

Community Action Program Committee, Inc.
Request for Proposals (RFP)

Lawn Maintenance and Grounds

Term of Services: July 15, 2022, to July 15, 2023, with the option to renew for up to four additional one-year terms.

Proposals Due: Friday, June 30, 2022, by 4pm

Questions: Submit all questions to Joey Foxhall Maintenance Manager Email questions to j.foxhall@capc-pensacola.org no later than June 24, 2022 ----Vendors will receive written response to all questions **no later than** June 30, 2022.

Optional Site Walk-Through: Vendors who wish to visit any of the locations please contact Joey Foxhall at j.foxhall@capc-pensacola.org to make an appointment.

Submit Proposal To:

Community Action Program Committee, Inc.
ATTN: Michelle Malden
2050 W. Blount Street
Pensacola, FL 32501

About CAPC/Head Start:

Head Start and Early Head Start are preschool programs for children from birth to age five living in low-income families. The programs assist children in becoming physically, socially, intellectually, and emotionally adjusted. They also receive health and dental care, healthy meals, and indoor and outdoor play in a safe setting. Additional services are offered to meet the special needs of children with disabilities. Head Start and Early Head Start classrooms are placed in various locations throughout the county and meet the licensing requirements as set forth by the Florida Department of Children and Families.

Appendix II part 200 of the Code of Federal Regulations: **For cause** this agreement shall be in effect from July 15, 2022, to July 15, 2023, and may be renewed in writing by the parties. This agreement may be terminated if funding is reduced or eliminated by the federal funding source of programs under Community Action Program Committee, Inc. or for failure to carry out service as set forth in the agreement. **For convenience**, this contract may be terminated by either party upon 30 days' written notice.

THE FOLLOWING MUST BE **COMPLETED, SIGNED, AND RETURNED** AS PART OF YOUR PROPOSAL.

PLEASE NOTE: This proposal **will not be** accepted without this form, signed by, and authorized agent of the bidder.

Company Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Employers Identification Number (EIN): _____

Telephone No.: _____ EXT: _____ FAX No. _____

Email Address: _____

I CERTIFY THAT THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER BIDDER SUBMITTING A PROPOSAL FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP FOR THE BIDDER.

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Date: _____

SCOPE OF SERVICES

Lawn Care Maintenance is defined as:

- Lawn and grounds Maintenance defined as but not limited to. Mowing, edging, blowing, trimming, bush trimming, weeding, debris removal, of all CAPC grounds listed in contract
- Mowing of all areas by means of ride on or push mower.
- Trimming and edging around all walkways, curbing, light poles, trees, and obstruction in lawn areas to be trimmed resulting in there being no grass left higher than the height mowed
- Blowing of all sidewalks, curbs, patios, and parking lots.
- Clearing the grounds of any debris such as grass, leaves, and trash with every site visit
- Contractor shall collect and dispose of all Leaves, trash, litter, debris, refuse, and discarded materials resulting from Contractor's operations.
- Bush trimming and weeding of flower beds.
- Weed control/Herbicide (Joey Foxhall is to be informed of all chemicals used)
- Trees and shrubs to be trimmed and kept clear from fences and buildings to maintain a 18-24" distance at **ALL** locations
- All fences will be maintained and kept clear of vines, trees, etc. by means of manual removal and/or herbicide.
- Maintain ALL easements and retention ponds. All ponds with water must be cut closets to water as possible. All gates must be kept closed and locked when work is completed.
- All special projects will need to be quoted and approved in writing before services can start.
- All playgrounds are to be kept weed and debris free. NO USE OF HERBICIDES ON/OR ADJACENT TO ANY PLAYGROUND.

Ambiguity-Conflict or Other Errors in Requests for Proposal.

If a respondent discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the respondent shall immediately notify CAPC of such error and request modification or clarification of the document.

2. Submission of Proposal.

Four (4) copies of the proposal must be submitted. CAPC will not accept facsimile (fax), or telephone bids. Bids will be received at 2050 W. Blount Street Pensacola, Fl. 32501

Late proposals will not be accepted. CAPC will not be responsible for proposals delivered to a person/location other than the specified location.

Proposal Preparation Cost. Costs for developing proposals are entirely the responsibility of the bidders and shall not be chargeable to CAPC.

3. Limitations.

This RFP does not commit CAPC to award a contract, to pay any costs incurred in the preparation of proposals, or to procure or contract for services or supplies. Costs for developing proposals are entirely the responsibility of the respondent and shall not be chargeable to CAPC. All proposals become the property of CAPC and will not be returned to the respondents.

