



REQUEST FOR PROPOSAL  
FOR  
LAWN MAINTENANCE SERVICES  
AT VARIOUS LOCATIONS

Issued By:

New Community Development Corporation D.B.A. NeighborWorks® Omaha  
1701 North 24<sup>th</sup> Street, Suite 102  
Omaha, NE 68110  
(402) 451-2939 (Phone)  
(402) 451-2595 (Fax)  
Website: [www.nwomaha.org](http://www.nwomaha.org)

Date Issued: March 25, 2010



New Community Development Corporation D.B.A. NeighborWorks® Omaha is issuing a Request for Proposal (RFP) for lawn maintenance services for various locations.

A copy of the Request for Proposal may be obtained at the NeighborWorks® Omaha office located at 1701 North 24<sup>th</sup> Street, Suite 102, Omaha, NE 68110 or via the NeighborWorks® Omaha website at [www.nwomaha.org](http://www.nwomaha.org)

Contractor will deliver one (1) original RFP to the following address:

**NeighborWorks® Omaha  
1701 North 24<sup>th</sup> Street, Suite 102  
Omaha, NE 68110**

Office hours are 9:00 am to 5:00 pm, Monday through Thursday and 9:00 am to 3:00 pm, Friday, excluding holidays.

**Proposal Due Date and Time**

**5:00 pm on Monday, April 26, 2010**

Proposals received after the above cited date and time will be considered late and are not acceptable.

- Please make sure the envelope or package is marked "**LAWN MAINTENANCE SERVICES RFP**".
- Please direct questions regarding this RFP to Gloria Kellum at (402) 451-2939.

Thank you for your interest



**A. INTRODUCTION:**

The Board of Directors of New Community Development Corporation D.B.A. NeighborWorks® Omaha hereinafter called "NWO" is soliciting estimates for lawn maintenance services at various locations. All properties are located in NWO's service area. A detailed list of the property addresses is included in this REQUEST FOR PROPOSAL document.

**B. PURPOSE OF PROPOSAL:**

NWO has various locations requiring lawn maintenance services.

**C. PROPOSAL TERMS:**

NWO reserves the right to reject any and all proposals received as a result of the RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, and other factors which NWO may consider. NWO does not intend to award the contract fully on the basis of any response made to the proposal; NWO reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet NWO's specifications and needs.

Proposals must be signed by an official authorized to bind the Contractor to its provisions for at least a period of 60 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFPs may be adjusted to allow for revisions. The entire proposal document with any amendments should be returned in **triplicate**. To be considered, original proposal and two copies must be at the NWO office on or before the date and time specified.

Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed by the person signing the proposal.

The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at NWO to the mutually agreed to date of contract.

**D. PROPOSAL SPECIFICATIONS:**

The proposal should include all of the following information:

1. Contractor's qualifications, years in business, experience in providing the level and type of service specified in the proposal.
2. At least three (3) current references of lawn maintenance agreements covering similar services listed in the proposal. Include company name, contact name and phone number.

**E. STANDARD PROVISIONS FOR CONTRACTS**

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions that will become a part of any formal agreement. These provisions are general principles that apply to all contractors of service to NWO such as the following:

**F. REPORTING OF CONTRACTOR**

The Contractor is to report to the Deputy Director of NWO and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

All reports made in connection with these services are subject to review and final approval by NWO.

NWO reserves the right to inspect the Contractor's activities during the term of this contract.

#### **G. PERSONNEL**

The Contractor will provide the required services personally and will not subcontract or assign the services without the approval of NWO's written approval.

The Contractor will not hire any NWO employee for any of the required services without NWO's written approval.

The parties agree that the Contractor is neither an employee nor an agent of NWO for any purpose.

#### **H. INDEMNIFICATION AGREEMENT**

The Contractor will protect, defend and indemnify NWO, its officers, agents, servants, volunteers and employees for any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of NWO in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of Contractor, any sub-contractor, or any employee, agent or representative of the Contractor or any subcontractor.

