



REQUEST FOR PROPOSAL

Procurement Services
8600 University Blvd
Evansville, IN 47712-3597

Lawn Care Service for Student Housing

Table with 3 columns: Proposal No (22-8-31010-03140, Due Date / Time: 2-15-22/2PM/Local Time), Instructions (Please see attachments), and Return to (Jeff Sponn, Director of Procurement, University of Southern Indiana, Procurement Services, Support Services Building, 8600 University Blvd, Evansville, IN 47712, jsponn@usi.edu @usi.edu).



GENERAL INSTRUCTIONS TO PROPOSERS
USI Proposal form must be returned to:
JEFF SPONN, Director of Procurement
Email: jsponn@usi.edu
PROCUREMENT, Support Services Building
• Non-sealed proposal form may be emailed by due date/time.
• Late submissions will NOT be considered in bid analysis.

Please direct any questions concerning this proposal to:

Miles Mann, University of Southern Indiana
Phone: 812-464-1808 Email: mmann@usi.edu

Start Date: _____

Completion Date: _____

Insurance Certificate naming USI as "Additional Insured", General Liability, Workers Compensation Liability, Auto Liability, and Employers Liability coverage is to be included in bid package. Successful bidder will be required to submit Installation Floater for project.

For proposal results please view our website at www.usi.edu/procurement/competitive-bids-results

A. General Terms and Conditions

1. Prices to include F.O.B. University of Southern Indiana
2. Freight or other costs will not be allowed unless included in your proposal.
3. Unless otherwise understood, there are no restrictions on the number of items or quantity that may be ordered.
4. If alternates are offered, full descriptive information and literature must be submitted with proposal.
5. The University of Southern Indiana is a political subdivision of the state of Indiana and is not subject to state sales tax. A tax exemption certificate will be sent upon request.
6. Material Safety Data Sheets are to be submitted with your proposal for any applicable items or products.

B. Terms/Shipping (VENDOR: PLEASE COMPLETE THE FOLLOWING)

1. Prices are firm for _____ days
2. Expected terms are Net 30, if not, please indicate here: _____
3. Shipment to be made from _____ within _____ days

C. Minority Business Information (VENDOR: PLEASE COMPLETE THE FOLLOWING)

1. Is your business a certified minority?
Yes _____ No _____
2. If yes, how certified: _____

Company Name: _____

Authorized company signature: _____

Printed name: _____

For questions arising from this proposal request, please complete:

Contact Person Name: _____

Contact Person Email: _____

Contact Person Telephone: _____

Nondiscrimination and affirmative action. This contractor and its subcontractor(s), if any, shall abide by the requirements of Indiana Civil Rights Act, IC 22-9, Executive Order 11246 and the Equal Opportunity clauses as set forth in 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals with respect to his hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. As used herein, "contractor" shall be deemed to mean "Vendor" or "Supplier" and "contract" shall be deemed to mean this Agreement. The contractor will also comply with all applicable affirmative action reporting requirements. In addition, the contractor shall cause the Equal Opportunity clause references to be included in their subcontracts or purchases orders hereunder unless exempted by rules, regulations and orders of the Secretary of Labor issue pursuant to Section 201 of the Executive Order 11246 and 11375 as amended.

Signature: 
Jeff Spohn, Director of Procurement

Date: 2-1-22

UNIVERSITY OF SOUTHERN INDIANA

SPECIFICATIONS FOR

**LAWN CARE SERVICE
AT
STUDENT HOUSING APARTMENT COMPLEX**

JANUARY 2022

**LAWN CARE SERVICE REQUIREMENTS
STUDENT HOUSING APARTMENT COMPLEX
UNIVERSITY OF SOUTHERN INDIANA
JANUARY 22**

The University of Southern Indiana (University) desires to enter a two-year contract with a lawn care Vendor (Vendor) to perform lawn and grass mowing, trimming, edging, clean up, and associated miscellaneous work at on-campus dorms and the housing areas of O'Daniel North, McDonald West, and McDonald East apartments on campus. The attached site map indicates the areas within the complex included in the work. Vendor shall provide the following to perform work in a first class and professional manner:

- All labor
- All equipment
- All tools and supplies
- Necessary and appropriate supervision of the work being performed.

The work to be performed shall include, but not necessarily be limited to, the following:

- All lawn and grass mowing within the boundaries shown on the attached site map plan.
- All trimming of lawns along and around buildings, improvements, signs, utilities, trees, plants, and other objects.
- Edging of lawns along walkways and streets.
- Sweeping or blowing of clippings from walkways, streets, storm sewer drain inlets and stairwells/breezeways after mowing and trimming.
- Pick up of trash, litter, and debris on the lawns prior to mowing.