4. Small and/or Minority-Owned Businesses.

Efforts will be made by CAPC to utilize small businesses and minority-owned businesses. A respondent qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

5. Withdrawal of Proposal.

At any time prior to the proposal submission deadline, the bidder may withdraw a proposal by submitting a written request for its withdrawal to the Director and signed by the bidder or an authorized agent. The bidder may thereafter submit a new proposal prior to the deadline. Modifications offered in any manner, oral or written, will not be considered after the deadline.

6. Notification of Award.

- It is expected that a decision selecting the successful bidder will be made within **(2) weeks** of the closing date for the receipt of proposals.
- Upon conclusion of final negotiations all respondents submitting proposals in response to this Request for Proposal will be informed in writing.
- It is expected that the contract shall be a one-year, fixed-price contract (with an option to renew).

7. Errors & Omissions Coverage.

CAPC reserves the right to require the selected firm to provide evidence of Liability Insurance and Workers Compensation including errors and omission coverage in an amount determined by CAPC.

8 Negotiate Minor Deviations.

CAPC reserves the right to negotiate minor deviations to the proposals with the successful firm.

9. Contractor Qualifications.

Any Contractor responding to the RFP by submitting bid for services must be experienced, licensed, insured, and competent to provide the specified services.

EVALUATION CRITERIA AND SELECTION PROCESS

10. Evaluation Score Sheet

A selection committee will evaluate and rate proposals and select a contractor based on criteria including, but not limited to, the following:

- Review information regarding applicant's response to the Scope of Work- the understanding of the work to be performed -**15**
- Review information pursuant to Qualifications, i.e., meeting minimum required standards -**15**
- Written presentation by Vendor:
 - Clarity
 - Completeness
 - Compliance – **15**
- Willingness to provide continuing support - **10**
- Reference Checks - **5**
- Information from another source - **5**
- Background & Experience i.e., experience, staff capabilities, experience, and reputation - **5**
- First time vendors in doing business with CAPC – **5**
- Litigations & References - **5**
- Certifications/Licenses - **5**
- Targeted small businesses/Minority Owned/Women Owned - **5**
- Optional Criteria (Presentations/Interviews) - **10**

CAPC may accept any proposal or make counter proposals to obtain the most favorable terms or waive minor irregularities in said proposals.

Upon completion of review, the Committee will make a tentative selection and set up an interview with representatives of the firm selected to formalize the contract. It is CAPC's intention to incorporate the RFP as part of the contract. Upon completion of the interview, the Committee will make a formal recommendation to the Board of Directors. The Board will make the final selection and give approval to award the bid.

11. CAPC Discretion.

CAPC reserves the right, without limitation, to reject all proposals received, to waive any minor informality or irregularity in any proposal, or to cancel awarding of the contract and advertise for new proposals, all as the public good may require.

12. Award Notification.

CAPC will notify both the successful and unsuccessful respondents in writing. The Fiscal Department of CAPC will retain documentation verifying the notification.

SERVICE LOCATIONS

NOTE: All school locations services must be completed before 7am or after 2pm, Monday – Friday. CAPC does not allow grounds maintenance to be performed during school hours. Saturday and Sunday are open to your schedule. A Holiday/No school schedule will be provided.

CENTER	ADDRESS	Reference
Molino	6460 Hwy 95-A Molino, FL 32577	See Picture A
Cantonment	470 South Hwy 29 Cantonment, FL 32533	See Picture B
OJ Semmes	1801 E. 34 th St. Pensacola, FL 32503	See Picture C.
Gibson	710 North “C” Street Pensacola, FL 32501	Entire Grounds-See Picture D entire city block
CAPC Admin Office	2050 West Blount Street Pensacola, FL 32501	Entire Grounds- See Picture E
Myrtle Grove	5400 Lillian Highway Pensacola, FL 32506	Entire Grounds – See Picture F
Brigadier	401 Brigadier Street Pensacola, FL 32507	Entire Grounds – See Picture G Est. 7 acres
Davis	8570 N. Davis Hwy. Pensacola, Fl. 32514	Entire grounds. See Picture H

Properties will require the maintenance schedule below

December	Once monthly
January	Once monthly
February	Bi-weekly
March	Bi-weekly
April	Bi-weekly
May	Bi-weekly
June	Bi-weekly
July	Bi-weekly
August	Bi-weekly
September	Bi-weekly
October	Bi-weekly
November	Once monthly