#### **I. INSURANCE REQUIREMENTS**

All insurance (Worker's Compensation, Comprehensive General Liability, and/or Automobile) shall be maintained at the expense of the Contractor during the term of this contract.

#### **J. COMPLIANCE WITH LAWS AND REGULATIONS**

The Contractor will comply with all federal, state and local regulations.

#### **K. INTEREST OF CONTRACTOR AND NEIGHBORWORKS® OMAHA**

The Contractor promises that it has no interest which would conflict with the performance of services required by the contract. The Contractor also promises that, in the performance of this contract, no officer, agency, employee of NWO, or member of its governing bodies, may participate in any decision relating to this contract which effects his/her personal interest or interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or has any personal or pecuniary interest.

#### **L. CONTINGENT FEES**

The Contractor promises that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this contract, and that it is not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, NWO may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

#### **M. EQUAL EMPLOYMENT OPPORTUNITY**

The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion or political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operations of business).

**N. OWNERSHIP OF DOCUMENTS AND PUBLICATION**

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the service, the Contractor will be responsible for any loss of or damage to the documents which they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by NWO.

**O. ASSIGNS & SUCCESSORS**

This contract is binding on NWO and the Contractor, their successors and assigns. Neither NWO nor the Contractor will assign or transfer its interest in this Contract without the written consent of the other.

**P. TERMINATION OF CONTRACT**

Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

**Q. PAYROLL TAXES**

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect NWO against such liability.

**R. PRACTICE AND ETHICS**

The parties will conform to the code of ethics of their respective national professional associations.

**S. CHANGES IN SCOPE OR SCHEDULE OF SERVICES**

Changes due to the sale or the purchase of properties will be incorporated into this contract by written amendments signed by both parties.

**T. EXTENT OF CONTRACT**

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

**U. TERMS AND CONDITIONS**

Award: NWO reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price (See "Low Bid" following), quality of service, the Contractors' qualifications and capabilities to provide the specified service, and other factors which NWO may consider.

NWO does not intend to award a contract fully on the basis of response made to the proposal; NWO reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed best to meet NWO's specifications and needs.

Low Bid: Low Bid will be determined by response given on the Bid Sheet to the lowest total bidder or awards may be issued based on the lowest bid per location. NWO reserves the right to reject low bids, to waive irregularities and/or informalities in any bid, and to make the award in a manner deemed in the best interest of NWO.

Term of Contract: The term of the contract will be for **May 15, 2010 through October 31, 2010 or the first snow fall within the contract date (whichever comes first)**.

**V. EVALUATION CRITERIA:**

The proposal will be evaluated and ranked according to the following criteria:

1. Experience
2. Work performance (references will be checked)
3. Capacity to perform, including but not limited to staffing level, and adequacy of resources and equipment

**W. GENERAL SPECIFICATIONS**

Specifications for lawn mowing must include the following:

1. Grass to be mowed bi-weekly during the term of the contract.
2. Clippings to be blown off drives and walkways.
3. Trimming around all obstacles as needed.
4. Edging of curbs, drives, and walks.
5. Litter to be removed from lawn prior to mowing.
6. Direction of mowing pattern to be altered on a regular basis to avoid worn spots.

**BID SHEETS**

Pricing is per cut, within the term of this contract. Price should include all General Specifications listed above. Total is the combine cost of each service area.

