

Request for Proposal

North Newstead Association Residential Lawn Maintenance Services

Overview

The North Newstead Association (NNA) is seeking proposals for residential lawn maintenance services to support its Beautification Program, covering approximately 27 residential sites and 6 community gardens in St. Louis, MO. Contractors must provide all necessary equipment, labor, and vehicles, and maintain a local office or staffed local telephone communications. Services, including biweekly mowing and debris removal, will run from March 1 to October 31, 2024-2026. For the 25 residential sites specifically, NNA is looking for contractors willing to 1) provide youth jobs and job training and 2) use electric lawn maintenance equipment when possible.

Contractors can apply for all or part of residential sites, all or part of the community gardens, or both. You will need to indicate this in the Business Information Worksheet.

To apply, complete the “Business Information Worksheet” and “Price Quotation Sheet” at the end of this RFP and turn into North Newstead Association (NNA).

Specific Proposal Requirements

1. **Delivery and Performance of Services:** The contractor will provide all necessary equipment, labor, vehicles, and equipment; including but not limited to work truck(s), lawn mower, and relevant power tools.
 - a. The contractor will maintain a local office for administrative matters. In the absence of a local office, local telephone communications staffed during normal business hours shall be provided
 - b. The mowing season will be from March 1 to October 31 of each year (subject to change by NNA).
 - c. The current mowing season will prioritize debris removal and include biweekly mowing.
 - d. Lawn Maintenance Sites:
 - i. Residential Lawn Maintenance: The North Newstead Association Beautification Program will include the maintenance of approximately 25 residential sites.
 - ii. Community Garden Lawn Maintenance: The North Newstead Association Beautification Program will include the maintenance of approximately 4 community gardens.
 - e. Services will be provided between the hours of sunrise and sunset

- f. All work under this contract is to be of the highest industry and St. Louis City standards.
- g. If weather conditions prevent mowing services during the term of this contract, North Newstead Association reserves the right to suspend mowing at no cost to NNA. NNA will notify the contractor of any suspension and/or resumption of mowing services.
- h. Contractors shall be responsible to take before and after pictures to show work completed. Copies of the photographs shall be turned into North Newstead Association and documented with the work order and invoice of each property.

2. Other Required Services

- a. Emergency Services: Lots surpassing 48" grass and weed height must be cut within 24 hours of notice, to be negotiated at time of service request.

3. Services Required

- a. Mowing
 - i. Clean, even cut - No "rooster tails"
 - ii. Weed eating along all parameters, including but not limited to fences, sidewalks, curbs, and trees
 - iii. Clean up of any clippings that fall into the street, alley, or sidewalk
 - iv. Remove all broken limbs
 - v. Property must be serviced from street to alley
 - vi. Grass cuts and weed whacking/trimming must be completed every visit during the growing season
- b. Debris/Trash Removal
 - i. Typical trash and debris must be removed at each service visit
 - ii. Up to one 33-gallon trash bag should be considered a standard amount of debris
 - iii. Contractor must notify NNA of excessive debris within 24-hours of discovery
- c. Service Reports
 - i. Contractors must provide property service reports via date stamped photos
 - ii. Photos must show before and after servicing conditions

4. Insurance

The contractor shall maintain, at its own expense, general liability insurance with coverage limits of not less than \$1,000,000 per occurrence. This insurance shall remain in force for the entire duration of the contract, including any extensions or modifications thereof.

Failure to maintain the required insurance coverage as required shall be deemed a material breach of this contract and may result in termination of the contract at the Contractor's discretion.

5. Personnel and Equipment

The following are the recommended minimum personnel and the required minimum mowing equipment

A. Suggested Personnel (must have a copy of liability insurance at all times):

- | | |
|-----------------------|--------|
| 1. Working Supervisor | 1 each |
| 2. Laborer | 2 each |

B. Recommended Equipment:

- | | |
|--|--------|
| 1. Self-propelled riding mower, 36" cut | 1 each |
| 2. Trim mower, rotary 3HP (min), 22" cut | 1 each |
| 3. String Line Trimmer, Electric powered preferred | 1 each |
| 4. Blower, Electric powered preferred | 1 each |
| 5. Edger, steel blade, 3-4 HP, Electric powered preferred | 1 each |
| 6. Assorted rakes, shovels, and broom | 1 each |
| 7. Digital camera with the capacity to display current date/time | 1 each |

C. All Vehicle(s) and equipment used under this contract shall be:

1. In good condition and be provided routine maintenance to sustain full operations capacity for the duration of this contract.
2. Properly registered and insured in accordance with the Motor Vehicle Laws of Missouri and in compliance with all Federal, State and local safety regulations
3. Equipped with all required warning lights, and a cab mounted revolving or flashing amber light that can be seen from the front, both sides, and rear of the vehicle or tractor. Tractor mowers shall be equipped with a standard, rear mounted, "slow moving vehicle" sign as required by the Missouri Department of Motor Vehicles.
4. Subject to inspection and approval prior to the award of a term contract and at any time during the term of this contract

6. Locations:

NNA shall identify and list the locations where services are required in each class of service.

