

## REQUEST FOR PROPOSAL

### **PART 1: INTRODUCTION AND INSTRUCTIONS**

#### **PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

Utah Community Action (UCA) is seeking competitive proposals for a Lawn Care program at 11 locations throughout Salt Lake and Tooele Counties. The purpose of this document is to provide detailed required specifications and to establish the basis for an agreement between UCA and the provider.

#### **AGENCY BACKGROUND**

Utah Community Action's mission is to empower individuals, strengthen families and build communities through self-sufficiency and education programs. Utah Community Action is a multi-faceted agency that helps low-income individuals and families overcome barriers to self-sufficiency. The agency has approximately 600 employees and annual revenues of approximately \$35M.

Utah Community Action helps remove these barriers through six core programs:

**Adult Education** – Helps adults with low- to moderate-income levels get access to courses and certifications that can help them work toward self-sufficiency.

**Head Start** – Provides education and health services to young children who would otherwise not be prepared for kindergarten.

**HEAT** – Helps struggling households pay their utility bills. Both yearly application and emergency need services are available.

**Case Management & Housing** – Through deposit and emergency rental assistance, landlord-tenant mediation, homelessness services, and holistic case management, our Case Management, and Housing Program help clients to obtain and maintain safe, stable, and affordable housing.

**Nutrition** – Helps feed households in need, provides meals for Head Start classrooms, and offers educational programs to teach better eating habits.

**Weatherization** – Helps low-income households reduce energy costs and increase comfort and safety in their homes.

Utah Community Action complies with the required federal regulations on procurement, as outlined in the Uniform Guidance 2 CFR Part 200. Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by UCA to utilize small and minority-owned businesses, women's business enterprises, and labor surplus area firms when possible. A firm qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201, Subsector 541512) by having average annual receipts for the last three fiscal years not exceeding \$27.5 million.

## **PROPOSAL SUBMISSIONS REQUIREMENTS**

By submitting a proposal, Interested Parties acknowledge and agree that the scope of work and evaluation process outlined herein are fair, equitable, and understood. Interested Parties further acknowledge that they have read this RFP, along with any attached or referenced documents.

All costs incurred by Interested Parties in the preparation and submission of a proposal, including any costs incurred during interviews, presentations, or demonstrations are the responsibility of the Interested Parties and will not be reimbursed. Proposals must be itemized by location and services.

Proposals must be received by February 4, 2022. Proposals received after the deadline will not be accepted. Proposals can be submitted via hard copy or electronic copy to the address provided below under Submission Instructions and Contact Information. Any proposal not meeting the requirements of this RFP may be rejected. All materials submitted will become the property of Utah Community Action.

### **Right to Reject**

UCA reserves the right to reject any proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

### **Right to Award Contract to Multiple Contractors**

UCA reserves the right to divide the contract up and award it to multiple contractors.

### **Small and/or Minority-Owned Businesses**

Efforts will be made by UCA to utilize small businesses and minority-owned businesses. An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

### **Insurance Requirements**

Worker's Compensation - With Utah Community Action listed as the certificate holder

Commercial General Liability - General Liability insurance in the minimum amount of \$1,000,000.00 Combined Single Limit per occurrence for bodily injury, personal injury, and property damage including, but not limited to, coverage for premises/operations, independent contractors, contractual liability, products, and completed operations. Utah Community Action must be listed as a certificate holder.

Proposals must include proof of business license and insurance.

### **Regulations and Safe Conduct of Work**

The contractor shall plan and conduct the work to safeguard persons and property from injury. The contractor shall direct the performance of the work in compliance with reasonable safety and work practices and with applicable federal, state, and local laws, rules, and regulations, including but not limited to "Occupational Safety and Health Standards", including the wearing the required personal protective equipment as proposed by Utah Community Action reserves

the right to inspect the work and inspect the work to ensure compliance with reasonable and safe work practices and with the applicable federal, state, and local laws, rules, and regulations. Neither the requirement that Contractor follow said practices and applicable laws, rules, and regulations, nor adherence thereto by Contractor, shall relieve Contractor of the sole responsibility to maintain safe and efficient working conditions.