**LONG SCHOOL SERVICE AREA**

ADDRESS	LEGAL DESCRIPTION	BID AMOUNT
2606 PATRICK AVENUE	PATRICKS ADD LT 13, BLK 3	\$
2102 NORTH 26 STREET	PATRICKS ADD LT 14, BLK 3	\$
1915 NORTH 27 STREET	PARKERS ADD LT 7, BLK 4 S 34 ½ FT LT 6	\$
2010 NORTH 24 STREET	LONG SCHOOL ADD LT 1, BLK 0	\$
2014 NORTH 24 STREET	LONG SCHOOL ADD LT 2, BLK 0	\$
2018 NORTH 24 STREET	LONG SCHOOL ADD LT 3, BLK 0	\$
2022 NORTH 24 STREET	LONG SCHOOL ADD LT 4, BLK 0	\$
2026 NORTH 24 STREET	LONG SCHOOL ADD LT 5, BLK 0	\$
2030 NORTH 24 STREET	LONG SCHOOL ADD LT 6, BLK 0	\$
2034 NORTH 24 STREET	LONG SCHOOL ADD LT 7, BLK 0	\$
2038 NORTH 24 STREET	LONG SCHOOL ADD LT 8, BLK 0	\$
2042 NORTH 24 STREET	LONG SCHOOL ADD LT 9, BLK 0	\$
2046 NORTH 24 STREET	LONG SCHOOL ADD LT 10, BLK 0	\$
	LONG SCHOOL ADD LT OLA, BLK 0	\$
	LONG SCHOOL ADD LT OLB, BLK 0	\$
1521 NORTH 25 STREET		\$
<b>TOTAL BID LONG SCHOOL SERVICE AREA</b>		\$

**SALEM VILLAGE II SERVICE AREA**

ADDRESS	LEGAL DESCRIPTION	BID AMOUNT
3523 OHIO STREET	OMAHA VIEW LT H, BLK 16	\$
3524 LAKE STREET	OMAHA VIEW LT I, BLK 16	\$
3454 LAKE STREET	OMAHA VIEW LT 2, BLK 16	\$
<b>TOTAL BID SALEM VILLAGE II SERVICE AREA</b>		\$

**MIAMI HEIGHTS SERVICE AREA**

ADDRESS	LEGAL DESCRIPTION	BID AMOUNT
3111 MIAMI STREET	OMAHA VIEW LT 4 BLK 7	\$
3115 MIAMI STREET	OMAHA VIEW LT 5 BLK 7	\$
3236 MIAMI STREET	OMAHA VIEW LT 11 BLK 9	\$
3234 MIAMI STREET	OMAHA VIEW LT 12 BLK 9	\$
3309 MIAMI STREET	OMAHA VIEW LT 2 BLK 14	\$
2606 NORTH 33 STREET	OMAHA VIEW LT 24 BLK 14 S 40 N 80 FT LTS 23 & 24	\$
2524 NORTH 33 STREET	OMAHA VIEW LT 2 BLK 15	\$
3214 LAKE STREET	OMAHA VIEW EXT LT 17 BLK 22	\$
3210 LAKE STREET	OMAHA VIEW EXT LT 18 BLK 22	\$
3206 LAKE STREET	OMAHA VIEW EXT LT 19 BLK 22	\$
3202 LAKE STREET	OMAHA VIEW EXT LT 20 BLK 22	\$
3136 LAKE STREET	OMAHA VIEW EXT LT 12 BLK 23	\$
3233 OHIO STREET	OMAHA VIEW EXT REP 1 LT 1 BLK 0	\$
2710 NORTH 32 STREET	MIAMI HEIGHTS REP 2 LT 2 BLK 0	\$
3230 MIAMI STREET	MIAMI HEIGHT LT 3 BLK 0	\$
2606 NORTH 32 STREET	MIAMI HEIGHTS LT 8 BLK 0	\$
2621 NORTH 32 STREET	MIAMI HEIGHTS LT 12 BLK 0	\$
3126 OHIO STREET	MIAMI HEIGHTS LOT 16 BLK 0	\$
<b>TOTAL BID MIAMI HEIGHTS SERVICE AREA</b>		<b>\$</b>

**OTHER REAL ESTATE**

ADDRESS	LEGAL DESCRIPTION	BID AMOUNT
3205 LINCOLN BLVD		\$
5118 N. 40 <sup>TH</sup> STREET		\$
TOTAL BID OTHER REAL ESTATE		\$

