



## **Murray State College**

Request for Proposal For  
Lawn Maintenance Services

Proposal Due Date/Time:  
February 7, 2022 by 3:00pm.

## **Instruction to Bidders**

### Invitation to Bid

Murray State College invites your firm to submit a proposal in accordance with this (RFP). Your response to this request will be evaluated to determine your qualifications of your firm. Proposals must adhere to the format and content of this RFP. Proposals will not be evaluated unless all parts requested are submitted in a complete package. The information requested is the minimum required in order to qualify for consideration. The successful proposer shall be required to enter into a lawn maintenance agreement based on the specifications outlined in the RFP.

### Project Summary

#### BASE BID

The following services will be required from the successful firm:

Lawn Maintenance

#### ADDITIONAL SERVICES BIDS

Firms are also invited, but not required, to bid separately on the follow additional services:

Chemical Application Services

Landscaping Maintenance

Murray State College reserves the right to accept or deny any bid.

## Proposal Contact

Any questions concerning this RFP and all correspondence must be submitted in writing to the following contact:

Name: Justin Cellum, Vice President for Business Affairs

1 Murray Campus, Tishomingo, OK 73460

[jcellum@mscok.edu](mailto:jcellum@mscok.edu)

(580) 387-7211

Questions may *not* be submitted by telephone. All questions must be submitted in writing to the email address listed above, include contactors name, address and or email address. All questions must be submitted by February 4, 2022 at 3:00pm.

All proposers are instructed not to contact any member of the management or staff other than the contact person indicated above. Any such contact in violation of this requirement will be cause for rejection of your proposal.

## Minimum Requirements of Proposers

1. Has at least 3 acceptable references of similar size and scope
2. Has a minimum of (2) years in business
3. Possess the insurance minimums as outlined herein
4. Possesses any license required to perform under the proposal.

## Insurance Requirements

Throughout the term of this agreement the Contractor shall maintain at its expense and provide proof of coverage to Murray State College. Said insurance shall be secured from a company licensed to do business in the locale of the services being provided. Such insurance shall be in the amounts stated below:

1. Workers Compensation Insurance in the amounts required by Oklahoma law.
2. General Liability insurance in the minimum amount of \$1,000,000 per occurrence during the life of this contract.
3. Automobile Liability Insurance Commercial Automobile liability insurance with a minimum coverage of \$1,000,000 per occurrence.

Proof of insurance: contractor shall provide a certificate of insurance from a company licensed to do business in the state of Oklahoma indicating coverage is in place. The

insurance certificate must be provided at the time the proposal is submitted.

## Submission of Proposals

In order for your proposal to be considered all information requested must be submitted.

Required Submittals:

- 1. Company Background Information**
  - Experience
  - Qualifications
  - Current Staffing
- 2. Three References**
- 3. Proof of Insurance**
- 4. Copy of Licenses**
- 5. Proposal Cost Summary (Attachment 1)**

All proposals must be submitted by February 7, 2022 by 3:00pm.

Proposals must be received at 1 Murray Campus, Tishomingo, OK 73460 by the indicated time and date. Proposals can also be submitted via email to [jcellum@mscok.edu](mailto:jcellum@mscok.edu). Any proposals received after this date and time will not be considered.

## Evaluation Criteria

Murray State College staff will review and evaluate proposals based on the following criteria which are listed in descending order of importance.

1. Company Background Information
  - Experience
  - Qualifications
  - Size of current staff
2. Scope of Work
  - Demonstration of understanding of scope objectives
3. References
4. Costs

## Contractor Information

Murray State College may request additional information, samples, or presentations in support of your proposal. Murray State College may perform an interview with contractors under consideration to clarify any information provided or to gather evidence of managerial financial or technical abilities.

## Cancellation

Murray State College reserves the right to reject any and all proposals; request new proposals which meet the general specifications set forth and waive any informality. It also reserves the right to award the proposal in any manner that serves the best interest of Murray State College.

In the event of unsatisfactory performance of any contract awarded via this request for proposal, Murray State College reserves the right to terminate the contract upon giving 30 days written notice to the contractor.

## Site visits

Before submitting a proposal, contractors are encouraged to thoroughly examine all facilities and fully understand the conditions that in any way could affect their proposal. Failure to do so will in no way relieve the contractor from satisfactory performance under the proposal submitted.

## Scope of Work

The contractor shall furnish all labor, equipment, tools, supplies, and skills required to maintain the lawn in an attractive condition throughout the contract period. Maintenance of lawn shall include mowing, edging, pruning, tree trimming, and debris removal. The intent is to provide a professionally maintained appearance as determined by Murray State College. Any discrepancies shall be resolved in a manner determined by Murray State College. The contractor shall coordinate mowing schedules with Murray State College. Upon entering into contract, the frequency of cuts can be negotiated. However, it is expected mowing and edging will be conducted every 7-10 days during normal growing season.

