



**Odyssey Charter School**  
Nurturing a Lifelong Love of Learning

*Dr. Nick T. Manolakos Headmaster*

# ODYSSEY CHARTER SCHOOL

## REQUEST FOR PROPOSAL

### LAWN CARE SERVICES BARLEY MILL PLAZA CAMPUS

RFP # OCS-2015-02

Issued: July 2, 2015

Date Due: July 20, 2015      Time: 9:00 AM

Building #20, Barley Mill Plaza  
4319 Lancaster Pike | Wilmington, DE 19805  
T: 302 994 6490 | F: 302 994 6915  
[www.odysseycharterschooldel.org](http://www.odysseycharterschooldel.org)



# Odyssey Charter School

Nurturing a Lifelong Love of Learning

Dr. Nick T. Manolakos *Headmaster*

Odyssey Charter School (OCS) is looking to procure professional lawn care services from a qualified vendor to maintain the area shown on Exhibit A – “OCS Barley Mill Plaza Campus Aerial View” and is issuing this Request for Proposal to obtain a proposal of delivered services and pricing from those suppliers capable of meeting OCS’s requirements.

All proposers should be aware that this project is highly visible to the students, parents and staff of our campus and OCS is looking for a partner that represents constant professionalism and consistent deliverables.

Deciding factors will be quality of workmanship, ease of doing business, experience, references, and price competitiveness.

Campus Site Visit: July 13, 2015 @ 9AM

Deadline for Questions: July 15, 2015

**PROPOSAL DUE DATE: July 20, 2015, 9:00 AM**

Proposals Must Be Delivered to:

Odyssey Charter School  
Attn: Jon Stewart, Facilities Manager  
4319 Lancaster Pike, Building 20  
Wilmington, DE 19805  
jon.stewart@odyssey.k12.de.us

Email submission also accepted by the due date and time above.

For information concerning the RFP process, schedule of activities, please direct questions to:

Jon Stewart  
Facilities Manager  
Odyssey Charter School  
4319 Lancaster Pike, Building 20  
Wilmington, DE 19805  
Telephone: (302) 994-6490 x 102  
Email: jon.stewart@odyssey.k12.de.us

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**Campus Location:**

Barley Mill Plaza located near the intersection of Center Road and Lancaster Pike. The OCS campus consists of six (6) buildings numbered 20, 21, 22, 23, 26, 27 and athletic fields.

The selected proposer of this Request for Proposal must be physically located within 30 miles from the Barley Mill Plaza campus. Use of a sub-contractor is prohibited.

Proposers can visit the OCS Campus to look over the lawn areas that will need to be maintained as noted in the site drawing (Exhibit "A"). OCS has set aside July 13<sup>th</sup>, 2015 to view the campus grounds. The campus tour will start at 9:00 AM in the front parking lot of building 23. One or more Proposers may be provided an opportunity to submit a "best and final" offer.

Any scope of work or condition stated in this RFP document shall be considered accepted by the provider unless specifically objected to by the provider. OCS may accept or reject provider's alternative proposals to this RFP. A proposal may be rejected if it is incomplete or conditional.

OCS reserves the right in awarding the contract to consider the competency, responsibility, and suitability of the Proposer, as well as the services to be provided. OCS further reserves the right to accept or reject any or all proposals, to waive any irregularities or informalities, and to award the contract in the best interest of the school.

OCS will review all proposals. The school reserves the right to cancel the selection process or the negotiations when a selection is made or at any time prior to entering into a formal written agreement with the provider.

**Submittal Requirements:**

The proposal shall be clear, concise and limited to no more than eight (8) pages. The title page accompanying the proposal shall be signed by the person or persons required and authorized to legally bind the firm to the proposal and shall specifically state that the firm shall complete all services set forth in the proposal within the proposed time limits to the satisfaction of OCS.

Each proposal must include a brief profile demonstrating an established, successful track record of past performance in providing services closely related to the requirements specified in this RFP. Explain the firm's experience with projects of similar size and scope, number of years in business, and history of the firm.

In addition, provide three current references the firm is currently providing services that are similar in total acreage of the OCS RFP.