### **Relevant Project Experience**

Provide descriptions of at least one project that has been executed within the past five years. The projects described shall be similar in scope and complexity to the project described within this RFP. Please include at least the following:

- Project size (number of locations)
- Project tasks showing the scope of work
- Project owner with current address and telephone number

### **PROPOSAL KEY DATES**

|                                   |                             |
|-----------------------------------|-----------------------------|
| RFP Released                      | January 18, 2022            |
| Proposals Due                     | February 4, 2022 by 5:00 pm |
| Bidders Interviews (if necessary) | February 7, 2022            |
| Selection                         | February 11, 2022           |

Utah Community Action may request interviews or meetings with any of the proposers to clarify any proposals.

### **SUBMISSION INSTRUCTIONS AND CONTACT INFORMATION**

The preferred method of submitting your proposal is via electronic copy. If providing a hard copy, one (1) original and one (1) copy must be submitted before the deadline at the following address:

Utah Community Action  
Attn: Stacy Weight, CAO  
1307 South 900 West  
Salt Lake City, UT 84104

General Contact: Stacy Weight, Chief Administration Officer, [stacy.weight@utahca.org](mailto:stacy.weight@utahca.org)

### **PART 2: SCOPE OF SERVICES AND PROJECT REQUIREMENTS**

To ensure a competitive and consistent review process each proposal submitted should include the following items and be organized with the outline provided below:

#### **A. Letter of intent**

A letter outlining the general overview of the business information and individuals who will be involved in the RFP process. This letter should be a maximum of 1 page and identify the service and billing contact. It should also include a date through which the bid is valid (recommended 60 days).

## **B. Contract Terms**

All contracts must contain a 30-day escape clause.

The contract will begin immediately upon receipt of the signed contract and end on November 1, 2022, at which time both parties shall have the option to renew for an additional 1-year term.

The vendor will bill UCA after each month's services and invoices will be paid net 30 upon receipt of invoice by Utah Community Action.

The billing system must indicate the location, date, and type of service provided and the number of hours as well as all chemicals used.

## **Quality Control**

The contractor shall establish, implement and maintain a proactive quality management program. The Contractor's Quality Management Plan shall reflect and incorporate both quality control processes and quality assurance practices described in the technical proposal. The Contractor shall implement a quality control program to meet or exceed the performance standards in this contract. The Contractor's plan shall describe how the Contractor will utilize its quality control to optimize performance and customer service. The plan will address the following:

- Quality control system
- Responsible person(s);
- Methods and frequencies of inspections
- Follow-up procedures, early recognition, and correction of deficiencies.

## **C. Scope of Work**

All facilities must have lawns mowed and edged, flower beds weeded, and all trash picked up **weekly**. All sites that have artificial turf, as noted in Attachment A, require all leaves and other debris blown off of the turf area and all debris picked up and hauled away **weekly**.

Fertilizer with weed control, three times a year in the Spring, Summer, and Fall. Sprinkler start-up and blowouts in the Spring and the Fall. Each location will also need a fall cleanup that includes trimming trees, trimming bushes, and raking leaves. **Attachment A** includes a satellite view of all sites with artificial turf highlighted in Red, and lawn/flowerbeds marked in Blue. The bid must also include a contracted hourly rate for additional services (sprinkler repair, tree/shrub trimming, and additional landscaping needs) to be used as needed at the sites.

All locations serve children ages 0-5 Monday through Friday 7 am to 3 PM. No chemicals or fertilizers may be used during these hours. A schedule will be provided indicating the days and times children will not be on-site and chemicals or fertilizer may be applied. Any chemicals or fertilizers used must be approved in advance. The contractor can submit a request that

includes the chemical name and updated SDS sheet to [kaleb.call@utahca.org](mailto:kaleb.call@utahca.org) for approval.