## Duration of Agreement

The term of this agreement shall be one (1) year and renewed annually at the discretion of Murray State College.

## Quality Control

Work performed under this proposal shall be performed by a single firm experienced in lawn maintenance. The contractor may not subcontract any work to be performed under this contract.

## Payments

Contractors shall submit an invoice to Murray State College for services provided on a monthly basis. Any appropriately prepared and submitted invoice shall be paid net (30) from the receipt of the contractors invoice.

## Project Conditions

In order for the contractor to perform and complete his/her work, Murray State College must cooperate by providing the contractor with access to work areas and any needed staging as required.

## **Scope of Services**

### **Lawn Maintenance Services – Base Bid**

#### Mowing

Lawn shall be mowed at the appropriate height to keep a neat appearance. Considering the topography, the contractor is required to use the proper equipment to provide a high-quality cut and minimize scalping due to uneven terrain.

Excessive clippings are to be collected and removed from the property and properly disposed of. Walkways shall be cleaned immediately following each mowing and all cuttings and debris shall be removed from the site by the contractor and not blowing into parking lots, planter beds, streets, or drains. Clippings are not to be left overnight for removal the following day.

Care should be taken at all times to avoid damage to buildings and fixtures and landscaping. All sidewalks and walkways should be free and clear from clippings.

Paper, trash, limbs and other undesirable material will be removed from turf areas prior to mowing.

## Edging

Edging and trimming along curbs, beds, structures, and tree wells shall be done to keep a neat appearance.

## Tree/Shrub Trimming

Trees should be trimmed to avoid any interference with walkways and or vehicle parking or contact with buildings. Shrubs shall be pruned to retain a natural or acceptable horticulture appearance.

## Trash/Fall Foliage Removal

The contractor is responsible for removing trash in the lawn and landscaping areas from the property. During Fall/Winter month's removal of leaves or on the grounds will be required..

## Parking Lot and Sidewalk Weed Control

All weeds shall be removed from all parking lots and sidewalks. The contractor is responsible for determining the best method for weed control.

## Chemical Application Services – Additional Services Bid

The Contractor shall ensure all lawns shall be treated at least twice each year or more as deemed necessary for general weed control. The Contractor shall apply a pre-emergent crabgrass control once in early spring of each year

## Landscape Maintenance Services – Additional Services Bid

### Bed Maintenance

The Contractor shall be responsible for the total grounds maintenance of beds; cleaning, edging, fertilizing, mulching, and weeding of all flower beds.

The Contractor shall ensure that all beds and tree wells to be cultivated, mulched or stoned, are free of weeds and leaves at all times.

The Contractor shall ensure that all plants are sprayed and/or treated as deemed necessary to eliminate all types of infestation.

The Contractor shall ensure all shrubs, shrub beds and ground covers are fertilized and limed according to their particular needs.

Vines shall be trimmed neatly against supporting structures and kept within bounds. Groundcovers shall be kept trimmed within curbs and along walkways. They shall not be allowed to grow into or through shrubs or other plantings.

Re-mulching of Beds: The Contractor shall apply a top dressing (to maintain a minimum of two (2) inch barrier) of shredded hardwood bark (non-demolition materials) to all beds in the spring. The Contractor shall ensure the removal of built-up mulch be accomplished at this time, when necessary, to maintain healthy plant, shrub/brush and tree growth. The Contractor shall ensure that weed control be accomplished prior to applying new mulch.

With the prior written approval of the Murray State College Director of Physical Plant or Vice President for Business Affairs, the contractor will remove and purchase plants, remove dead and damaged plants and replace with plants of equivalent size and variety.

## **Facilities**

Murray State College – Tishomingo Campus  
1 Murray Campus  
Tishomingo, OK 73460

The following areas are excluded from the Scope of Work:

- All campus athletic fields
- All farm properties

**Proposals Due February 7, 2022 at 3:00pm**



## Proposal Cost Summary – Attachment 1

Required Bid:

Lawn Maintenance Services - Murray State College (Tishomingo Campus)

\$ \_\_\_\_\_ (Monthly Amount)

Additional Services Bid:

Chemical Application Services - Murray State College (Tishomingo Campus)

\$ \_\_\_\_\_ (Cost per Treatment)

Landscape Maintenance Services - Murray State College (Tishomingo Campus)

\$ \_\_\_\_\_ (Monthly Amount)

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Company Phone \_\_\_\_\_

Company Email \_\_\_\_\_

Bidders Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_