

REQUEST FOR PROPOSALS

RFP NO: 20-02182

DATE ISSUED: February 27, 2020

SEND PROPOSALS TO:

Don Gillum, Purchasing Manager
Board of Directors of the City of St Louis
Municipal Library District DBA St. Louis
Public Library
1415 Olive Street
St. Louis, MO 63103-2389

DUE DATE:

March 12, 2020 by 4:00 p.m.

PRE-PROPOSAL CONFERENCE:

March 4, 2020, 10:00 a.m.
(See Attachment A for Location)

PURCHASING AGENT: Don Gillum

EMAIL ADDRESS: dgillum@slpl.org

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA
ST. LOUIS PUBLIC LIBRARY RFP 20-02182 LAWN AND LANDSCAPING SERVICES**

This Proposal is subject to all the terms and conditions of this Request for Proposals and any Proposer representations, as well as accompanying specifications. The signature of the Proposer indicates that Proposer understands these documents and will comply with them.

Name, Address and Contact Information of Authorized Representative of Proposer

Print Name: _____

Print Title: _____

Print Company
Name: _____

Print Address,
City, State, Zip: _____

Print Telephone: _____

Print Email: _____

Proposer Signature: _____

Proposer is: ☐ individual ☐ corporation ☐ partnership ☐ LLC ☐

Other ☐ Describe _____

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY
DISTRICT DBA ST. LOUIS PUBLIC LIBRARY RFP 20-02182 LAWN AND LANDSCAPING SERVICES

INSTRUCTIONS TO PROPOSERS

The St. Louis Public Library, a municipal library district, is a political subdivision of the State of Missouri, and a body corporate with all the powers and rights of like or similar corporations.

In accordance with the St. Louis Public Library's procurement policy, Proposals will be handled so as not to permit disclosure of the identity of any Proposer or the contents of any Proposal to competing Proposers during the process of negotiation. A register of Proposals shall be prepared containing the name of each Proposer, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of Proposals shall be open for public inspection only after a final contract is executed.

Whenever a material, article, or piece of equipment is identified by reference to manufacturer's or vendor's names, trade names, catalog numbers, etc., it is intended merely to establish a standard, and, any material, article, or equipment of other manufacturers and vendors that will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article, or equipment so bid(s) are, in the opinion of the St. Louis Public Library, of equal substance and function. Substitute items may be rejected at the discretion of the St. Louis Public Library.

The right is reserved by the St. Louis Public Library to cancel the RFP or to reject in whole or in part when it is for good cause and in the best interest of the St. Louis Public Library and to waive any irregularity or informality with respect to any Proposal. The St. Louis Public Library reserves the right to split awards, make multiple awards and to reject all Proposals.

Proposers are expected to examine specifications, schedules, drawings, and all instructions. Failure to do so will be at Proposer's risk.

Questions about the Proposal should be made in writing and directed to Don Gillum, Purchasing Manager, at dgillum@slpl.org or at the address provided below. Responses, when provided, will be included in a written amendment. To preserve the integrity of the selection process, questions regarding this RFP should only be directed in writing to Mr. Gillum, dgillum@slpl.org. **Proposal inquiries must be submitted in writing for the St. Louis Public Library review no later than Thursday, March 6, 2020 by 4:00 p.m.** to allow for the St. Louis Public Library's reply prior to Proposal submissions.

Proposals must be in ink or typewritten and must be manually signed by a company official. All Proposal document pages should be initialed and dated by the company submitting the Proposal. Please provide four complete copies of your Proposal response for St. Louis Public Library review. Email and facsimile proposals will not be accepted.

It is the responsibility of the Proposer to deliver the Proposal and/or Proposal modification on or before the hour and date specified for the receipt of Proposals. Proposals received late will be rejected.

Proposals and modifications should be submitted in sealed envelopes addressed to 1415 Olive St., St. Louis, MO 63103-2389, March 5, 2020 for a 4:00 p.m. proposal opening at that location. The Proposal RFP number shall show on the face of the envelope:

RFP 20-02182

PROPOSALS DUE 3/12/20 @ 4:00p.m.

REQUEST FOR PROPOSAL

February 27, 2020

1. INTRODUCTION

The St. Louis Public Library requests proposals from qualified vendors to provide Lawn and Landscaping Services.

The successful Proposer must be ready to begin service on or about April 1, 2020.

Proposals must be received no later than 4:00 p.m., C.D.T., March 12, 2020 by:

Don Gillum, Purchasing Manager
Board of Directors of the City of St Louis
Municipal Library District DBA St. Louis Public Library
1415 Olive Street
St. Louis, MO 63103-2389

In accordance with the St. Louis Public Library's procurement policy, proposals will be handled so as not to permit disclosure of the identity of any Proposer or the contents of any proposal to competing Proposers during the process of negotiation. A register of proposals shall be prepared containing the name of each Proposer, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of Proposals shall be open for public inspection only after a final contract is executed.

Questions and clarification inquiries about this RFP must be received prior to 4:00 p.m., Thursday, March 6, 2020. To preserve the integrity of the selection process, questions regarding this RFP should only be directed in writing to Mr. Gillum at dgillum@slpl.org

The St. Louis Public Library wishes to engage a Proposer to provide the services in accordance with and in the furtherance of the St. Louis Public Library's purpose and mission. This RFP seeks proposals from qualified vendors for the services described in this RFP.

The selected Proposer shall enter into a vendor agreement with the St. Louis Public Library for the services consistent with the terms of this RFP, and with the general provisions contained in this RFP.

II. SCOPE OF SERVICES:

A. The following describes the scope of the Services:

1. Timing. The successful Proposer must be ready to begin Services on or about April 1, 2020
2. Compliance with Laws. The selected Proposer shall operate in compliance with all applicable local, state and federal laws, regulations and ordinances and in accordance with the Library's Policies and Procedures as may be amended from time to time. It is the Proposer's sole responsibility to obtain and maintain all appropriate licenses and permits for its operation in the performance of the Services.

B. PROJECT SCOPE The following scope of the Services and project objective provides the requirements expected of the Proposer with the following minimum qualifications, all of which shall be specifically addressed by the Proposer in the Proposal, see Attachment F.

C. SPECIFIC QUESTIONS

1) Experience / Technical Summary:

- Year company was founded: _____
- Years in Landscape Maintenance: _____
- Have you ever operated a landscaping business under another name? If so please list previous name: _____
(company name and address)
- Do you have a Certified Landscape Technician (s) on staff? _____
If yes, please list them and attach a copy of their current certificate and note expiration date.
- Do you have a certified professional horticulturist on staff?

If yes please list them and attach a copy of their current certificate and note expiration date.

- Do you have on staff a licensed pesticide applicator licensed in the state of Missouri? _____

If yes please list them and attach a copy of their current certificate and note expiration date.

- Is your company considered landscape certified? _____ If yes, please provide details:

2) Quality Assurance Procedures:

- Services, submit one copy of the service reporting form used to communicate actions taken.
- Do service technicians carry pagers or cell phones? _____
- For this project we will schedule quality assurance visits _____ times per year.
- Attach copy of the Quality Assurance Report.
- Describe your quality control procedures:

- Describe any other services scheduled:

- Describe your method for handling customer complaints/problems:

C. EVALUATION CRITERIA

The award will be made based on an evaluation of each of the 4 sections below. The Respondent with the highest point total, out of 100 points, will be considered the awarded contractor. The final selection will be at the sole discretion of SLPL and in the best interest of SLPL.

- 1) Professional experience: contracts of similar size and scope, 30pts.
- 2) Education and professional credentials of personnel assigned to contract, 30pts.
- 3) Quality of recommendation by references contacted, 20 pts.
- 4) Fees, 20 pts.

III. AWARD

In accordance with the Library's Procurement Policy:

1. The right is reserved by the Library to cancel the RFP or to reject in whole or in part when it is for good cause and in the best interests of the Library any and all Proposals and to waive any irregularity or informality with respect to any Proposal. The Library reserves the right to split awards, make multiple awards and to reject any and all Proposals.
2. Discussions may be conducted with responsible Proposers who submit Proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the RFP requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of Proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing Proposers or of any information derived from Proposals submitted by competing Proposers.
3. Subject to the terms of this RFP, an award will be made by the Library to the responsible Proposer whose Proposal is determined in writing to be the most advantageous to the Library, taking into consideration price and the evaluation factors set forth in the RFP. No other factors or criteria shall be used in the evaluation.
4. The selected Proposer shall enter into a Vendor Agreement consistent with this RFP.

IV. ATTACHMENTS

The following documents ("Attachments") shall be attached to and are a part of this RFP:

Attachment A - Request for Proposal(s) schedule

Attachment B - The Acknowledgement Form provides the Library with contact information for Proposers interested in responding to this RFP.

Attachment C - The Non-Collusion Affidavit is required as part of each Proposal package.

Attachment D - The E-Verification Affidavit is required as part of each Proposal package.

Attachment E - The Board of Directors adopted a Diversity Statement in 1997, encouraging persons with diverse ethnic, religious, socio-economic and cultural backgrounds in the City to contract with or become employed by the Library in accordance with the Diversity Statement.

Attachment F - Scope of Work

Attachment G - Pricing Page

Attachment H - Plant identification and Maintenance Schedule

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA
ST. LOUIS PUBLIC LIBRARY RFP 20-02182 LAWN AND LANDSCAPING SERVICES**

TO THE RFP

In addition to the RFP requirements elsewhere in this RFP, any Proposer that may be selected to perform the services described in the RFP and to enter into a Vendor Agreement with the Library must agree to a number of general terms and conditions. If a Proposer cannot agree to any of the stated general conditions, its Proposal must clearly state the reason for any such non-compliance.

- A. Labor and Materials. The Proposer shall provide all labor, materials and supplies for the Services to be performed under this RFP.
- B. Agreement Period. The Agreement(s) shall have an initial term of one year, commencing no later than April 1, 2020, and ending March 31, 2021, unless earlier terminated or renewed. The Agreement(s) may be renewed by the mutual agreement of the parties for an additional two-year term (2).
- C. Form of Agreement. The submission of a Proposal constitutes the agreement of any submitting Proposer that any contract to be drawn as a result of an award to the Proposer will be prepared by counsel for the Library and will be the controlling agreement. The Proposers are requested, however, to submit copies of their applicable standard contract or engagement forms for information purposes.
- D. Compliance with Laws. In performing under a Vendor Agreement, the selected Proposer shall comply with all applicable laws, ordinances, rules, regulations, or standards of federal, state and local governments having authority or jurisdiction over the Services or performance of the Services, or any lawful orders pertaining in any way to the Services to be provided by the Library.
- E. Out of State Proposer. It shall be a condition to a Vendor Agreement that any out-of-state Proposer that may be selected to provide the Services shall be duly registered and qualified to do business within the State of Missouri.
- F. Prime Contractor Responsibility. Planned use of subcontractors in connection with a Vendor Agreement should be clearly explained and described in the Proposal. The use of any subcontractor in connection with the Services shall be subject to the approval of the Library, and any approved subcontractor shall agree to be bound by and subject to all terms and conditions of a Vendor Agreement between the Library and the selected Proposer. The Proposer as prime contractor will be responsible and must take responsibility, for the performance of all Services under a Vendor Agreement whether or not subcontractors are used.
- G. Independent Contractor. It is expressly understood and agreed that the selected Proposer shall be an independent contractor and not an employee of the Library. A Vendor Agreement will not constitute, create, give rise to, or otherwise recognize joint venture, partnership, or formal business organization of any kind between the parties and the rights and obligations of the parties shall be only those expressly stated in a Vendor Agreement. The Proposer represents and

warrants that no persons supplied by it in the performance of a Vendor Agreement are employees of the Library and further agrees that no rights of the Library's retirement or personnel rules accrue to such persons. The Proposer shall have complete responsibility for all salaries, wages, bonuses, retirement, withholdings, worker's compensation and insurance, unemployment compensation, other benefits and taxes and premiums, appurtenant thereto concerning all employees and personnel provided by Proposer in the performance of the Services under a Vendor Agreement and shall indemnify and hold the Library harmless with respect thereto.