### Scope of Work –

- A. The Contractor shall supply his/her own tools for maintaining his equipment.
- B. It shall be the obligation of the Contractor to monitor the OCS site to assure that all specifications are adhered to in every detail.
- C. All Contractor personnel shall present an appearance and dress as to not be offensive to the OCS staff, students, parents or visitors. Proper appearance and dress is defined as employees of the maintenance Contractor being fully clothed at all times during the maintenance operation to include the wearing of a uniform, consisting of a contractor's company shirt, trousers or shorts, and shoes.
- D. Any Contractor's employee(s) within OCS's building and/or on the grounds during OCS's working hours with objectionable appearance and/or dress will result in the contractor being notified. If future occurrences persist, this will be grounds for termination of the contract.
- E. Contractor will maintain on file with the Facilities Manager such necessary telephone numbers and/or other forms of contact so as to remain readily contactable at all times. It will also be his/her obligation to monitor conditions at all times so as to schedule necessary work without contact from OCS.
- F. The Contractor shall provide continuous supervision of all work embraced in the contract by a duly authorized and competent superintendent having experience in this type of work and who shall be acceptable to OCS.
- G. Grass cutting should be cut according to the schedule listed below:
  - a. Building 20                      Every 14 days
  - b. Building 21                      Every 30 days
  - c. Building 23                      Every 30 days
  - d. Building 22                      Every 14 days
  - e. Athletic Fields                  Every 7 days
  - f. Buildings 26 & 27                Every 30 days
  - g. Remote Parking Lot            Every 30 days
- H. OCS may, at their option, request additional or reduced grass cutting in between the scheduled cuts.
- I. Grass shall be cut at a length no less than 2.5" and a maximum height of 3.5"
- J. Grass clippings, if not bagged, should be thrown away or blown away from streets, driveways, flower beds, walkways etc.
- K. String trimming of curbs, poles, signs, flower beds, fences and any other area that a standard piece of lawn equipment would damage or be difficult to operate
- L. Debris shall be cleared from grass areas prior to cutting which includes broken branches, trash, garbage, etc.



- M. OCS reserves the right to remove Athletic Field from grass cutting schedule in the event the field is sponsored by an outside organization.
- N. Contractor shall maintain Comprehensive General Liability Insurance in the amount of \$1,000,000 per claim, \$3,000,000 aggregate and Combined Single Limit (Bodily Injury & Property and will provide OSC a certificate of insurance listing the school as the certificate holder.

**Lawn Care Cost Proposed:**

Proposer must price out the cost per mowing including any string trimming as necessary and clean up. Price to be broken down by area. OCS reserves the right to limit and or reduce grass cutting in a specific area due to pending building renovation, construction, lack or use, etc.

**August 1, 2015 to October 31, 2015:**

- A. Cost per Mowing: \$ \_\_\_\_\_ Building #20 – Entire perimeter
- B. Cost per Mowing: \$ \_\_\_\_\_ Building #21 – Front
- C. Cost per Mowing: \$ \_\_\_\_\_ Building #23 – Entire perimeter
- D. Cost per Mowing: \$ \_\_\_\_\_ Building #22 – Entire perimeter/courtyard
- E. Cost per Mowing: \$ \_\_\_\_\_ Athletic Fields
- F. Cost per Mowing: \$ \_\_\_\_\_ Building #26 & 27 – Entire perimeter and courtyard
- G. Cost per Mowing: \$ \_\_\_\_\_ Remote Parking Lot

**April 1, 2016 to October 31, 2016:**

- A. Cost per Mowing: \$ \_\_\_\_\_ Building #20 – Entire perimeter
- B. Cost per Mowing: \$ \_\_\_\_\_ Building #21 – Front
- C. Cost per Mowing: \$ \_\_\_\_\_ Building #23 – Entire perimeter
- D. Cost per Mowing: \$ \_\_\_\_\_ Building #22 – Entire perimeter/courtyard
- E. Cost per Mowing: \$ \_\_\_\_\_ Athletic Fields
- F. Cost per Mowing: \$ \_\_\_\_\_ Building #26 & 27 – Entire perimeter and courtyard
- G. Cost per Mowing: \$ \_\_\_\_\_ Remote Parking Lot

**April 1, 2017 to October 31, 2017:**

- A. Cost per Mowing: \$ \_\_\_\_\_ Building #20 – Entire perimeter
- B. Cost per Mowing: \$ \_\_\_\_\_ Building #21 – Front
- C. Cost per Mowing: \$ \_\_\_\_\_ Building #23 – Entire perimeter
- D. Cost per Mowing: \$ \_\_\_\_\_ Building #22 – Entire perimeter/courtyard
- E. Cost per Mowing: \$ \_\_\_\_\_ Athletic Fields
- F. Cost per Mowing: \$ \_\_\_\_\_ Building #26 & 27 – Entire perimeter and courtyard
- G. Cost per Mowing: \$ \_\_\_\_\_ Remote Parking Lot

**Term:** A minimum of a two (2) year agreement will be considered. OCS will have the option to terminate the agreement for convenience at any time with 60 days' written notice.





**Exhibit A - OCS Barley Mill Plaza Campus Aerial View**



- A – Building #20 – Entire perimeter
- B – Building #21 – Front
- C – Building #23 – Entire perimeter
- D – Building #22 – Entire perimeter and entire courtyard
- E – Athletic Fields
- F – Building #26 & 26 – Entire perimeter and courtyard between buildings.



G – Remote Parking Lot