



**Kansas City Kansas
Community College**

Request for Proposal/Bid 24-006	
Grounds Maintenance	
RFP/Bid Issued:	March 13, 2024
Pre-proposal Meeting (MANDATORY)	March 26, 2024 10:00 AM CST <i>Meet outside doors in front of Jewell building</i> Kansas City Kansas City Kansas Community College 7250 State Avenue Kansas City, KS 66112
Question/clarification deadline:	March 26, 2024 4:00 PM CST
Proposals/Bids Due:	March 29, 2024 10:00 AM CST
Buyer:	Amiee Wenson Director of Budget & Purchasing Finance Department, Jewell Building Kansas City Kansas Community College 7250 State Avenue, Kansas City Kansas 66112 Email: awenson@kckcc.edu

FORM A

RESPONDENT ACKNOWLEDGEMENT

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service in accordance with all terms and conditions specified herein. Please type or print the information below.

Respondent is REQUIRED to complete, sign, and return this form with their submittal.

Company Name	Authorized Person (Print)
Address	Signature
City/State/Zip	Title
Phone #	Date
Fax #	Tax ID #
Email Address	

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RFP INFORMATION, INSTRUCTIONS, FORMS

REQUEST FOR PROPOSALS NO. 24-006

PROFILE OF KANSAS CITY, KANSAS COMMUNITY COLLEGE

Kansas City Kansas Community College is a centrally located public 2-year institution in the Kansas City metropolitan area, in northeast Kansas. The College was founded in 1923 and is accredited by the Higher Learning Commission. KCKCC's Main Campus and Technical Education Centers are within the city limits of Kansas City, Kansas, located within Wyandotte County near State Avenue and College Parkway. The College also serves Leavenworth County with a satellite center, Pioneer Career Center. In total, KCKCC serves about 8,000 students per year.

The stated mission of KCKCC is "Inspire individuals and enrich our community one student at a time."

INSTRUCTIONS FOR SUBMITTING PROPOSALS

SECTION 1: GENERAL INSTRUCTIONS

All submittals must be in accordance with these instructions.

- A. Must submit three (3) original paper copies of the submittal response in a sealed envelope, labeled with the project number and project title. Two (2) electronic copies of the submittal response should be provided in the sealed envelope with the original paper copies. Deliver or mail to 7250 State Avenue, Kansas City, Kansas 66112, Attention: Amiee Wenson, Director of Budget & Purchasing, Administrative Offices.
- B. The College reserves the right to waive defects and informalities in submittals, to reject any or all submittals, or to accept any submittals as may be deemed in the best interest of the College, in its sole discretion.
- C. Any submittal may be withdrawn at any time prior to the time specified herein for the opening of submittals, but no submittal may be withdrawn for a period of ninety (90) days after the submittal.
- D. Any exceptions taken to the terms, conditions, or specifications of the RFP must be clearly noted in the submittal as follows: **Exceptions to RFP 24-006**. If not so noted, then the successful respondent expressly agrees to the terms, conditions, and specifications of the RFP in its entirety and any exception after submittal will be held invalid and/or cause to reject the submittal, in whole or in part, at the sole discretion of the College.
- E. Questions and information pertaining to any item of this request may be obtained by submitting a request via email prior to the submittal deadline as noted on Page 1. Except in writing as noted on page 1, no other communication will take place between respondents and employees of the College during the RFP process.
- F. Services shall **not** be subcontracted or assigned, in whole or in part, without the express written consent of the College. Areas of work that cannot be accomplished by the respondent must be identified in the submittal, including the identification of other firms to be used. However, ultimate responsibility for the goods/services and all obligations relating to the goods/services will remain with the successful respondent.
- G. It is the responsibility of each respondent to become familiar with the requirements of this RFP. Lack of knowledge concerning the RFP's requirements will not relieve the respondent of conditions submitted in response to the submittal.
- H. If it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all respondents on record as having received the RFP and posted on the College's website. **It is important to note, however, that it remains the responsibility of the respondent to determine if any addenda have been issued and to obtain those addenda prior to submitting their submittal.**

- I. The College will not be liable for any costs that a respondent may incur in the preparation of or presentation of the submittal.
- J. In all cases, no verbal communication will override written communication and only written communications are binding.
- K. The College shall not be obligated to return the respondent's submittal once submitted, whether the submittal is withdrawn or not.
- L. A **mandatory** pre-bid conference will be held on March 13 at 2:00 pm outside the Administration area (Jewell building) at the KCKCC Main Campus, 7250 State Avenue, Kansas City, KS 66112.