- H. Indemnification.** Proposer shall defend, indemnify and hold harmless the Library and its directors, officers, employees, representatives, agents contractors, subcontractors, licensees and successors and assigns from and against any and all claims, demands, penalties, liens, losses, fines, liabilities, damages, interest, costs, or expenses (including without limitation reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (a) the acts, error, omissions conduct, or operations of Proposer, provided that any such claim, damage, loss, or expense is caused or is claimed or alleged to have been caused, in whole or in part, by any negligent act, whether active or passive, error, omission, conduct, or operation of any negligent act, whether active or passive, error, omissions conduct, or operation of Proposer, or any subcontractor, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable; or (b) any breach of any of the representations, warranties, covenants, obligations, or duties contained in a Vendor Agreement; or (c) any violation of any applicable federal, state or local laws, rules or regulations. The indemnification obligations hereunder shall not be limited by reason of the enumeration of any insurance coverage required under a Vendor Agreement.
- I. Required Insurance Coverage.** Proposer shall secure, pay for and maintain the following insurance policies in full force and effect throughout the term of a Vendor Agreement, which policies shall protect against any loss or claim arising from or relating to a Vendor Agreement, the Services and activities, or presence at the Library facilities, and any act or omission of Proposer or its employees and/or agents or subcontractors in connection with the Services provided under a Vendor Agreement, and shall cover the contractual indemnification liability assumed by the Proposer or pursuant to a Vendor Agreement.
1. Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury (including death), personal injury, special form property damage, fire legal liability, contractual liability, independent contractors, errors and omissions, and products and completed operations, and Two Million Dollars (\$2,000,000) general aggregate. The policy shall be written on an occurrence basis. The policy shall also not have exclusions for any of Proposer's activities at Central Library. Any deductible shall be at Proposer's expense.
 2. Business, automobile coverage, including coverage for owned, leased, and hired vehicles, which shall include vehicle and property (cargo) damage, and bodily injury, in an amount not less than One Million Dollars (\$1,000,000.00).
 3. Worker's Compensation insurance, affording coverage in accordance with the applicable state laws covering all of Proposer's employees, and Employer's Liability coverage in accordance with the applicable state laws but no less than Five Hundred Thousand Dollars (\$500,000) each accident, Five Hundred Thousand Dollars (\$500,000) each employee and Five Hundred Thousand Dollars (\$500,000) policy limit;

4. Blanket employee dishonesty coverage with One Hundred Thousand Dollars (\$100,000) limit, with coverage extending to funds and/or property held by Proposer on behalf of Library.
5. Property Insurance coverage for all materials, equipment, and other items owned, borrowed, or leased by Proposer shall be Proposer's responsibility. The Library shall not be responsible for such materials, equipment, and other items owned, borrowed, or leased by Proposer.
6. Umbrella Liability insurance at not less than Five Million Dollars (\$5,000,000) limit for each occurrence providing for excess coverage over the limits and coverages prescribed above in Subsections I. (1), (2), (3), and (4) above, which such policy shall be written on an occurrence basis.

All insurance policies addressed in Subsections I. (1), (2), (4), and (6) above shall be endorsed to name the following as additional insured's:

City of St. Louis Municipal Library District and its directors, officers, employees, representatives, agents, contractors, licenses, and successors.

All insurance policies required hereunder: (1) shall be endorsed to state that the insurance is primary and not contributive to any other insurance available to the Library; (2) shall provide for a waiver of rights of subrogation against the additional insurers on the part of the insurance carriers; (3) shall be written with insurance companies licensed to do business in the State of Missouri and rated no lower than A- in the most current edition of A.M. Best's Property-Casualty Key Rating Guide, and (4) shall provide for no less than thirty (30) days advance written notice to the Library prior to cancellation, non-renewal or material modification.

All insurance policies of or on behalf of the Library required in a Vendor Agreement shall contain the following language: "This insurance policy does not apply to any claim or suit which is barred by the doctrines of sovereign immunity or official immunity but we will have the right and duty to defend any suit. No provision of this endorsement or of the policy, to which it is attached, shall constitute a waiver of our right, or the right of any of our employees in the course of their official duties, or the right of any insured, to assert a defense based on the doctrines of sovereign immunity or official immunity for any monetary amount whatsoever."

Proposer shall deliver to the Library, prior to commencement of Services under a Vendor Agreement, Certificates of Insurance confirming the existence or issuance of all insurance policies required to be carried hereunder ("Certificates of Insurance"). If any such policy is not obtained, or if all Certificates of Insurance are not delivered to Library by the aforementioned time, or if any such policies are canceled, the Library shall have the right to terminate a Vendor Agreement immediately and/or deny Proposer access to Library facilities. These insurance provisions are minimum requirements and shall not relieve Proposer of its indemnity, defense and hold harmless obligations.

- J. E-Verify. The Proposer must agree to enroll in and participate in the E-Verify Program as required by Section 285.530 of the Missouri Revised Statutes, as amended, during the hiring process for all employees hired after the date of a Vendor Agreement. The Proposer must agree to require its subcontractors who may perform work under a Vendor Agreement to certify to

Proposer that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the Verify program. The Proposer must agree to maintain this certification throughout the duration of the term of a contract with a subcontractor. The Library may terminate a resulting Vendor Agreement for default if the Proposer fails to cure a breach of these E-Verify provisions no later than thirty (30) days after being notified by the Library of such breach. As a condition to entering into a Vendor Agreement, the Proposer must execute the E-Verify Affidavit, which shall be an exhibit to a Vendor Agreement. Such affidavit shall be in the form attached to this RFP as **Attachment D**.

- K. Performance Uninterrupted.** Proposer shall perform the Services without interruption except as provided herein. The decision whether to postpone or excuse the performance of the Proposer shall in be in sole discretion of the Library.
- L. Communications.** The Proposer shall communicate regularly or on an agreed upon schedule with the designated Library management to provide updates regarding the Services performed. The Proposer shall correct all deficiencies within forty-eight (48) hours after being notified by designated Library management.
- M.** Proposer shall provide competent, capable, trained, experienced, and suitably qualified personnel to fulfill its obligations and provide the Services in a public library environment under a Vendor Agreement. Proposer shall supervise and coordinate the work of its employees and approved subcontractors, if any, and shall be responsible for and liable to Library for the work of its employees and approved subcontractors. Any employee, representative, or approved subcontractor of Proposer who, in the opinion of the Library, is unqualified, or unsuitable to perform the required services or who does not perform his or her work in a proper and skillful manner, or is disrespectful, or otherwise objectionable, shall, at the request of the Library in its sole discretion, be reassigned or removed from performing any further duties related to the Services to be provided under a Vendor Agreement. In the performance of the Services under a Vendor Agreement, Proposer and its staff shall comply with the Library's Policy for Appropriate Use of the Library, as may be amended from time to time.
- N. Laws & Ordinances.** Proposer shall comply with and observe all applicable federal, state and local laws, ordinances and regulations relating to its operation and Services under a Vendor Agreement at Central Library.
- O. Timing.** The successful Proposer must be ready to begin Services on or about April 1, 2020.
- P. Compliance with Laws.** The selected Proposer shall operate in compliance with all applicable local, state and federal laws, regulations and ordinances and in accordance with the Library's Policies and Procedures as may be amended from time to time. It is the Proposer's sole responsibility to obtain and maintain all appropriate licenses and permits for its operation in the performance of the Services.

Q. AWARD

In accordance with the Library's Procurement Policy:

1. The right is reserved by the Library to cancel the RFP or to reject in whole or in part when it is for good cause and in the best interests of the Library any and all Proposals and to waive

any irregularity or informality with respect to any Proposal. The Library reserves the right to split awards, make multiple awards and to reject all Proposals.

2. Discussions may be conducted with responsible Proposers who submit Proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the RFP requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of Proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing Proposers or of any information derived from Proposals submitted by competing Proposers
3. Subject to the terms of this RFP, an award will be made by the Library to the responsible Proposer whose Proposal is determined in writing to be the most advantageous to the Library, taking into consideration price and the evaluation factors set forth in the RFP. No other factors or criteria shall be used in the evaluation.
4. The selected Proposer shall enter into a Vendor Agreement consistent with this RFP.

Attachment A - Request for Proposal(s) schedule

ATTACHMENT A

REQUEST FOR PROPOSAL(S) SCHEDULE

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA
ST. LOUIS PUBLIC LIBRARY RFP 20-02182 LAWN AND LANDSCAPING SERVICES

RFP Issued	2/27/20
Public Notification of RFP	2/27/20
Questions from Proposers due to Library	03/06/20 4:00 p.m.
RFP Due	03/12/20 4:00 p.m.
Service should begin on or about	04/01/20
*Pre-Proposal Conference	03/04/20 10:00 a.m.

* Pre Proposal Conference scheduled for 03/04/20, 10:00 a.m. at the St. Louis Public Library, Administrative Office, 2nd Floor Training Room, 1415 Olive, St. Louis, MO 63103.

Attachment B – Acknowledgement Form

ATTACHMENT B

**ACKNOWLEDGEMENT FORM
ST. LOUIS PUBLIC LIBRARY
REQUEST FOR PROPOSAL**

TO: Attn: Don Gillum, Purchasing Manager
Board of Directors of the City of St Louis
Municipal Library District DBA St. Louis Public Library
1415 Olive Street
St. Louis, MO 63103

PROJECT:

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA
ST. LOUIS PUBLIC LIBRARY RFP 20-02182 LAWN AND LANDSCAPING SERVICES**

Proposer:

Address: _____

City/State/Zip: _____

Telephone #: _____

Proposer Agent
(if applicable): _____

Email Address: _____

PROPOSER ACKNOWLEDGEMENT:

The undersigned acknowledges that I have received and thoroughly reviewed the Request for Proposals (RFP) dated February 27, 2020 and intend to participate in the RFP. Pursuant to notices given, the undersigned with complete understanding of the requirements and conditions shall provide all labor and materials in accordance with the requirements of the RFP.

Proposer: _____

By (Written Signature): _____

Printed Name: _____

Title: _____

Attachment C

The Non-Collusion Affidavit is required as part of each Proposal package.

ATTACHMENT C

NON-COLLUSION AFFIDAVIT

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA
ST. LOUIS PUBLIC LIBRARY RFP 20-02182 LAWN AND LANDSCAPING SERVICES**

The undersigned being duly sworn on oath, says that the undersigned has not, nor has any other person, member, representative, or agent of the firm, company or corporation or partnership represented by the undersigned, entered into any combination, collusion or agreement with any person relative to the price to be proposed by anyone at such letting nor to prevent any person from proposing nor to induce anyone to refrain from proposing, and that this proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person in reference to such proposal.

Further, the undersigned says that no person or persons, firm, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such Proposal.

Proposer: _____

By (Written Signature): _____

Printed Name: _____

Title: _____

Attachment D :

The E-Verification Affidavit is required as part of each Proposal package.

ATTACHMENT D

E-VERIFY AFFIDAVIT

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT

DBA

ST. LOUIS PUBLIC LIBRARY

RFP 20-02182 LAWN AND LANDSCAPING SERVICES

Pursuant to Section 285.530 of the Missouri Revised Statutes, as amended, the Proposer entering into a contract with the St. Louis Public Library is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Proposer is not required to verify the work eligibility status of all its newly hired employees through the E-verify program if E-verify no longer exist.

