

Invitation for Bids (“IFB”) For Landscaping Services

This IFB is Being Issued by:

Hawthorn Academy

West Jordan Campus
9062 South 2200 West
West Jordan, Utah 84088
Tel. (801) 282-9066

South Jordan Campus
1437 West 11400 South
South Jordan, Utah 84095
Tel. (801) 260-3040

Date of IFB Issue: February 3, 2021

Deadline to Submit Bids: February 17, 2021 by 5:00 p.m.

I – KEY DATES

- A. Date of IFB Issue: February 3, 2021.
- B. Site Visits: There is no mandatory site visit or pre-bid conference for interested bidders. Bidders interested in visiting the campuses prior to submitting a bid are encouraged to contact Hawthorn Academy's Lead Director, Dr. Deborah Swensen, by email (dswensen@hawthornacademy.org) or phone (801-282-9066) to make arrangement to visit the campuses.
- C. Deadline to Submit Bids: February 17, 2021 by 5:00 p.m.
- D. Opening of Bids: February 17, 2021 at 5:00 p.m. at Academica West located at 290 N. Flint Street, Kaysville, Utah 84037.
- E. Anticipated Contract Award Date: March 15, 2021.
- F. Anticipated Contract Term: Up to five years.
- G. Commencement of Services: Approximately August 1, 2021.

II – GENERAL INFORMATION

- A. Background of Leadership Learning Academy. Hawthorn Academy (the “School” or “HA”) is a Utah public charter school serving students in grades K-9 that opened in fall of 2009. HA has one campus located at 9062 South 2200 West in West Jordan and another campus located at 1437 West 11400 South in South Jordan.
- B. Purpose of IFB. The purpose of this IFB is to solicit bids from landscaping companies to provide comprehensive lawncare, snow removal, and other related landscaping services as described below to both of the School's campuses. The selected landscaping company will be expected to act as an independent contractor in the delivery of the services to the School.

Bids should include all costs (using the form provided at the end of this IFB) to provide the following landscaping services and any other similar services offered by the bidder to both of the School's campuses:

- o Weekly lawncare from March through October
- o Spring pre-emergent treatment for lawns
- o Fertilizing treatments for lawns
- o Lawn aeration
- o Spring sprinkler system start up
- o Fall sprinkler system shutdown/winterization
- o Regular sprinkler monitoring
- o Sprinkler adjustments and repairs
- o Herbicide/insecticide applications on lawns
- o Spring cleanup and pruning
- o Fall cleanup and pruning
- o Snow removal from sidewalks
- o Application of ice melt or salt on sidewalks

- o Snow removal from parking lots, driveways, and playground areas
- o Application of ice melt or salt in parking lots, driveways, and playground areas
- o Clearing slush dropped from vehicles

Bids should also include any extra costs charged to the School for products (ice melt, salt, etc.).

- C. Award of Contract. The contract will be awarded to the responsible bidder who meets all objective criteria set forth in this IFB and submits the lowest bid.
- D. Term of Contract. In the interest of maintaining continued services and reducing administrative burdens in procuring, negotiating, or administering contracts, HA intends to award a contract for a period of up to five (5) years. The written contract must contain termination and/or renewal provisions acceptable to HA as well as include the provisions in Utah Code Ann. § 63G-6a-1204(3)-(5) applicable to the contract. In addition, the terms of the written contract must provide that the contract may be terminated by either party upon a 30-day notice.
- E. Contract Documents. The successful bidder selected by HA's Board pursuant to this IFB will be required to enter into a written contract consistent with the acceptable services, terms, and conditions outlined in the successful bid and the requirements set forth in this IFB.