Bi-weekly 1st and 3rd weeks of the month Monthly 1st week of the month

Billing Requirements

The provider must provide CAPC with a detailed monthly invoice for services rendered **no later than** the 5th of the following month. CAPC agrees to pay the provider within 30 days of the date of invoice. All invoices are paid by check. All Invoices should be submitted to: - J.Foxhall@capc-pensacola.[org](mailto:J.Foxhall@capc-pensacola.org)

Billing Inquiries should be directed to:

Michelle Malden

m.malden@capc-pensacola.org

Desk Phone: 850-438-4021 ext. 116

ATTACHEMENTS

- A. Litigation Involvement
 - B. Assurance & Certification
 - C. W9 Form
- Reference Pictures A-H Pages 12-19

Attachment A

COMMUNITY ACTION PROGRAM COMMITTEE, INC.

Litigation Involvement

Organization Name and Address:

Involvement in Litigation:

Check YES or NO to the following questions. If a YES answer is checked, please explain fully the circumstances, and include discussion of the type of program involved as well as the potential impact on this program, if awarded contract (use extra pages as needed).

	YES	NO	COMMENTS
Is the firm or any of its principals involved in litigation now or within the last two years?			
Has the firm or Project Director ever been cited for improper management?			
Has the firm or Project Director ever had public agency funds withheld?			

Attachment B

COMMUNITY ACTION PROGRAM COMMITTEE, INC.

Assurance and Certification

I, (We), the undersigned, as duly authorized representative(s) of the respondent agency, affirm that the information and statements contained within this proposal to the best of my (our) knowledge, are truthful and accurate, and further, that I (we) am (are) duly authorized to submit this proposal from the respondent agency to deliver services.

Completed by: _____ Date: _____
Name and Title

Completed by: _____ Date: _____
Name and Title

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

WHAT TO INCLUDE IN YOUR RFP RESPONSE?

This Request for Proposal (RFP) is intended to provide a standard base for CAPC to identify the respondent with the best experience and capabilities to provide services that meet the requirements as described in the proposal. A selection committee will review each proposal to determine the validity and completeness of the vendor's proposal. All costs for proposal preparation are the responsibility of the bidder.

Your RFP response must be a separate written document, accompanied by the required attachments. Submittal of a proposal constitutes an agreement to all provisions and conditions set forth in this RFP. A response to all categories of information requested is mandatory. A qualifying proposal must address all of the following points:

1. Project Title
2. Address and telephone number of the firm's office in, or nearest to Pensacola, Florida
3. Name of firm's representative designated as the contact to CAPC
4. A statement of your firm's background and experience in providing Grounds Maintenance services
5. A declaration of your firm's ability and willingness to commit and maintain staffing, both number and level, to successfully conduct the engagement
6. Names of key individuals to be assigned to the engagement in the respective specialties considered necessary to undertake regular lawn care and maintenance services
7. Policy regarding change in personnel
8. An expression of your ability to meet time response criteria, and guarantees if infractions occur.
9. An expression of your estimated requirements for CAPC staff support
10. Any other information considered relevant to the proposal
11. If your firm intends to subcontract for segments of the engagement, your proposal shall be specific as to detail locations and name subcontractors.
12. Format of the proposal should coincide with the order of the above requirements.

Picture A Molino Head Start



Molino is to be trimmed around H.S. Building. The front flower bed is to be maintained along with bush trimming. All sidewalks to and from playground kept trimmed and blown off. Playgrounds one & two are to be kept cut and debris removed at every cutting along with keeping the exterior of fence clear to maintain the 18-24" clearance.