SECTION 2: EVALUATION CRITERIA

Evaluation will be in accordance with the College's policies and practices and purchasing policy. The College shall base its selections for professional services required for a project upon, but not limited to, the following criteria:

- A. **Approach to the Scope of Services.** The scope of the services offered and the extent to which they meet or exceed the requirements of the College.
- B. **Personnel.** Professional credentials and experience of all personnel who will be involved with the project. The specialized experience and technical competence of the respondent with respect to the type of services required.
- C. **Capacity to Perform the Work.** The capacity and capability of the respondent to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project. Total resources of the respondent that can be applied to the Project, including project schedule.
- D. **Experience.** The past record of performance of the respondent with respect to such factors as control of costs, quality of work, and ability to meet schedules. Previous experience with similar or like services as outlined in this RFP, including references, level of satisfaction of present and former clients with accounts of comparable size and complexity.
- E. **Familiarity.** The respondent's proximity to and familiarity with the College and/or higher education. Understanding of the scope and work required as evidenced by the submittal and the ability of the respondent to deliver services as requested.
- F. **Fee Proposal.** Selection will be made based upon the most responsible respondent in the sole discretion of the College, including costs. A responsible respondent is a firm who has the capability and experience in all aspects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance.

SECTION 3: PROPOSAL SUBMITTALS

Bid/Proposal Format

1. Respondent Acknowledgement Sheet – Completed copy of page 2 of this RFP. *FORM A.*
2. Company Overview and History - Describe your company, officers, number of employees, and operating policies. State the number of years your organization has been in business and the financial stability of your company (no more than 2 pages). *No form.*
3. Experience/References – Describe your experience in performing the services requested in this RFP. Indicate if you have previously contracted with KCKCC, and if any contract with KCKCC was terminated or declared in default by the College due to performance, breach, or other concerns. Provide three (3) references, preferably those that include current and former public higher education clients for similar work. *FORM B*
4. Key Personnel – Identify key personnel who would be assigned to this project to provide the services described in the Scope of Work, highlighting the primary point of contact for the College. Include an organizational chart and resumes as appropriate. *FORM C*
5. Project Approach – Describe in detail the approach to the project. Provide a detailed, task-oriented timeline for the project as it relates to the project requirements. **THIS IS NOT APPLICABLE AND THEREFORE NOT REQUIRED FOR THIS RFP**
6. Fee Proposal – Provide a price proposal with a fixed price / lump sum amount for the project based on the scope of services outlined in this RFP. Also, include a fee schedule in an hourly billable rate format for all project personnel in the event additional services are requested. Unless stated, the College shall assume that no other fees will be assessed in connection with the provision of services and to satisfy the RFP requirements. *FORM E.*

SCOPE OF SERVICES

SECTION 1: INTRODUCTION TO PROJECT

Kansas City Kansas Community College (KCKCC) extends an invitation to qualified firms with the necessary resources and experience to submit bids for grounds maintenance as outlined in this RFP. The College will require scheduled services and may also contract for optional services on an as-needed basis.

SECTION 2: SCOPE OF WORK

Grounds maintenance is requested for locations as described in this RFP. Respondent may bid 1) KCK locations (grounds maintenance), 2) Pioneer Career Center location (grounds and snow removal) or 3) both.

Grounds Maintenance

Furnish all labor, equipment, and material necessary to complete the maintenance of turf and plantings as specified herein. The work to be completed, but not limited to, shall include:

- A. Scheduled Services: mowing, trimming, edging, mulching, over seeding, debris removal, bed maintenance, weed control, fertilization, spring and fall clean-ups, and disease and insect/pest control. (These services are meant to be automatic).
- B. Optional Services: aerating, sod, lime application, disease, and insect/pest control. (These services are not automatic services and are not to be performed unless requested in writing by the Director of Facility Services for the respective properties, which will be specified to the approved bidder. Copies of the written request for service shall accompany any bill for that service to have payment rendered).