| <b>Location</b> | <b>Address</b>                                       | <b>Lawns mowed and Artificial Turf blown off</b> | <b>Flower beds weeded</b> | <b>Fertilizer</b> | <b>Fall Cleanup</b> | <b>Start-up and blow-out</b> |
|-----------------|--|--|---------------------------|-------------------|---------------------|------------------------------|
| CCH Head Start  | 6447 W. 4100 S. West Valley City                     | Weekly   | Weekly                    | 3-times a year    | Annually            | Yes                          |
| Creek Side      | 254 Gregson Ave. (3020 S.) South Salt Lake City      | Weekly   | Weekly                    | 3-times a year    | Annually            | Yes                          |
| Grantsville     | 7 S Park Street. Grantsville                         | Weekly   | Weekly                    | 3-times a year    | Annually            | Yes                          |
| HJS Head Start  | 336 E. 3900 S. Millcreek                             | Weekly   | Weekly                    | 3-times a year    | Annually            | Yes                          |
| KECC            | 5242 South 4820 West. Kearns                         | Weekly   | Weekly                    | 3-times a year    | Annually            | Yes                          |
| JRR Head Start  | 1240N. American Beauty Dr. (1065 W.) North Salt Lake | Weekly   | Weekly                    | 3-times a year    | Annually            | Yes                          |
| Midvale         | 328 W 8000 S. Midvale                                | Weekly   | Weekly                    | 3-times a year    | Annually            | Yes                          |
| Noorda          | 5361 S. 4220 W. Kearns                               | Weekly   | Weekly                    | 3-times a year    | Annually            | Yes                          |
| Shriver         | 1307 S. 900 W. Salt Lake City                        | Weekly   | Weekly                    | 3-times a year    | Annually            | Yes                          |
| SSL Head Start  | 2825 S. 200 E. South Salt Lake City                  | Weekly   | Weekly                    | 3-times a year    | Annually            | Yes                          |
| Tooele          | 222 N Coleman. Tooele                                | Weekly   | Weekly                    | 3-times a year    | Annually            | Yes                          |

### **PART 3: SELECTION PROCESS**

Evaluation will be completed using a weighted scale with the specified factors below.

|                               |           |
|-------------------------------|-----------|
| Costs and Fees                | 65 points |
| Proven history/experience     | 30 points |
| Adherence to RFP instructions | 5 points  |

|       |            |
|-------|------------|
| Total | 100 points |
|-------|------------|

Selection will be made to the proposer who is the most advantageous to Utah Community Action based on the selection criteria outlined above. UCA reserves the right to not select any proposer. Following the closure of the RFP, all proposers will be notified of the selection.

#### **PART 4: WRITTEN QUESTIONS**

Questions regarding the RFP must be received in writing by January 24, 2022, by 5:00 pm. Questions can be submitted to Stacy Weight, CAO ([stacy.weight@utahca.org](mailto:stacy.weight@utahca.org)). All questions will be responded to in writing and may be made available to all proposers.



