

GREEN CITY COALITION
REQUEST FOR PROPOSALS: PROPERTY MAINTENANCE

**GREEN CITY COALITION
REQUEST FOR PROPOSALS**

FOR	Property Maintenance
ISSUED	Wednesday, March 8, 2023
PROPOSALS DUE	Friday, March 24, 2023
CONTRACTS BEGIN	Monday, April 3, 2023
ATTACHMENTS	A. Service Periods Schedule B. Site Maps & Property Lists C. Proposal Submission Form

1. INFORMATION FOR RESPONDENTS

This Request for Proposal (RFP) for Property Maintenance is issued on behalf of the Land Reutilization Authority of the City of St. Louis (LRA) as a project of Green City Coalition.

The purpose of this RFP is to solicit Proposals for the purpose of hiring a qualified company(s) to provide grass cutting, trimming, brush trimming, and trash and debris removal on select properties within the City of St. Louis. Services will be provided throughout the growing season of 2023 (April through November).

2. SCOPE OF SERVICES

Property maintenance services will be provided between April 3, 2023 and November 17, 2023. Work shall not commence until 7:00 A.M. and only Monday through Saturday. Grass cutting shall be performed with equipment such as lawn mowers and string trimmers. The services will consist of a minimum of twenty-three (23) visits to the properties (see Attachment A for service period schedule).

Services will include mowing and weed trimming within areas identified in Attachment B. For indicated sites, Contractor will be responsible for buffer mowing: maintaining a mowed barrier between native plantings and sidewalk/street pavement. Contractor is responsible for removing grass clippings from the sidewalk and street pavement produced from the service mowing. Contractor is responsible for reducing vegetation along fence lines and property boundaries to keep the subject property clear, without impact to the subject property or adjacent occupied properties.

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All tree branches, bush trimmings and debris, etc. are to be removed from the property and deposited in alley dumpsters or at an appropriate facility. Debris is defined as any garbage, trash, waste, rubbish, ashes, cans, bottles, wire, oil, paper, cartons, boxes, scrap pieces of wood, concrete pipe, pieces of brick or concrete blocks, pieces of drywall, construction debris of any type, parts of automobiles or trucks, furniture, glass or anything else of an unsightly or unsanitary nature. For debris large enough to require removal with heavy equipment, the Contractor shall submit photographs and location to arrange for removal.

Contractor must be professional in conduct, attire and work performed; all workers must wear safety vests. Contractor is to provide all supervision, materials, labor, equipment, service, operation and expertise required to perform grass mowing and property maintenance.

3. RFP TIMELINE

3.1 Timeline

March 8, 2023	RFP Released
March 24, 2023	Proposals Due
March 29, 2023	Selected Contractor(s) Notified
April 3, 2023	Service Period Begins

3.2 Question and Answer Period

Any questions about this proposal must be emailed by 5:00 PM on Wednesday, March 15, 2023 to: ginnl@stlouis-mo.gov

Answers to all questions will be posted Friday, March 17, 2023 to: www.greencitycoalition.org/news

4. PROPOSAL SELECTION

Proposals will be reviewed using the following criteria:

- 1) The qualifications and experience of the company to perform the requested services;
- 2) Completed Proposal Submission Form (Attachment C);
- 3) The company's proximity to the properties outlined in this RFP.
- 4) The company's level of Minority and Women's Business Enterprise (MBE/WBE) participation.
- 5) Bid price per square foot.

5. INDEMNITY AND INSURANCE

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5.1 Insurance

The Contractor, at its own expense, shall carry insurance for the life of the contract. The City of St. Louis and the Land Reutilization Authority of the City of St. Louis shall be named as additional insureds. The Contractor shall carry at least the following minimal coverage:

- A. Workers Compensation Insurance in the statutory amount as required by the State of Missouri;
- B. General Liability Insurance:
 - (1) Bodily injury, with limits of not less than \$425,000 each occurrence;
 - (2) Property damage with limits of not less than \$425,000 each occurrence;

The Contractor shall provide certificates of insurance evidencing the above-mentioned insurance coverage prior to its accessing the Property pursuant to the terms of this agreement. Furthermore, the Contractor shall provide written notice of any change in insurance coverage or insurers.