1. MOWING

- A. All lawn areas shall be mowed once per week or shall be adjusted, by prior consultation between the Contractor and the Director of Facilities Services of their designee, to make necessary schedule changes. The cutting height will be two and one-half (2-½) inches to three (3-1/2) inches.
- B. Grass clippings, leaves, or other debris will be swept and removed from all walkways, curbs, streets, street gutters, walls, air conditioner/heater pump units, driveways, beds, and fences and will be removed from respective the College properties.
- C. Litter, debris and loose stone on lawn areas will be removed prior to mowing.
- D. Mowing around all planted beds, planted trees and tree wells and any living areas shall be such that all grass clippings are directed AWAY from these areas.

2. TRIMMING

- A. All lawn areas adjacent, but not limited to buildings, walkways, curbs, lights, signs, trees, beds, and fences shall be trimmed to approximately two (2) inches. Weed whackers or equal, shall not be permitted adjacent to ornamental shrubs, wooden posts, building siding or any other building façade.
- B. All plantings around air conditioner/heater pump units shall be trimmed so as not to obstruct the operation of the air conditioner/heater pump unit.

3. EDGING

- A. Edging walkways, sidewalks, and curbs to be done on a weekly basis. Turf along all walkways will be cut with a mechanical or manual edger, producing a well-defined vertical edge.
- B. All debris will be removed and discarded off-site as needed and after every storm.
- C. All voluntary growth in cracks in sidewalks, curbs, roadways, and parking areas shall be cleared of all growing vegetation. The curb shall be sprayed with an all vegetation kill, but is not to discolor the curb, walkways, parking areas, or sidewalks.

4. SPRING CLEAN UP

- A. All debris, including, but not limited to, branches, stones, and paper shall be removed from the properties as needed and after every storm.
- B. All driveways and parking areas shall be swept clean. All debris shall be removed from the properties.
- C. Planting Beds
 - C.1. Soil (mulch) in beds will be broken to a depth of one and one-half (1 ½) inches.
 - C.2. All weeds will be removed; existing plantings will be cleared of debris, dead branches, stones, etc.
 - C.3. All mulch will be loosened and reshaped.
 - C.4. Mulch will not be left against building foundations, patio walls, heat pumps, air conditioners or fences.
 - C.5. An application of pre-emergent herbicide is to be applied to all beds to control weeds.
 - C.6. All foundation beds and tree wells will be edged.
 - C.7. The Director of Facility Services or their designee is to schedule these activities with the Contractor.

5. FALL CLEAN UP

- A. All lawn areas, beds and parking areas will be cleaned of leaves, branches, litter, stones, and other debris as needed and after every storm.
- B. All debris is to be removed from the College properties.
- C. All walkway and roadway gutters are to be swept clean.
- D. The Director of Facility Services or their designee is to schedule these activities with the Contractor.

6. WEEKLY HORTICULTURE/PLANT BED MAINTENANCE

- A. Seasonal plantings will be changed out three times per year and scheduled Director of Facility Services.
- B. Pruning of all shrubs should be included.
- C. All planting beds, including any around ornamental trees shall be maintained.
- D. All weeds, not controlled by herbicide program shall be removed by hand weekly. Any plant damage caused by chemicals, applied by Contractor, will be the sole responsibility of the Contractor.
- E. Post-emergent herbicides shall be applied in accordance with manufacturer's specific recommendations to control weeds not controlled by pre-emergent programs. Any plant damage caused by chemicals, applied by Contractor, will be the sole responsibility of the Contractor.
- F. All mulched areas to be loosened and reshaped as needed.

7. WEED CONTROL

- A. Pre-emergent herbicide will be applied to all turf areas in accordance with manufacturer's recommendations to control weeds prior to germination. Chemical control shall be selected for the broadest spectrum control possible. The Contractor may elect to use combination chemical applications. Should this maintenance approach be taken, it will be made in strict observation of the manufacturer's recommendations.
- B. Post-emergent herbicides shall be applied in accordance with the manufacturer's recommendations to control weeds, which are not controlled by the pre-emergent program. All applications shall be made in accordance with the manufacturer's recommendations.
- C. All herbicides shall be used by a licensed applicator and shall be used in accordance with the standards and regulations set forth by the Environmental Protection Agency and the appropriate state and local regulatory agencies

- D. The Director of Facility Services will be informed ten (10) days in advance of any applications and the properties will be posted by the Contractor in such places where notice will be read.
- E. The Contractor is to provide the Director of Facility Services with a copy of the Material Safety Data Sheet for all chemicals, at least ten (10) days in advance of application.
- F. The Director of Facility Services is to schedule these activities with the Contractor.