The undersigned, on behalf of the Proposer, being first duly sworn, deposes and states that the Proposer does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into its contract with the St. Louis Public Library, the undersigned Proposer will enroll in and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify program.

Proposer: _____

By (Written Signature): _____

Printed Name: _____

Title: _____

Attachment E

The Board of Directors adopted a Diversity Statement in 1997, encouraging persons with diverse ethnic, religious, socio-economic and cultural backgrounds in the City to contract with or become employed by the Library in accordance with the Diversity Statement.

ATTACHMENT E – DIVERSITY STATEMENT

DIVERSITY STATEMENT OF THE BOARD OF DIRECTORS OF THE ST. LOUIS PUBLIC LIBRARY

WHEREAS, the St. Louis Public Library (the "Library") is a municipal library district authorized pursuant to Chapter 182 of the Missouri Revised Statutes to, among other things, purchase, hold or lease grounds, and to occupy, lease or erect appropriate buildings for the use of the Library, and to exercise all powers and rights of political subdivisions or similar corporations; and

WHEREAS, the Board of Directors (the "Board") of the Library is vested with the power to make and adopt bylaws, rules and regulations for its own guidance and for the governance of the Library as may be expedient and not inconsistent with State law; and

WHEREAS, the Library provides free public library services for the City of St. Louis (the "City"), an urban area with vast ethnic, religious, socioeconomic and cultural backgrounds; and

WHEREAS, efforts to encourage by direct contact or general solicitation persons from diverse backgrounds to contract with or become employees of the Library; to educate through seminars and workshops persons from diverse backgrounds of the opportunity to contract with or become employees of the Library; to assist persons from diverse backgrounds to contract with or become employees of the Library; to adjust or modify, when appropriate, financing, bonding or insurance requirements for persons from diverse backgrounds to contract with or become employees of the Library; and to encourage partnering by persons from diverse backgrounds to contract with the Library will serve to further the governmental and public interest of the Library by providing outreach to the residents of the City; and

WHEREAS, a practice of the Library of contracting with and employing persons reflecting the ethnic, religious, socioeconomic and cultural backgrounds of the citizens of the City will serve to further the governmental interest of the Library; and

WHEREAS, a practice of the Library of contracting with and employing persons of varied ethnic, religious, socioeconomic and cultural backgrounds will also further the governmental purposes of the Library by serving as a model to other public and private entities, by building the public trust, by creating role models, and by facilitating the interaction of persons of different backgrounds; and

WHEREAS, the Board of Directors of the St. Louis Public Library (the "Board") determined that it is feasible, necessary and in the public interest for the Board to adopt a diversity statement to provide guidance to the Library and adopted this Diversity Statement on March 31, 1997; and

WHEREAS, the Board wishes to amend this Diversity Statement to provide for an annual review.

NOW THEREFORE, the Board of Directors of the St. Louis Public Library does hereby resolve, determine and order as follows:

Section 1. Findings. The Board of Directors of the St. Louis Public Library hereby finds and determines those matters set forth in the preambles hereof as fully and completely as if set out in full in this Section 1.

Section 2. Diversity Statement. The Board of Directors of the Library hereby directs the officers and agents of the Library for the authorized Library purposes set forth in the preambles hereof and subject to the conditions hereinafter provided to develop and implement policies which encourage persons with diverse ethnic, religious, socioeconomic and cultural backgrounds in the City to contract with or become employed by the Library.

Section 3. Administration. The officers and agents of the Library are authorized and directed to (i) encourage by direct contact or general solicitation persons from diverse backgrounds to contract with or become employees of the Library; (ii) educate through seminars and workshops persons from diverse backgrounds of the opportunity to contract with or become employees of the Library; (iii) assist persons from diverse backgrounds to contract with or become employees of the Library; (iv) adjust or modify, when appropriate, financing, bonding or insurance requirements for persons from diverse backgrounds to contract with or become employees of the Library; (v) encourage partnering by persons from diverse backgrounds to contract with the Library; (vi) utilize alternative programs to facilitate participation; (vii) provide flexible provisions to account for special circumstances; (viii) maximize opportunities for persons to demonstrate any social, socioeconomic or other factors that would promote the Library's best interests; and (ix) adopt measures to minimize the impact of this policy on the rights of third parties.

Section 4. Actions of Officers Authorized. The officers of the Board, including the President, Vice President and Secretary of the Board and the Executive Director, shall be, and they hereby are, authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Resolution and to make ministerial alterations, changes or additions in any agreements, statements, instruments and other documents herein approved, authorized and confirmed which they may approve and the execution or taking of such action shall be conclusive evidence of such necessity or advisability.

Section 5. Annual Review. The officers of the Board are authorized and directed to report upon the administration of the Diversity Statement at the Board's regular meeting in September of each year.

Section 6. Severability. If any section or other part of this Resolution, whether large or small, shall for any reasons be held invalid, the invalidity thereof shall not affect the validity of the other provisions of this Resolution.

Section 7. Governing Law. This Resolution shall be governed exclusively by and construed in accordance with the applicable laws of the State of Missouri.

Section 8. Effective Date. This Resolution shall become effective immediately upon its passage.

ADOPTED by the Board of Directors of the St. Louis Public Library this 5th day of April, 2004.

BOARD OF DIRECTORS OF THE ST. LOUIS PUBLIC
LIBRARY



Its President

[SEAL]

ATTEST:



Its Secretary

Attachment F

Scope of Work

ATTACHMENT F, SCOPE OF WORK

ST. LOUIS PUBLIC LIBRARY

SCOPE OF WORK, OPTION 1

LAWN AND LANDSCAPING MAINTENANCE

REQUEST FOR PROPOSAL 17-03021

LANDSCAPING PROGRAM MINIMUM REQUIREMENTS

Spring (April/May)

- Clean and weed beds; remove debris.
- Trim shrubs and ornamental trees.
- Re-edge beds.
- Apply milorganite bed fertilizer or approved equal as each species requires.
- Apply turf fertilization and pre-emergent crab grass control necessary to control/eliminate its population over the term of the agreement.
- Install shredded oak mulch or approved equal to top dress beds.
- Apply pesticide as necessary.
- Eliminate vegetation from sidewalk and driveway cracks.
- Maintain maximum grass height of 2.5 - 3.0 inches by cutting each location weekly or as needed.

Summer (June/July/August)

- Clean and weed beds; remove debris.
- Trim shrubs and ornamental trees.
- Re-edge beds
- Apply post-emergent broad leaf weed control necessary to control its population over the term of the agreement.
- Cultivate mulch as necessary.

- Eliminate vegetation from sidewalk and driveway cracks.
- Maintain maximum grass height of 2.5 - 3.0 inches by cutting each location weekly or as needed.

Autumn (September/October/November)

- Clean and weed beds; remove debris.
- Trim shrubs and ornamental trees.
- Re-edge beds.
- Apply turf fertilization.
- Cultivate mulch as necessary.
- Eliminate vegetation from sidewalk and driveway cracks.
- Prune each non-ornamental tree, in accordance with species requirements.
- Deep-root slow release feeding shrubs and trees a minimum of one time.
- Provide leaf removal activity weekly for each location or as needed.
- Maintain maximum grass height of 2.5 - 3.0 inches by cutting each location weekly or as needed.

Winter (December/January/February/March) as needed:

- Provide leaf removal activity for each location as needed.
- Trim shrubs and ornamental trees.
- Eliminate vegetation from sidewalk and driveway cracks.

For all seasons the contractor shall submit a work ticket to the Library representative each month of planned work listing specific tasks and work to be accomplished. Monthly work tickets will be sent to the library representative at the end of each month. Contractor shall sign ticket attesting that the work was completed.

All work is to be done for all seasons in a professional and safe manner by trained personnel.

Autumn (September/October/November)

- Clean and weed beds; remove debris and leaves
- Remove all dead annual plants, cut back all flowering perennials and ornamental grasses
- Deep-root slow release feeding shrubs and trees minimum of 1 time
- Provide leaf removal weekly for each location or as needed
- Maintain maximum grass height of 2.5-3.0 inches and apply turf fertilization
- Eliminate weeds from sidewalk, driveway, stairways and parking lot cracks
- Prune each ornamental tree in accordance with species requirements
- Cultivate mulch in all beds add mulch to any bed that does not have at least 2" of mulch
- Dormant prune shrubs
- Trim trees with low hanging branches interfering with signs, cars, lights or sidewalks as well as prune any suckers or water sprouts.
- Apply soluble fertilizer at rate of 1 pounds nitrogen per 1,000 sq. ft. (September)
- Apply broadleaf herbicide (late September)

Winter (December/January/February/March)

- Provide leaf removal for each location as needed
- Trim shrubs and hedges
- Eliminate weeds from sidewalk, driveway, stairways and parking lot cracks.

For all seasons the contractor shall submit a work ticket to the Library representative each month of planned work listing specific tasks and work to be accomplished. Monthly work tickets will be sent to the library representative at the end of each month. Contractor shall sign ticket attesting that the work was completed.

All work is to be done for all seasons in a professional and safe manner by trained personnel.

Attachment G

Pricing Page

Attachment G

LIBRARY LOCATIONS - PRICING PAGE

- 1) Proposals must state firm, fixed, lump-sum monthly prices for lawn maintenance services to each of the locations listed below, in accordance with the provisions and requirements stated herein.

SLPL Administrative Office Building

(inclusive of 15th St parking lot)

1415 Olive Street

St. Louis, MO 63103

\$ _____

Baden Branch Library

8448 Church Road

St. Louis, MO 63147

\$ _____

Barr Branch Library

1701 S. Jefferson Ave.

St. Louis, MO 63104

\$ _____

Buder Branch Library

4401 Hampton Avenue

St. Louis, MO 63109

\$ _____

Cabanne Branch Library

1106 N. Union Blvd.

St. Louis, MO 63113

\$ _____

Attachment G

Carondelet Branch Library

6800 Michigan Ave

St. Louis, MO 63111

\$ _____

Carpenter Branch Library

3309 S. Grand Blvd.

St. Louis, MO 63118

\$ _____

Central Library

1301 Olive St.

St. Louis, MO 63103

\$ _____

Compton Film Library

1624 Locust Street

St. Louis, MO 63103

\$ _____

Divoll Branch Library

4234 N. Grand Blvd.

St. Louis, MO 63107

\$ _____

Julia Davis Branch Library

4415 Natural Bridge Avenue

St. Louis, MO 63115

\$ _____

Attachment G

Kingshighway Branch Library

2260 S. Vandeventer Avenue

St. Louis, MO 63110

\$ _____

Machacek Branch Library

6424 Scanlan Avenue

St. Louis, MO 63139

\$ _____

Walnut Park Branch Library

5760 W. Florissant Avenue

St. Louis, MO 63120

\$ _____

TOTAL MONTHLY BID PRICE (12 BILLING INSTALLMENTS)

(all locations):

\$ _____

2. Bidder shall state below, maximum percentage of increase, if any, applicable to each renewal period.

1st Renewal Period: _____% maximum increase / decrease.

2nd Renewal Period: _____% maximum increase / decrease.

3. State per hour labor charges for landscaping services not covered under this contract, if required:

\$ _____ per hour.

#####

(Contractor Signature Authorized to sign proposal)

(Company Name)

(Printed Signature)

(Company Address)

(Title)

(City, State, Zip)

(Telephone#)

(Email Address)

ATTACHMENT G	MENU OF SERVICES	LIBRARY LOCATIONS - PRICING PAGE
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Bidders must state firm, fixed, price for each service listed below for each location. The following services will be on an "As Requested" basis and are not part of the regular lawn and maintenance service to be performed by the Contractor.

