, Chief Strategy Officer - email: (nakeveya_anthony@einsteincharterschools.org)
5. 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

1. Einstein Charter reserves the right to reject any and all proposals received or to cancel or extend in part or its entirety, this Request for Proposal, or make multiple or partial awards.
 - a. 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.
 - b. Award of purchase agreement or contract shall be made only to a responsible respondent(s), i.e., a respondent who has demonstrated competence to deliver the specified goods or services, a proven record of business integrity and ethics, and the ability to meet the requirements of this RFP
 - c. When submitting proposals, it is required that the respondent have the necessary professional experience, prior training and applicable professional judgment to perform the activities or deliver the goods stated in this RFP
 - d. Proposals received will become a part of the Einstein Charter Schools' official files without further obligation to the respondents
 - e. No employee, officer or member of Einstein Charter Schools shall participate in the selection, development of a response to this RFP, award or administration of a contract supported by the RFP if a conflict of interest, real or apparent, would be involved.
 - f. Respondents shall not engage in any activity that will restrict or eliminate competition. This does not preclude joint ventures or subcontracts. Violation of this provision may cause a respondent's response to be rejected.
 - g. Einstein Charter Schools is exempt from federal excise tax, state, and local tax. Do not include tax in the cost figure. If it is determined that tax was included in the cost figures, it

will not be included in the tabulation of any awards.

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.

CAMPUS LOCATION	School Hours
Sherwood Forest	8:00 am to 3:30pm
Sarah T. Reed	8:00am to 3:30pm
Village de L'Est	8:00am to 3300pm

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.

1. Prune plant materials so that all traffic control devices are clearly visible.
2. All trimmings and debris shall be removed and appropriately disposed of on the same day generated.
3. The contractor shall provide replacement trees, at Contractor’s Expense if trees are damaged or if the pruning and safety standards are not met.
4. Remove all sucker growth from the base of the tree and other locations in which they may appear.
5. Prune all shrubs to maintain a reasonable size in a manner of a soft natural desirable appearance.
6. 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.

1. 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:

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

GENERAL:

1. All operations will be conducted in a manner that provides the maximum safety to students, staff and campus visitors.
2. Contractor's vehicles shall be properly identified with their company name, logo, and phone number.
3. Contractor's personnel shall promptly report any problem areas noticed during regular operations to Einstein Charter Schools.
4. Contractor is required to furnish all materials necessary to accomplish maintenance in accordance with the foregoing specifications.

IV. Pre-Bid Site Walk-Throughs

Walkthroughs will be conducted on March 28th - April 1st, 2022. Contact Nakeveya Anthony (nakeveya_anthony@einsteincharterschools.org) to receive information on how to participate.

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 - 5100 Cannes St., NO, 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.

1. Workman’s Compensation insurance at a minimum \$1,000,000.00 per incident that covers all employees of the contractor that works in/on the schools.
2. General liability or a similar comprehensive insurance policy with a minimum of \$1,000,000.00 per incident coverage for the following:

a. Property Damage Liability.....	300,000
b. Contractual Liability.....	300,000
c. Personal Injury Liability.....	300,000
d. Automobile Property Damage Liability.....	100,000 *Combined Single Limit

Each insurance policy to be furnished by the successful contractor shall include Einstein Charter Schools as a certificate holder. Additionally, each insurance policy shall include, by endorsement to the policy, a statement that a notice shall be given to the District by certified mail thirty (30) days prior to cancellation or upon any material changes in coverage.

VI. Proposal Inclusion

Each proposal shall include the following:

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

VII. Eligibility

Respondents who can meet the technical specifications for quality and other terms of this proposal package, and who are not debarred and/or suspended from conducting business with district, federal and state funded agencies are invited to respond. A prospective respondent must affirmatively demonstrate respondent’s responsibility. A prospective respondent, by submitting a proposal, represents to Einstein Charter Schools the it meets the following requirements:

1. Possess or is able to obtain adequate financial resources as required to perform under this RFP
2. Is able to comply with the required or proposed RFP
3. Have a satisfactory record of integrity and ethics
4. Be otherwise qualified and eligible to receive an award
5. Be in good standing with the applicable national or state associations

VIII. Scoring Rubric

The evaluation criteria and the relative weights for scoring are provided below. The evaluation team will consider the following elements in the evaluation process. Purchase price is not the only criteria that will be used in the evaluation process.

