

REQUEST FOR PROPOSALS



Request for Proposals

Lawn and Landscape Maintenance Services

DEADLINE: Monday, July 31, 2017

Noon (Local Time)

Estero Fire Rescue

Request for Proposals for Lawn and Landscape Maintenance Services

Estero Fire Rescue (District) invites qualified individuals or companies to submit a proposal for Lawn and Landscape Maintenance for all facilities the District operates in the Estero area.

Bid Title: Lawn and Landscape Maintenance Services

Send Proposals To: Estero Fire Rescue
21500 Three Oaks Parkway
Estero, Fl. 33928
ATTN: Lina Hayden , Administrative Assistant

Due Date & Time: Monday, July 31, 2017 at Noon

Contact Information: Lina Hayden
Administrative Assistant
239-390-8000
hayden@esterofire.org

TO ALL INTERESTED PARTIES:

Estero Fire Rescue (District) is requesting proposals from qualified individuals or companies for Lawn and Landscape Maintenance. Term will begin October 1, 2017, and ending September 30, 2020. The District reserves the right to reject any and all proposals, to waive any irregularities and to re-advertise for additional proposals.

The Fire District shall not be liable for any costs, fees or expenses incurred by any bidders in responding to this Request for Proposals (RFP) or any subsequent inquiries or presentation relating to a response.

Any questions regarding this RFP should be directed to Lina Hayden, Administrative Assistant, whose contact information is listed above.

SUBMISSION OF PROPOSALS:

In order to be considered, interested parties must submit one (1) original and three (3) additional hard copies of the proposal by mail or hand delivery in a sealed package, clearly marked as “Lawn and Landscape Maintenance Services” attention to Lina Hayden, Administrative Assistant at the

appropriate address provided below such that it is received by the District no later than **Noon on Monday, July 31, 2017.**

By Mail:
Estero Fire Rescue
21500 Three Oaks Parkway
Estero, Fl. 33928

Hand Delivery (M-TH 8:00-5:00)
Estero Fire Rescue
21500 Three Oaks Parkway
Estero, Fl. 33928

It will be the sole responsibility of the Bidder to ensure that his or her bid reaches the District prior to the stated time and date. Any proposals received after the stated time and date will not be considered. Arrangements shall be made for the return of the unopened proposals at the bidder's request and expense. **Faxed and e-mailed bids will not be accepted.**

Proposals should be prepared simply and economically. Providing a straightforward, concise delineation of the proposing firm's capabilities to satisfy the requirements of the RFP. The District has the right to reject any and all proposals in its sole discretion. The District is not bound to choose the lowest bid if in the District's opinion it does not meet the District's needs.

OPENING OF PROPOSALS:

All qualified proposals will be opened at 21500 Three Oaks Parkway, Estero, Fl. at 8:00 a.m. on Tuesday, August 1, 2017.

SCOPE OF WORK:

Landscaping, Lawn Maintenance, Irrigation and Shrub Trimming. The term of agreement with the most qualified bidder will begin October 1, 2017 and ending September 30, 2020. After contract expires, work can continue month to month and can be cancelled by either party.

The services detailed below are those services expected to be provided by the selected individual or company pertaining to Lawn and Landscape Maintenance. Each station listed below is to be quoted with a separate price:

Station #41: 9631 County Rd, Estero, Fl.33928

Station #42: 8005 Sweetwater Dr., Estero, Fl. 33928

Station #43/Administration: 21500 Three Oaks Parkway, Estero, Fl. 33928

Station #44: 21300 Firehouse Lane, Estero, Fl. 33928

- a. Mowing shall be performed in a manner consistent with landscape maintenance industry standards that ensure smooth surface appearance without scalping or leaving any missed uncut grass.

- b. All litter and debris is to be removed from turf prior to mowing
- c. All pathways will be blown clear of any litter and debris with each mowing.
- d. Mowing may not occur in any area when weather or conditions will result in damaged turf or uneven cuttings. If damages occur under these circumstances, turf will be replaced at the Bidders expense.
- e. Weed control applied to every mulch bed
- f. Pre-Approval required for any and all repairs greater than \$100.00. Bidders shall submit a price list of general parts and labor cost.
- g. Bidder is in understanding and agrees that any sprinkler head, rotor and any other irrigation system element that is broken or damaged by the bidder, their employees or subcontractors will be replaced at the Bidders expense.
- h. Wet checks are to be done monthly
- i. Maintenance of shrubs to be done quarterly, which includes but not limited to, the removal of dead and/or broken branches, suckers, or sprouts or branches that may hang over walkways, grow through fences or obscure roadway visions.
- j. *Friday/Saturday is the preferred* day of the week for maintenance at Station 43/Administration Building located at 21500 Three Oaks Parkway. Bidder shall indicate whether or not they can honor preference.

