



REQUEST FOR LAWN CARE & LANDSCAPING PROPOSAL FOR GOOD NEWS OUTREACH, INC.

Good News Outreach, Inc. (GNO), is seeking proposals from qualified lawn care professionals to preform lawn care and landscaping maintenance for the entire GNO property called Maryland Oaks Crossing (MOC), which is 5.5 acres of land with multi-family housing located in the 3100 block of Bicycle Road, Tallahassee, FL 32304.

GNO is a nonprofit organization with a 501(c) 3 tax status serving Leon County. GNO was established in 1986. GNO offers programs to reduce recidivism, hunger, homelessness, and isolation through uplifting and collaborative efforts in the Big Bend region. For more information and a description of our major program services, visit our web site at www.goodnewsoutreach.org. The administrative office of GNO is located at 606 W. 4th Avenue, Tallahassee, FL 32303.

Scope of Work

A. Mowing: Contractor shall mow the grass two times per month, or as weather permits, to maintain an appropriate even height for the type of grass and season to ensure a well-manicured and healthy appearance. Mowing outside of the normal operating season shall only be conducted if necessary to maintain a well-manicured appearance.

B. Edging: Contractor shall edge all tree rings, plant beds, buildings, sidewalks, fences, driveways, parking lots, playground boxes and other surfaced areas bordered by grass with each mow.

C. Trimming: Contractor shall trim weeds and/or grass around all street signs, lamp posts, fences, and any other obstructions to maintain a well-manicured appearance.

D. Bed Maintenance: The Contractor shall provide maintenance of all plant beds continuously throughout the contract period, being kept free and clear of all weeds. (This excludes raised garden boxes used by children on playgrounds except when occasionally requested by GNO).

E. Pruning: Contractor shall prune shrubs and trees as needed. Flowering trees and shrubs shall not be pruned while in bloom or at times when pruning will inhibit blooming. All trees or shrubs in parking area or near walkways will be trimmed to ensure the tree/shrub does not impede parking or walking.



F. **Leaf Removal:** Contractor shall remove leaves during the fall and winter until trees have dropped all foliage. Leaves shall be removed from the property and discarded in an offsite landfill.

G. **Decks/Caged Areas:** The area between decks and buildings and within cages shall be kept free of vegetation

H. **Clean-up and Trash Removal:**

1. The Contractor shall ensure all sidewalks, curbs, decks, ramps, driveways/roadways, and ground level cement/asphalt surfaces are blown free of clippings, dirt, and debris immediately after each mowing.
2. The Contractor shall remove all debris associated with the lawn maintenance during each visit.
3. **Clippings shall not be swept, blown, or otherwise disposed of in sewer drains, under the manufactured homes or off to the side or road of the property is strictly prohibited.**

I. **Other services as Needed (Billed Separately):**

1. Cutting & Removal of Tree Limbs.
2. Fertilization: All grass turf areas shall seeded and fertilized as needed to ensure healthy turf.
3. Mulching: A new layer of mulch shall be added to all mulched areas annually. All mulched beds shall be maintained free of vegetation and within in the defined area. Mulch should be maintained at a depth of six (6) to eight (8) inches. Occasionally, areas requiring mulch may be purchased in small quantities by GNO and coordinated with the Contractor for delivery and spreading. All wood framing around bed line edges shall be trenched to help contain the applied mulch.

Service Times

Services shall only be performed at MOC from 7:00am (Sunrise) until 7:00pm (Sunset) Monday through Saturday.



Contract Period

The initial contract period shall be from May 1, 2024 through May 1, 2025. GNO has the option to renew the contract on an annual basis for up to two additional years with the Contractor.

Personnel and Equipment

The Contractor shall designate, hire, and dismiss the personnel and provide all equipment necessary for the performance of the contract.

Insurance

The Contractor shall maintain General Liability Insurance from an insurance company to cover bodily injury and/or property damage directly due to the negligence of the Contractor, his agents or his employees. The Contractor shall also maintain Worker's Compensation Insurance, as required by the laws of Florida.

General Indemnity

The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify GNO, 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 GNO or others sustained or alleged 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 by GNO or GNO officials (including the Executive Director, the Board of Directors, as well as GNO employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against GNO or GNO officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outline above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

Pricing

The Contractor warrants that the pricing stated herein shall remain firm for a period of one (1) year from the first day of the contract period. Pricing shall include all charges that may be imposed in fulfilling the standard services outlined under this Proposal (A through H, above) less any in-kind contributions made by the Contractor.



Payment Terms

Payment terms are NET 30 days following receipt of correct invoice. *Invoices must be submitted electronically* to: invoice@goodnewsoutreach.org.

Evaluation Criteria

GNO, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. Bids will be evaluated using an internal evaluation process. Contract awards will be based on a combination of experience, the bidder's operational capacity, in-kind contribution, and price. The lowest price may not always receive the contract award. The final decision will be based on what is in the best interest of GNO to ensure GNO that quality workmanship is performed to achieve maximum results. GNO reserves the right to make independent investigations as to the qualifications of the Contractor. Such investigations may include contacting existing customers. GNO reserves the right to accept or reject any and all 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 GNO.

Proposal Information

A. Proposals will be received by GNO until Monday, April 8, 2024 at 12:00 pm (Eastern Time). Proposals may be submitted by email only at invoice@goodnewsoutreach.org.

B. Each bidder must submit a proposal including:

1. Completed in entirety the Vendor Profile and Certification (form attached)
2. Proposal – including the *total monthly* price for the performance of these services
3. Proof of General Liability insurance
4. Proof of Worker's Compensation insurance

Notification of Award

The successful Contractor will be notified in writing within fifteen (15) working days of this award.

Termination

Either party reserves the right to terminate the awarded contract with or without cause by notifying the other in writing 30 days prior to the termination date. Written notice of termination must be sent via certified U. S. mail to the last known address of the recipient.

If you have questions, please contact Cheval Breggins at 850-692-3301 or invoice@goodnewsoutreach.org prior to the Monday, April 8, 2024 at 12:00 pm (Eastern Time) proposal deadline.



Faith in Action Since 1986

Contact person: Cheval Breggins
Executive Director
850-692-3301
invoice@goodnewsoutreach.org

Proposal submission: E-Mail To invoice@goodnewsoutreach.org

Submission Deadline: Monday, April 8, 2024 at 12:00 pm (Eastern Time)



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VENDOR PROFILE & CERTIFICATION

1. Business Name: _____

2. Business Owner(s) Name: _____

3. Business Address:

Physical Address: _____ _____ _____	Mailing Address (if different) _____ _____ _____
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4. Business Telephone: _____ Cell: _____

6. Email address: _____

7. Company Structure (corporation, partnership, sole proprietorship): _____

8. Primary Business Purpose: _____

9. Years in Business: _____ Federal Tax ID Number: _____

11. References – list at least three (3)

Customer	Main Contact Person	Telephone No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

PROPOSAL

Please submit one (1) total bid amount to perform the services in this RFP. The bid must include all work specified in the RFP at the MOC location.

The total bid amount for this project (including in-kind) is \$_____ per month

The total in-kind contribution (if any) included in the amount above is \$_____ per month

By submitting this Certification and Proposal, I certify that I received and reviewed a copy of the RFP and accept of all terms, conditions, and specifications set forth in the RFP.