5.2 Indemnification

The Contractor shall release, indemnify, and hold the City and its various employees, representative and agents harmless from and against all claims and demands of any and all loss, cost, damage, or liability of whatever nature, which may be assessed against or imposed against the City as a result of issuing this RFP, making any revisions thereto, conducting this selection process and subsequent negotiations, and making a final recommendation and/or entering into a contract.

5. PROPOSAL SUBMISSION CHECKLIST

- Completed Proposal Submission Form (Attachment C)
- Copy of Business License, City of St. Louis
- Copy of Insurance Certificate

Proposals must be submitted via email and those received after the deadline will not be accepted.

Date: FRIDAY, MARCH 24, 2023
Time: 5:00 P.M.
Submit to: Laura Ginn, Vacancy Strategist
ginnl@stlouis-mo.gov

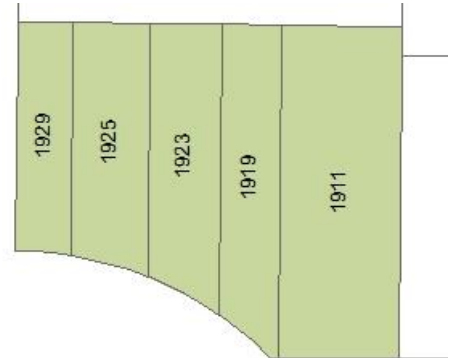
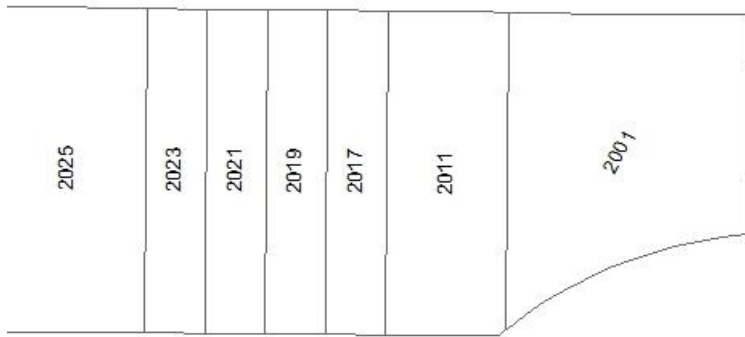
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ATTACHMENT A
Service Periods Schedule

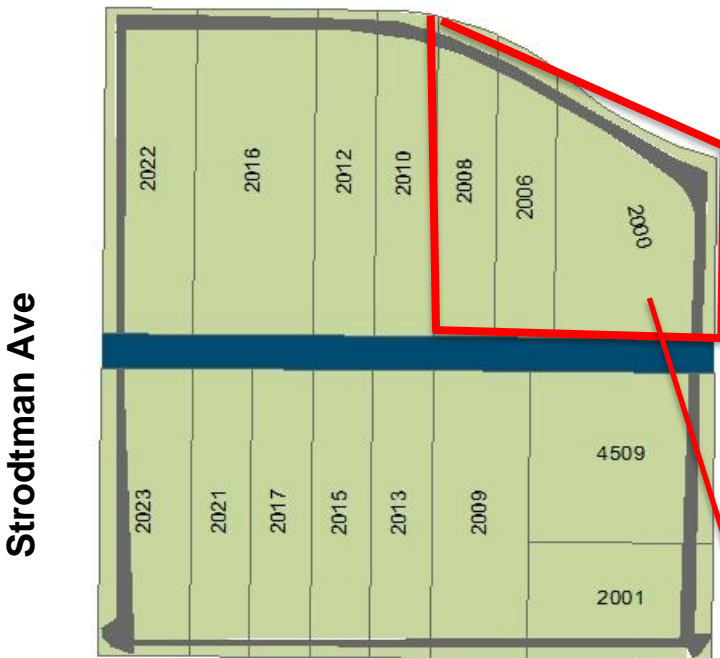
Minimum one cut per 10-day service period for a total of 23 service periods.