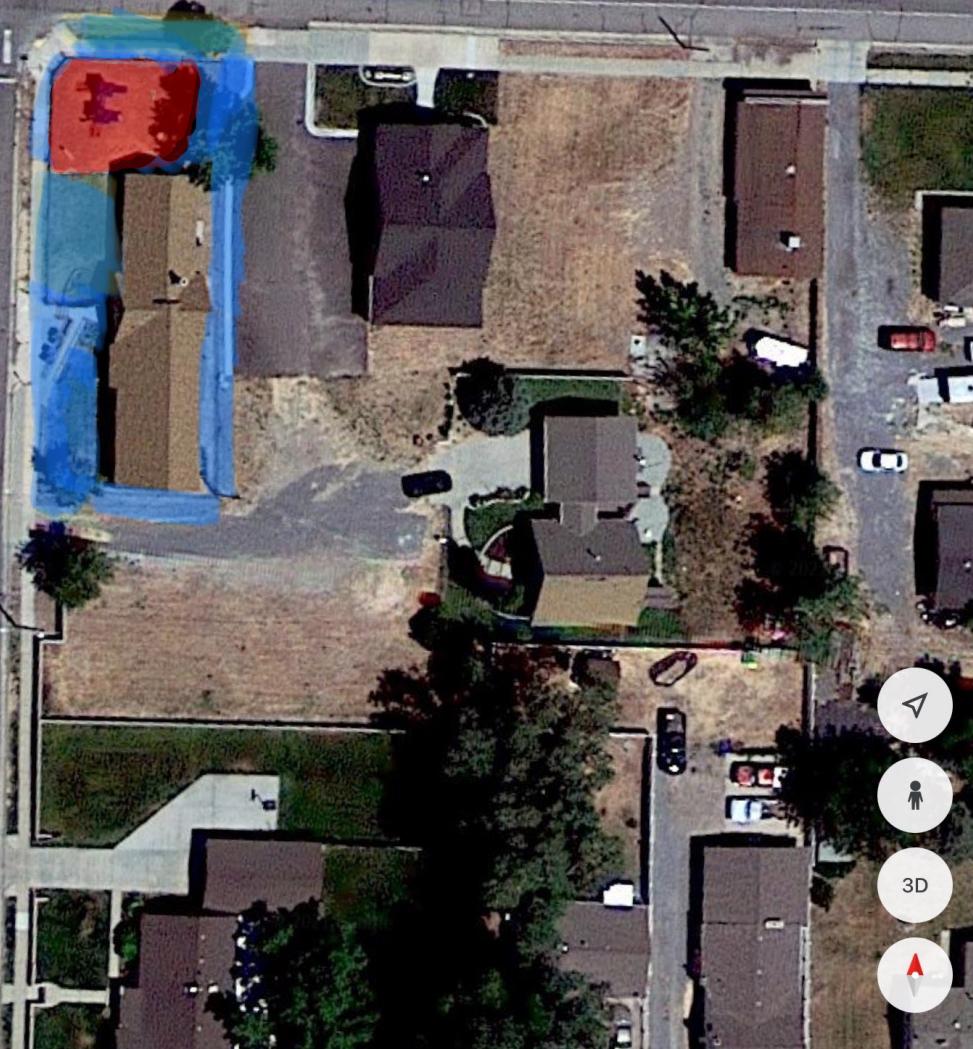
HJS-336 E 3900 S.  
Millcreek



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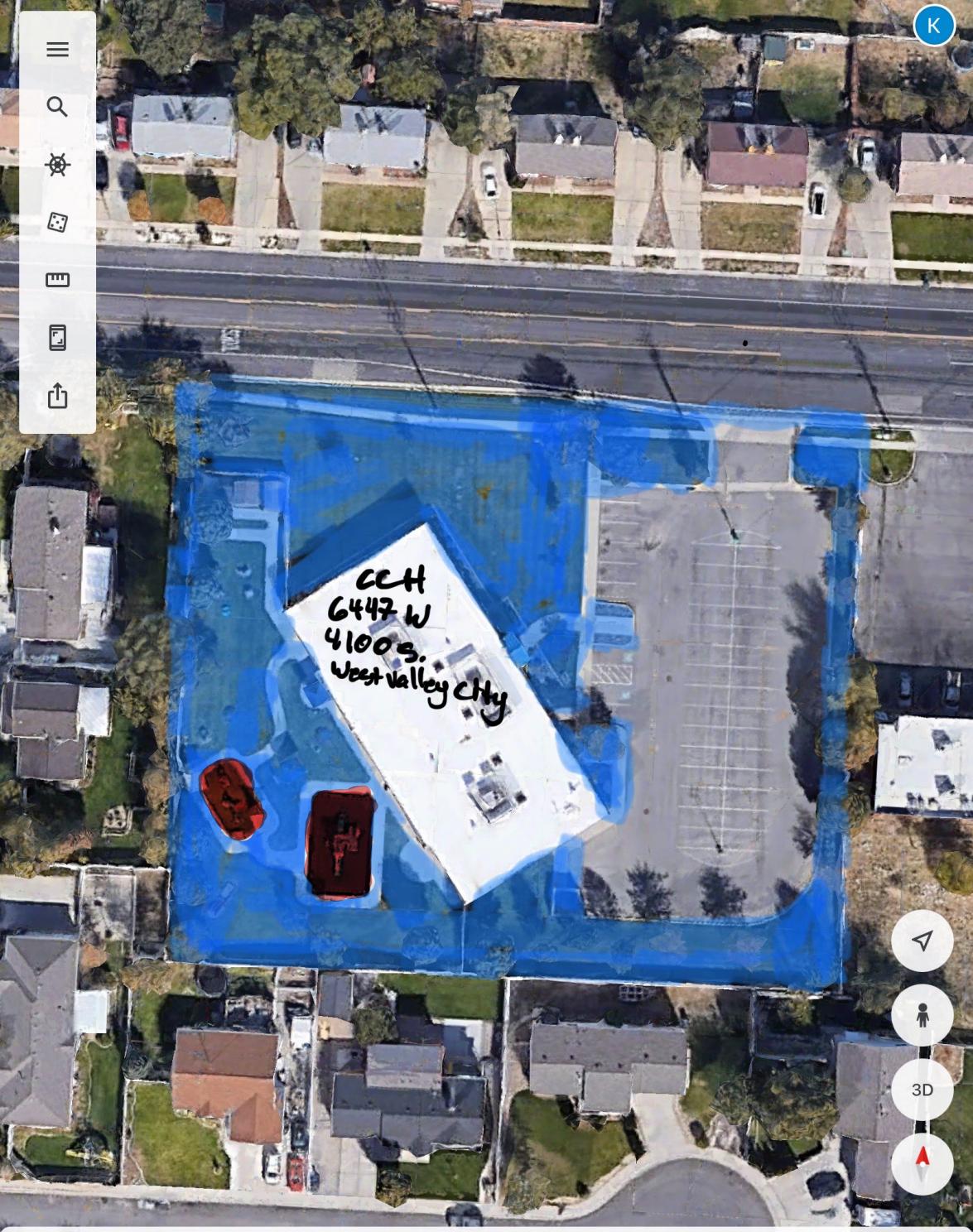


