

# **Request For Proposal: RFP #2018-001**

## **Lawn Care Services**

Metropolitan Area EMS Authority d/b/a MedStar Mobile Healthcare (“MedStar”) seeks proposals in response to this Request for Proposal (“RFP”) from contractors to provide professional and quality lawn care services as described in this RFP. Responses to this RFP must be delivered by mail or in person to:

MedStar  
Attn: Shaun Curtis  
2900 Alta Mere Drive  
Fort Worth, Texas 76116

The Deadline to submit a response to this RFP is 4:30 pm on Thursday, Sept 20, 2018. MedStar will not consider any responses received after the submission deadline.

## **Instructions to Respondents**

The responses to the RFP shall be submitted in a sealed envelope. Each envelope must be clearly marked on the outside with the notation **“Request for Proposal –Lawn care Services; [Respondent’s Name and Address]”**. MedStar may, in its sole discretion, reject any or all proposals. The successful bidder, if any, will be required to enter into contract with MedStar which will incorporate the RFP and the response to the RFP.

All questions concerning this RFP shall be directed to Shaun Curtis, Logistics Manager with MedStar, via Phone (817)980-3199 or email [scurtis@medstar911.org](mailto:scurtis@medstar911.org). Respondents will communicate only with Mr. Curtis on matters relating to the RFP and will not communicate with any other employee or representatives of MedStar.

The Successful bidder will provide lawn care services for MedStar property located at 2900 Alta Mere Drive, Fort Worth TX, and the MedStar site located at 2944 South Grove St, Fort Worth TX, 76104.

**Potential bidders will be allowed to schedule site visits for Alta Mere through Mr. Curtis for purpose of gaining measurements and evaluating the current landscaping and irrigation system.**

Thank you for your consideration.

Shaun Curtis  
Logistics Manager  
MedStar Mobile Healthcare

## **1. Background**

MedStar Mobile Healthcare occupies 9.9 acres at 2900 Alta Mere Dr. Fort Worth, TX 76116 and is the exclusive provider of Emergency Medical Services for the City of Fort Worth and 14 other member cities in the Fort Worth metropolitan area. Our administrative offices are open Monday through Friday 7:30 am to 4:30 pm., while the ambulance operations are open 24/7/365. As a community healthcare provider, MedStar's facilities must reflect the highest standards of customer service and cleanliness to team members, the board of directors and the public.

## **2. Response to the RFP Binding Upon Respondent**

The response must contain the signature of a duly authorized officer of the respondent, empowered with the legal right to bind the respondent. All submitted responses shall be binding for a period of **one hundred and twenty (120) days** from the response submission deadline.

## **3. Response Modification or Withdrawal**

Responses may be modified, withdrawn, or re-submitted in writing prior to the submission dead line of 4:30 pm on Thursday, Sept 13, 2018. After this deadline, no resubmissions or modifications may be made for any reason.

## **4. General Contract Provisions**

The successful bidder ("Contractor") will enter into a contract ("the contract") with MedStar which will incorporate the RFP, the response to the RFP and other negotiated terms. The contract will include the following general provisions:

### **4.1 Assignment**

The contractor shall not assign the Contract without the written approval of MedStar EMS.

### **4.2 Laws**

Contractor shall comply with all applicable laws, ordinances, rules and regulations relating to the work performed by contractor under the contract.

### **4.3 Indemnification**

Contractor, agrees to defend and indemnify and hold harmless MedStar, its member jurisdictions, officers ,directors, agents, employees, and representatives, from and against any loss, damages, claims, demands, suits, liabilities, and expenses (including reasonable attorney's fees) incurred by MedStar arising from the breach of the contract by contractor, or by virtue of the negligent acts or omissions of the contractor, its agents,

employees, and subcontractors, or of anyone acting under the direction or control of contractor or on contractor's behalf, in connection with or incidental to the performance of the contract.

**4.4 Jurisdiction**

The contract shall be governed by the laws of the State of Texas and venue for any lawsuit relating to the Contract shall be in Tarrant County, Texas.