MENU OF SERVICES

DESCRIPTION	LOC 1	LOC 2	LOC 3	LOC 4	LOC 5	LOC 6	LOC 7	LOC 8	LOC 9	LOC 10	LOC 11	LOC 12	LOC 13	LOC 14
Additional Lawn Cutting														
Clean & Weed Beds														
Re-Edge Beds														
Fertilizer Application														
Topdress Beds w/Shredded Oak Mulch														
Pesticide Application														
Vegetation Removal from Sidewalks/Driveways														
Leaf Removal														
Damaged Limb Removal														
LOC 1	SLPL Administrative Office Building (Inclusive of 15 th St. parking lot)							LOC 8	Carpenter Branch Library					
LOC 2	Baden Branch Library							LOC 9	Compton Film Library					
LOC 3	Barr Branch Library							LOC 10	Divoll Branch Library					
LOC 4	Baden Branch Library							LOC 11	Julia Davis Library					
LOC 5	Buder Branch Library							LOC 12	Kingshighway Branch Library					
LOC 6	Cabanne Branch Library							LOC 13	Machacek Branch Library					
LOC 7	Carondelet Branch Library							LOC 14	Walnut Park Branch Library					

Attachment H

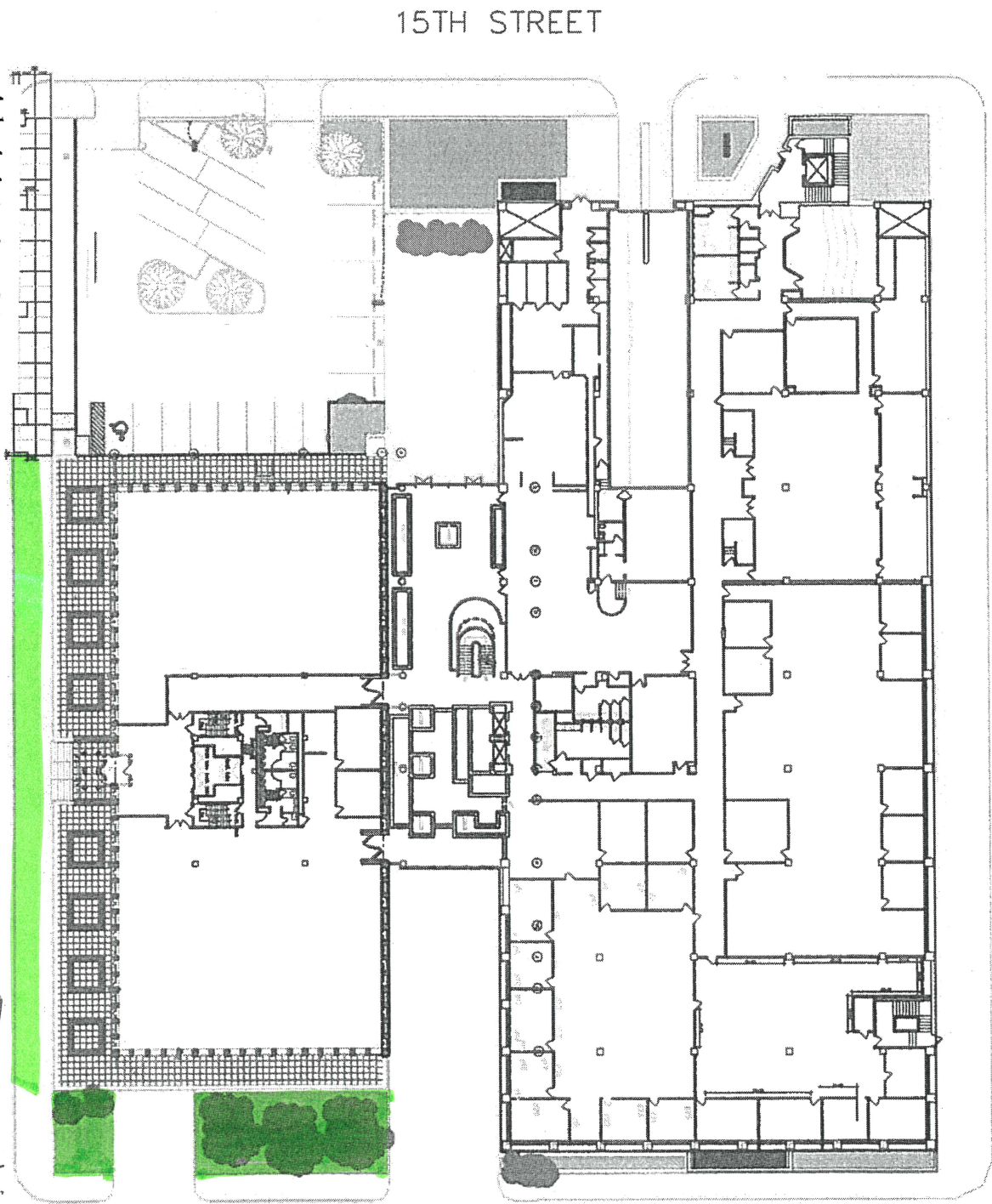
Plant Identification and Maintenance Schedule

Attachment G - Plant Identification and Maintenance Schedule

	<u>SPRING</u>	<u>SUMMER</u>	<u>AUTUMN</u>	<u>WINTER</u>	<u>YEAR-ROUND</u>
<u>TREES</u>					X
Ash					X
Birch					
Bradford Pear	X				
Cedar			X	X	
Dogwood	X				
Elm					X
Flowering Cherry	X				
Flowering Crabapple	X				
Ginkgo					X
Golden Raintree		X			
Hawthorn	X				
Holly			X	X	
Honeylocust					X
Linden					X
Magnolia	X				
Maple					X
Mulberry					X
Oak					X
Pine			X	X	
Red Bud	X				
Spruce			X	X	
Sweetgum					X
Sycamore					X
Tuliptree					X
Walnut					X
<u>SHRUBS</u>			X		
Arborvitae	X				
Azalea	X				
Barberry	X		X		
Cotoneaster	X		X		
Euonymus	X		X		
Firethorn			X	X	
Forsythia	X				
Grasses	X		X		
Holly	X		X		
Hosta	X		X		
Hydrangea	X	X			
Juniper	X		X		
Lilac		X	X		
Liriope	X		X		
Privet	X		X		
Quince		X			
Serviceberry	X	X			
Smoke Shrub			X		
Spiraea	X	X			
Yew	X		X		
Yucca			X		
<u>GROUNDCOVERS</u>			X		
Baltic Ivy	X		X		
Vincaminor	X		X		
Wintercreeper	X		X		

A

LOCUST STREET



15TH STREET

14TH STREET

Page 1 of 2

SRP Administrative Offices

(Inclusive of 15th St. Parking lot)

1415 OLIVE ST
ST. LOUIS MO
63103

Green = mulch, shrubs, trees

Maintenance mulch beds

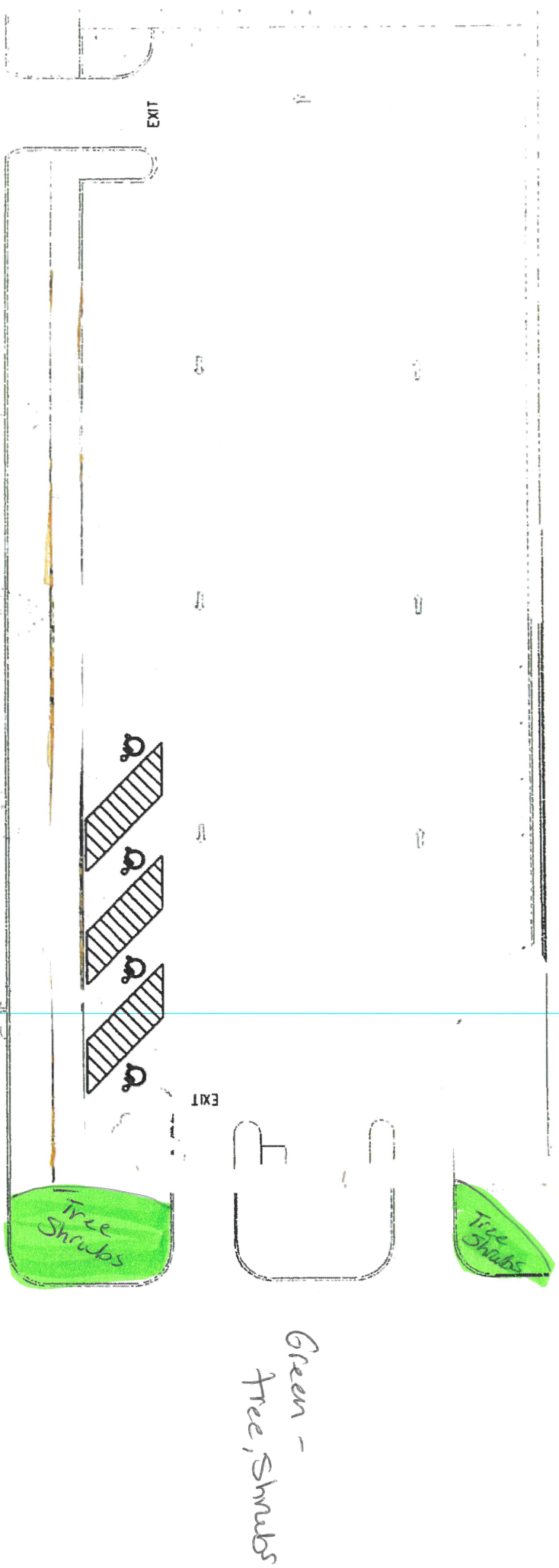
Administrative Offices
1415 Olive Street
(Inclusive of the 15th St. Parking lot)