Grantsville  
75. Park St.  
Grantsville



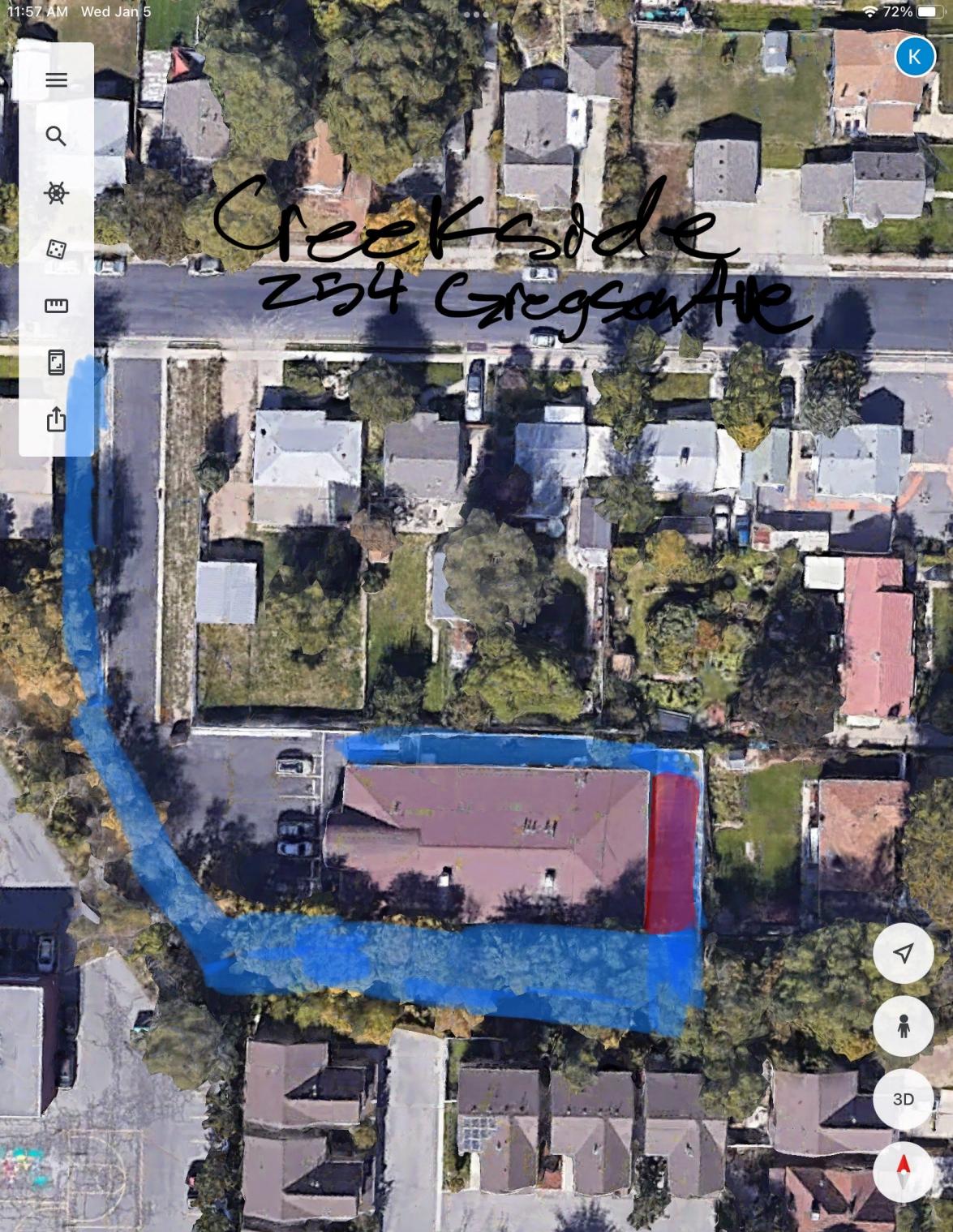
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Creekside  
254 Gregson Ave



