



## **Request for Proposal for Lawn Services**

Child Inc. is seeking proposals from qualified lawn care professionals to perform lawn care and landscaping maintenance of Child Inc properties.

### **Description of Child Inc.**

Child Inc is a nonprofit organization with a 501(c) 3 tax status serving Travis County. Child Inc was established in 1972. Child Inc offers early childhood education to children ages 0-5, which includes providing comprehensive support services for the children and their families.

The administrative office of Child Inc is located at 818 E 53<sup>rd</sup> Street, Austin, Tx.

### **Scope of Work**

A. Mowing: Contractor shall mow the grass every fourteen days (14) days, or as weather permits, to maintain an appropriate even height for the type of grass and season to ensure a well- manicured and healthy appearance. Mowing outside of the normal operating season shall only be conducted if necessary to maintain a well-manicured appearance.

B. Edging: Contractor shall edge all tree rings, plant beds, buildings, sidewalks, fences, driveways, parking lots, playground boxes and other surfaced areas bordered by grass with each mow.

C. Trimming: Contractor shall trim weeds and/or grass around all street signs, lamp posts, fences, and any other obstructions to maintain a well-manicured appearance.

D. Bed Maintenance: The Contractor shall provide maintenance of all plant beds continuously throughout the contract period, being kept free and clear of all weeds. (This excludes raised garden boxes used by children on playgrounds except when occasionally requested by the Agency).

E. Pruning: Contractor shall prune shrubs and trees as needed. Flowering trees and shrubs shall not be pruned while in bloom or at times when pruning will inhibit blooming. All trees or shrubs in parking area or near walkways will be trimmed to insure the tree/shrub does not impede parking or walking.

F. Leaf Removal: Contractor shall remove leaves during the fall and winter until trees have dropped all foliage. Leaves shall be removed from the property and discarded in an offsite landfill.

G. Decks/Caged Areas: The area between decks and buildings and within cages shall be kept free of vegetation

H. Clean-up and Trash Removal:

1. The Contractor shall ensure all sidewalks, curbs, decks, ramps, driveways/roadways, and ground level cement/asphalt surfaces are blown free of clippings, dirt, and debris immediately after each mowing.
2. The Contractor shall remove all debris associated with the lawn maintenance during each visit.
3. Clippings shall not be swept, blown, or otherwise disposed of in sewer drains. I-CARE Head Start Lawn Care RFP Page 2

I. Aeration: All grass turf areas shall be aerated, seeded, if necessary.

J. Mulching: A new layer of mulch shall be added to all mulched areas during the month of May. All mulched beds shall be maintained free of vegetation and within in the defined area.

All playground mulched areas shall be fluffed bi-weekly during the months of September through May and monthly for the months of June thru August. Mulch should be maintained at a depth of six (6) to eight (8) inches. Occasionally, areas requiring mulch may be purchased in small quantities by the Agency and coordinated with the Contractor for delivery and spreading. All wood framing around bed line edges shall be trenched to help contain the applied mulch.

K. Other services as needed: Cutting and removal of limbs, spreading mulch, and snow removal from parking lots and sidewalks.

## Locations

Location Name	Address	Additional Services
Admin Office	818 E 53 <sup>rd</sup> Street Austin, Tx 78751	Parking lot and walkway blown weekly at time of Service
American Youth Workers (AYW)	1901 E. Ben White Blvd. Austin, TX 78741	Mulch & overall perimeter must be kept free of vegetation. Community garden area must be free of herbicide. Water drainage ditch near dumpsters must be mowed/trimmed each visit (unless containing water)
Brodie CDC Retention Pond	8105 Brodie Lane Austin, TX 78745	Mulch on playground & perimeter must be kept free of vegetation. Retention Pond has to be