1415
OLIVE STREET

15

A

SLPL ADMINISTRATIVE OFFICES
(INCLUSIVE OF 15TH STREET PARKING LOT)
1415 OLIVE ST
ST. LOUIS, MO 63103

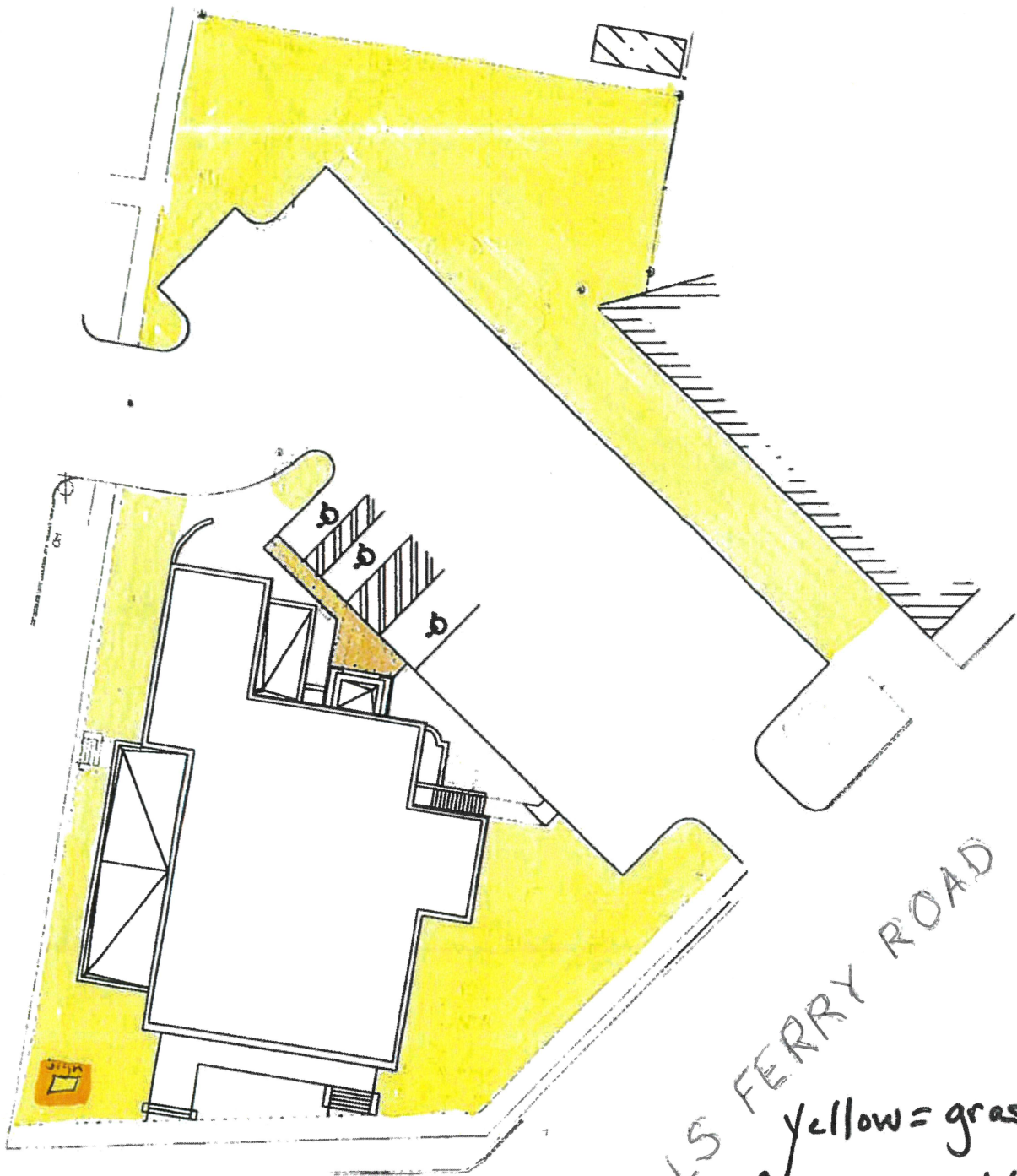


15TH STREET PARKING LOT

Central Library West
1415 Olive
St. Louis, MO 63103

8

Baden Branch Library
8448 Church Road
St. Louis, MO 63147



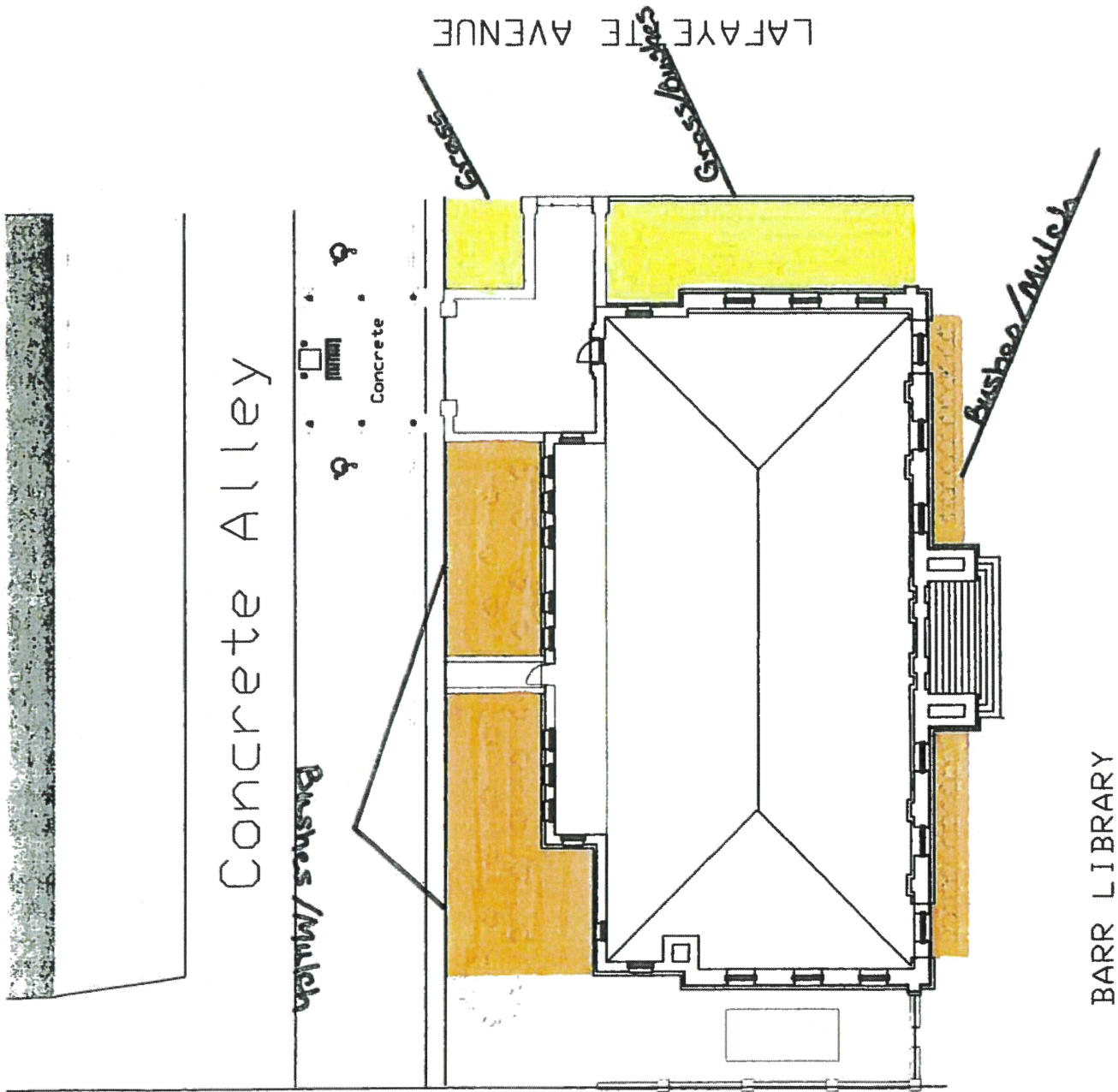
CHURCH ROAD

HALLS FERRY ROAD

yellow = grass
orange = Mulch

BADEN LIBRARY
PARKING LOT PLAN

INTERSTATE 44



CONCRETE ALLEY

JEFFERSON AVENUE

BARR LIBRARY

JEFFERSON AVENUE

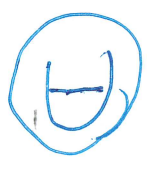
Barr Branch Library
1701 S. Jefferson Avenue
St. Louis, MO 63104