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JRR-1240 N. American Beauty  
North Salt Lake

James R. Russell  
Headstart Program



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Kearns Headstart

Noorda  
5361 S. 4220 W  
Kearns

Paradise Childcare



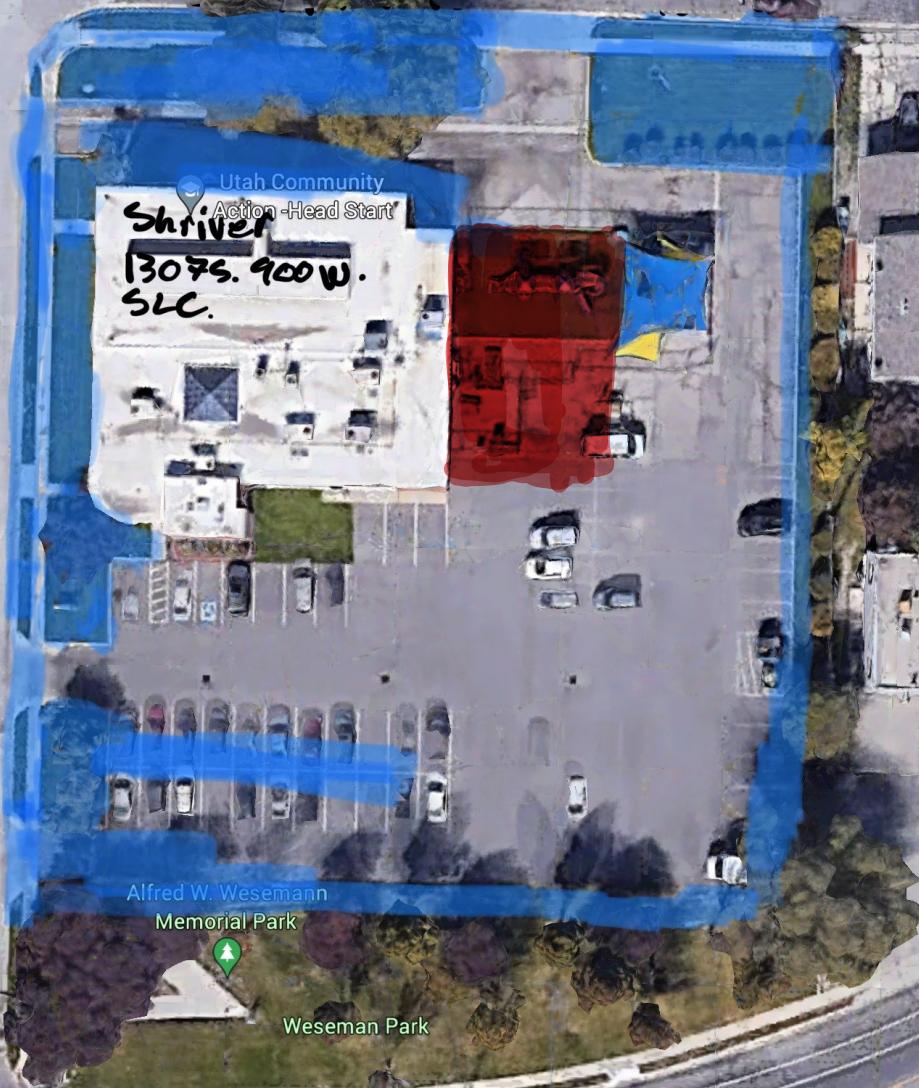
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Midvale  
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Head Start



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Tooele  
222 N. Coleman



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SSL  
2825 S 200 E  
South Salt Lake



3D

