



RurAL CAP
Rural Alaska Community Action Program, Inc.

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REQUEST FOR PROPOSAL (RFP)

RurAL CAP-SH-25-R-009

Supportive Housing Lawn Care Services

Prepared By: Darrel Behymer, CPP
Date: 05/12/2024

REQUEST FOR PROPOSAL

SUBMISSION DEADLINE: May 21, 2022 at 4:00 PM

QUESTION SUBMISSION DEADLINE: May 19 2022 at 4:00 PM

PRE-BID INSPECTION OF THE FACILITY IS NOT SCHEDULED: Bidders may visit sites personally for measurements and verifications.

BID LOCATION: North Anchorage varies sites, shown in section 3 of the bid.

Questions may be submitted in written form no later than to:

RFP Contact Name: Chris Griffith

Telephone Number: (907) 868-4618

Email Address: cgriffith@ruralcap.org

INTRODUCTION

Rural Alaska Community Action Program, Inc. (RurAL CAP) Facilities and Project Manager, Chris Griffith, is requesting proposals from qualified licensed to do business in Alaska. Enclosed is pertinent information for use in preparing your bid. This information will be used as a guide in the preparation of any subsequent contract. Bids must be received via email to dbehymmer@ruralcap.org by 4:00 PM on **May 21**. All bids must include the reference on email subject, " Supportive Housing Cleaning Services RFP," and addressed to Darrel Behymer, CPP. Bids received after the deadline specified above will be accepted. All questions regarding this bid request must be emailed prior to **May 19** at 4 pm (Alaska Standard Time). Responses to questions will be sent to all parties who have received bid packages, and proposals and who have registered their email address. To register your email, email Darrel Behymer, CPP.

One (1) copy of your proposal is required for submission to RurAL CAP

RurAL CAP reserves the right to reject any and all bids and waive informalities in procedures.

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SECTION 1: GENERAL INFORMATION

The Rural Alaska Community Action Program (RurAL CAP) is soliciting proposals for Lawn Care Services in multiple locations for our supportive housing projects. This is a year to year contract up to three one-year extension based upon good review and pricing.

The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 3.

Preparation Costs & Fees

RurAL CAP shall not be responsible for bid preparation costs, nor for costs including attorney's fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked bidder and/or award of a contract and/or rejection of bids. By submitting a bid each bidder agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2: RULES GOVERNING COMPETITION

2.1 Examination of Bids

Bidders are encouraged to thoroughly review the complete RFP package prior to preparing and submitting a response.

2.2 Confidentiality and Public Information

2.3 The content of all bids will be kept confidential. A letter will be released to each vendor who submitted their bid if it has been accepted or not after the review committee has completed.

2.4 Proposal Format

Bids are expected to be brief and specifically address the criteria listed under the scope of work.

2.5 Signature Requirements All bids must be signed.

2.6 Bid Submission

Bids shall be emailed to dbehymmer@ruralcap.org

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2.7 News Releases

News releases pertaining to any award that may result from the RFP shall not be made without prior written approval of the RurAL CAP CEO.

2.8 Disposition of Bids

All materials submitted in response to this RFP shall become the property of RurAL CAP. The original shall be retained for the official file and will become a public record after the award of the Contract or Contracts.

2.9 Modifications/Withdrawal of Proposals

A respondent may withdraw a bid at any time prior to the final submission date by sending a written notification of its withdrawal and signed by an agent authorized to represent the respondent. The respondent may thereafter submit a new or modified bid prior to the final submission date. Modifications offered in any other matter, oral or written, will not be considered. A final bid cannot be changed or withdrawn after the time designated for receipt except for modifications requested by RurAL CAP after the date of receipt.

2.10 Oral Change/ Interpretation

No oral change or interpretation of any provision contained in this RFP is valid.

2.11 Late Submissions

Bids received after the RFP deadline (date and time) will not be considered and will be returned unopened after the recommendation of award.

2.12 Rejection of Proposals

RurAL CAP reserves the right to reject any or all bids if determined to be in the best interest of RurAL CAP.

2.13 Equal Employment Opportunity Reporting Requirements

The successful bidder may be required to execute and return EEO reporting forms if required.

2.14 License and Insurance Requirements

The successful bidder is required to provide, with the bid, a current Alaska Business License, Proof of Liability Insurance, Workers Compensation Insurance and other required federal, state or local licenses. Please review attached Schedule A, this covers RurAL CAP's insurance requirements to consider while submitting your bid.

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SECTION 3.0: SCOPE OF WORK

Rural CAP is soliciting lawn care quotes for multiple sites. At each address, we are requesting an estimate to cut grass and trim on a weekly bases.

Please quote a price to mulch grass or haul away clippings.

As an additional line item please quote a cost to do a mid-season lime and fertilizer and a Fall cost for lime and fertilizer.

Please note that all Rural Cap vendors will be required to provide a w9, Business license, and Certificate of insurance. Rural CAP's policy is net 30 on all invoices. Rural Cap will initiate a signed contract with the winning bidder. Rural Cap payment method will be direct deposit or mailed checks. Rural Cap does not allow vendors to pick checks up in person.

Properties by Location

All listed properties are in the North Anchorage area. Some of the green belt areas on these properties are broken with driveways and parking lots. Some properties the green belt areas are very small.