It is **required** that all Bidders inspect the locations and equipment to be serviced prior to submission of the bid. Submission of one's bid is evidence that the Bidder has familiarized himself/herself with the nature and extent of the work and any conditions that may, in any manner, affect the scope of the work and/or materials required. To schedule a walk-through of the grounds, please contact Division Chief Ed Dwyer at 239-390-8000.

DESCRIPTION OF THE FIRE DISTRICT:

From the Estero Bay to the Collier County Line, the Estero Fire Rescue (EFR) district services portions of the Village of Estero, the City of Bonita Springs and unincorporated Lee County. The District is an Independent Special Fire Control District. That covers 56 square miles.

In 1964, a group of citizens formally established the "Estero Volunteer Fire Company, No1". In 1976, the Florida Legislative created a special district, "The Estero Fire Protection and Rescue

Service District”. This provided the ability to adequately fund the operation, hire firefighters and purchase equipment.

In 1997, the Florida Legislature adopted Florida Statutes, Chapter 191, “Independent Special Fire Control District.” The legislation was extremely valuable to Independent Special Fire Control Districts by clarifying their role of providing services in Florida and specifying their authority. The new legislation also required the codification and re-enactment of all Independent Special Fire Control District charters by December 1, 2004. In June 2000, Governor Jeb Bush signed into law F.S. Chapter 2000-437, re-enacting “Estero Fire Rescue”.

The Fire Chief is employed by a Board consisting of five (5) Commissioners and serves as the District’s Administrator, as well as the Director of Operations. The Fire Chief is supplemented by staffing of an Assistant Chief, Human Resources Director, Finance Manager, Fire Marshal and a Public Relations Manager.

The Fire District’s fiscal year begins on October 1 and ends on September 30. Budgets are adopted annually and follow established adoption guidelines as outlined in Florida Statutes. All expenditures are controlled in accordance with written policies and procedures.

PROPOSAL INSTRUCTIONS:

The proposal submitted by the Bidder must be typed and be presented in the format provided below and must clearly show the bidders response in the appropriate designated section. Failure to follow this directive will cause the proposal to be deemed unresponsive and it will be rejected from any further consideration. Bidder should submit one (1) original and three (3) additional hard copies of the proposal.

All proposals must include the following requested information in the appropriate sections as defined below:

A. Section 1- Introduction- Company Information

- a. Name of bidding firm and name of representative submitting the bid. Include all contact information.
- b. The number of employees and field crews operated by the firm
- c. Bidder to supply name and number for the account supervisor.

B. Section 2- Company Experience

- a. Provide an overview of the firm, include how long it has been in operation and where.
- b. A list of five (5) commercial accounts, include contact name and number.

C. Section 3- Licenses and Certificates

- a. Copy of the bidders Lee County occupational license.
- c. Evidence of good standing, in the form of a current certificate from the Florida Department of State and the name of a responsible officer of the entity must be provided if business entity is a corporation or partnership.

D. Section 4- Insurance

- a. The firm shall furnish Proof of General Liability Insurance, minimum of 1 million, Workers' Compensation Insurance, and Comprehensive Automobile Liability Insurance. The coverage is to remain in effect at all times during the contract period.
- b. Selected Bidder shall resubmit updated Certificate of Liability (COL) annually.
- c. COL shall list Estero Fire Rescue as the insured party.

E. Section 5- Annual Price of Requested Services

- a. Station 41- 8631 County Road, Estero, Fl. 33928
- b. Station 42- 8005 Sweetwater Drive, Estero, Fl. 33928
- c. Station 43/Administration- 21500 Three Oaks Parkway, Estero, Fl. 33928
- d. Station 44- 21300 Firehouse Lane, Estero, Fl. 33928

F. Section 6- Complete Service Contract

- a. Bidders shall submit a complete service contract.

EVALUATION PROCEDURES:

All qualified proposals will be opened Tuesday, August 1, 2017 at 8:00 a.m. The bid shall be awarded to the most qualified to provide the work specified and who can produce evidence that they have established a satisfactory record of performance for a reasonable period of time, equipment and organization to insure that they can satisfactorily execute the services awarded a contract under the terms and conditions stated herein.

Failure on the part of the Bidder to comply with the conditions, terms, specifications and requirement of the bid shall be just cause for the cancellation of the bid award.

Estero Fire Rescue Board of Fire Commissioners has the final authority to approve any agreement or contract.