- a. Identification of the mowing locations utilizing the map page/grid system of the City of St. Louis, MO.
- b. NNA reserved the right to increase or decrease the number of locations, acreage at any location, or the frequency of mowing at any time during their term of this contract at the price quoted per property.

Community Garden Maintenance Sites (6):

1. Fresh Starts Community Garden; 2901 Dayton St, St. Louis, MO 63106
2. Clarence Clover Community Garden; 4528 Clarence Ave, St. Louis, MO 63115

3. 13th Street Community Garden; 2714 N 13th St, St. Louis, MO 63106
4. Vandeventer Community Garden; 4263 Cook Ave, St. Louis, MO 63113
5. Fairground Native Garden; 3948 W Florissant Ave, St. Louis, MO 63107
6. Afrofuture Garden, 3901 Labadie Ave, St. Louis, MO 63107

Residential Lawn Maintenance Sites (27):

1. 42xx West Sacramento
2. 41xx East Sacramento
3. 46xx Pope
4. 41xx West Kossuth
5. 41xx West Kossuth
6. 41xx West Kossuth
7. 42xx Clarence
8. 42xx Clarence
9. 44xx Clarence
10. 43xx N Newstead
11. 43xx N Newstead
12. 42xx Holly
13. 42xx Holly
14. 39xx Ashland
15. 39xx Ashland
16. 39xx Lexington
17. 40xx Ashland
18. 40xx Palm
19. 40xx Palm
20. 40xx Palm
21. 40xx Palm
22. 44xx Lexington
23. 44xx Lexington
24. 35xx Fair
25. 43xx N. Newstead
26. 43xx N. Newstead
27. 44xx W. Florissant

7. Method of Payment:

- a. Payment schedule: Payment within one week of the invoice and receipt of photo evidence of work completed.
- b. Payment will be on a per site mowed basis for each level of service.
- c. Pay is contingent upon the inspection and approval by NNA.
- d. The contractor shall submit separate invoices for each work order of mowing and each level of additional service for each work order.
- e. Invoices for mowing shall include:
 - i. Invoices made out to NNA; Attention: Constance Siu, North Newstead Association, 4601 Pope Ave, St. Louis, MO 63115
 - ii. Date of Invoice
 - iii. Contract Number
 - iv. Digital pictures of property mowed

- v. Additional level of service. Include landfill receipt when necessary.
 - 1. Justification for additional cost per location
- vi. Itemized List of Including:
 - 1. Date mowed
 - 2. Location
 - 3. Lot Mowed
 - 4. Proposal cost per lot
 - 5. Additional cost per location
 - 6. Total of invoice

Upon request, NNA can provide an invoice template if necessary for compliance quality control.

8. Contract Period:

Contracts will be valid for the duration of the grant period (January 2024 - September 2026). NNA reserves the right to review on an annual basis. Renewal is not guaranteed. Renewal will be dependent on the Contractor's performance during the previous contract period(s).

9. Submittal Deadline:

One copy of Respondent's proposal must be received electronically and/or delivered to the offices of NNA no later than 5:00pm (CST). April 26, 2025. Responses received after this time and date will not be considered. Proposals should be emailed or delivered to the attention of:

Constance Siu

North Newstead Association

4601 Pope Ave

St. Louis, MO 63115

10. Questions:

Questions related to this RFP should be submitted by email no later than 5:00pm (CST) Monday, April 14, 2025 to

Constance Siu

North Newstead Association

constance@northnewstead.org

Attention: NNA Residential Lawn Maintenance Services Proposal

CC: Casey Ringenberg and Travis Cotton

casey@northnewstead.org

travis@northnewstead.org

NNA may, at its sole discretion, answer any or all questions and may also choose to not answer one or more questions. Submit all questions to the designated point of contact. Answers to questions that NNA chooses to respond to will be posted as an addendum to the RFP website periodically and no later than Monday, April 14, 2025.