The lawn care services shall be performed no less than one time per week from March 14th through November 30th. October and November will be subject to more leaf mulching and cutting tall grass spots as needed, when needed. During dry conditions, if mowing is not necessary for the week, the Manager of Housing Facility Operations Ryan Kaczmarek (574)-210-7622 or Housing Grounds Lead William Martin (812)-431-7460 will notify Vendor that the mowing services are not needed for the week. Vendor shall provide a deduct amount to eliminate the service for the week if the University requests the lawn care service not be performed.

The lawn care proposal shall be for a lump sum amount for the season. Alternate methods of bidding the work may be submitted by the vendor, but it shall be the University's prerogative to accept or reject any alternate bidding methods other than lump sum. The award of this contract cannot be subcontracted.

The Vendor's employees must be properly dressed when working at the site. The lawn care service employees MUST wear a shirt with sleeves at all times. The company logo should be visible on the shirt worn while on campus. NO sleeveless or cut off sleeves shall be permitted. Shoes covering the toes must be worn at all times.

Vendor shall be responsible for ensuring the employees perform the work in a safe manner including wearing the appropriate safety items, such as safety glasses and hearing protection, operate all equipment in a safe manner, and be observant of students and pedestrians in the area of on-going work. When operating any gas, electric or battery powered equipment near walkways, paths, and streets, the equipment shall be shut off when pedestrians are nearby to avoid injury to persons.

All equipment used at the site shall be well maintained. Excessively noisy equipment will not be allowed at the site. Excessive smoke and fumes from the equipment will not be allowed at the site.

Equipment: Mowers MUST have a mulching kit or system on them. (NO EXCEPTIONS.) Side discharges will not be tolerated.

When the weather conditions do not allow for the timely mowing of the lawns and grass clippings are excessive, vendor shall schedule additional mowing within a few days to dissipate the clippings. This additional mowing shall be at no additional cost to the University.

Grass shall not be mowed while it is raining or when ground is saturated. Any ruts caused by mowing shall be repaired by vendor.

The lawns shall be mowed to a height of three (3) inches up to May 15th and then at a height of three and one-half (3 ½) inches from May 15th to the end of the season.

If vendor elects to treat areas around improvements with weed killer to minimize trimming the treatment shall not exceed a width of two (2) inches from the improvement. Vendor shall remove weeds and plants in rip-rapped areas within the work site or remove weeds by pulling or trimming. Vendor's employee applying pesticides at the work site shall be properly licensed to apply the chemicals being used.

Vendor shall be responsible for any and all damage caused by its work to university owned facilities, university owned vehicles, University employees' vehicles or university student's or guests owned vehicles, university improvements, and other items. If damage does result, the vendor shall satisfactorily replace or repair, at the University directive. Vendor shall report damages by contacting Public Safety on campus (812)-431-7460.

Times to perform the work shall be between 8:00 AM and 5:00 PM, Monday through Friday. If work is to be performed at times other than the above, vendor shall schedule the work with Manager of Housing Facility Operations, Ryan Kaczmarek (574)-210-7622 or Housing Grounds Lead, William Martin (812)-431-7460, and at the University's approval. There may be a few times or days when, due to previously scheduled events, the work cannot be performed. The University shall notify vendor three days in advance if a scheduling conflict exists. (Weekends may be acceptable as long as it is communicated ahead of time with Manager of Housing Facility Operations or Housing Grounds Lead).

The University staff will be responsible for other work in Student Housing. The work includes regular pick-up of trash and debris at the site, landscape work, and other miscellaneous work. Fertilizing of the lawns, pesticide treatments and reseeding, and improvement of the lawns and turf are not included in the work of this contract. This work and other work will be performed by University staff or performed under other contracts.

INSURANCE REQUIREMENTS:

1. General


- a. Vendor shall not commence work under this contract until all insurance has been obtained as required by these specifications and until such insurance has been approved by the University's department of Risk Management. Policies expiring on a fixed date before final acceptance of bid must be renewed and evidence of such renewal submitted to the University before such date.

- b. Vendor shall furnish University with satisfactory proof of the carriage of insurance required.
- c. All policies and/or policy certificates shall contain the following clauses:
 - 1) It is hereby understood and agreed that University will be notified thirty (30) days previous to cancellation of any insurance.
 - 2) The University of Southern Indiana is endorsed and named as additional insured.
- d. Specific Insurance Coverages Required:

Note: If vendor does not carry the coverage amounts listed below, vendor must provide in their bid, the insurance coverage amounts they do carry.