RFP - FY 22-23 Lawn and Landscaping - EVALUATION SCORECARD	
Evaluation and Selection Criteria	Value
1a. Organization Capabilities Describe the organization/company’s experience and capabilities providing similar services to those required. Be specific and detail no more than two projects/contracts: description of work, dates, locations, challenges, and results.	20 pts.
2a. Cost Proposal Proposed Cost of each item; USE ATTACHMENT A	50 pts
3a. References The quality of the vendor’s goods or services	30 pts
4a. Fixed Price Period The awarded contractor must hold the accepted prices and/or costs for the entire contract period. Any adjustment to prices and/or costs at the beginning of a contract renewal period will be negotiated between Einstein Charter Schools and the vendor.	
Total	100 pts

Einstein Charter Schools may use Einstein Charter Schools staff, independent evaluators, or a combination of both to evaluate and rank proposals.

After evaluation, an award may be made on the basis of the evaluation and ranking, without discussion, clarification, or modification. Einstein Charter Schools may enter into negotiations with the highest ranked respondent. If Einstein Charter Schools is unable to reach agreement with the highest ranked respondent, the negotiations will terminate and negotiations will begin with the next respondent in the order of the ranking until a contract is reached or Einstein Charter Schools has rejected all proposals.

All poposall packages must be clearly marked with the Respondents’ name and address . Proposal packages must be sent via mail /email prior to the deadline.

PROPOSAL FORMAT

Respondents must complete the Title Page on the following page and include it as the cover sheet for proposals submitted in response to this RFP.

See cover sheet below:

Auxiliary Services

A Proposal Submitted in Response to

Einstein Charter Schools

Request for Proposals for RFP - 2022 Lawn and Landscaping

Submitted by:

(Full Legal Name of Respondent)

On:

Date of Proposal Submission

RESPONSE FORMAT AND CONTENT

1. Page/Items to return/include.
 - a. Title Page
 - b. Table of Contents
 - c. Business Identification
 - d. Additional Requirements
 - e. Compliance with Specifications
 - f. Past Performance/Demonstrated Effectiveness/References
 - g. Evaluation Requirements
 - h. Cost Proposal

2. Documentation must be complete. A respondent's written response shall be the sole means of presenting the service.

RESPONDENT IDENTIFICATION

Enter the Respondent's firm's name and address below.

1. Name of Firm _____
2. Street Address _____
3. City, State & Zip Code _____
4. Federal ID# or Social Security Number _____

NOTICE TO RESPONDENTS

Finalists may be asked to attend a virtual or in-person panel conference to further detail price, quality of product, past performance, and any questions that the evaluation panel may consider in selecting a vendor.

ATTACHMENTS

The attachments listed below are required and should be included with the proposal. All forms must be signed and completed.

1. Attachment A - Reference Sheet
2. Attachment B - Certification of respondent/Bid Authorization
3. Attachment C - Certification Regarding Drug-Free Workplace
4. Attachment D - Equal Opportunity and Nondiscrimination
5. Attachment E - Certification Regarding Debarment
6. Attachment F - Cost Proposal

ATTACHMENT "A"

REFERENCE SHEET

Please list a minimum of three references of agencies (governments, charter schools, or ISDs) that have used your services. We would prefer some of the references to be new customers in the last year. New Orleans agencies are preferred:

1. _____
COMPANY NAME OR CONTACT PERSON

ADDRESS CITY STATE ZIP

CONTACT PERSON TELEPHONE NUMBER

PRODUCTS/SERVICES USED

DESCRIBE AND DOCUMENT YOUR INVOLVEMENT WITH OTHER COMMUNITIES IN SIMILAR TYPE OF WORK

2. _____
COMPANY NAME OR CONTACT PERSON

ADDRESS CITY STATE ZIP

CONTACT PERSON TELEPHONE NUMBER

PRODUCTS/SERVICES USED

DESCRIBE AND DOCUMENT YOUR INVOLVEMENT WITH OTHER COMMUNITIES IN SIMILAR TYPE OF WORK

3. _____
COMPANY NAME OR CONTACT PERSON

ADDRESS CITY STATE ZIP

CONTACT PERSON TELEPHONE NUMBER

PRODUCTS/SERVICES USED

DESCRIBE AND DOCUMENT YOUR INVOLVEMENT WITH OTHER COMMUNITIES IN SIMILAR TYPE OF WORK

ATTACHMENT "B"

CERTIFICATION OF RESPONDENT/ BID AUTHORIZATION

I, the undersigned, submit this quote/bid and have read the specifications, which are a part of this solicitation. My signature also certifies that I am authorized to submit this quote/bid. Sign as a representative for the firm, and carry out services solicited in this solicitation.