8. FERTILIZATION

- A. All established lawn areas shall be fertilized or as necessary.
- B. The Director of Facility Services is to schedule these activities with the Contractor.

9. DISEASE CONTROL

- A. All lawn areas shall be inspected monthly for signs of development of any pathogen, which might adversely affect the growth and normal development of the turf areas. Immediately upon finding such problem, the Contractor shall take steps to control the problems(s) as they exist and notify the Director of Facility Services.
- B. All trees should be inspected monthly for signs of pest and/or diseases to be treated in order to save the tree.
- C. No pesticides shall be applied needlessly.
- D. All pesticides shall be used under the direct supervision of a licensed pesticide applicator and shall be used in accordance with the standards and regulations set forth by the Environmental Protection Agency and appropriate state and local regulatory agencies.
- E. The Director of Facility Services will be informed ten (10) days in advance of any pesticide applications and the properties will be posted, by the Contractor, in such places where they will be read.
- F. The Contractor will provide the Director of Facility Services with a copy of the Safety Data Sheet for all chemicals, at least ten (10) days in advance of any pesticide applications.

10. MULCHING

- A. An application of a sufficient amount of bark mulch is to be made on all beds to provide approximately two (2) inches of total mulch.
- B. Mulching material is to have the prior approval of the College. The mulch should be termite free and not contain any chemical or material which might cause the turf to turn colors or become diseased.

- C. Mulch is not to be left against the building foundations, air conditioners or heat pump units, or fences.
- D. Mulch is to be applied around trees in such a way as to not suffocate the trees.

11. AERATING

- A. All lawn areas shall be aerated in accordance with good horticultural practices.
- B. All aeration plugs shall be raked and removed from the College properties.

12. OVERSEEDING

- A. All lawn areas shall be over seeded in accordance with good horticultural practices.
- B. All seeds shall be of the highest quality and shall be of such type so as to perform the purpose for which it is intended following the manufacturer's recommendations.

13. DEBRIS REMOVAL

- A. Contractor shall quote on removal of debris, beyond the scope of this specification, on an as needed basis.
- B. Contractor is to bid on a per cubic foot basis price.

14. GRUB CONTROL

All lawn areas shall be controlled for grubs in accordance with good horticultural practices.

15. IRRIGATION

All irrigation should include spring turn on with calibration, summer run through with calibration and winterization of system.

16. QUALITY CONTROL

- A. Contractor will have regular assessments for all properties. This may be weekly onsite inspections and bi-weekly managerial inspections.
- B. Contractor should be able to offer solutions for problem areas of overgrowth, water waste, soil erosion, disease or infestation, safety hazards, and other concerns.

17. SNOW REMOVAL

- A. Work is based on seasonal needs, and will be performed on an as needed, as specified basis.
- B. Awarded Contractor is responsible to furnish all rock salt, calcium chloride, tools, material, and labor to complete the services as specified.

- C. It is the Contractor's responsibility to examine the site and field verify conditions under which the work is to be done. No allowance will be made for extra expense on the account of error.
- D. Awarded Vendor shall deliver MSDS sheets, if any are related to this project, to the college.
- E. All work will be performed by trained professionals and competent personnel. Overall site condition will be monitored and reported as needed.
- F. Contractor shall provide its own employees, equipment, and supplies necessary to complete the Services described here under which include clearing all drive lanes, fire lanes, parking areas, sidewalks adjacent to buildings and public sidewalks.
- G. Contractor will comply with all federal, state and local governmental laws, regulations, codes and ordinances.
- H. All work shall be completed in a workmanlike manner consistent with customary industry practices.
- I. Contractor shall be responsible for damage to the Property caused by snow removal operations including, but not limited to, buildings, curbs, parking blocks, islands, sidewalks, light poles, signs, landscaping, paving or striping of the Property or equipment used in connection therewith. Any damage must be reported to Facilities immediately.
- J. Contractor agrees to complete the Snow Control Data Log for each plow and deicing, and then email or fax to Facilities after each occurrence. This Snow Control Data Log is provided at the end of this bid document for each plow and salting. To receive payment, this log must be attached to the invoice.
- K. Contractor agrees to provide Facilities with all current contact names and phone numbers that are available 24 hours / 7 days per week including holidays.
- L. Specific to each Snow Event, contractor must obtain authorization from the Director of Facilities or designee and then begin plowing at the campus as soon as the snow or ice accumulates regardless of the time of day or night, or day of the week.
- M. Sidewalks and building entranceways are to be treated as "Zero Tolerance" for snow and ice. These areas are to be cleared and treated for any amount of snow and ice accumulation or at the request of the Grounds Manager at any time regardless of day or night.

