



# CLEVELAND PUBLIC SCHOOL DISTRICT REQUEST FOR PROPOSAL

For Tree Maintenance/Landscape Services and Tree  
Emergency Services

Interim Superintendent, Dr. Lisa Bramuchi  
Deputy Superintendent, Charles Johnson  
Maintenance Director, Michael Harrington

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# REQUEST OF PROPOSALS

## 1. OVERVIEW OF SERVICES

The Cleveland School District (CSD) will receive sealed bids for the Tree Maintenance/Landscaping Services and Emergency Services at Cleveland School District Central Office no later than **December 2, 2022, at 2:00 pm**. Proposals received after this time will remain unopened.

The general scope of services includes: To provide all labor, tools, equipment, materials, and supplies necessary to complete all the work in a timely manner that will meet the district's requirements. The contractor **must be licensed and bonded** and shall be required to perform the following tree maintenance activities at various sites throughout the district:

Tree trimming

Tree removal

Tree/shrubby planting

Landscaping of areas involving trees

Clean up and disposal and/or recycling of generated green waste

Root pruning and root barrier installation

Tree care 15 Feet and Above

Tree care 14 Feet and Below

Emergency call services

CSD seeks qualified companies who have prior proven successful experience in these areas to enhance the beautification and safety of the landscape of the Cleveland School District.

## 2. BACKGROUND

Cleveland School District has approximately 2,900 students. The schools include Cleveland Central High School, Cleveland Central Middle School, Bell Academy, D.M. Smith Elementary, Hayes Cooper Center, Nailor Elementary, Parks Elementary, and Pearman Elementary.

### 3. SCOPE OF SERVICES

Components of the consultant's/consultants' work include, but are not limited to:

This work shall consist of pruning trees for traffic and pedestrian clearance, tree health, removing trees as designated, stump removal, tree planting, and landscaping of tree areas as well as leaving the work site in a neat, clean, and orderly condition. The Contractor will cease all pruning activities when the designated number of trees has been pruned. Regardless of the size of the tree, the price to prune will be the same for all trees. This work also includes scheduled crew pruning as well as emergency calls, over and above the pruning. All green waste is to be disposed of by the Contractor and the cost is to be included within the various bid items.

General Conditions: These general conditions which shall apply to this contract and shall be attached to the executed Maintenance Services Agreement. The contractor shall also comply with the International Society of Arboriculture (ISA) Pruning Standards, the latest revised edition of the Western Chapter, Standards for Nursery Stock by the American Association of Nurserymen, and the American National Standards for tree care operations.

The contractor will provide a schedule of services and fees by school site. The school district will determine the order of the servicing based on the availability of funds.

### 4 TIME FRAME

The projected key dates are as follows:

- November 11, 2022: RFP is available to prospective consultants.
- December 2, 2022: Proposals due by 2:00 p.m.
- TBA (December School Board Meeting): As placed on the Meeting Agenda
- Approval of School Board

### 5 CONSULTANT CAPABILITIES/SPECIFICATIONS

At a minimum, the company should be licensed and bonded and have a record of experience in: Tree and landscaping services and all the proper equipment to complete maintenance and emergency services.

#### **Carrying out projects on schedule.**

In view of the short time frame for carrying out this assignment, familiarity with CSD would be a notable asset.

Bidders shall be solely responsible for examining the Maintenance (School) Sites and the Maintenance Agreement Documents, including any Addenda issued during the request for proposal period, and for informing itself with respect to local labor availability, means of transportation, necessity for security, laws and codes, local permit requirements, wage scales, local tax structure, contractors' licensing requirements, availability of required insurance, and other factors that could affect the Work. Bidders are responsible for consulting the standards

referenced in the Agreement. Failure of Bidder to so examine and inform itself shall be at its sole risk, and no relief for error or omission will be given except as required under State law.

## 6 SUBMISSION REQUIREMENTS

### 6.1 The proposal should include:

- The cover sheet includes:
- Name of Company
- Proposal
- Date
- A narrative section that addresses the following topics:
  - Proposed approach and overview of the *Scope of Services (Schedules and Fees Per School)*.
  - Firm's ability/approach to support the goals and expectations of the Cleveland Public School District.
  - General work plan and timetable.
  - Qualifications for the company, including relevant prior experience.
  - Key personnel who will be involved in the project
  - Comprehensive pricing plan.
  - All proposals must be sealed

### 6.2 Attachments should include:

- Attachments A and B
- Due date: Proposals are due to Central Office by **2:00 p.m. on December 2, 2022**.
- Number of Copies: Five (8) copies of the narrative proposal, resumes, and references are to be submitted.