Picture B Cantonment Head Start



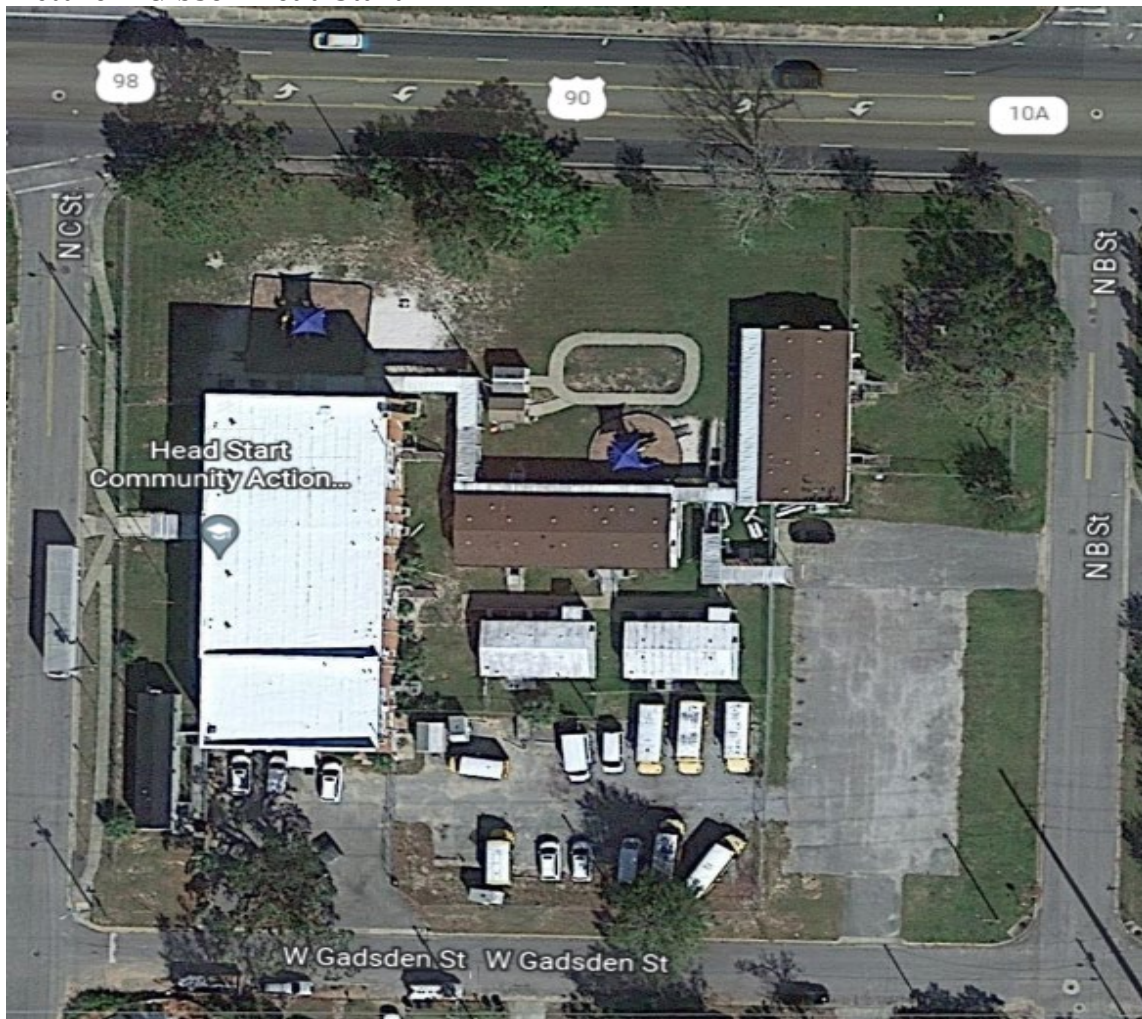
Cantonment Head Start is to be maintained inside the red outline area that includes a small playground. All normal grounds maintenance procedures to take place.

Picture C O.J. Semmes Head Start



O.J. Semmes is to be maintained inside the fenced area. Outside the fence on 34th Street and a mower pass on the Cortez Dr side. All normal grounds maintenance procedures to be used.

Picture D Gibson Head Start



Gibson Head Start is an entire city block. All city sidewalks and curbing will be edged and keep weed free. All normal grounds maintenance procedures to be used.

Picture E CAPC Blount St.



CAPC all grounds outlined in RED will be maintained. This includes a retention pond, small playground, picnic area, main building, and parking lot. All normal grounds maintenance procedures to be used.

Picture F Myrtle Grove Head Start



Myrtle Grove Head Start will be maintained inside the red lined area. This includes two small playgrounds. All normal maintenance procedures to be used.

Picture G Brigadier Head Start



Brigadier Is approximately 7.5 Acres. The borders are Patton Dr. North, Brigadier St. East, Hawthorn Dr. South, and Elizabeth St. West. This includes two retention ponds and a fishpond, large field and two playgrounds. The field can be cut during school hours. All county sidewalks and ditch along Patton Dr. will be maintained and keep weed and liter free. Area inside red X is not to be maintained except the exterior fence along Patton Dr.

Picture H Davis Head Start



Davis will be maintained inside red area. This property has an easement, retention pond, large playground, and large dirt parking area. This property also has a lot of oak trees and leaves will be expected to be maintained. Sidewalk and curbing along Davis Hwy will be maintained and liter free.