

**REQUEST FOR PROPOSAL
FOR
LAWN AND GROUNDS MAINTENANCE FOR NEW
BEGINNINGS SCHOOLS NETWORK**

Purpose

New Beginnings Schools Foundation invites qualified lawn and grounds maintenance firms in Louisiana to submit a proposal to assist the Network with lawn and grounds maintenance service for the Network. The Network reserves the right to select individuals and anticipates entering into an agreement with the selected individuals upon mutual agreement of the Board of Directors.

If you would like to submit a response to this Request for Proposal, proposals must be submitted in a sealed package or emailed to:

New Beginnings Schools Foundation
2045 Lakeshore Dr. Ste. 415
New Orleans, LA 70122
Attn: Proposal for Lawn and Grounds Maintenance
NO LATER THAN 4:00 P.M. CST ON May 26, 2017
rfp@newbeginningsnola.net

All requests for clarification, additional information, or appointments related to this RFP must be submitted in writing, fax, or email on or May 8, 2017:

Ms. Shawanda Rapheal
Executive Assistant to the CEO
Telephone: (504) 280-2309
Fax: (504) 280-2312
rfp@newbeginningsnola.net

Reservation of Rights

This Request for Proposal (RFP) is issued to invite vendors to submit information and/or bids. Issuance of this RFP in no way constitutes a commitment by the NBSF to select a vendor and/or reward a contract. The New Beginnings Schools Foundation reserves the right, without prejudice, to reject any or all proposals not in compliance with the RFP specifications and may exercise the right to accept or reject any or all proposals submitted. Acceptance of any proposal with contractual terms is dependent on the NBSF's funding, and by the appropriation of funds by the legislature of the State of Louisiana.

A description of the New Beginnings Schools foundation, and other pertinent information follows:

Background of New Beginnings Schools Foundation

New Beginnings Schools Foundation is a PK-12th grade learning community that innovatively prepares every child, every day for success in life, college, and careers. We view high-quality education as a fundamental right of every child, every day. As such, all NBSF students receive respect, encouragement, and opportunities required to build the knowledge, skills, and attitudes to be successful, contributing members of a global society. NBSF operates Medard H. Nelson, and Pierre A. Capdau at Avery Alexander Elementary Schools, as well as, Lake Area New Tech Early College High School. New Beginnings has provided educational services 2100 students during the 2016-2017 school year.

Schedule of Events

Event	Date & Time
RFP Issued	April 17, 2017
Pre-Proposal Walk Through	May 4, 2017 at 4:00pm
Deadline for receiving proposer written inquiries	May 8, 2017 at 4:00pm
Deadline to issue responses and answer proposer written inquiries	May 12, 2017 at 4:00pm
Deadline for submitting proposals	May 26, 2017 at 4:00pm
Evaluation of Proposals	May 29, 2017
Notice of Intent to Award	TBA

Pre-Proposal Walk Through

A pre-proposal walk through will begin on May 4, 2017 at 4:00 pm at Medard H. Nelson Charter School located at 3121 St. Bernard Avenue.

Additional Proposal Authorities

Subcontracting Information

The selected firm shall be the prime Proposer responsible to the Network. Proposers may enter sub Proposer arrangements, however, proposers should acknowledge in their proposal total responsibility for the entire contract, including payment of any and all charges resulting from the contract. If the Proposer intends to subcontract portions of the work, the Proposer should designate, in their response, the specific tasks to be performed by the sub Proposer.

Costs Incurred in Preparation of Proposals

All costs directly or indirectly related to preparation of a proposals responding to this RFP, any oral presentations required to supplement and/or clarify a proposal, and any reasonable appearance which may be required by the Network in connection with this Request for Proposal, shall be the sole responsibility of the Proposer, and shall not be reimbursed in any manner by the Network.

Ownership of Proposals

All materials submitted in response to this request become the property of the Network. Selection or rejection of a proposal does not affect this right. All proposals submitted will be retained by the Network and not returned to Proposers.

Proposals Validity

All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal. However, the Network reserves the right to reject a proposal if the Proposer's time period is unacceptable and the Proposer is unwilling to extend the validity of its proposals.

Proprietary Information

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44:1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

Proposers Inquiry Periods

An inquiry period is hereby firmly set for all interested Proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. *Without exception*, all questions MUST be in writing by an authorized representative of the Proposer and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events. Inquiries shall not be entertained thereafter. Answers to questions that change or substantially clarify the RFP shall be issued by addendum and provided to all prospective Proposers.

Changes, Addenda, Withdrawals

The Network reserves the right to change the calendar of events at any time. The Network also reserves the right to cancel or reissue the RFP. If the Proposer needs to submit changes, addenda or withdrawals, a written request signed by an authorized representative of the Proposer, cross-referenced clearly to the relevant proposal section shall be submitted prior to the proposal opening, in a sealed envelope. Changes or addenda shall meet all requirements for the proposal.

Cancellation of RFP or Rejection of Proposals

Issuance of this RFP in no way constitutes a commitment by the Network to award a contract. The Network reserves the right to accept and reject any or all proposals, or to cancel this RFP if in the best interest of the Network to do so.