SECTION 3: WORK LOCATIONS

KCKCC-Main Campus
7250 State Avenue
Kansas City, KS 66112

KCKCC-TEC 1
6565 State Avenue
Kansas City, KS 66102

KCKCC-TEC 3
6736 State Avenue
Kansas City, KS 66102

KCKCC-Fire Science
6840 State Avenue
Kansas City, KS 66102

KCKCC- Police Academy
7340 State Avenue
Kansas City, KS 66112

KCKCC-Centennial Hall
7360 State Avenue
Kansas City, KS 66112

KCKCC-Little Leaders Day Care
7250 State Avenue
Kansas City, KS 66112

KCKCC- Pioneer Career Center
1901 Spruce St
Leavenworth, KS 66048

GENERAL CONTRACT TERMS AND CONDITIONS

SECTION 1: GENERAL TERMS

- A. Governing Law.** A standard contract document will be negotiated once the successful respondent(s) has been selected. Per state statute, Form DA-146a is required and the State of Kansas will be the governing law.
- B. Independent Contractor.** The respondent is now and shall remain a separate and independent entity from the College.
- C. Submittal.** The submittal received from the successful respondent, along with the RFP, will be incorporated into the Agreement between the College and the respondent, and all provisions therein shall be provided by the respondent in accordance with the requirements of the submittal, unless superseded by the terms and conditions of the Agreement, RFP, or any subsequent amendment. **No contract award shall exist until an agreement is approved by the College and executed by both parties.**
- D. Term.** The agreement shall include the project schedule and acceptance of the final product. The initial term of the agreement shall be one (1) year with four (4) renewable years. The contract will automatically renew unless the College provides notice at least thirty (30) days prior to the expiration of the annual renewal period.
- E. Insurance.** While performing the services, the respondent will maintain minimum insurance coverage specified herein. The College will be listed as an additional insured in respect to general liability, automobile liability, and umbrella/excess insurance. However, the addition of the College as an additional insured shall not in any way nullify coverage for claims or actions the College may have against the respondent. The respondent will provide the College certificates evidencing the required coverage prior to commencing services.

<u>Type of Coverage</u>	<u>Limits of Liability</u>
Workers' Compensation	Statutory
Employers' Liability	\$500,000
Comprehensive General Liability	\$1,000,000 per occurrence, \$2,000,000 aggregate
Automobile Liability	\$1,000,000 per occurrence, \$2,000,000 aggregate
Umbrella	\$2,000,000
Professional Liability	\$1,000,000 per claim

F. Equal Employment Opportunity Clause.

Respondent hereby agrees to the following provisions:

1. No Discrimination

The respondent will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin, or any other classification protected by law. The respondent will ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin or any other classification protected by law.

2. Posting Non-Discrimination Notices

The respondent agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The respondent will, in all solicitations or advertisements for employees placed by or on behalf of the respondent, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin, or any other classification protected by law.

3. No Retaliation

The respondent will not discharge, or in any other manner discriminate against, any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant, or for filing a complaint of discrimination. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the respondent's legal duty to furnish information.

4. Noncompliance

In the event of the respondent's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the respondent may be declared ineligible for further government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

5. Subcontractors

The respondent will include the nondiscrimination provisions herein in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor.