Service Period	Dates
1	April 3 – April 12
2	April 13 – April 22
3	April 23 – May 2
4	May 3 – May 12
5	May 13 – May 22
6	May 23 – June 1
7	June 2 – June 11
8	June 12 – June 21
9	June 22 – July 1
10	July 2 – July 11
11	July 12 – July 21
12	July 22 – Jul 31
13	Aug 1 – Aug 10
14	Aug 11 – Aug 20
15	Aug 21 – Aug 30
16	Aug 31 – Sep 9
17	Sep 10 – Sep 19
18	Sep 20 – Sep 29
19	Sep 30 – Oct 9
20	Oct 9 – Oct 18
21	Oct 19 – Oct 28
22	Oct 29 – Nov 7
23	Nov 8 – Nov 17

LOCATION: Peace Park
NEIGHBORHOOD: College Hill



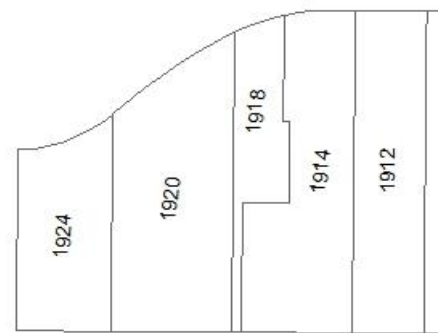
Grand Ave



Strodtman Ave

N 20th Ave

Bissell Ave






 **Mowing Required**

Privately-owned properties – will only require services as needed (generally maintained by owner)

LOCATION: PRAIRIE SQUARE
NEIGHBORHOOD: College Hill



 Buffer Mowing Only
 (Native Prairie-Like Planting; managed by separate contractor)

 Buffer Mowing Paths (~3 ft wide)
 Street-Tree Lawn Mowing

Site Name: Carter Park Extension

Maintenance Area: 149,194 sq ft / 3.43 acres


Neighborhood: Walnut Park East; Ward: 27

List of Properties (27)

ADDRESS	SQ FT
5001 ROBIN AV	9682
5005 ROBIN AV	3033
5007 ROBIN AV	3860
5009 ROBIN AV	6904
5019 ROBIN AV	6908
5023 ROBIN AV	6901
5025 ROBIN AV	6910
5033 ROBIN AV	10364
5037 ROBIN AV	6911
5041 ROBIN AV	3462
5043 ROBIN AV	3455
5101 ROBIN AV	5190
5105 ROBIN AV	1730
5107 ROBIN AV	3458
5111 ROBIN AV	3462
5117 ROBIN AV	6930
5119 ROBIN AV	3881
5121 ROBIN AV	4089
5123 ROBIN AV	3995
5127 ROBIN AV	4161
5135 ROBIN AV	5265
5139 ROBIN AV	3864
5034 ROBIN AV	6962
5038 ROBIN AV	6959
5100 ROBIN AV	6956
5106 ROBIN AV	6953
5110 ROBIN AV	6950

CARTER PARK



 Grass Mowing

LOCATION: Wells Goodfellow Green Space
NEIGHBORHOOD: Wells Goodfellow



- Grass Mowing, Entire Parcel
- Orchard Maintenance
- Buffer Mowing Only
(Native Prairie-Like Planting; managed by separate contractor)
- Buffer Mowing Paths (~3 ft wide)
- Street-Tree Lawn Mowing

LOCATION: Wells Goodfellow Green Space
NEIGHBORHOOD: Wells Goodfellow





- Grass Mowing, Entire Parcel
- Orchard Maintenance
- Buffer Mowing Only
(Native Prairie-Like Planting; managed by separate contractor)
- Buffer Mowing Paths (~3 ft wide)
- Street-Tree Lawn Mowing

LOCATION: Wells Goodfellow Green Space

NEIGHBORHOOD: Wells Goodfellow

-  Grass Mowing, Entire Parcel
-  Orchard Maintenance
-  Buffer Mowing Only
(Native Prairie-Like Planting; managed by separate contractor)