- **Commercial General Liability**
\$2,000,000 per occurrence/\$3,000,000 general aggregate.
 - Coverage shall include bodily injury and property damage liability, personal and advertising injury liability, products/completed operations liability assumed under an insured contract. University of Southern Indiana must be endorsed as Additional Insured.
- **Products Liability**
\$2,000,000 each occurrence/\$3,000,000 general aggregate.
 - University of Southern Indiana must be endorsed as Additional Insured.
- **Automobile Liability**
\$1,000,000 per occurrence/combined single limit is required for vendors who will drive on university property.
 - Coverage shall be for Any Autos including owned, leased, non-owned, and hired vehicles' University of Southern Indiana must be endorsed as Additional Insured.
- **Workers Compensation**
Coverage per State of Indiana statute Employers **Liability** at a minimum limit of \$1,000,000 per each accident, and EL disease per each employee and policy limit.
- **Environmental/Pollution Liability**
\$2,000,000 per occurrence/\$3,000,000 general aggregate.
University of Southern Indiana must be endorsed as Additional Insured.

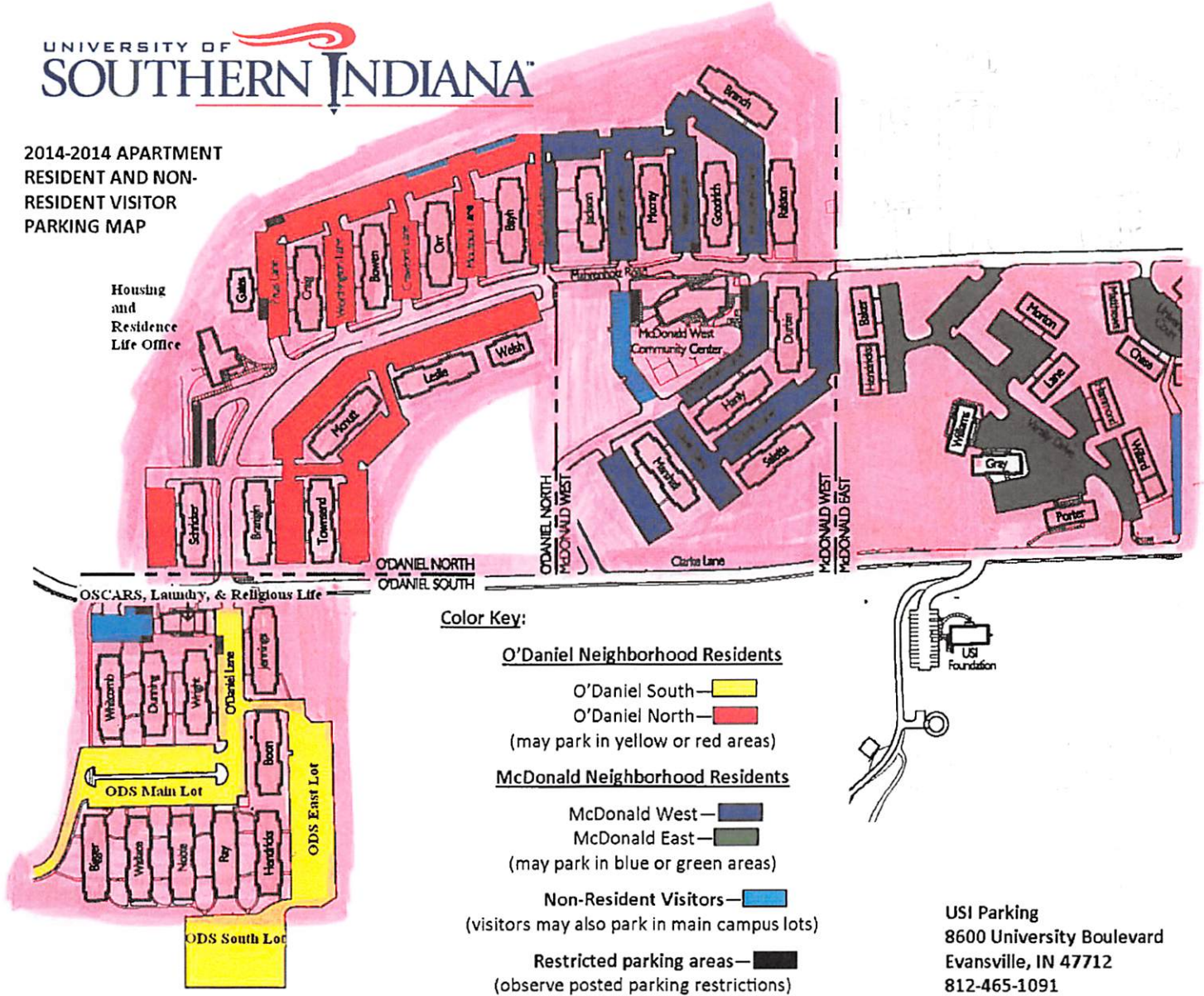
- 2. **SAFETY:** Vendor shall comply with all Occupational Safety and Health Acts of 1970 regulations and standards.