Business Information Worksheet

Business Name:

Business Owner Name:

Business Street Address:

State: _____ City: _____ Zip Code: _____

Business License Number:

Business Unique Entity Identifier #: _____

Is the Business MBE and/or WBE? _____ Is the Business certified MBE and/or WBE? _____

Does your business carry General Liability Insurance of at least \$1,000,000 per occurrence?

- Yes
- No
- Not sure

Please indicate below the service(s) your business is seeking to provide:

- Residential Sites How many site are you seeking to service: _____/25
- Community Garden How many site are you seeking to service: _____/6

Are you interested in servicing a specific garden? If so, which one?

Which evidence submission method will you use to submit invoices to NNA?

- Text to (314) 502-9098
 - Email to constance@northnewstead.org
 - Print
 - Other: _____
-

Price Quotation Sheet

I/We proposed to furnish all personnel and equipment in accordance with the specifications, terms, and conditions as specified in this “**Request for Proposal**” for NNA Major Beautification Program.

| Mowing Categories | Lot Conditions - Degree of Difficulty | | | |
|---|---------------------------------------|--------------------------|-----------------------------|--------------------------|
| | Mowing Categories | L = Light 18'' - 25'' | M = Moderate 26'' - 38'' | H = Heavy 39'' - 47'' |
| A - Standard Size Lot 25Ft. x 100Ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| B - Standard Size Lot 50Ft. x 100Ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| C - Standard Size Lot 100Ft. x 100Ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| D - ½ Acre Lot | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| E - 1 Acre Lot | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

- **Degree of Difficulty/Unless size is stated assume standard lot size for PROPOSAL**

Additional Common Charges

Please include any common additional services, charges, and their prices. For example, please include your company's rate for tree trimming services or removing vegetation overgrowth on buildings. Price ranges are acceptable.

| Service | Price | Description |
|----------------------|----------|-------------|
| Trash Removal | \$ _____ | |
| Vegetation Removal | \$ _____ | |
| Tree & Bush Trimming | \$ _____ | |
| | \$ _____ | |
| | \$ _____ | |
| | \$ _____ | |
| | \$ _____ | |
| | \$ _____ | |
| | \$ _____ | |
| | \$ _____ | |

Evaluation Criteria Score Sheet

| | Name | Max Points | Actual Points | Notes |
|----|--|------------|---------------|-------|
| 1 | CBI Clearance | | | |
| 2 | Insurance requirements | | | |
| 3 | Quality of work in previous clean up, or positive referrals (5 if unknown) | | | |
| 4 | MBE/WBE | | | |
| 5 | Reasonability of Prices | | | |
| 6 | Can provide all equipment needed to complete work | | | |
| 7 | Local North City Business | | | |
| 8 | Quality communication in previous project (5 if unknown) | | | |
| 9 | Willing to use own or NNA provided electrical lawn equipment | | | |
| 10 | Willing to work with youth to train them to do this work | | | |
| 11 | Previous Experience working with NNA | | | |
| | Total Points | 100 | | |

Comments:

*Bolded are hard requirements - automatic failure if the organization does not meet the criteria and cannot obtain clearance before events.

Invoice Template

Attn: Constance Siu
North Newstead Association
4601 Pope Ave
St. Louis, MO 63115

Date of Invoice:
Contract Number:

Itemized List of Services

| Itemized List of Services | | | | |
|---------------------------|----------|--------|--------------------|-------|
| Address | Lot Size | Charge | Additional Charges | Total |
| 4212-4 Sacramento | | | | 500 |
| 4192-4 Sacramento | | | | 500 |
| 4601 Pope | | | | 200 |
| 4101-03 Kossuth | | | | \$200 |
| 4129-31 Kossuth | | | | \$400 |
| 4125-27 Kossuth | | | | \$400 |
| 4236-8 Clarence | | | | \$400 |
| 4248-50 Clarence | | | | \$500 |
| 4465-67 Clarence | | | | \$500 |
| 4333-35 N Newstead | | | | \$400 |
| 4337-39 N Newstead | | | | \$500 |

| | | | | |
|---------------|--|--|--|-------|
| 4200-02 Holly | | | | \$500 |
| 4217-19 Holly | | | | \$500 |
| | | | | |

Location
Lot Mowed
Proposal cost per lot
Additional cost per location
Total of invoice

Digital pictures of property mowed