

# NEW PRAIRIE UNITED SCHOOL CORPORATION LAPORTE/ST. JOSEPH COUNTIES, INDIANA

## REQUEST FOR LAWN MOWING SERVICES

**DUE DATE: 12:00 P.M. (NOON) CST, January 17, 2021**

Detailed Request for Proposal (RFP) information is available from the New Prairie United School Corporation Treasurer, 5327 N. Cougar Rd New Carlisle, IN 46552. This RFP is also available on the internet at [www.npusc.k12.in.us](http://www.npusc.k12.in.us). **The New Prairie United School Corporation (NPUSC) reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process.** Refer to NPUSC Board Policy 6320. The winning proposal will be evaluated and awarded based on principles of responsive and responsible bidding. This RFP does not obligate NPUSC to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate NPUSC to accept or contract for any expressed or implied services.

The successful vendor must comply with county, state, and federal equal opportunity requirements. The NPUSC is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, or disability.

Dated: December 10, 2021

To review all areas of the grounds and address any questions you might have please contact Mike Krivak at 574-993-3041

### **Section 1-General Information**

#### Introduction and Mandatory Requirements

The schools included in this RFP will be the Middle School, Prairie View, Rolling Prairie, and Olive. Submit a proposal for each school including the courtyard and bids will be reviewed per school. Please include a spring and fall clean up and an hourly rate for mulching, if needed.

Maps of the school property will be provided in the bid packet.

The NPUSC's expectation, upon completion of the RFP process, is to enter into a two year contract beginning March 1, 2022, with the option of extending the contract for one or more additional three-year periods pursuant to IC 5-12-11-2.5. The NPUSC expects to develop and/or maintain a collaborative relationship with the successful vendor for lawn mowing services

1. Taxes-New Prairie United School District is exempt from paying sales taxes. Exemption certificates will be provided upon request.
2. Withdrawal of bids-Any vendor may withdraw their bid at any time prior to the opening of the bids. All bids shall remain firm for acceptance for a period of 120 days beyond the bid opening.
3. Vendor Payment Policy and Procedures Payment-The successful bidder must submit an itemized invoice to NPUSC by the last day of the month when services are provided. Payment will be made within 30 days after receipt of an invoice for services provided during the prior month, upon inspection, satisfactory performance of the contract, and acceptance and approval by the NPUSC Board of School Trustees.
4. Smoking, the use of tobacco products or alcohol shall not be permitted on the school property at any time.
5. Firm prices-Prices quoted by the vendor shall be firm and not subject to increase during the term of any contractual agreement between NPUSC and the successful bidder as a result of this bid document.
6. Insurance requirements  
Vendor agrees, at its sole cost and expense, to purchase, prior to the commencement of services and maintain the following coverage in the minimum amounts indicated for the entire duration of the contract. All coverage shall be with insurance carriers licensed and admitted to do business in the state of Indiana. Proof of such insurance coverage shall be submitted upon successful awarding of the bid and at any time at the request of NPUSC.  
All sub-contracted vehicles must have drivers with valid drivers' licenses and insurance provided at the award of the bid.

**Commercial General Liability Insurance:** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit, Personal Injury, Bodily Injury and Property Damage.

**Workers' Compensation:** in accordance with all applicable Indiana laws  
Professional Liability coverage

**Motor Vehicle Liability:** If the vendor, or its employees, will use motor vehicles to satisfy its responsibilities under this contract, then the vendor must have a minimum of \$1,000,000 per occurrence combined single limit including coverage for hired or leased vehicles, and owned and non-owned vehicles with No-Fault coverage as required by law.

If such insurance is not in force, NPUSC may, at its option, terminate and cancel this contract.

## Public Records

Under Indiana State Law, any documents submitted in response to this RFP become a public record upon submission to NPUSC, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law.

### ***RFP Coordinator,***

Upon release of this RFP, all vendor communications concerning this request should be directed to the RFP Coordinator listed below. Unauthorized contact regarding this RFP with other NPUSC employees or elected/appointed officials may result in disqualification. Any oral communications will be considered unofficial and non-binding on NPUSC. The vendor should rely only on the written statements contained within this RFP or issued by the RFP coordinator. Questions regarding this RFP must be submitted in writing no later than December 20, 2021 to:

Ed Aikman / Director of Buildings and Grounds  
New Prairie United School Corporation  
E-mail: [edwardaikman@npusc.k12.in.us](mailto:edwardaikman@npusc.k12.in.us)  
Phone: 219-477-9698

### ***Amendments to the RFP***

The NPUSC reserves the right to request that any vendor clarify its proposal or supply any additional material deemed necessary to assist in the evaluation of a proposal. The NPUSC reserves the right to change the RFP due date or issue amendments to the RFP at any time. The NPUSC also reserves the right to cancel or reissue the RFP. The NPUSC reserves the right to reject any and all responses, to waive any irregularities and/or informalities in the selection process, to request clarification of information from any vendor and to effect any agreement deemed by the NPUSC to be in its best interest. The NPUSC will not reimburse any vendors for any costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews, if scheduled. Furthermore, this RFP does not obligate the NPSUC to accept or contract for any expressed or implied services. In the event of a material modification, vendors will be given an opportunity to modify their proposal in the specific areas affected by the modification.

Completed proposals shall be received at:

New Prairie United School Corporation  
Care of Director of Buildings and Grounds

5327 North Cougar Road  
New Carlisle, IN 46552

### ***Proposal Submission***

Six copies of any printed proposal must be received by the RFP Coordinator no later than due date and time set forth on the cover page of this RFP. Proposals received after the due date and time specified will not be accepted. Vendors accept all risks of late delivery of any mailed proposal regardless of fault. All proposals and accompanying documentation will become the property of NPUSC and will not be returned.