### Address questions to:

Mr. Michael Harrington, Maintenance Director  
Cleveland School District  
305 Merritt Drive  
Cleveland, MS 38732  
662.843.3529  
[mharrington@cleveland.k12.ms.us](mailto:mharrington@cleveland.k12.ms.us)

**Mail Seal Proposals to:**

Mr. Charles Johnson, Deputy Superintendent  
Cleveland School District  
305 Merritt Drive  
Cleveland, MS 38732  
662.843.3529

All proposals must be sealed and submitted no later than 2:00 p.m. on Friday, December 2, 2022, with five (8) paper copies with original signature(s), and sent by UPS, Federal Express, or hand delivered with outside of envelope clearly identified as follows:

***Tree Maintenance/Landscaping Services***

Mr. Charles Johnson, Deputy Superintendent  
Cleveland School District  
305 Merritt Drive  
Cleveland, MS 38732

## **7 GENERAL INFORMATION**

### **7.1 Rejection of Proposals:**

CSD reserves the right to refuse for any reason deemed to be in the district's best interest any and/or all proposals submitted under this RFP.

The CSD Board of Trustees reserves the right to select a higher bid where, in the judgment of the School Board, the higher bid solution is of quality or design to make it a significantly more suitable purchase for the needs of the district. The School Board reserves the right to reject any and/or all bids to waive any irregularities

### **7.2 Awarding the Contract:**

The contract shall be awarded to the vendor whose proposal is deemed by the selection committee to best provide the desired services, considering the requirements, terms, and conditions contained in the request for proposals and the criteria for evaluating proposals.

### **7.3 Availability of Funds:**

The contract award under this RFP is contingent upon the availability of funds for this project. If funds are unavailable, any contract resulting from this RFP will become void and of no force and effect.

#### **7.4 Contract Agreement**

The successful firm will be required to enter into an Agreement with the CSD for the completion of this project.

#### **7.5 Cancellation of Contract:**

CSD reserves the right to cancel this contract, at any time, with thirty (30) days prior written notice to the contractor.

#### **7.6 Continuation Contract**

CSD reserves the right to continue this contract for an additional year(s) based upon an evaluation of services. The contractor will be advised prior to the conclusion of the current contract as to the district's intent to continue the contractual period and any additional terms will be negotiated at that time.

#### **7.7 Insurance Requirements:**

The Consulting Firm shall maintain professional liability insurance, which covers the services to be provided pursuant to the contract between Cleveland School District Board of Education and the "Company." The minimum limit of liability shall be \$1,000,000.00 per claim and \$1,000,000.00 in the aggregate. The aggregate shall apply separately to each project on which the Consultant is working. The Consulting Firm further agrees to maintain at its own expense workers' compensation and employer's liability insurance, which insures all employees of the firm. The workers' compensation insurance shall comply with all workers' compensation laws and regulations in the state of Mississippi. The employer's liability insurance shall contain limits of liability of not less than \$100,000 for each accident, disease each employee and disease policy limit. The Company agrees to waive any right of claim against the Cleveland School District Board of Education, their employees, agents, and officers for any losses, damages and expenses arising out of the services in the Agreement between the Cleveland School District Board of Education and the Company.

**This page must be the first page in the bid submission documentation**

**ATTACHMENT A**

PROFESSIONAL DEVELOPMENT BID SUBMISSION FORM (Type or Print)

Company Name	
Federal EIN	
Completion of W9 Form	
Home Office	
Address of Home Office	
City of Home Office	
State of Home Office	
9-digit Zip Code of Home Office	
Phone # of Home Office	
Years in Business	
Contact Name	
Contact Phone #	

We propose to provide Tree Maintenance/Landscaping and Emergency Services meeting all enclosed specifications.

Proposed program: \_\_\_\_\_

Authorized Signature of Vendor: \_\_\_\_\_

TOTAL BID PRICE \_\_\_\_\_

(Please also list the price for each site)

## ATTACHMENT B Pricing Sheet

Tree Trimming – Trees 15 Feet and Above	\$ _____	Each
Tree Trimming – Trees 14 Feet and Below	\$ _____	Each
Clearance Tree Trimming	\$ _____	Each

### Service Request

Service Request Trimming 0-6'	\$ _____	Each
Service Request Trimming 7-12'	\$ _____	Each
Service Request Trimming 13-18'	\$ _____	Each
Service Request Trimming 19-24'	\$ _____	Each
Service Request Trimming 25-30'	\$ _____	Each
Service Request Trimming 31+'	\$ _____	Each
Service Request Fan Palm Trimming	\$ _____	Each
Service Request Date Palm Trimming	\$ _____	Each

### Tree Removal Services

Tree and Stump Removal under 29 dbh	\$ _____	Per inch dbh
Tree and Stump Removal over 30 dbh	\$ _____	Per inch dbh
Tree only Removal under 29 dbh	\$ _____	Per inch dbh
Tree only Removal over 30 dbh	\$ _____	Per inch dbh
Stump only Removal	\$ _____	Per dia inch

### Tree/ Shrubby Planting

15 Gallon Tree	\$ _____	Per Tree
15 Gallon Tree w/RB	\$ _____	Per Tree
24 Inch Box Tree	\$ _____	Per Tree
24 Inch Box Tree w/RB	\$ _____	Per Tree
Shrubby	\$ _____	Per Shrub

Root Pruning \$ \_\_\_\_\_ Per Foot

Root Barrier Installation \$ \_\_\_\_\_ Per Foot

Emergency Call Out based on evening,  
weekend or holiday \$ \_\_\_\_\_ Per Man Hour