Waiver of Administrative Informalities

The Network reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

Acceptance of Proposals Content

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposers to accept these obligations shall result in the rejection of the proposals.

Qualification Requirements

Applicants who respond to this Request for Proposal (RFP) must meet the following minimum requirements:

1. The Contractor shall perform everything required in accordance with bid specifications, contract documents and any special instructions prepared in connection with complete lawn and grounds maintenance service per summary of work in bid specifications for New Beginnings Schools Foundation. Contractor shall provide and furnish all the labor, materials, necessary equipment and services required to perform and complete in a satisfactory manner all work required in said contract.
2. The Contractor shall be paid for completion of all work identified in the contract specifications. New Beginnings Schools Foundation expects services to be rendered at least 26 times per year for the contract period. The contract period is as follows “Beginning July 1, 2017 and ending June 30, 2018. Payments shall be made on a monthly basis upon submittal of an invoice for services rendered.
3. The Contractor is required to furnish the Owner original certificates of Insurance for Workers’ Compensation, General Liability and Automobile Liability. New Beginnings Schools Foundation must be listed as additionally insured. General Liability and Auto Insurance minimum coverage is \$500,000 per incident. Certificates of Insurance must have a 30 day notice of cancellation.
4. No oral changes will be allowed or made. The contract can only be changed by an agreement in writing signed by both the OWNER and the CONTRACTOR. CONTRACTOR shall not be entitled to an increase in Contract price or an extension of contract time in respect to any work performed that is not required by the Contract Documents as amended, modified and supplemented by one or more of the following:
5. Termination of Contract may be initiated by NBSF with 30 day written notice.
6. This contract is bid specifications for Pierre A. Capdau at Avery Alexander, Medard H. Nelson, and Lake Area New Tech Early College High School.

Scope of Services

Your proposal is expected to cover the following services:

Service	Description	Per Cut	Monthly	Quarterly	Bi-annual	Annually
<i>Mowing</i>	cut all lawns to a height of 2-3"	X				
<i>Trimming</i>	Trim around all fixed objects including, buildings, trees, beds, signs, trim all areas	X				
<i>Edging</i>	edge a 1"	X				
<i>Trash Pickup</i>	remove all trash from beds and lawns each	X				
<i>Weed Control</i>	prevent, remove and control weeds mechanically or chemically on entire school		X			
<i>Fertilization</i>	fertilize all lawns and beds and trees in accordance with species needs and agricultural best practice				X	
<i>Garden Bed Maintenance</i>	Maintain bed configurations; maintain a trenched edge or cleared boarder; prevent, remove and control weeds; mulch annually,		X			
<i>Trees Care</i>	Trim branches 18" from building, maintain 7' canopy, remove dead/dying branches, deep root water as needed, mulch annually			X		
<i>Shrubs Care</i>	Trim 18" from building, maintain shape, inspect for health, fertilize and water as necessary			X		
<i>Mulching</i>	Mulch all mulched beds and trees					X

Approximate Lawn Acreages:

Schoo	Capdau	Nelson	GT	Lake Area
Approximate Acreage	4	4.25	3.5	4

Expected Service Schedule (subject to change based upon weather and other conditions)

Month(s)	Number of Services
January-February & November-December	2
March-May	3
June-September	4

Submittal Letter/General Proposal Requirements

Applicants shall submit a cover letter, which provides an overview of his or her offer and qualifications, and well as the name, title, and phone number of the person to whom the CEO may direct questions concerning the proposal.

The proposal should include the following:

1. A completed Certification Statement (Schedule A).
2. Detail of firm's estimated budgeted hours for your services and total yearly costs.
3. A minimum of (3) references including names and contact information that can attest to the Consultant's skills in the areas outlined above under Scope of Services.
4. Furnish standard billing rates for New Beginnings of professional personnel should additional work be required outside the original scope of service provision.
5. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our Lawn and Grounds Maintenance is the best decision we could make.

Evaluation of Proposals/Criteria

All proposals will be reviewed and evaluated to determine compliance with requirements as specified in the RFP. The evaluation of each response will be based on its overall competence, compliance, format, organization, taking into consideration the evaluation criteria below:

Criteria	Maximum Score
1. Staffing Qualifications (staff prior experience, licenses, professional achievements) (experience in public school districts and charter schools)	20
2. Proposed Marketing Plan/strategy	25
3. Proposed Fees (cost effectiveness/efficiency)	40
4. Organization (Vendor capacity, shared commitment, business integrity and reputation in the industry)	10
5. Firm is a DBE/MBE entity	5
Total	100

Schedule A

CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. Identify the Contact name and fill in the information below: (Print Clearly):

Date: _____

Official Contact Name: _____

E-mail Address: _____

Phone Number with area code: (_____) _____

Address: _____

City: _____ State: _____ Zip: _____

Proposer certifies that the above information is true and grants permission to the State or Agencies to contact the above named person or otherwise verify the information I have provided.

By its submission of this proposal and authorized signature below, proposer certifies that:

- (1) The information contained in its response to this RFP is accurate;
- (2) Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
- (3) Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
- (4) Proposer's quote is valid for at least one year from the date of proposer's signature below
- (5) Proposer understands that if selected as the successful proposer, he/she will have ten (10) business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

