

LITTLE DIXIE COMMUNITY ACTION AGENCY, INC.

Request for Proposal-RFP

Lawn Mowing Services

3/8/2021

This Request for Proposal (RFP) is meant to provide evaluation of LDCAA's mowing service.

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PURPOSE

Little Dixie Community Action Agency, Inc. (LDCAA) is hereby requesting proposals from qualified businesses for lawn mowing services. These services are being requested for LDCAA properties for **1 Base Year (2021) and 1 Option year (2022)** based upon performance. Properties are located within LDCAA's service area of Choctaw, McCurtain, and Pushmataha Counties of Oklahoma. This RFP document is intended to assist businesses in the preparation of a proposal of services for LDCAA.

BACKGROUND

LDCAA is a nonprofit 501(c)(3) corporation founded in 1968 that has successfully maintained community service operations in an effort to alleviate poverty since its incorporation.

POINT OF CONTACT

Johnny Moffitt Associate Director jrmoffitt@littledixie.org
Little Dixie CAA, Inc.
209 North 4th Street, Hugo, OK 74743
Tel. (580) 326-3351

TIMETABLE

- | | |
|---|-------------------------|
| • Issue RFP | March 8, 2021 |
| • Closing for receipt of proposals | March 29, 2021 (3:00pm) |
| • Anticipated Award Date | March 31, 2021 |
| • Approximate implementation start date | April 1, 2021 |

AMENDMENT TO THE RFP

LDCAA reserves the right to amend the RFP at any time. If the amendment occurs after the closing date for receipt of proposals, the agency may, in its sole discretion, allow potential contractors to amend their proposals in response to the amendment.

SUBMISSION OF PROPOSALS

Proposals should be submitted in written format, via email, mail, or drop off to:

Ensure to mark the address as:

Little Dixie CAA, Inc.
Johnny Moffitt, Associate Director
Lawn Mowing Proposal
209 North 4th Street
Hugo, OK 74743

Tel. 580 326 3351

Email Address: jrmoffitt@littledixie.org

Proposals should be received by March 29, 2021 at 3:00 p.m.

COSTS OF PREPARING PROPOSALS

The costs of preparation and delivery of the proposal are solely the responsibility of the submitting lawn mowing business.

SELECTION AND EVALUATION PROCESS

The proposals will be evaluated using the following considerations:

- Cost that is most advantageous to LDCAA
- Ability to provide responsive services as required
- Amount of experience of responder (3 years or more of commercial mowing experience preferred)
- Work References
- Other Factors To Be Considered

FORMAT OF RESPONSES

Submit responses on the Official Price Proposal Sheets provided (Attachment A) along with Work References (Attachment B), (Attachment C) Other Factors To Be Considered for evaluation about your mowing business that you feel sets you apart from your competitors and (Attachment D) Vendor Packet.

LDCAA reserves the right to either award a contract without further negotiation with the successful bidder or to negotiate contract terms with the selected contractor in the best interest of LDCAA.

OFFICIAL PROPOSAL FORMS TO RETURN FOR CONSIDERATION

- Attachment A – Property & Price Proposal Sheets
- Attachment B - Work References
- Attachment C- Other Factors To Be Considered
- Attachment D- Vendor Packet

SCOPE OF WORK

Work will be performed at a minimum as specified on the price proposal sheets (Attachment A) per location during the growing season. The need for lawn services are anticipated to run from April 1st through September 30th, depending on seasonal conditions. The remainder of the year will be mowed as-needed, per Little Dixie CAA request.

Some properties listed on the bid form, Little Dixie reserves the right to maintain lawn services upon request only, i.e. rehab lots, spec houses, vacant lots, etc. These properties will be removed from the list at the discretion of Becky Reynolds, Executive Director and/or the Program Director.

Proposal price on each property shall include the cost of mowing, weeding eating around and/or in fence rows; edging along sidewalks; cutting hedges on properties; picking up and removing trash from lawns; blowing and/or sweeping sidewalks to remove any grass clipping and/or other

debris resulting from mowing/edging as well as removing grass clippings from lawns when necessary.

Contractor selection will not be based solely on the lowest price but rather a multiple of components including price, responsiveness to proposal requirements, years of experience, and responsibility of potential contractor. This means that bid selection will be made by determining the best overall value to LDCAA. Best overall value is determined by comparison of bid pricing, reference, past awards, past performance, work experience and ensuring that bidder is not currently on a state, federal or LDCAA's disbarment list.

Little Dixie review and decision process to awards contracts could take up to 7 days.

Proposals may be submitted on any one single location, multiple locations, and/or all locations. Little Dixie Community Action Agency, Inc. reserves the right to refuse any/all proposals and/or award bids to multiple bidders.

If you have any questions regarding this solicitation, you may contact Johnny Moffitt at 580-326-3351.

Little Dixie Community Action Agency, Inc. expects all of its subcontractors, suppliers and vendors to comply with all of their applicable obligations under Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 or any other law requiring equal opportunity for disabled persons, and other protected veterans. Further, the equal employment opportunity clauses set forth in 41 CFR § 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR § 60-741.5(a) are hereby incorporated by reference into all of the transactions between our companies.

CONTRACT TERMS AND CONDITIONS

The contract LDCAA expects to award as a result of this RFP will be based upon this solicitation and proposals submitted by the successful mowing business. The agency reserves the right to either award a contract without further negotiation with the successful mowing business or to negotiate contract terms with the selected mowing business in the best interest of LDCAA.

LDCAA anticipates that the duration of any resulting contract for services will be for a period of 2 years from implementation. This will consist of 1 Base Year (2021) and 1 option year (2022) with continuance based upon work performance.

- Contractor and its employees must complete and pass a state and federal background check prior to receiving a contract.
- Contractor must carry General Liability Insurance that protects LDCAA from any liability for damages to person or property caused by the contractor.
- Contractor must carry Workers Compensation Insurance or provide at their own cost a Certificate of Non-Coverage Qualification.