 = Everything in Pink

Needs: - Mowed
 - Need Eated
 - Blown off

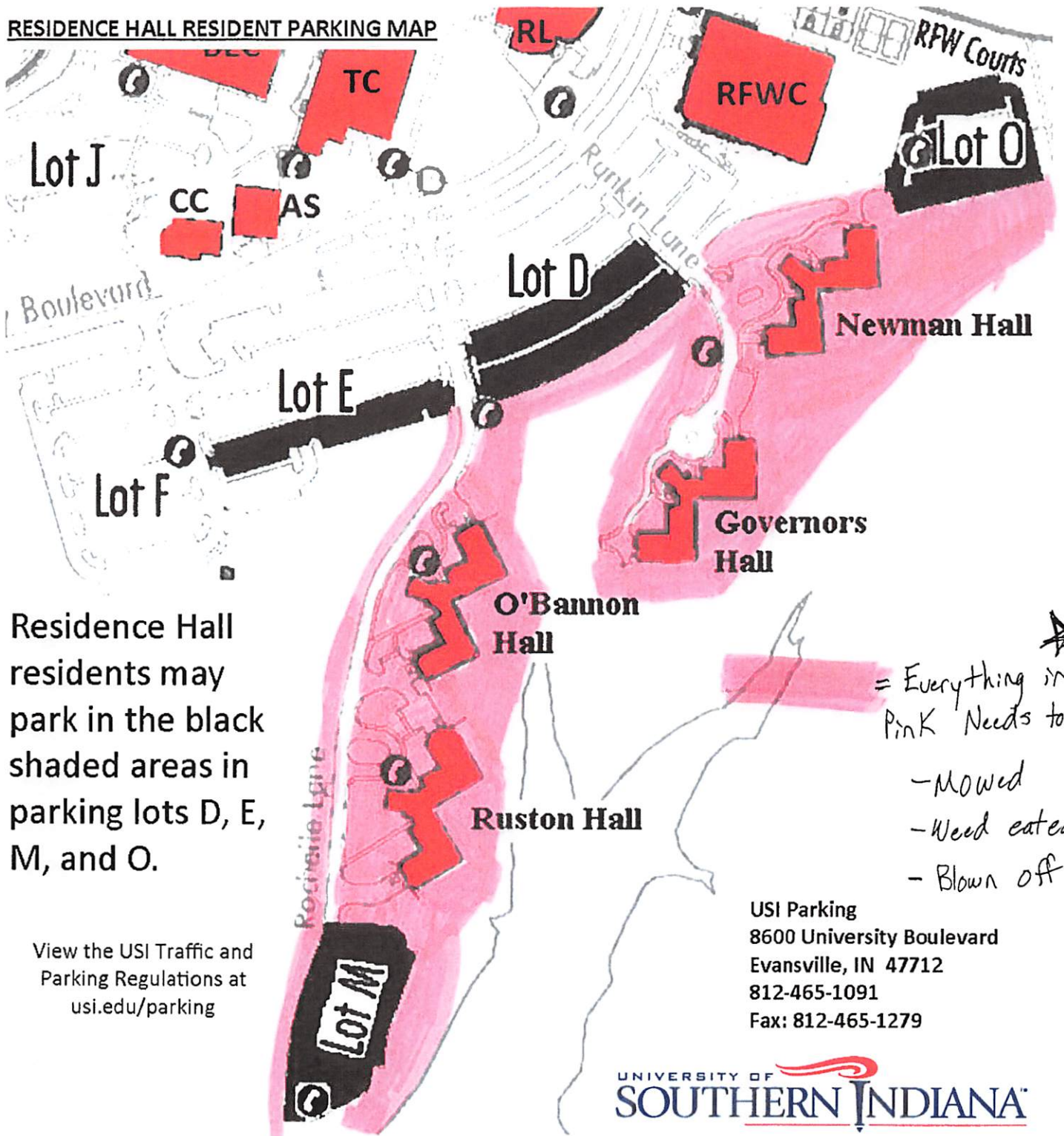
UNIVERSITY OF
SOUTHERN INDIANA

2014-2014 APARTMENT
 RESIDENT AND NON-
 RESIDENT VISITOR
 PARKING MAP



USI Parking
 8600 University Boulevard
 Evansville, IN 47712
 812-465-1091

RESIDENCE HALL RESIDENT PARKING MAP



Residence Hall residents may park in the black shaded areas in parking lots D, E, M, and O.

View the USI Traffic and Parking Regulations at usi.edu/parking

★
 = Everything in Pink Needs to be.
 - Mowed
 - Weed eaten
 - Blown off

USI Parking
 8600 University Boulevard
 Evansville, IN 47712
 812-465-1091
 Fax: 812-465-1279