**5. Insurance Requirements Under the Contract**

**5.1 General Requirements**

Contractor shall submit to MedStar, on or before contract execution, certificates of insurance as evidence that the contractor has the policies providing the required coverage and limits of insurance and that they are in full force and effects. Each certificate of insurance shall name MedStar as an additional insured. Each certificate or policy shall require in writing that **thirty (30) days** prior to cancellation, non-renewal or material change in the policy, notice there of shall be given to MedStar by registered mail, returned receipt requested.

**5.2 Workers Compensation**

Coverage meeting the statutory limits prescribed by the laws of the State of Texas

**5.3 Summary of Insurance Coverage**

The following Chart outlines the various types of minimum required coverage and the minimum required limits. Respondents that carry greater limits of coverage will be favored, to a limited extent, in the bidding process.

**Commercial General Liability on an occurrence basis as follows:**

<b>Forms of Coverage</b>	<b>Minimum Limits of Liability</b>
Combined Single Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
General Aggregate Limit (per job basis)	\$2,000,000
Products-Completed operations Aggregate	\$2,000,000
Personal Injury and Advertising injury	\$1,000,000
Fire Damage Limit	\$250,000
Medical Expense Limit	\$15,000

**6. Contract Term**

The initial term of the contract will be for one (1) year commencing on the date of the Contract and MedStar will have the option to extend the term of the contract for four (4) additional periods of one year each. The contract will include provisions, however,

that will give either party the right to terminate the contract for any reason with thirty (30) day notice in writing, submitted via certified mail.

## **7. Scope of Service / Specifications**

The contractor will be responsible for furnishing all supervision, labor, materials, chemicals and equipment required to meet the specifications of this RFP.

The contractor will have access to all parts of the property where the work is required during normal business hours. Any after-hours work on the property will be scheduled in advance.

The contractor shall have all necessary permits issued by the City of Fort Worth.

Through this RFP, each Respondent will provide pricing and schedule for the following core services:

- Mow, Trim, Blow
- Litter Removal
- Hard Edging
- Weed Control of Turf and Plant Beds
- Prune/Shear Shrubbery
- Pre-Emergent of Plant Beds
- Spring Clean Up
- Leaf Removal

Through this RFP, each Respondent will provide pricing and schedule for the following additional services performed on an annual basis:

- Prune Trees
- Fertilize Trees
- Fertilize Shrubbery
- Turf Pre-Emergent
- Fertilize Turf
- Turf Post-Emergent
- Turf Insect Control
- Turf-Lime
- Core Aeration
- Over-Seed
- Trench Edge Beds
- Install Mulch
- Cultivate Mulch Beds
- Winter Service Visits

- Irrigation Inspection
- Irrigation Spring Start-up
- Irrigation Winterization
- Fall Clean Up

All supplies and chemicals must be approved for use by MedStar, and the Respondent will supply all required SDS sheets as required by law. Respondent will also develop options for enhanced services with recommended frequency.

It is expected that the Respondent that is awarded the Contract will, within 30 days, bring the facility up to the standard that is established through this RFP process. Once the standard has been met, the Contractor will maintain the facility at that level for the duration of the contract.

MedStar is a highly visible organization and frequently entertains dignitaries from the cities that we serve, EMS agencies from around the world and members of the news and press. For this reason and the fact that MedStar is a medical organization, it is critical that its facilities present a positive image. It is essential that we provide a clean, safe and comfortable work and resting place for our team members.

Respondents must develop a Quality Control Plan that ensures all tasks are completed as scheduled on a daily basis. A weekly report (work week will be Saturday through Friday) will be presented to the Logistics Manager by electronic means no later than the following Monday.

## **8. Client References**

Provide a list and profile of at least three customers currently utilizing the Respondent's service. The profile must include the general size of the property serviced, length of service, and the primary contact information for the customer. The contact information includes customer name and address, contact person's name, contact phone numbers and contact email address, if available.