

# Chesapeake Lighthouse Foundation

REQUEST FOR PROPOSAL  
(RFP) Landscaping And Snow  
Removal

*Eric Derin*

## LANDSCAPING AND SNOW REMOVAL

Chesapeake Lighthouse Foundation  
6151 Chevy Chase Dr  
Laurel, Maryland 20707  
Phone: 3017762300 | Fax:  
Purchasing1@clfmd.org

**RFP ID: 615161510011**

**Prepared By: Janee Meggett**

**Date: March 23, 2022**

REQUEST FOR PROPOSAL  
LANDSCAPING AND SNOW REMOVAL  
Laurel - Maryland

**RFP ID:** 615161510011

**PROPOSAL SUBMISSION DEADLINE:** April 19, 2022, 4:00 PM close of business

**QUESTION SUBMISSION DEADLINE:** April 15, 2022

**Site Visit Deadline (Required):** April 14, 2022

Questions may be submitted in written form to:

**Contact Name:** Eric Derin

**Contact Address:** 6151 Chevy Chase Drive  
Laurel, Maryland 20707

**Telephone Number:** 3017762300

**Email Address:** Ederin@clfmd.org

## **INTRODUCTION**

Chesapeake Lighthouse Foundation invites and welcomes proposals for their Landscaping and Snow Removal project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

## **PROJECT AND LOCATION**

The project associated with this RFP is or shall be located at 6151 Chevy Chase Dr, Laurel, Maryland 20707.

## **PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding All Aspects, contact:

**Name:** Eric Derin

**Title:** Director of Operations

**Phone:** 3017762300

**Email:** Operations@clfmd.org

For questions or information regarding Site-1 Chesapeake Science Point, contact:

**Name:** Ahmet Akpınar

**Title:** Operations Manager

**Phone:** 4437575277

**Email:** Operations@mycsp.org

For questions or information regarding Site-2 North Cluster (Elementary School), contact:

**Name:** Yilmaz Goktepe

**Title:** Operations Manager

**Phone:** 2405737240

**Email:** Operations@cmitelementary.org

For questions or information regarding Site-2 North Cluster (High School), contact:

**Name:** Emre Tekin

**Title:** Operations Manager

**Phone:** 2407674080

**Email:** Operations@cmitacademy.org

For questions or information regarding Site-3 South Cluster (Elementary School), contact:

**Name:** Asim Demirel

**Title:** Operations Manager

**Phone:** 2407674820

**Email:** Operations@southes.org

For questions or information regarding Site-3 South Cluster (Middle/High School), contact:

**Name:** Jessika Wimberly

**Title:** Operations Manager

**Phone:** 2405737250

**Email:** Operations@cmitsouth.org

## **PROJECT OBJECTIVE**

The objective and ultimate goal for this project is the objective and ultimate goal for this project is to keep the schools safe and maintain their quality. .

## **PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification are:

Site-1 CHESAPEAKE SCIENCE POINT

Site-2 NORTH CLUSTER

1.0 Site-1 CHESAPEAKE SCIENCE POINT DESCRIPTION OF SERVICES:

Site-3 SOUTH CLUSTER

1.0 DESCRIPTION OF SERVICES: 1.0

1.1 Mowing and Maintenance Service: During each visit as needed

1.1 Mowing and Maintenance Service: During each visit as needed

A. Remove regular trash and debris from lawn areas.

B. Pick up items lying on turf and place them in the appropriate area. (If applicable)

C. Mow lawn areas and Mulch lawn clippings on site

D. Trim turf areas (around trees, mailboxes, mulch beds, along the fence, etc.)

E. Edge sidewalk, drive, and curbs.

F. Air-sweep hard surfaces.

1.2 Before each mowing, trash and debris will be removed. Mowing will be performed every 7-14 days, depending on the 1.2

growth rate. A turf height between 2 ½ -3 ½ inches will be maintained (1 ½ -2 inches for Bermuda) without removing more than 1/3 of the total leaf blade height. The mowing direction will be alternated each visit, whenever possible, to prevent compaction and enhance our lawn's appearance.

2.0 Site-2 NORTH CLUSTER DESCRIPTION OF SERVICES:

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2.1 Shrub Trimming: Twice per year (once in the spring and once in the fall), trim and shape shrubs under 8 feet tall,

removing not more than 6 inches from new/existing growth.

2.2 Mulching: Twice per year (once in the spring and once in the fall), mulch existing mulch beds, using dark double shredded, hardwood mulch. Mulch will be laid at a thickness of 1-3 inches. Existing mulch beds will be prepared by removing trash, debris, leaves, weeds and redefining the perimeter with a garden spade.

2.3 Aeration and Overseeding: Once per year during the fall season, provide core aeration and seeding. Aeration relieves soil compaction and increases the availability of air, water, and nutrients. Also, aeration minimizes thatch buildup.

2.4 Spring and Fall Cleanups: A cleanup crew will remove leaves, branches, and other debris from existing mulched beds, other non-mulched planting, flowerbeds, shrubs, groundcover. This service will be performed at the beginning of the spring and end of the fall season.

2.5 Complete Irrigation System Check (If applicable)

2.6 Storm Pond Maintenance (if applicable)

3.0 Site-3 (SOUTH CLUSTER) DESCRIPTION OF SNOW REMOVAL SERVICE:

3.0 DESCRIPTION OF SNOW REMOVAL SERVICES:

Snow removal service provided shall include:

3.A. Snow/Ice Removal

3.1. Snow and ice shall be removed from the parking lot and sidewalks of the property as needed.

3.2. supply and operate snow removal equipment and/or shovel snow my hand when necessary.

3.3. All snow and ice that is removed from the sidewalks and parking lot will be piled and/or deposited onto the designated area of the parking lot or grassy areas of the property if available.

3.B. Asphalt/Paved Surface Treatment

3.1 Once snow and ice are removed, asphalt and paved surfaces will be treated with a de-icing agent (roc

### **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

### **MILESTONE DATE**

Start of Project : July 1, 2022

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

Chesapeake Lighthouse Foundation shall award the contract to the proposal that best accommodates the various project requirements. Chesapeake Lighthouse Foundation reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Chesapeake Lighthouse Foundation no later than 4:00 PM close of business on April 19, 2022 for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.

2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Chesapeake Lighthouse Foundation reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

#### **Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Maryland (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Organization chart showing key personnel that would provide services to Chesapeake Lighthouse Foundation

#### **Financial Information**

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

#### **Proposed Outcome**

- Summary of timeline and work to be completed.

#### **Equipment or Service**

- List any and all equipment or services required for this proposed project and the number of each. · Detailed estimated cost for each piece of equipment or service.
- List any accommodation, services, or space required from Chesapeake Lighthouse Foundation, along with a brief explanation.

#### **Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.