Signature of Authorized Agent: _____

Printed Name and Title of Agent: _____

Name (Legal Name) of Firm: _____

Address: _____

Telephone Number: _____

FAX Number: _____

Email Address (if applicable): _____

Web Site Address (if applicable): _____

Year Company was established: _____

Years Operating in New Orleans: _____

Number of Employees: _____

Primary Contact Name (if different): _____

Primary Contact Phone Number: _____

Primary Contact Email Address: _____

ATTACHMENT "C"

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

This certification is required by the Federal Regulations Implementing the Drug-Free Workplace Act for the Department of Agriculture, Department of Labor, Department of Education, and Department of Health and Human Services.

The undersigned subcontractor certifies it will provide a drug-free workplace by:

- Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;
- Providing each employee with a copy of the subcontractor's policy statement;
- Notifying the employees in the subcontractor's policy statement that as a condition of employment under this subcontract, employees shall abide by the terms of the policy statement and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;
- Notifying Einstein Charter Schools within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,
- Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

Name of Organization/Firm

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative

ATTACHMENT "D"

EQUAL OPPORTUNITY AND NONDISCRIMINATION

The **(Name)** promotes employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. Additionally, discrimination is prohibited against any beneficiary of programs funded under Title I of the Workforce Investment Act of 1998, on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIA Title I financially assisted program or activity. **(Name)** conforms to all applicable federal and state laws, rules, guidelines, regulations, and provides equal employment opportunity in all employment and employee relations.

EEO Laws, Rules, Guidelines, Regulations

(Name) provides equal opportunities consistent with applicable federal and state laws, rules, guidelines, regulations, and executive orders. Such regulations include:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964, as amended, and its implementing regulations at 29 CFR Part 37 which prohibit discrimination based on race, color, religion, sex, or national origin in any term, condition or privilege of employment.
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals because of disability.
- Age Discrimination in Employment Act of 1967, as amended, which prohibits discrimination against individuals 40 years of age and older.
- Americans with Disabilities Act of 1990, which prohibits discrimination against qualified individuals with disabilities.
- Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age in programs receiving federal financial assistance.
- Texas Commission on Human Rights Act, as amended, which prohibits discrimination in employment based on race, color, handicap, religion, sex, national origin, or age (40-70).
- Equal Pay Act of 1963, as amended, which requires equal pay for men and women performing equal work.
- Pregnancy Discrimination Act of 1978, which prohibits discrimination against pregnant women.

(Name) is committed to promoting equal employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. (Name) takes positive steps to eliminate any systematic discrimination from personnel practices. (Name) recruits, hires, trains, and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, age, or disability status.

Staff at all levels is responsible for active program support and personal leadership in establishing, maintaining, and carrying out an effective equal employment opportunity program

ATTACHMENT "E"

CERTIFICATION REGARDING DEBARMENT

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of goods or services equal to or in excess of \$100,000. Contractors receiving individual awards of \$100,000 or more and all sub-recipients must certify that the Firm and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this Firm:

(1) Certifies that no suspension or debarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, common rule.

Firm's Name: _____

Name of Authorized Company Official: _____
Typed or printed

Title of Authorized Company Official: _____
Typed or printed

Signature of Authorized Company Official: _____

Date Signed: _____

ATTACHMENT "F"

COST PROPOSAL

Pricing and Service Proposal: Landscape Bid Format

Campus	Lawn Maintenance	Tree Maintenance	Irrigation system	Additions	Athletic Fields	Property Around	Total
Sherwood Forest Elementary							
Village de L'est Elementary							
Einstein Middle/ Sarah T. Reed High School (1 campus)							

Thank you for taking the time to review our Request for Proposal. Please submit all responses and/or additional inquiries to the proposal to:

Nakeveya Anthony, Chief Strategy Officer
Einstein Charter Schools
4801 Maid Marion Drive
New Orleans, LA.70128
Phone: 504-512-2199
Email: nakeveya_anthony@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.