Yellow =
grass, Iny,
Shrubs
Orange = Mulch
Shrubs

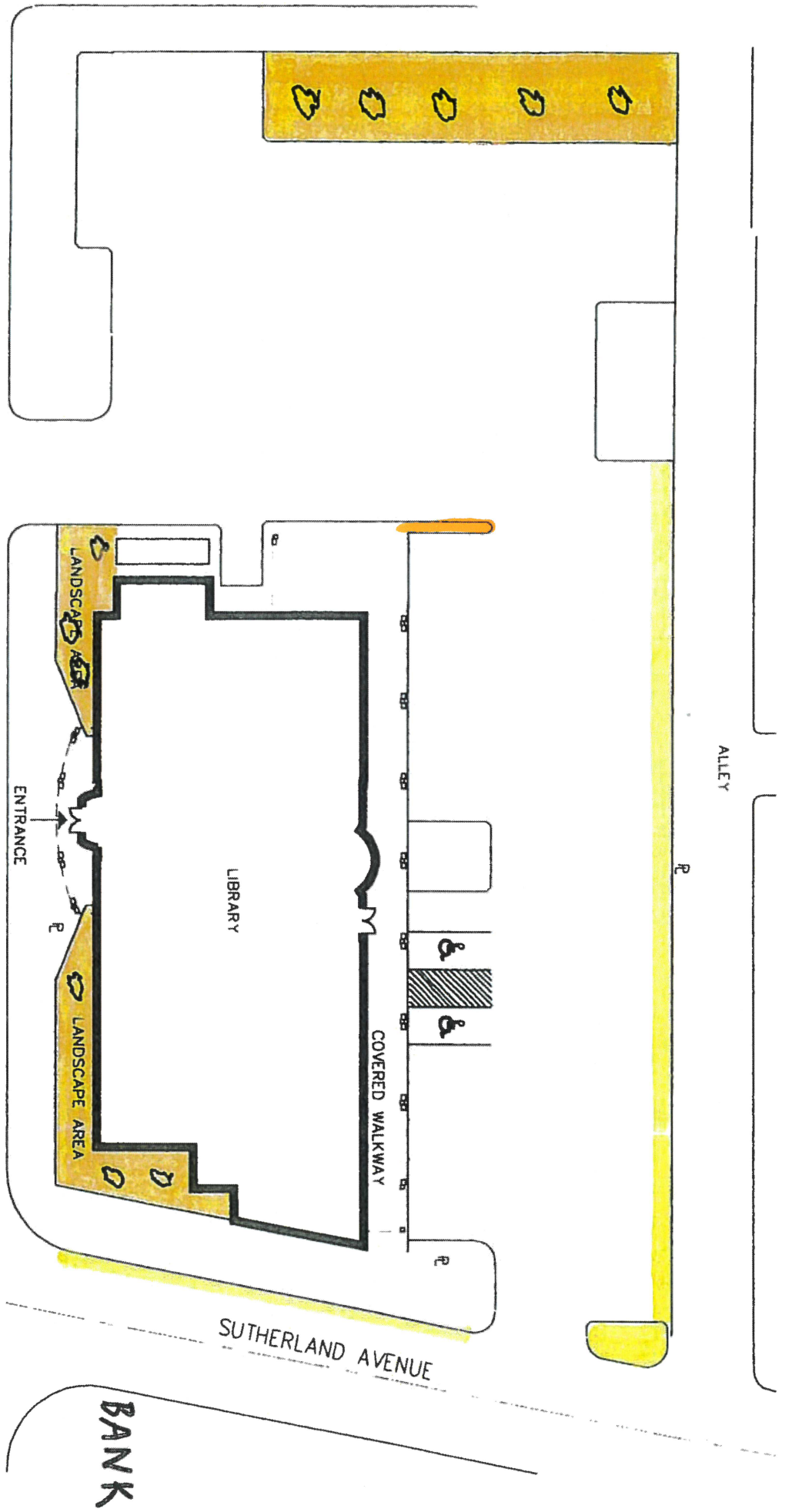


BUDER LIBRARY PARKING LOT PLAN

Buder Branch Library
4401 Hampton Avenue
St. Louis, MO 63109

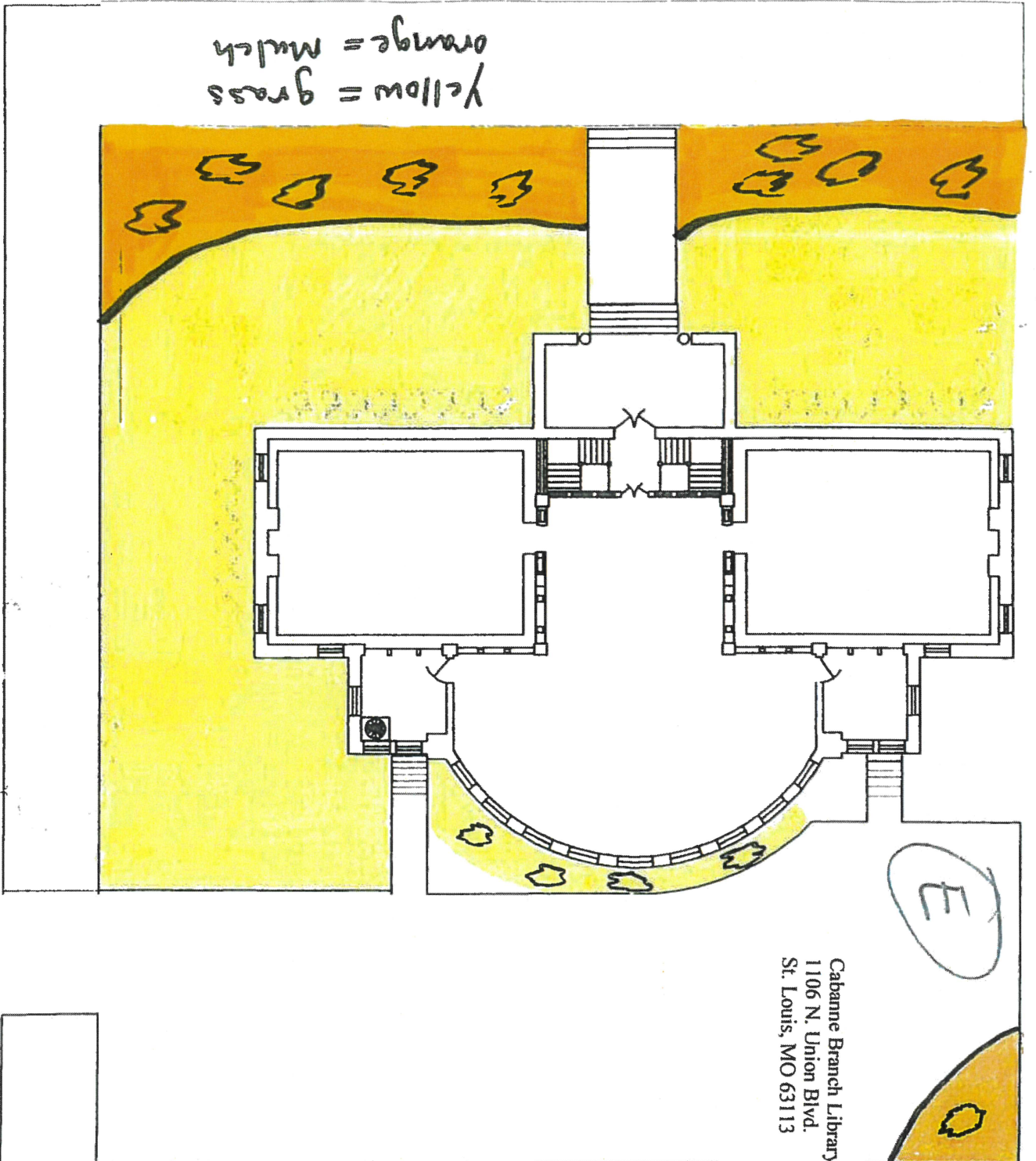


Yellow = grass
Orange = Mulch/Plants



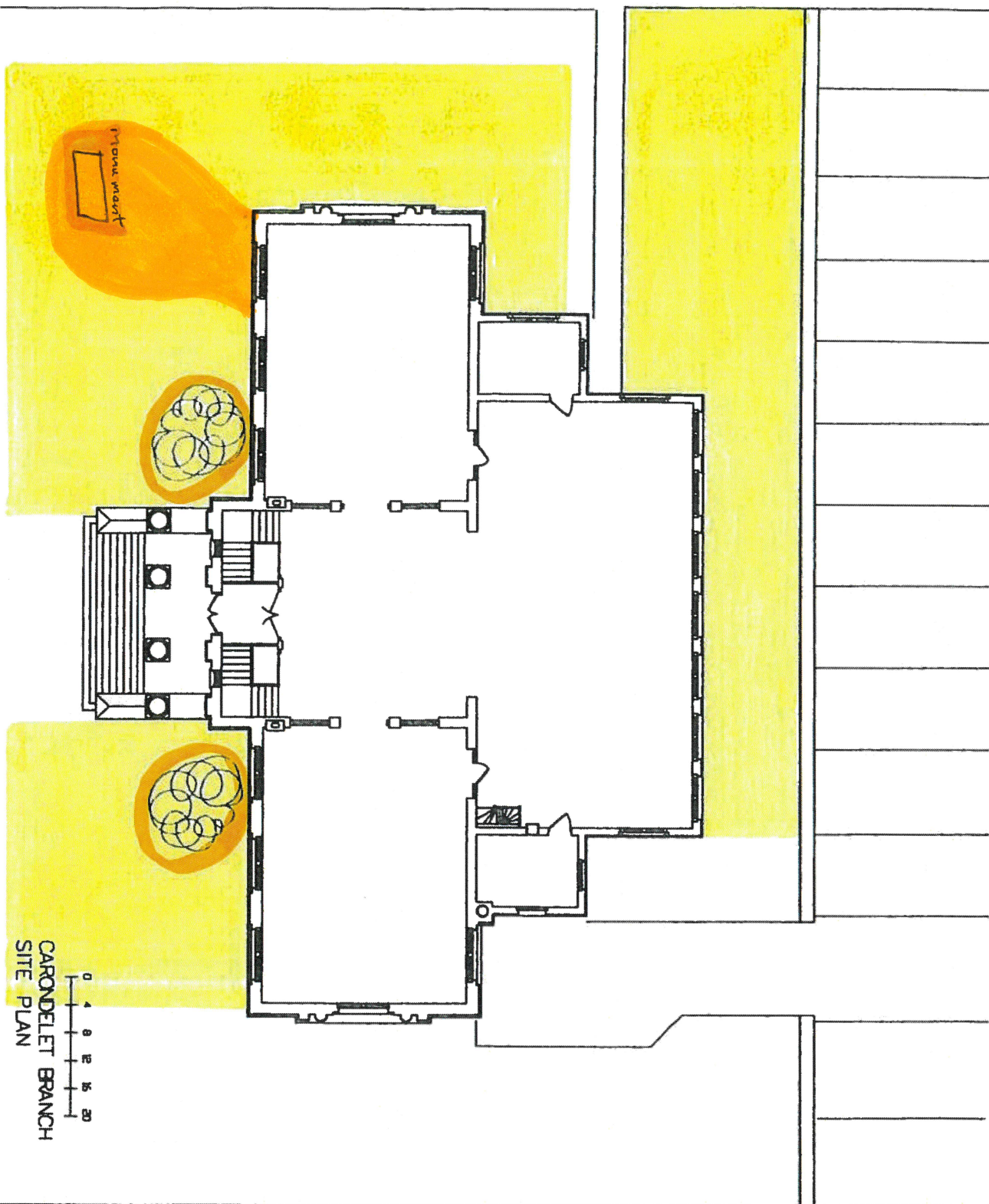
CABANNE BRANCH LANDSCAPING PLAN

Cabanne Branch Library
1106 N. Union Blvd.
St. Louis, MO 63113



Carondelet Branch Library
6800 Michigan Avenue
St. Louis, MO 63111

Orange = Mulch, trees, plants
Yellow = Grass



F

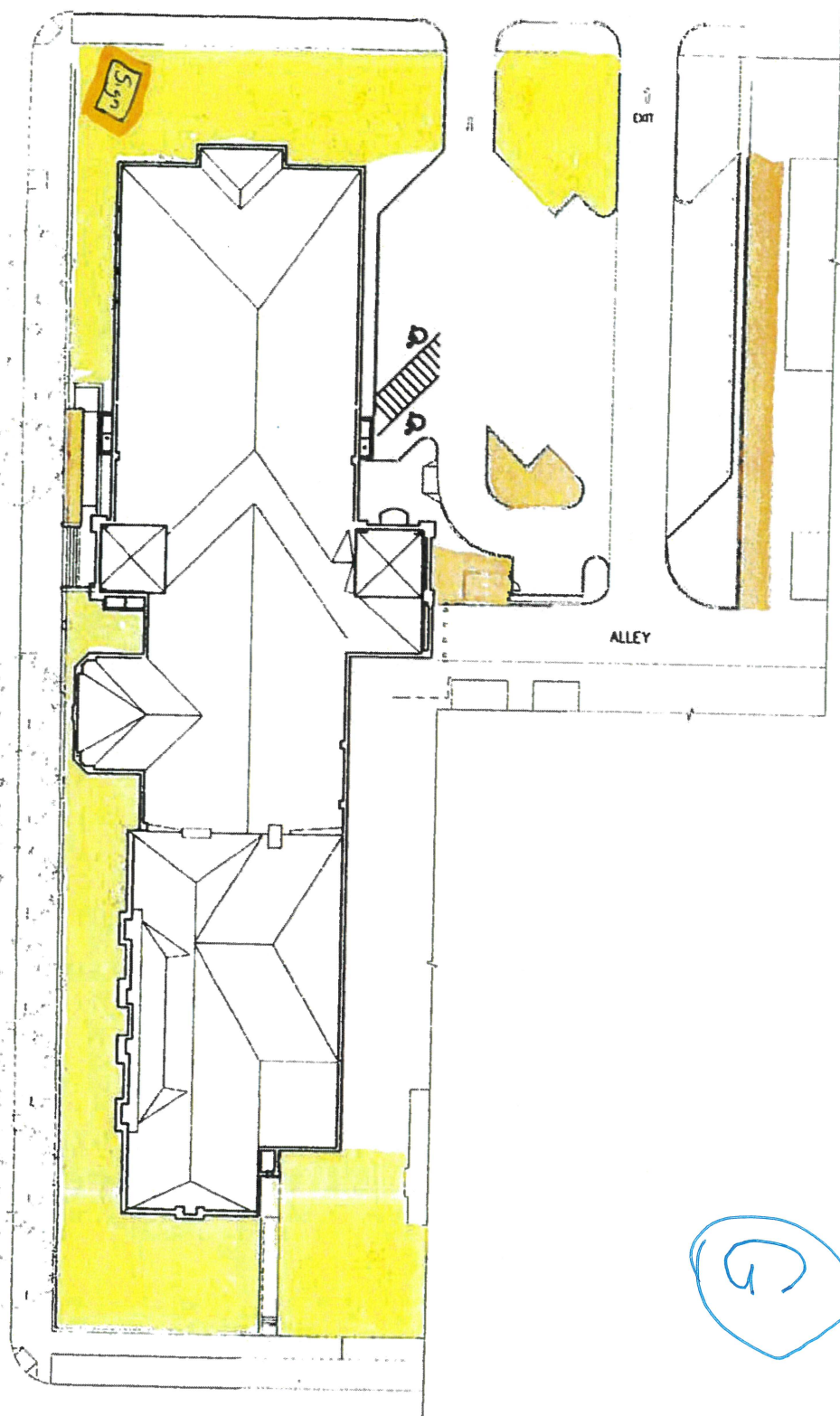
MCDONALD AVE.

GRAND AVE.