LOCATION :	Services:
525 & 535 N Bragaw St., Anchorage, AK 99508	Weekly lawn mowing and trimming. Price per bag to remove clippings.
324 North Park Anchorage, Ak 99508	Weekly lawn mowing and trimming. Price per bag to remove clippings.
702 North Park Anchorage, Ak 99508	Weekly lawn mowing and trimming. Price per bag to remove clippings.
3201, 3209 & 3145 Tarwater Ave., Anchorage, AK 99508	Weekly lawn mowing and trimming. Price per bag to remove clippings.
1905 E 4 th Ave Anchorage, AK 99501	Weekly lawn mowing and trimming. Price per bag to remove clippings.
1255 E 11 th Ave., Anchorage, AK 99501	Weekly lawn mowing and trimming. Price per bag to remove clippings.
325 E 3 rd Ave Anchorage, Ak 99501	Weekly lawn mowing and trimming. Price per bag to remove clippings. Ave: work area located in the fenced area to the rear of the building (east side of building)
100 DAVIS Anchorage, AK 99508	Weekly lawn mowing and trimming. Price per bag to remove clippings.
400 North Lane Anchorage, AK 99508	Weekly lawn mowing and trimming. Price per bag to remove clippings.
3726 Peterkin Street Anchorage, AK 99508	Weekly lawn mowing and trimming. Price per bag to remove clippings.
207 Muldoon Road Anchorage, AK 99504	Weekly lawn mowing and trimming. Price per bag to remove clippings.

SECTION 4.0: PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform and expedited review process and ensure the maximum degree of comparability, it is required that the bids be organized in the manner specified. Bids shall not exceed 5 pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated or scored. One page shall be interpreted as one side of single-lined, typed, 8 1/2" x 11" paper.

4.1 Title Page

Show the bid name **Supportive Housing Lawn Care Services**, bidders name, company name if applicable, address, telephone number, and date.

4.2 Table of Contents

Clearly identify the materials by section and page number.

4.3 Letter of Transmittal (limited to 1 page)

- Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified.
- Give the name of the person who is authorized to make representations for your company if applicable, their titles, address, and telephone numbers.

4.4 Proven Experience

The bidder must describe their experience as described under the scope of work. Please include

- Specific or specialized training or qualifications
- Include 3 references (name, phone number and/or e-mail address)

4.7 Proposed Fee Schedule/Costs/Budget Limits

Bids must be accompanied by a fee schedule for services described under this scope of work. The bid should clearly state the RFP name and company name.

4.8 Attachments

- A copy of your business license
- A copy of your Certificate of insurance (see Attachment A on our minimum insurance requirements)

SECTION 5.0: EVALUATION & SELECTION PROCESS

5.1 Criteria

The criteria that will be considered during evaluations, and the associated point values, are as follows:

Monthly fee schedule/costs	55 points
Meeting the requirements of the RFP	20 points
Proven Experience	20 points
References	5 points
Total	100 Points

5.2 Evaluation Process

A committee of RurAL CAP staff will evaluate and rank all bids received prior to the deadline.

Oral interviews are not expected to be used in the selection of the successful bidder however, RurAL CAP reserves the right to interview the highest ranked bidder if deemed necessary.

5.3 Selection Process

The highest ranked bidder may be invited to enter final contract negotiations with RurAL CAP for the purposes of contract award. If an agreement cannot be reached, the second highest bidder may be contacted for negotiations. RurAL CAP reserves the right to terminate negotiations with any bidder should it be in RurAL CAP's. RurAL CAP reserves the right to reject any and all bids submitted.

Appendix A

Schedule A INSURANCE & INDEMNIFICATION

CONTRACTOR shall comply with the provisions herein entitled, Schedule A Insurance & Indemnification. CONTRACTOR, at its sole cost, shall purchase and maintain the required insurance with coverages, endorsements, waivers, and limits as described therein.

All insurance shall be maintained continuously during the life of the Contract. CONTRACTOR shall furnish to Rural Alaska Community Action Program (RurAL CAP), certificates showing the type, amount, class of operation, effective dates and dates of expiration of policies. Such evidence is to be provided by CONTRACTOR to RurAL CAP no less than ten (10) days prior to CONTRACTOR commencing work. It is understood and agreed that RurAL CAP shall be entitled to notification at least 30 days prior to the expiration of such policies. Failure by CONTRACTOR to maintain insurance coverage as agreed shall be a material breach of this Contract and will result in termination of this Contract. Certificates shall be addressed to: Rural Alaska Community Action Program (RurAL CAP).

RurAL CAP shall not be required to confirm that CONTRACTOR has provided evidence of coverage and/or renewals and no waiver by RurAL CAP of any of CONTRACTOR's obligations pursuant to this or any other provision of this Contract shall occur or be inferred or implied by any failure of RurAL CAP to insist upon strict performance of this or any other section of this Contract.

All insurance required to be maintained by CONTRACTOR shall be primary to any and all insurance (including self-insurance) obtained or maintained by, or otherwise available to RurAL CAP and all policies shall be endorsed accordingly. RurAL CAP's insurance shall not be called upon to contribute or participate with CONTRACTOR's insurance on any basis.

Except for Worker's Compensation and Professional Liability, each and every insurance policy required of CONTRACTOR shall include an insurer's waiver of subrogation rights in favor of RurAL CAP. Each and every insurance policy required of CONTRACTOR shall be endorsed to name RurAL CAP as Additional Insured with respect to liability arising out of CONTRACTOR's operations and/or its services hereunder.

In the event the terms of the current Contract and this Schedule A conflict, the terms of the contract shall control.

Insurance Type and Limit Requirements:

- Workers Compensation for not less than \$ 500,000.00 per occurrence
- Commercial General Liability not less than \$ 1,000,000.00 per occurrence
- Automobile Liability Insurance not less than \$ 1,000,000.00 per occurrence for bodily injury and property damage