		maintained.
Cedar Bend CDC	1808 Cedar Bend Dr Austin, TX 78758	Mulch on playground & perimeter must be kept free of vegetation. Flower beds in front of building must be maintained (includes grassy area which divides the parking lot)
Dawson CDC	3001 South 1 <sup>st</sup> Austin, TX 78704	Includes area around fence & inside playground area where portable exists.
Dove Springs CDC	5106 Village Square Dr. Austin, TX 78744	Area to be serviced around playground & fence line only. Note the center is located on the campus of Mendez Middle School
Forbes CDC	2217 Forbes Dr. Austin, TX 78754	Mulch on playground & perimeter must be kept free of vegetation. Flower beds in front of building must be maintained. Cut and trim grassy areas inside and surrounding the playground and all throughout the front of building.
Fountain Plaza CDC	825 E. 53 ½ St Austin, TX 78751	Keep vegetation off/clear of wood fencing inside of playground area. Cut grassy areas inside of playground
Ortega CDC	1135 Garland Dr. Austin, TX 78721	Mulch on playground & perimeter must be kept free of vegetation. Cut and trim grass inside and surrounding the playground.
Overton CDC	7201 Colony Loop Dr. Austin, TX 78724	Cut and trim grassy areas inside and surrounding the portable.
St. James CDC	1941 Webberville Rd. Austin, TX 78724	Mulch on playground & perimeter must be kept free of vegetation. Flower beds in front of building must be maintained. Cut and trim grassy areas inside and surrounding the playground and all throughout the front of building.

### Service Times

Services shall only be performed at Head Start Centers when school is not in session (weekends, before or after school hours, etc.) due to daycare regulations. Hours of lawn care and maintenance shall ONLY be performed from 5:00pm until sunset or sunrise until 7:00am Monday through Friday and 7:00am until 9:00pm on Saturday.

**Contract Period**

The initial contract period shall be from May 1, 2025 through April 30, 2026. The Agency has the option to renew the contract on an annual basis for up to two additional years with the Contractor.

**Personnel and Equipment**

The Contractor shall designate, hire, and dismiss the personnel and provide all equipment necessary for the performance of the contract.

**Insurance and Licenses**

The Contractor shall maintain General Liability Insurance from an insurance company to cover bodily injury and/or property damage directly due to the negligence of the Contractor, his agents or his employees. The Contractor shall also maintain Worker's Compensation Insurance, as required by the laws of North Carolina.

**General Indemnity**

The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify Child Inc, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of API or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by API or API officials (including the Executive Director, the Board of Directors, as well as API employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against API or API officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outline above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

**Availability of Funds**

Any and all payments to the Contractor shall be deemed binding only to the extent of the continued availability of funds from the relevant federal funding sources for the general purpose set forth in this proposal.

**Pricing**

The Contractor warrants that the pricing stated herein shall remain firm for a period of one (1) year from the first day of the contract period. Pricing shall include all charges that may be imposed in fulfilling the terms of the contract less any in-kind contributions made by the Contractor. The Agency is required to match funds granted to provide services to the community. These matching funds come from volunteers and Contractors willing to offer price reductions for their services.

**Payment Terms**

Payment terms are NET 30 days following receipt of correct invoice. Invoices must be submitted to: Child Inc Attn: Accounts Payable (payables@childinc.org)

### **Evaluation Criteria**

The Agency, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. Bids will be evaluated using an internal evaluation process. Contract awards will be based on a combination of experience, the bidder's operational capacity, in-kind contribution, and price. The lowest price may not always receive the contract award. The final decision will be based on what is in the best interest of the agency to ensure Child Inc that quality workmanship is performed to achieve maximum results. Bidders on the Suspension of Funding listing and/or the System of Awards Management/Excluded Parties List System will be deemed ineligible for award consideration. The Agency reserves the right to make independent investigations as to the qualifications of the Contractor. Such investigations may include contacting existing customers. The Agency reserves the right to accept or reject any and all proposals, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of the Agency.

### **Proposal Information**

- A. Proposals will be received March 28, 2025 at 12pm. Proposals may be submitted by mail, email or delivered in person. **NO** faxed proposals will be accepted. The Agency must receive all proposals **PRIOR** to the date and time specified. Any proposal received after the date and time prescribed shall **NOT** be considered for award and the proposal shall be returned to the Contractor.

Each sealed envelope containing a proposal must be plainly marked with the Contractor's Name.

- B. Each bidder must submit a proposal including:

1. Total monthly price for the performance of these services
2. Completed vendor profile and certification (attached)
3. Proof of General Liability insurance
4. Proof of Worker's Compensation insurance
5. RFP Acknowledgement Form
6. Proposal Form

### **Notification of Award**

The successful Contractor will be notified in writing within fifteen (15) working days of this award.

