

Request for Quotes
LTTS Charter School, dba., Universal Academy
Lawn Care Services

Questions may be directed to:
Nate McLaughlin
nate.mclaughlin@universalacademy.com

Responses Due:

Friday, July 31st, 2020 by 4 pm CST

Your quote may be mailed or delivered to:
Universal Academy
2616 N. MacArthur Blvd.,
Irving, TX 75062

Or may be submitted by email to:
nate.mclaughlin@universalacademy.com

Introduction

This RFQ is being issued by LTTS Charter School, dba., Universal Academy to solicit quotes for lawn care services at 1001 E. Sandy Lake Rd, Coppell, TX 75019 and 2616 N. MacArthur Blvd., Irving, TX 75062.

Founded in 1998, Universal Academy is a vibrant learning community of approximately 2,400 students from 9 cultures, backgrounds and nationalities in grades prekindergarten through 12. Well-known for its award-winning programs, Universal Academy is a complete school of choice and is the only public school or charter school in the State of Texas currently including the Cambridge Curriculum in its academic arsenal. Additionally, students participate in learning opportunities in the classroom, on the stage, on the playing field and with local colleges and universities, as well as with non-profit and community groups, private schools and government agencies.

Universal Academy may award this RFQ to multiple contractors, splitting out the services, awarding multiple categories to one contractor, or awarding contracts in one category to multiple contractors. Contracts are to be for one year, with the option to extend for two one-year periods, if so desired by both parties. A contract for a service does not guarantee that the vendor will receive any or all work of this nature as needed by the awarding entities. Specifications regarding each of the categories are included in this RFQ.

Companies with demonstrated experience in these areas are invited to respond to this RFQ. Universal Academy encourages participation by MBE/WBE and low-income businesses. Nothing in this RFQ shall be construed to create any legal obligation on the part of Universal Academy, or any respondents. Universal Academy reserves the right, in their sole discretion, to amend, suspend, terminate, or reissue this RFQ in whole or in part, at any stage. In no event shall Universal Academy be liable to respondents for any cost or damages incurred in connection with the RFQ process, including but not limited to, any and all costs of preparing a response to this RFQ or any other costs incurred in reliance on this RFQ. No respondent shall be entitled to repayment from Universal Academy for any costs, expenses or fees related to this RFQ. All supporting documentation submitted in response to this RFQ will become the property of Universal Academy. Respondents may withdraw their interest in the RFQ, in writing, at any point in time.

Term of Contract

Contracts awarded under this RFQ shall be for a period of one year, with the option to extend for up to two one-year periods.

Scope of Work

Lawn Mowing-Weekly

LAWN MOWING: This weekly mowing plan will include up to 28 visits per season. Visits will include mowing, line trimming and blowing each occurrence. This will include areas around the main building, the lawn to the north and all irrigated areas.

Lawn Mowing-Bi-Weekly

LAWN MOWING: This Bi-Weekly mowing plan will include up to 14 visits per season. Visits will include mowing, line trimming and blowing each occurrence. This will include mowing the overflow parking area and the pass, south down Riverview Dr to the end of the property.

Garden Bed Maintenance

GARDEN BED MAINTENANCE: This maintenance plan will include up to 2 scheduled visits per season, preferably in June and September. Maintenance will include the removal of weeds from the flower beds by hand and cultivate the soil if necessary, the pick up of seasonal trash or debris if necessary. Spent flowers on perennials will be deadheaded as necessary during these visits

Shrub and Tree Pruning

SHRUB PRUNING: This plan will include up to 2 visits per season. It includes pruning and shaping of all shrubbery so they appear in a neat and healthy condition. All suckering and volunteer tree/saplings will be removed. All trimming will be picked up and disposed of off site.

Lawn Care Program- Irrigated Lawn

LAWN CARE PROGRAM: This plan will include up to 4 visits per season, spring, late spring/early summer, mid-summer and fall timeframes. All visits will include broadleaf weed control and/or crabgrass control as necessary and fertilizer application.

Lawn Care Program- Non-Irrigated Lawn

LAWN CARE PROGRAM: This plan will include up to 2 visits per season. Spring visit will include fertilizer and crabgrass/broadleaf weed control as necessary. Fall visit will include fertilizer application and broadleaf weed control as necessary.

Irrigation Services

IRRIGATION SERVICE: This plan will include up to 2 visits per season. 1) Irrigation start-up will include activation of the irrigation system, testing of all valves, heads, nozzles and watering systems and making all necessary adjustments. Winterization to include the removal of water from the valves, lines and PVB with compressed air and turning off water source.

Proposal Requirements

Please provide the following along with quote:

1. Pricing schedule. Applicant may provide quote on any or all line items shown.
2. Years of experience and detailed qualifications in performing the services quoting. Please provide number of full-time, part-time, and seasonal employees relating to services quoted. Include independent contractors, if applicable. Include at least three references for services quoted, including contact information.
3. A description of services to be sub-contracted, if any.
4. A description of capacity to complete services being quoted. This should include a listing of equipment owned/leased to provide services per the scope of work above.
5. Evidence of current liability, workers comp, and automotive insurance. Insurance must meet the minimum requirements of the Universal Academy's purchasing policies to be considered for award: \$1,000,000 for general liability, \$500,000 for worker's comp, and \$500,000 automotive.

The contract will be awarded to the contractor who has met all proposal requirements and demonstrates ability to fulfill requested workload. Final awarded contractor will be required to

have a foreman schedule a on-site visit and walk through. This is to insure that a clear understanding of the grounds, gardens and mow areas can be established.

LAWN CARE SERVICES RFQ PRICING SCHEDULE

LAWN CARE SERVICES

Land Bank weekly mowing \$_____

This is a price per season at Riverview Launch up to 28 visits.

Land Bank bi-weekly mowing \$_____

This is a price per season at Riverview Launch up to 14 visits.

Garden Bed Maintenance \$_____

This is a price per season for up to 2 visits at Riverview Launch.

Shrub and Tree Pruning \$_____

This is a price for up to 2 visits at Riverview Launch.

Lawn Care Program-irrigated lawn \$_____

This is a price for up to 4 visits including spring, early summer, mid-summer and fall fertilizer and weed control when necessary.

Lawn Care Program- non irrigated lawn \$_____

This is a price for up 2 visits including spring and fall fertilizing and weed control when necessary.

Irrigation Service \$_____