Carpenter Branch Library
3309 S. Grand Blvd.
St. Louis, MO 63118

yellow = grass
orange = mulch
CARPENTER LIBRARY
PARKING LOT

UTAH STREET



central library

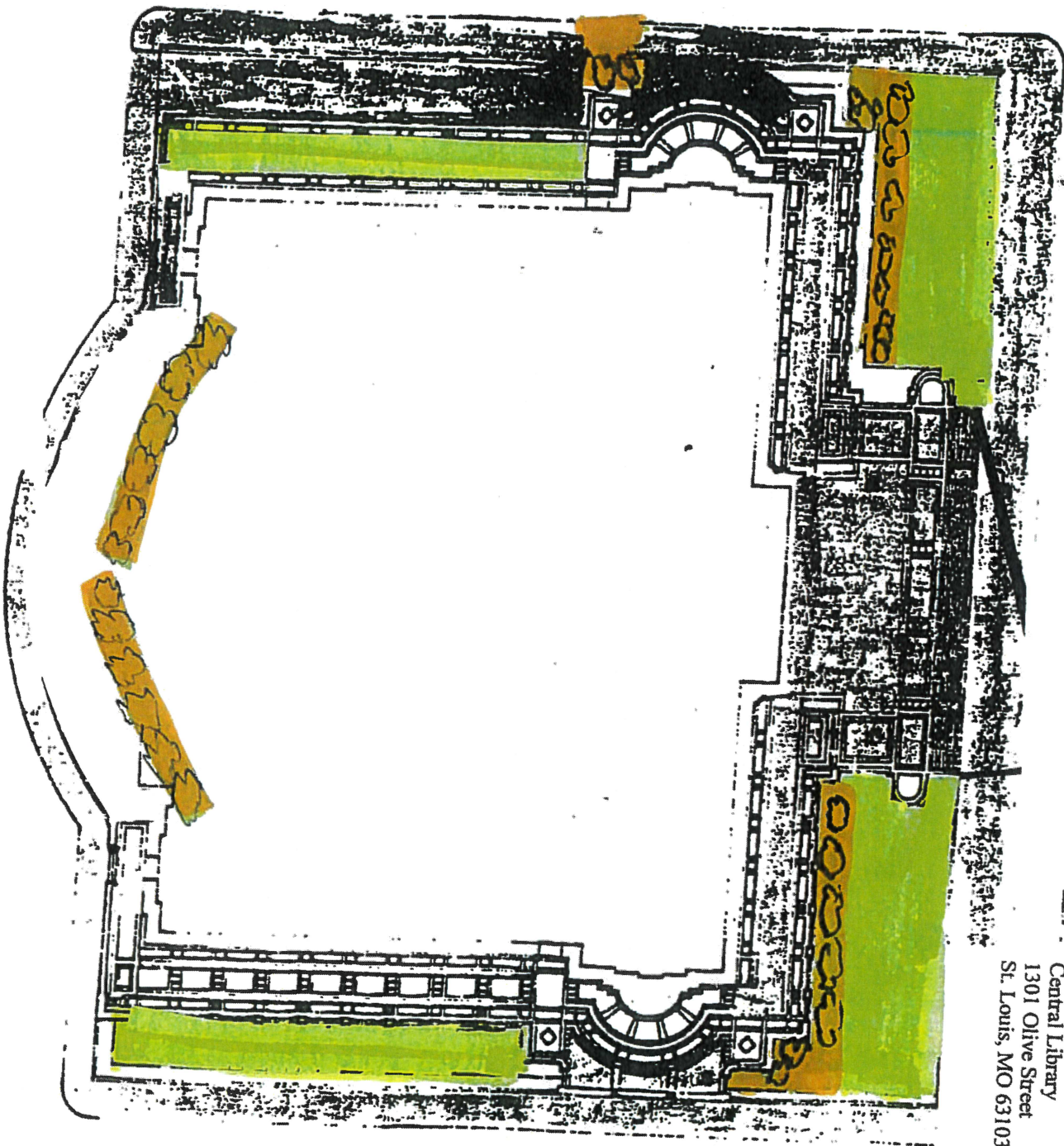
Green = grass
Orange = mulch
shrubs

olive street

Central Library
1301 Olive Street
St. Louis, MO 63103

(H)

locust street

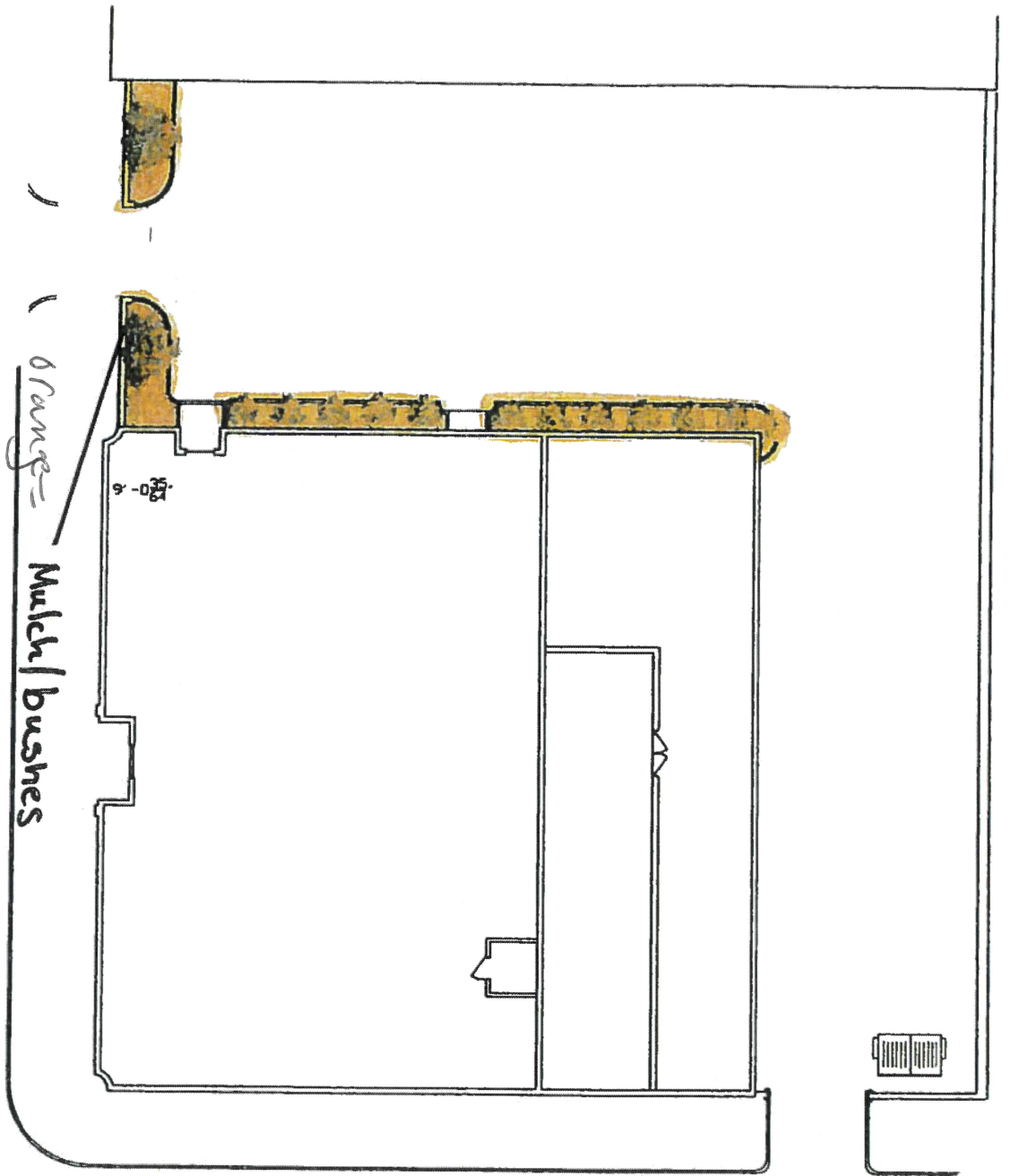


Locust Drawings

COMPTON FILM LIBRARY

Compton Film Library Branch
1624 Locust Street
St. Louis, MO 63103

LOCUST STREET



SEVENTEENTH STREET



CARTER AVE.

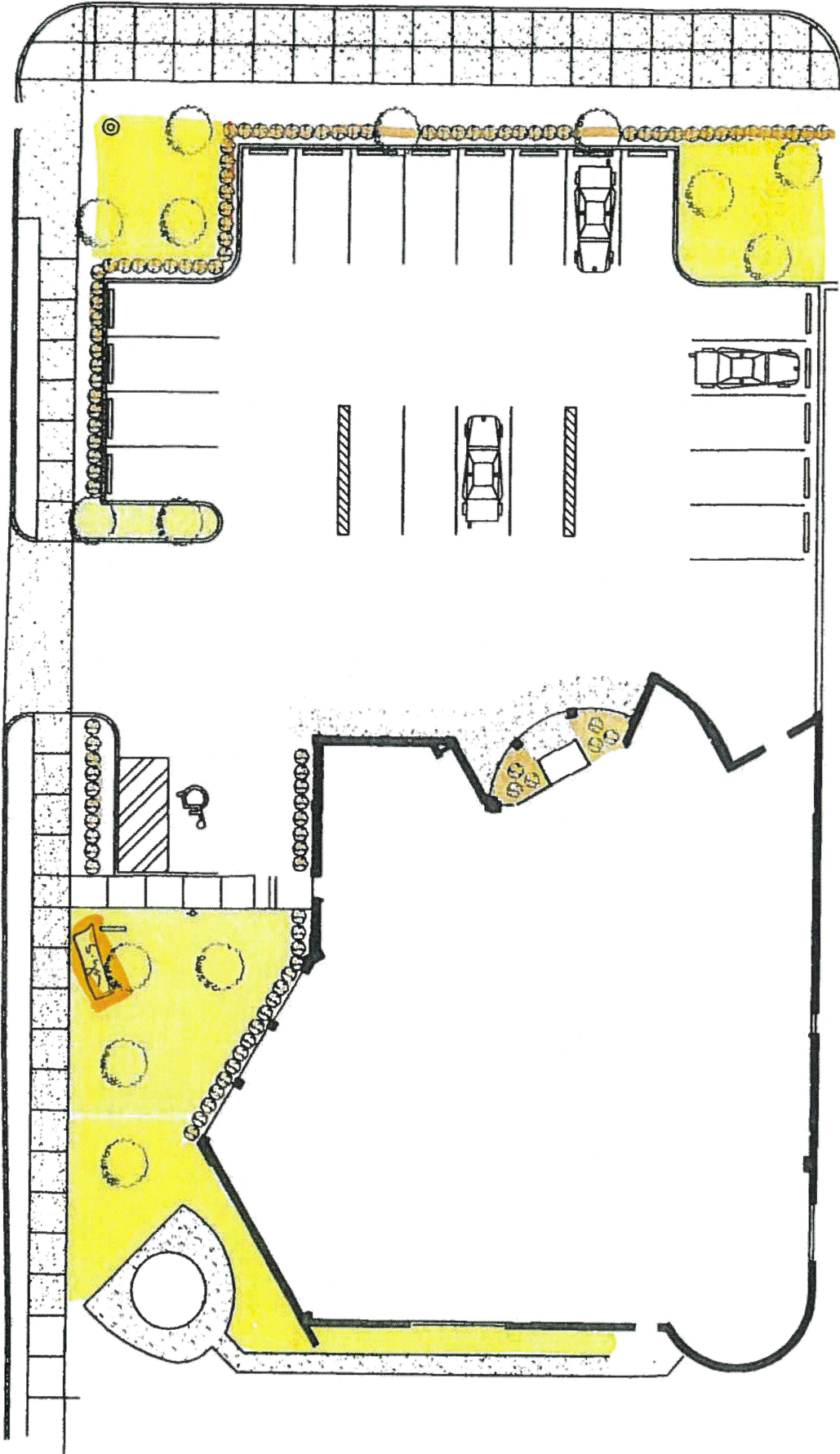
GRAND AVE.