## **Section 2-RFP Response Elements**

### ***Specifications and fees***

The vendor shall submit responses and fees to the specifications listed on Attachment I.

Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirement of the request.

### ***Client References***

Vendor shall submit a minimum of three references (preferably from current public service and/or school clients) who can attest to the Vendor's experience as it relates to providing lawn mowing services. The references must include contact name, title, address, and phone number.

### ***Non-Collusion Certificate***

The proposal submitted for this RFP shall include a completed Non-Collusion Certificate. Non-Collusion certificate included in this packet.

## **Section 3-Evaluation Process**

Proposals will be evaluated by the New Prairie United School Corporation Superintendent and/or designee. Final award will be made by the NPUSC Board of School Trustees. Evaluations will be based on criteria outlined herein which may be weighted by NPUSC in a manner deemed appropriate. All proposals will be evaluated using the same criteria and weighting. The criteria will include:

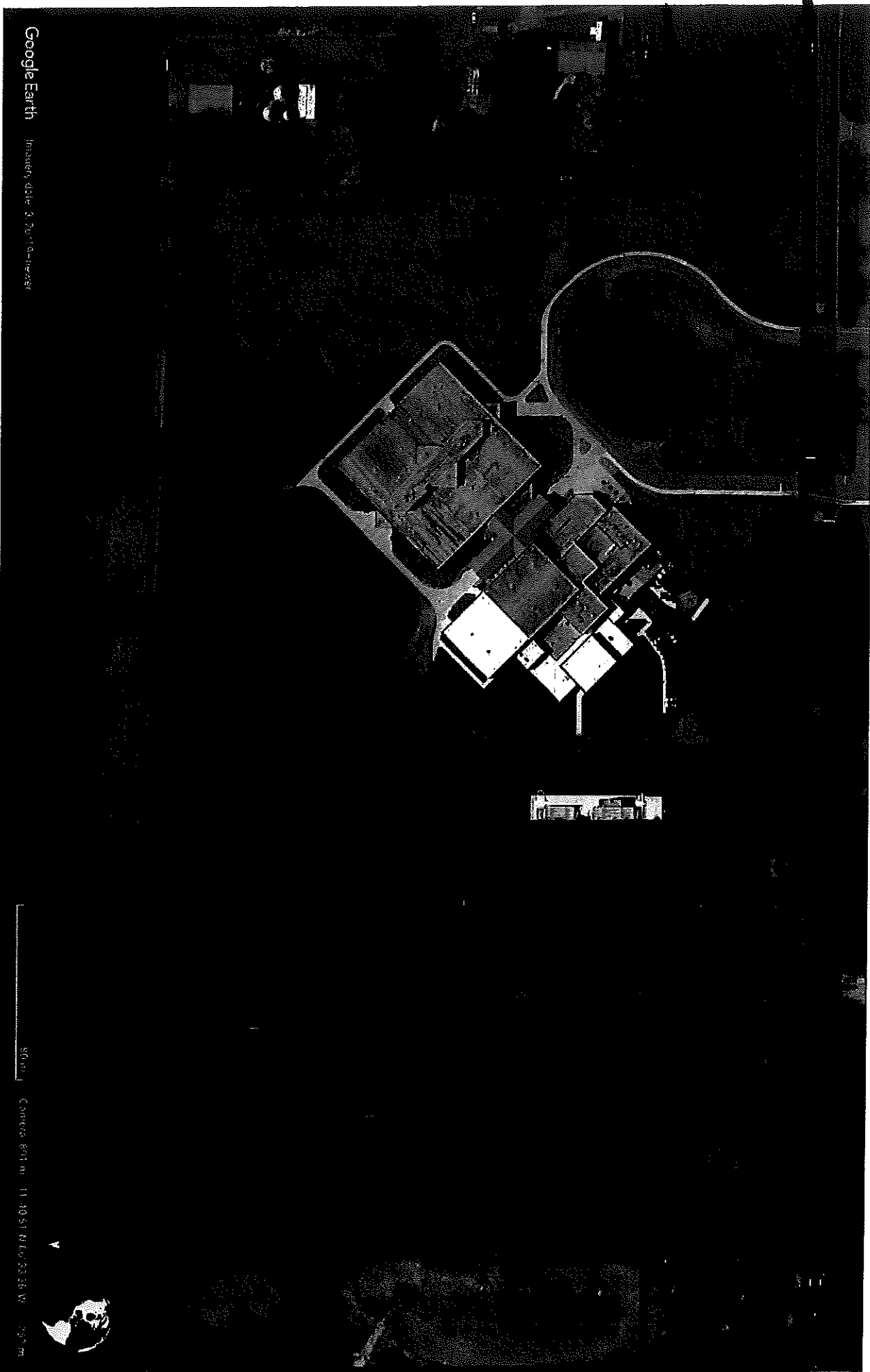
1. Responsiveness to RFP—The NPUSC will consider all the material submitted to determine whether the vendor's offering is in compliance with the RFP documents.
2. Ability to Perform Required Services-The NPUSC will consider the material submitted by the vendor and determine whether the vendor is capable of providing the

expertise, experience, quality, innovation, facilities, personnel, and equipment necessary to perform the required duties.

3. Reference-As described.
4. Fees-As described.
5. NPUSC may conduct interviews and site visits as part of the final selection process.

#### **Section 4-Contract and Terms**

The term of this contract will be a two (2) year contract beginning March 1, 2022, with the option of extending the contract for up to three (3) years beyond the initial year pursuant to IC 5-12-11-2.5. The Vendor shall allow NPUSC and the Indiana State Board of Accounts access to requested records, documents, and information in order to perform periodic audit by the NPUSC may terminate the contract without cause upon 90 days written notice.



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MIDDLE SCHOOL

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257 m





Google Earth

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