III – GENERAL BID INFORMATION

- A. **Bids must be submitted by email or in person in compliance with Section V of this IFB. Bids received by telephone, fax, or any other unapproved form are not acceptable and may not be considered.**
- B. **The content of a bid must address the requirements stated in Section V of this IFB.**
- C. As stated above, bids will be opened publicly at Academica West on February 17, 2021 at 5:00 p.m. Bids will be opened so as to avoid disclosure of contents to competing bidders during the process of negotiation. Only the names of bidders who submitted bids will be identified at the opening of bids.
- D. HA may, for the purpose of assuring full understanding of and responsiveness to the IFB's requirements, enter into discussions or conduct interviews with, or attend presentations by, bidders who submit bids.
- E. Bidders acknowledge that HA's issuance of this IFB does not obligate HA to accept any of the bids submitted in response to this IFB, nor does it guarantee that HA will in fact accept any of the said bids. To the extent permitted by law, HA and its Board reserves the right to accept or reject any or all bids and/or to waive any or all formalities in any bid or in the bid process deemed to be in the best interest of HA. No agreement exists on the part of HA and any bidder until a written contract is approved and executed by HA's Board.
- F. This IFB does not obligate HA to pay for any costs of any kind whatsoever that may be incurred by a bidder or any third parties in connection with a bid. All submitted bids, responses, and supporting documentation shall become property of HA. Further, HA shall not be liable to any bidder, person, or entity for any losses, expenses, costs, claims or damages of any kind arising out of, by reason of, or attributable to, the bidder responding to the IFB.

IV – SERVICE REQUIREMENTS

Expectations for HA

- A. HA owns the properties on which the work described in this IFB will be performed. HA will allow the winning bidder to have adequate access to its properties to perform the services. In addition, HA officials or representatives will be reasonably available to consult with and advise the winning bidder throughout the term of the contract.
- B. HA will pay for all services performed.

Expectations for Bidders

- A. Bidders must hold current state licensure to engage in the work described in this IFB.
- B. Bidders utilizing subcontractors must ensure that selected subcontractors hold current state licensure to engage in the work requested in this IFB. Subcontractors should sign an approved lien release form and have adequate insurance before any payments are disbursed to them.
- C. Bidders must have adequate financing to fund their business and work obligations during the term of the service contract.
- D. Bidders must have previously performed comprehensive lawncare, snow removal, and other related landscaping services for public schools in Utah.
- E. Bidders must have general liability and workers comp insurance as well as auto insurance on all vehicles used in their business.
- F. Bidders must comply with and follow instructions in this IFB.
- G. The winning bidder must enter into a written contract with HA's Board within a reasonable deadline required by HA.
- H. The winning bidder must be able to commence work as soon as August 1, 2021.

V – BID REQUIREMENTS

- A. **Delivery of Bids.** Bids must be emailed to Platte Nielson at platte@academicawest.com or delivered in person to Academics West's offices at 290 N. Flint Street, Kaysville, Utah 84037 by 5:00 p.m. on February 16, 2021. Bids delivered in person must be in sealed envelopes.
- B. **Content of Bids.** Bidders must include the following in their bids:
 - 1. ***Experience, Qualifications, and Track Record.*** Provide information demonstrating that the bidder has the experience and qualifications necessary to perform the services described in this IFB. The information may (but is not required to) include such things as:

- a. **Resume(s);**
- b. **Summaries/examples of bidder completing services similar to the services described in this IFB for district or charter schools in Utah; and**
- c. **Copy of the bidder's valid Utah business license.**