-  Buffer Mowing Paths (~3 ft wide)
-  Street-Tree Lawn Mowing



Site Name: Wells Goodfellow Green Space

Maintenance Area: 182,118 sq ft

Neighborhood: Wells Goodfellow; Ward: 22

List of Properties – full mowing

ADDRESS	SQ FT
5619 LABADIE AV	5137
5623 LABADIE AV	5486
5627 LABADIE AV	5726
5631 LABADIE AV	5634
5637 LABADIE AV	5460
5641 LABADIE AV	5212
5645 LABADIE AV	5136
5649 LABADIE AV	5239
5653 LABADIE AV	4847
5477 ST LOUIS AV	3687
5573 ST LOUIS AV	3025
5575 ST LOUIS AV	3025
5616 LABADIE AV	3046
5618 LABADIE AV	5539
5622 LABADIE AV	3868
5632 LABADIE AV	4871
5636 LABADIE AV	5041
5640 LABADIE AV	4789
5644 LABADIE AV	5118
5648 LABADIE AV	4729
5654 LABADIE AV	3369
5700 LABADIE AV	3884
5701 ST LOUIS AV	4328
5705 ST LOUIS AV	4316
5706 LABADIE AV	4480
5712 LABADIE AV	4361
5713 ST LOUIS AV	4204
5714 LABADIE AV	4239
5717 ST LOUIS AV	4273
5722 LABADIE AV	3256
5726 LABADIE AV	3166
5745 ST LOUIS AV	2978
5757 ST LOUIS AV	3098
BELT LOOP TRIANGLE MEDIAN	3717
5511 ST LOUIS AV (Orchard)	3009
5515 ST LOUIS AV (Orchard)	3010
5517 ST LOUIS AV (Orchard)	3010
Buffer Mowing, Native Landscapes	16431
Tree Lawn Mowing	8374

PROPOSAL SUBMISSION FORM

Company Name _____

Principal Office Address _____

Point of Contact _____

Telephone _____

Email Address _____

1. Is your business located in the City of St. Louis? No Yes
2. Is your business a minority- or woman-owned enterprise? No Yes
3. Is your business *certified* as an M/WBE enterprise? No Yes

4. List clients that you provide(d) grass cutting, debris removal, tree trimming, etc. for:

CLIENT A	
Owner Name	
Phone Number	
Project Location	
Type of Work	
Dates of Service	

CLIENT B	
Owner Name	
Phone Number	
Project Location	
Type of Work	
Dates of Service	

PROPOSAL SUBMISSION FORM

CLIENT C	
Owner Name	
Phone Number	
Project Location	
Type of Work	
Dates of Service	

5. What equipment do you own, or will you rent, to complete the activities listed in the scope of work?

6. Provide information regarding your insurance agent(s).

	INSURANCE A	INSURANCE B
Name of Agent		
Name of Firm		
Address		
Telephone		
Insurance Type		

PROPOSAL SUBMISSION FORM

Enter your bid to provide the services described in *Section 2. Scope of Services* for the properties described in *Attachment B. Site Maps & Property Lists*.

	Maintenance Square Feet	Bid Price Per Service Period (minimum 1 service every 10 days: 23 visits total)	TOTAL BID Apr 3 – Nov 17
College Hill			
Peace Park	91,229 full property maintenance	\$ _____	\$ _____
Prairie Square	7,583 buffer & tree lawn mowing	\$ _____	\$ _____
Walnut Park			
Carter Park Extension	149,195 full property maintenance	\$ _____	\$ _____
Wells Goodfellow			
Wells Goodfellow Green Space	148,284 full property maintenance	\$ _____	\$ _____
	24,805 buffer & tree lawn mowing	\$ _____	\$ _____
	9,029 orchard maintenance	\$ _____	\$ _____
	OR 182,118 total	\$ _____	\$ _____

Company Name

Company Representative's Name

Company Representative's Signature