6. Secretary of Labor Compliance

The respondent agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of respondent and subcontractors with the equal employment opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

- G. Debarred Contractors.** The respondent further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order, and will carry out such sanctions and penalties for violation of the equal employment opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the respondent agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the respondent under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such respondent; and refer the case to the Department of Justice for appropriate legal proceedings.
- H. Smoke and Tobacco-Free College.** The respondent agrees to abide by the Smoke and Tobacco-Free College policy for all employees and subcontractors while at College locations.
- I. Sales Tax Exemption.** The College is exempt from sales tax and it should be excluded from all proposals.
- J. Executive Order 11246.** The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- K.** The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders when requested.
- L. Procurement of Recovered Materials Clause.** A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The

requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 CFR part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

- M. Wages & Working Conditions.** Wages billed must be computed on a standard 40-hour work week in compliance with 40 USC 3702. Work in excess of 40 hours per week is permissible if the worker is paid no less than 1.5 their standard pay for hours over 40 in one week for nonexempt employees. Depending on the funding source, federal wage rates may be required from time to time. **Federal wage rates do not apply to this project.**

PRICING FORM E – Submit with Proposal

Cost items correlate to Scope of Work, pages 8-13.

	Times Per Year	Cost Per Service	Total Cost
Mowing	30		
Trimming	30		
Edging	30		
Spring Clean Up	1		
Fall Clean Up	1		
Weekly Horticulture/Bed Maintenance	30		
Seasonal Color Changes	3		
Weed Control:			
Pre-emergent	1		
Post-emergent	1		
Fertilization	3		
Disease Control	TBD		
Mulching	TBD		
Aerating	TBD		
Over seeding	TBD		
Debris Removal (To include weekly trash pickup)	TBD		
Pest/Grub Control (To include trees)	TBD		
Irrigation – Turn on/Winterize (To spring, summer, winter)	TBD		

Pricing Form E – Continued – Snow Removal Option at PCC

Flat Rate - Removal .01"-.99" /event	\$
Flat Rate - Removal 1"-2.99" /event	\$
Flat Rate - Removal 3" up to 5.99" /event	\$
Flat Rate - Removal 6" up to 8.99" /event	\$
Flat Rate - Removal 9" up to 12" /event	\$
Flat Rate - Salt only furnished and applied/event	\$

Snow accumulation over 12" will be paid at the 9" up to 12" rate with the addition of the average step cost between the ...up to 2.99", ...up to 5.99", ...up to 8.99" and ...up to 12" rate for each 3" of additional accumulated snow.

(For example: if the Bidders corresponding numbers were; \$200, \$400, \$600 and \$800, the average step would be \$200 and the amount paid for a 14" snow fall removal would be \$800 + \$200 = \$1000.)