2. Pricing. Complete and sign both pricing sheets provided at the end of this IFB.

- C. Selection. The responsible bidder who submits the lowest responsive bid that meets the bidder service expectations/objective criteria described in this IFB will be selected by HA to complete this project.
- D. Submission of Protected Information. Protection of disclosure of information submitted by a bidder in response to this IFB is governed by Utah's Government Records Access and management Act in Utah Code Ann. § 63G-2-101 *et seq.* and Utah Administrative Code Rules R33-7-105 and R33-7-106. A bidder that desires to request protected status of any information it submits to HA in response to this IFB must specifically identify the information that it desires to protect and the reasons that the information should be afforded protected status under the law. In making this request, the bidder shall comply with the requirements in Utah Code Ann. § 63G-2-305, Utah Code Ann. § 63G-2-309, and Utah Administrative Code Rule R33-7-105. In turn, HA will comply with Utah Code Ann. § 63G-2-309 and Utah Administrative Code Rule R33-7-106 with respect to disclosing such information. Submission of protected information in response to this IFB shall be deemed an acknowledgment and consent by the bidder that the bidder agrees with this paragraph and will indemnify, defend, and hold harmless HA, its members, directors, officers, staff, and agents from any and all liability relating to the proper disclosure of information provided by the bidder in response to this IFB, even if the bidder requested protected or other confidential status for the information.
- E. Submission of Bids with Protected Business Confidential Information. In accordance with Utah Administrative Code Rule R33-7-107, if a bidder submits a bid that contains information claimed to be business confidential or protected information, the bidder must submit two separate bids:
1. One redacted version for public release, with all protected business confidential information either blacked-out or removed, and marked as "Redacted Version;" and
 2. One non-redacted version for evaluation purposes clearly marked as "Protected Business Confidential."

Note: Bid pricing may not be classified as business confidential and will be considered public information. In addition, an entire bid may not be designated as "protected," "confidential," or "proprietary" and shall be considered non-responsive unless the bidder removes the designation.

In addition, per Utah Administrative Code Rule R33-6-112, HA is required to make available to each bidder and to the public a notice that includes (a) the name of the bidder to which the contract is awarded and the bidder's bid pricing; and (b) the names and the prices of each bidder to which the contract is not awarded.

PRICING FORM – HA SOUTH JORDAN CAMPUS

Bidders must complete and sign this pricing form. Include pricing for each item and specify whether the pricing is a set fee per service, an hourly rate, etc. As HA may elect to enter into a multi-year agreement, please include pricing under a 1, 2, 3, 4, and 5-year agreement.

Service/Product	Price 1-Year Agreement	Price 2-Year Agreement	Price 3-Year Agreement	Price 4-year Agreement	Price 5-year Agreement
Weekly lawn care (March thru October: mowing, trimming, edging, weeding, and blowing)					
Spring pre-emergent treatments					
Fertilizer treatments					
Lawn aeration					
Spring sprinkler system start up					
Fall sprinkler system shutdown and winterization					
Regular sprinkler monitoring					
Sprinkler adjustments and repairs					
Herbicide/insecticide applications					
Spring cleanup and pruning					
Fall cleanup and pruning					
Snow removal from sidewalks*					
Application of ice melt or salt on sidewalks**					
Snow removal from parking lots, driveways, and playground areas*					
Application of ice melt or salt in parking lots, driveways, and playground areas**					
Clearing slush dropped from vehicles**					
Other service or product offered by the bidder _____					
Other service or product offered by the bidder _____					

* Day of storm, where possible

** Day of storm and up to two days after storm, where possible

Bidder Signature _____

PRICING FORM – HA WEST JORDAN CAMPUS

Bidders must complete and sign this pricing form. Include pricing for each item and specify whether the pricing is a set fee per service, an hourly rate, etc. As HA may elect to enter into a multi-year agreement, please include pricing under a 1, 2, 3, 4, and 5-year agreement.

Service/Product	Price 1-Year Agreement	Price 2-Year Agreement	Price 3-Year Agreement	Price 4-year Agreement	Price 5-year Agreement
Weekly lawn care (March thru October: mowing, trimming, edging, weeding, and blowing)					
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Fertilizer treatment					
Lawn aeration					
Spring sprinkler system start up					
Fall sprinkler system shutdown and winterization					
Regular sprinkler monitoring					
Sprinkler adjustments and repair					
Herbicide/insecticide application					
Spring cleanup and pruning					
Fall cleanup and pruning					
Snow removal from sidewalks*					
Application of ice melt or salt on sidewalks**					
Snow removal from parking lots, driveways, and playground areas*					
Application of ice melt or salt in parking lots, driveways, and playground areas**					
Clearing slush dropped from vehicles**					
Other service or product offered by the bidder _____					
Other service or product offered by the bidder _____					

* Day of storm, where possible

** Day of storm and up to two days after storm, where possible

Bidder Signature _____