Divoll Branch Library
4234 N. Grand Blvd.
St. Louis, MO 63107



DIVOLL LIBRARY
PARKING LOT PLAN

Yellow = grass
Orange = bushes/mulch



7

K

Julia Davis Branch Library
(St. Louis Community College)
4666 Natural Bridge Avenue
St. Louis, MO 63115

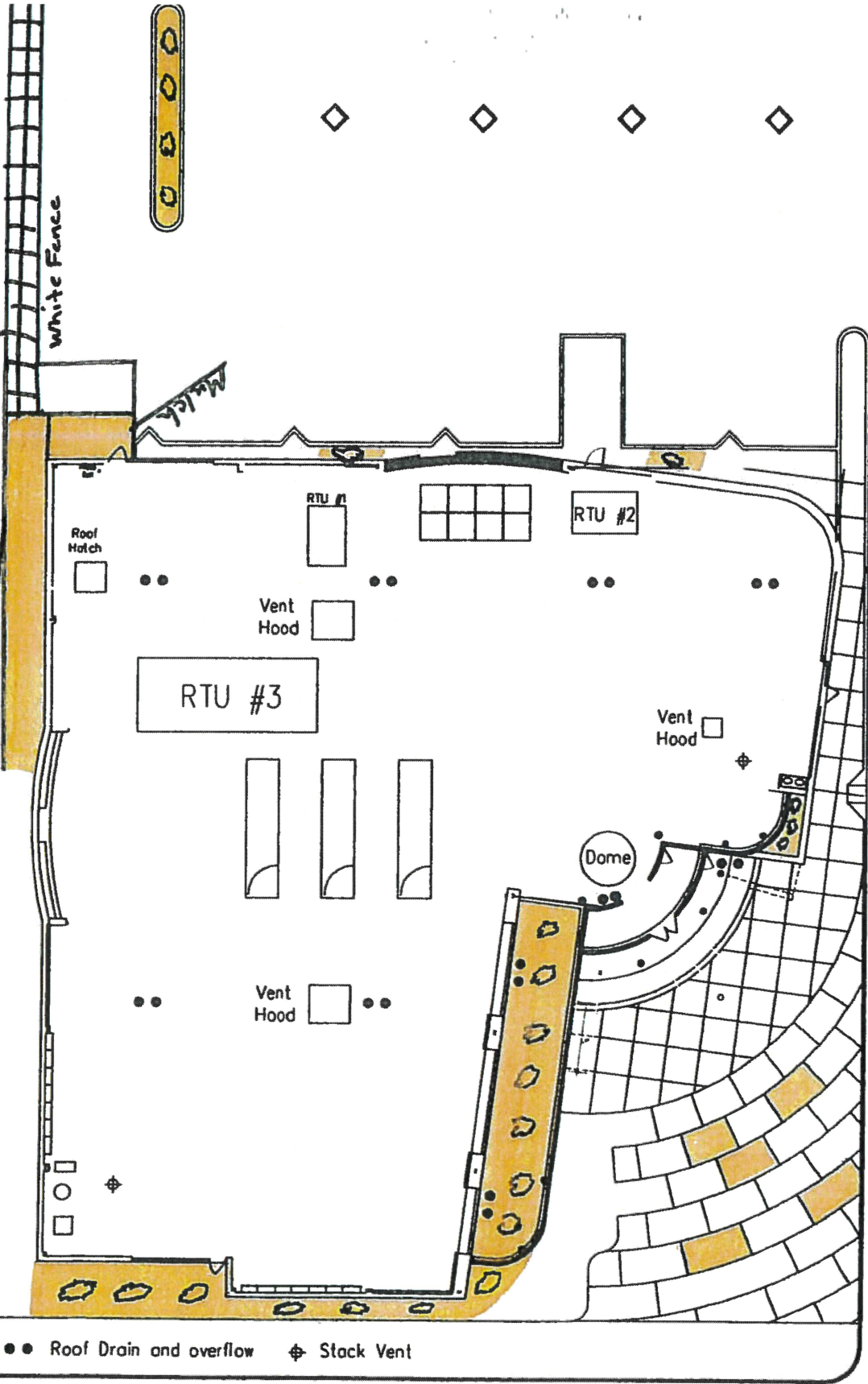
BANK

DRIVEWAY

NATURAL BRIDGE

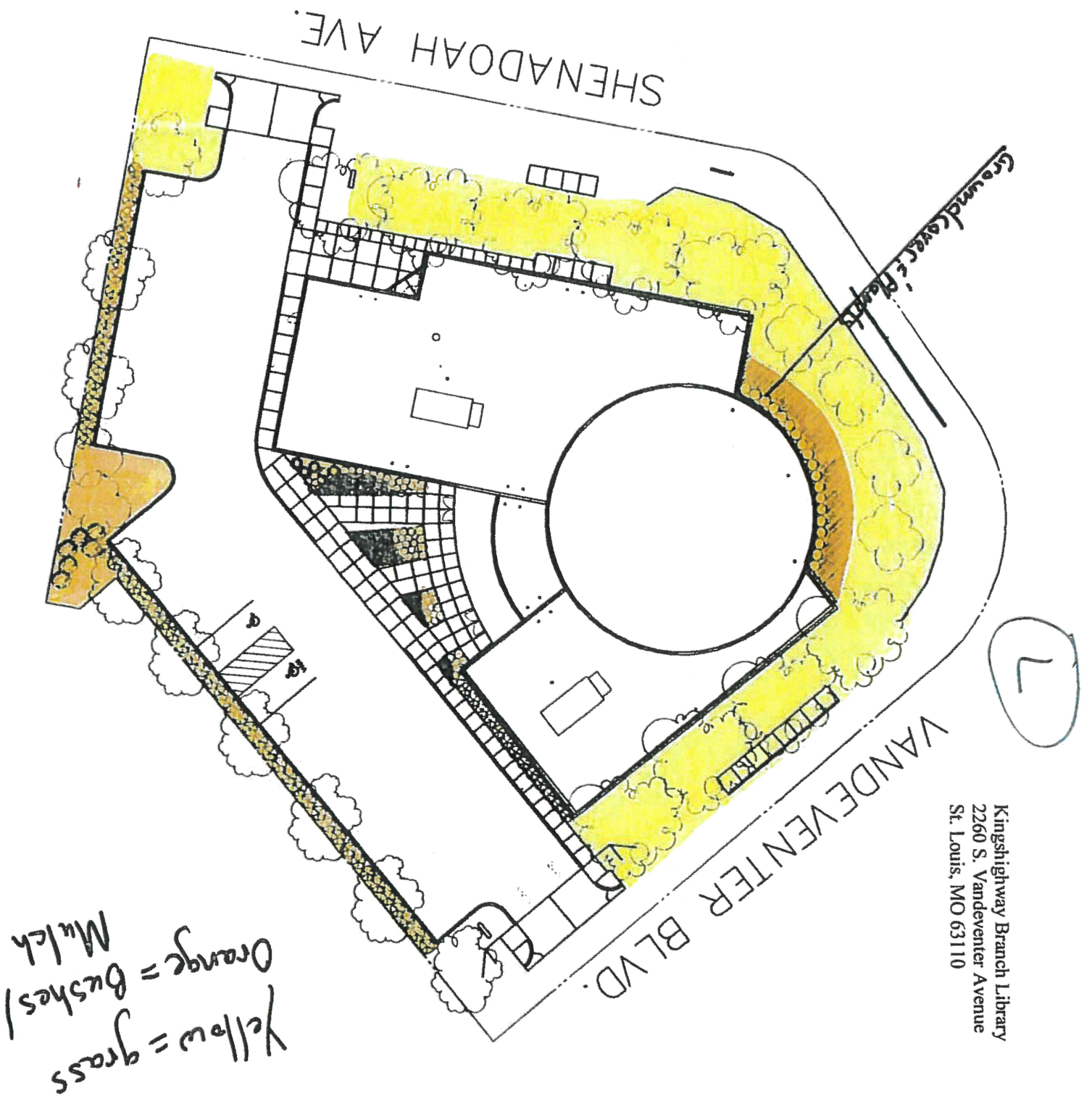
JULIA DAVIS LIBRARY
PARKING LOT PLAN

Orange = mulch
Shrubs, tree



Gated area need to have opened by staff

KINGSHIGHWAY BRANCH

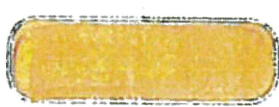
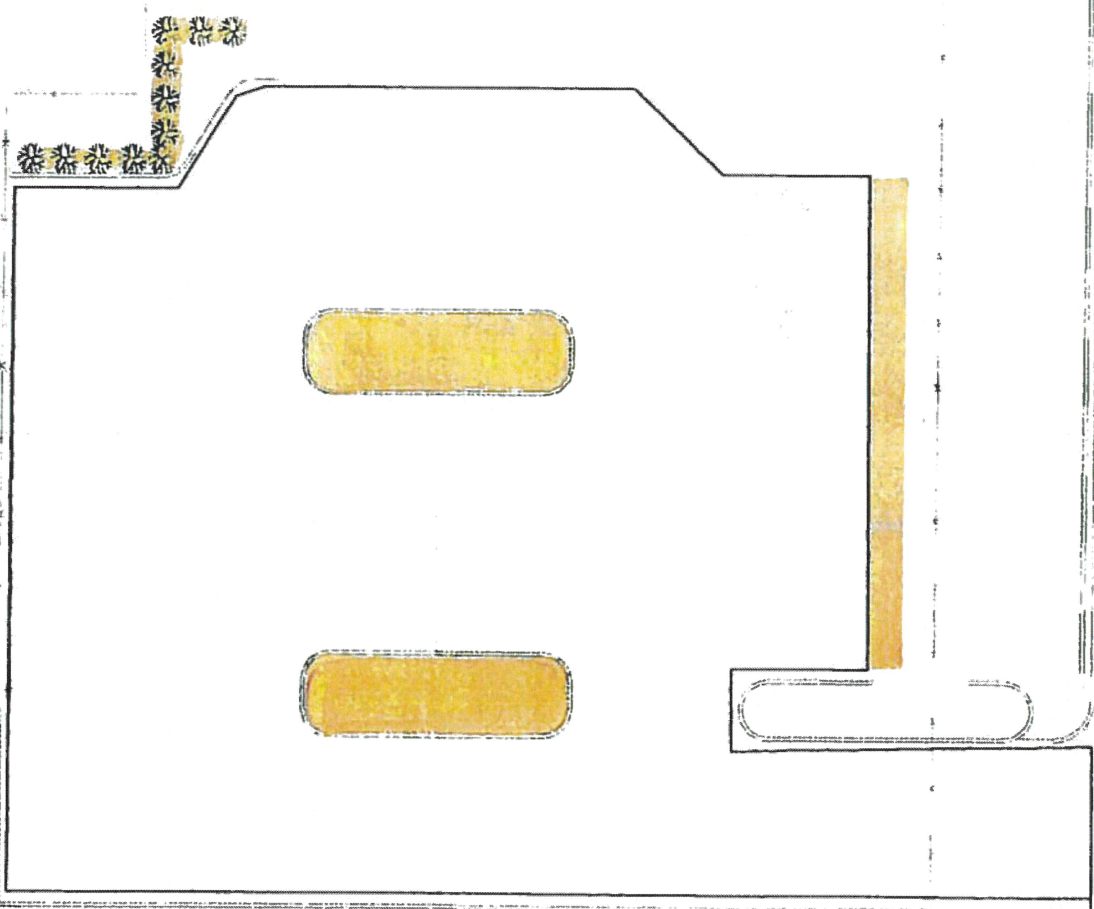
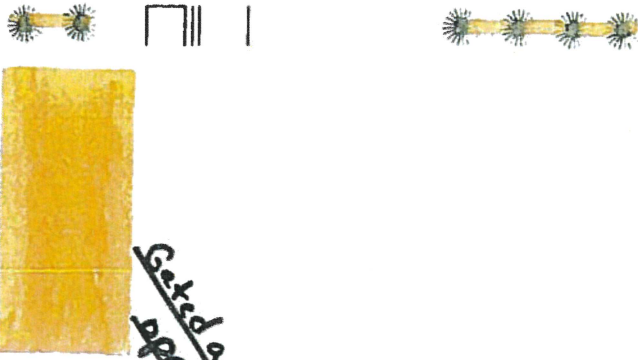


Kingshighway Branch Library
2260 S. Vandeventer Avenue
St. Louis, MO 63110

N

Walnut Park Branch Library
5760 W. Florissant Avenue
St. Louis, MO 63120

Gated area needs to have staff
open to access



WALNUT PARK
PARKING LOT PLAN

Grass Yellow
behind lot

Orange = mulch/bushes/plants