### **Termination**

Either party reserves the right to terminate the awarded contract with or without cause by notifying the other in writing 30 days prior to the termination date. Written notice of termination must be sent via certified U. S. mail to the last known address of the recipient.

If you have questions, please call David Porter prior to the proposal deadline.

**Contact person:** David Porter  
Facilities Manager  
512-709-5375  
[facilities.mail@childinc.org](mailto:facilities.mail@childinc.org)

**Proposal submission:** Child Inc.  
818 E 53<sup>rd</sup> Street, Austin, Tx 78751  
Attn: Lawn & Landscape Contract Bid

**Submission Deadline:** 12pm on Friday May 2, 2025

### VENDOR PROFILE & CERTIFICATION

1. Business Name: \_\_\_\_\_
2. Business Owner(s) Name: \_\_\_\_\_
3. Business Physical Address: \_\_\_\_\_  
\_\_\_\_\_
4. Mailing Address (if different from above): \_\_\_\_\_  
\_\_\_\_\_
5. Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
6. Email address: \_\_\_\_\_
7. Company Structure (corporation, partnership, sole proprietorship):  
\_\_\_\_\_
8. Primary Business Purpose: \_\_\_\_\_
9. Years in Business: \_\_\_\_\_
10. Federal Tax Identification Number: \_\_\_\_\_
11. Years of doing work similar to the work sought in this bid request: \_\_\_\_\_
12. References – list at least 3

Customer	Main Contact Person	Telephone Number

14. Attach a copy of licenses (include professional, state and/or local business or privilege licenses).
15. Attach a copy of insurances (Worker's Compensation and Commercial General Liability)

<b>REQUEST FOR PROPOSAL (RFP) ACKNOWLEDGEMENT FORM</b>
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**RFP TITLE:** Lawn Care and Landscape Services

Issue Date:

***October 24, 2018***

Contact & Telephone

David Porter  
Facilities Manager  
512-709-5375  
facilities.mail@childinc.org

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**PROPOSAL DUE DATE & TIME:** March 28, 2025 12:00 P.M. EST

**NOTE:** Proposals received after the opening date and time will not be accepted.

Child Inc solicits your company to submit a proposal on the above referenced project. By signing this form, the Contractor signifies their acceptance of all terms, conditions, and specifications set forth in this Request for Proposals. All proposals must have an authorized signature in the space provided below. One (1) copy of your proposal must be delivered to: Child Inc. 818 E 53<sup>rd</sup> Street, Austin, TX 78751 or [purchasing@actionpathways.nog](mailto:purchasing@actionpathways.nog) before the RFP deadline. The package containing proposals for this project must reference the "CONTRACTOR'S NAME". NO faxed proposals will be accepted. Child Inc will not be responsible for late or lost bids by the U.S. Postal office or any other delivery services used by the Contractor.

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**THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR PROPOSAL. PROPOSALS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE CONTRACTOR.**

COMPANY NAME:

MAILING ADDRESS:

CITY, STATE, ZIP:

EMPLOYER'S FEDERAL IDENTIFICATION NUMBER (FEIN):

TELEPHONE NUMBER:

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I CERTIFY THAT THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER CONTRACTOR SUBMITTING A PROPOSAL FOR THE SAME SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP AS OR FOR THE CONTRACTOR.

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AUTHORIZED SIGNATURE:

TYPED OR PRINTED NAME:

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_



### Proposal Form

Please submit one (1) total bid amount to perform the services in this RFP. The bid must include all work specified in the RFP at each location. The contract will be awarded for specified location(s) the breakdown by location is for accounting purposes only.

Location Name	Location Address	Bid Amount
Admin Office	818 E 53 <sup>rd</sup> Street Austin, Tx 78751	
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Brodie CDC Retention Pond	8105 Brodie Lane Austin, TX 78745	
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Ortega CDC	1135 Garland Dr. Austin, TX 78721	
Overton CDC	7201 Colony Loop Dr. Austin, TX 78724	
St. James CDC	1941 Webberville Rd. Austin, TX 78724	
<b>Total</b>		

<b>Total Monthly In-kind (if any)</b>	
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