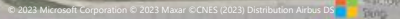
Map 1 - Main Campus - West side

Map 2 - Main Campus - North side

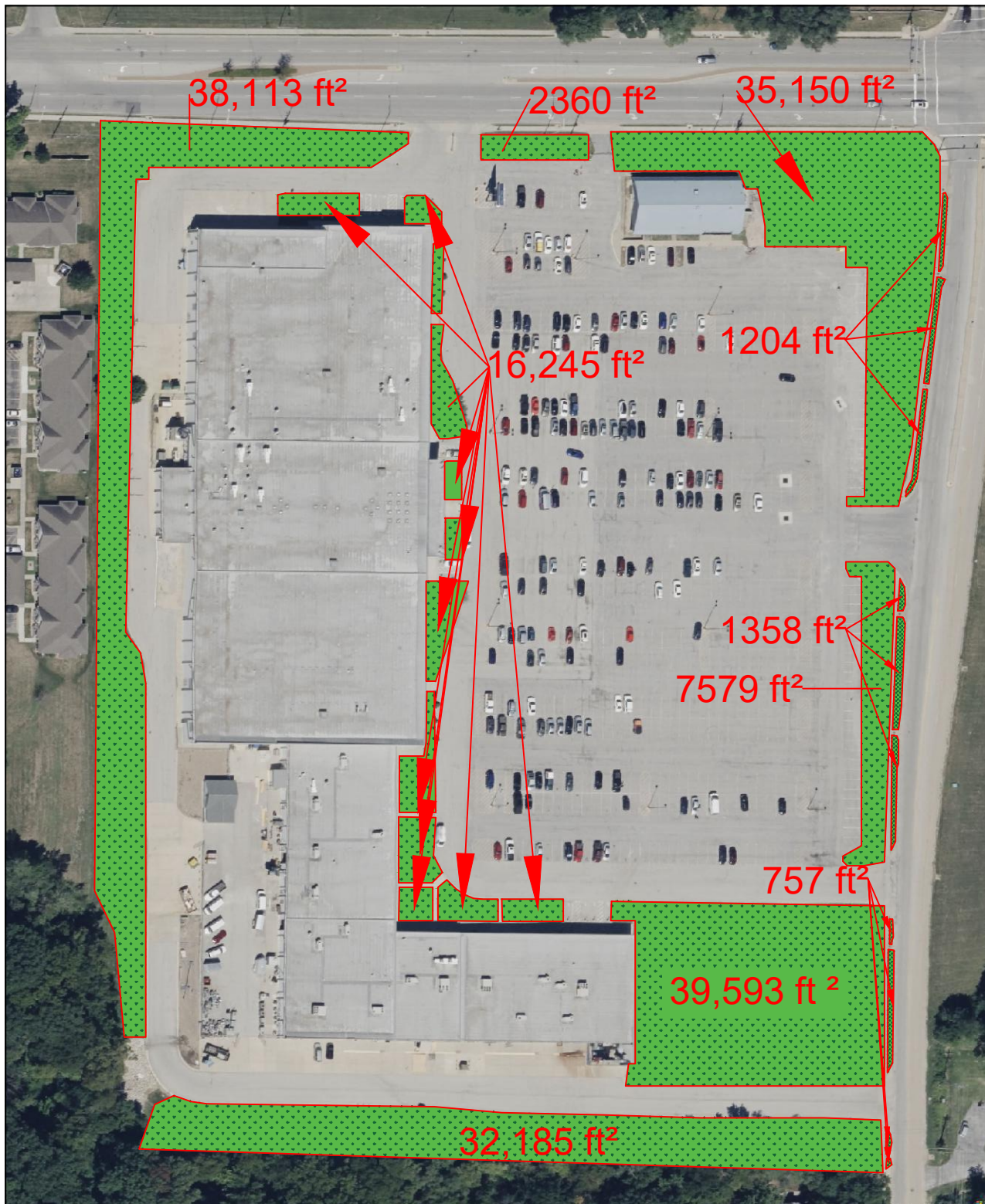




Map 3 - Main Campus - CEB & Learning Commons

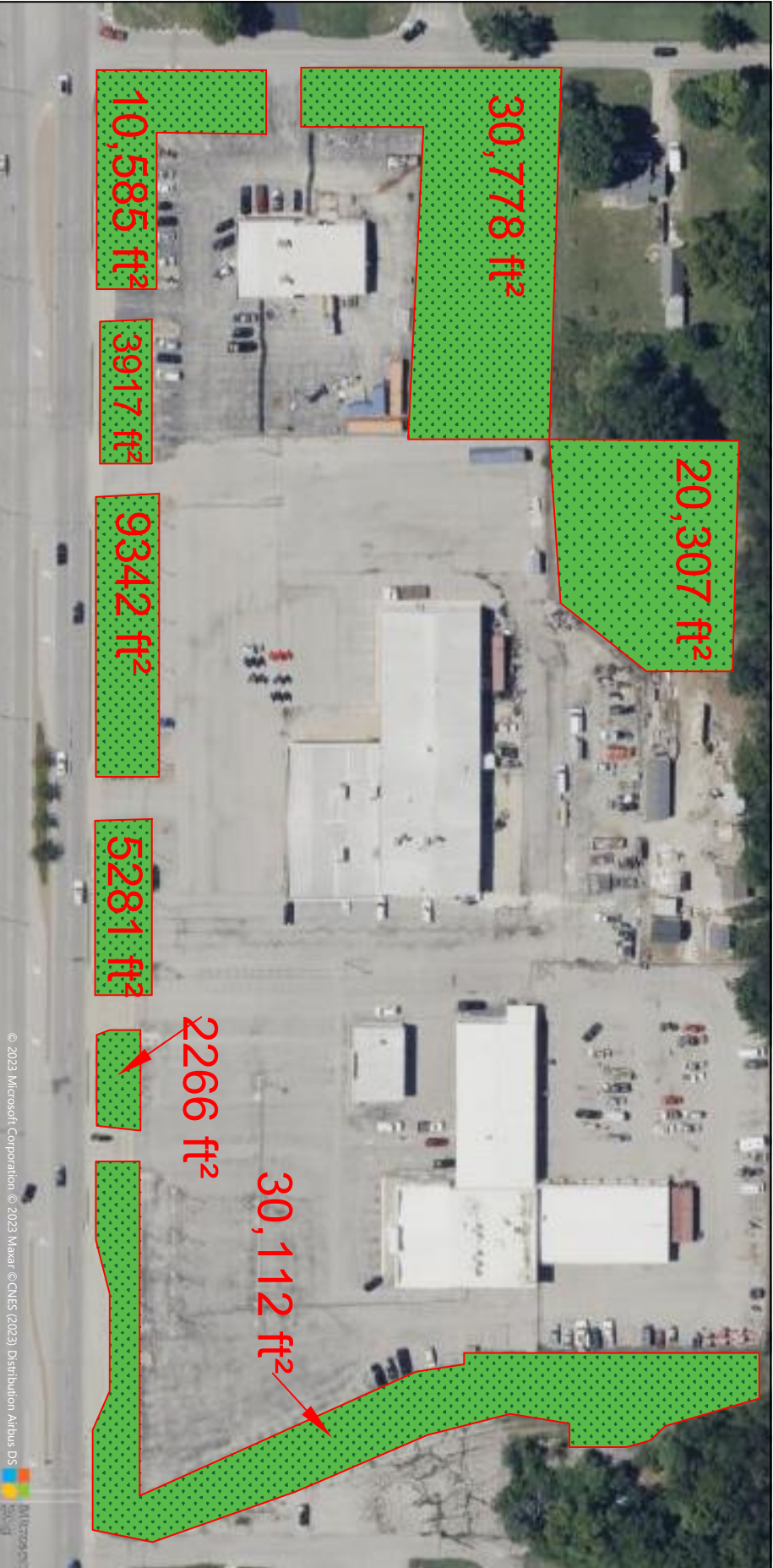


Map 4 - Little Leaders & Lodge by the Lake



Map 5 - TEC Greenspace

Map 6 - TEC 2 Fire Science
Greenspace





Map 7 - Pioneer Career Center

FORM B: EXPERIENCE / REFERENCES

Project Title/Location (city/state):		a. Year professional services completed:
b. . Project Owner:	c. Client Point of Contact	d. Point of Contact Telephone:
e. Brief Description of the Project:		
Project Title/Location (city/state):		a. Year professional services completed:
b. . Project Owner:	c. Client Point of Contact	d. Point of Contact Telephone:
e. Brief Description of the Project:		
Project Title/Location (city/state):		a. Year professional services completed:
b. . Project Owner:	c. Client Point of Contact	d. Point of Contact Telephone:
e. Brief Description of the Project:		

FORM C: KEY PERSONNEL Complete this form for all personnel assigned to the project		
1. Name		2. Role(s) on this Project:
3. Firm Name / Location (city/state):		4. Total Years Experience:
		5. Years Experience w/current firm:
6. Education [Degree(s)/Specialization]:		7. Current Professional Registrations [state(s)/discipline]:
8. Additional Professional Qualifications [Publications, Organizations, Training, Awards, etc.]:		
Relevant Example Projects Listed in Part B		
. Project Title / Location (city/state):		Year Services Completed: Professional / Construction
Specific Role(s):		With current Firm? If no, list firm.
Brief Description (Scope, Size, Cost, etc.)		
. Project Title / Location (city/state):		Year Services Completed: Professional / Construction
Specific Role(s):		With current Firm? If no, list firm.
Brief Description (Scope, Size, Cost, etc.)		
. Project Title / Location (city/state):		Year Services Completed: Professional / Construction
Specific Role(s):		With current Firm? If no, list firm.
Brief Description (Scope, Size, Cost, etc.)		
Relevant Example Project Not listed in Section B		
1. Project Title / Location (city/state):		Year Services Completed: Professional / Construction
Specific Role(s):		With current Firm? If no, list firm.
e. Brief Description (Scope, Size, Cost, etc.)		
2. Project Title / Location (city/state):		Year Services Completed: Professional / Construction
Specific Role(s):		With current Firm? If no, list firm.
e. Brief Description (Scope, Size, Cost, etc.)		
3. Project Title / Location (city/state):		Year Services Completed: Professional / Construction
Specific Role(s):		With current Firm? If no, list firm.
e. Brief Description (Scope, Size, Cost, etc.)		