**Attachment A**

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4. **Detailed Scope of Work**

It is the intent of Community Healthcore to contract through the competitive bid process a lawn care contractor to provide professional lawn care services at CHC locations.

1. **Specification/Requirements**
2. Contractor to mow, weed eat, and edge entire CHC property including any courtyards.
3. Contractor to trim shrubbery to maintain professional appearance to all occupied buildings. This must be completed bi weekly at all properties. Also, minor trimming low hanging branches as necessary.
4. Contractor to rake/ and or blow any leaves and debris.
5. Contractor to remove all debris and any trash that may have been left or blown on the property.
6. Contractor will supply all equipment and labor necessary to complete the specified requirements.
7. **Additional Services -** These services will not be included in the proposal but may be requested based on specific request. These items will be billed separate from monthly invoice:
8. Contractor will have the ability to trim and remove tree branches as requested.
9. Contractor will have the ability to provide minor landscaping/ cleaning of flower beds and landscaped area.
10. Contractor will have the ability to provide and spread fertilizer as requested.
11. Contractor will have the ability to remove and haul off any dead plants, shrubbery as requested.
12. **Locations:**

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| **Longview, Texas** | **Frequency 1**  **November - February** | **Frequency 2**  **March - October** | **Cycles per year** | **Cost Per Cycle** | **Yearly Cycle Cost** |
| 303 Evergreen | 2 Times per Month | Weekly | 43 | $ | $ |
| 414/418 S. Center | 2 Times per Month | Weekly | 43 | $ | $ |
| 3704 Teri Lyn | 2 Times per Month | Weekly | 43 | $ | $ |
| 105/107 Woodbine Pl | 2 Times per Month | Weekly | 43 | $ | $ |
| 801 Pegues | 2 Times per Month | Weekly | 43 | $ | $ |
| 409 S. Fredonia | 2 Times per Month | Weekly | 43 | $ | $ |
| 425 S Main St | 2 Times per Month | Weekly | 43 | $ | $ |
| 7th Street Lot | 1 Time per Month | 2 Times per Month | 20 | $ | $ |
| 103 Branch St. | 2 Times per Month | Weekly | 43 | $ | $ |
| 950 N 4th Street | 2 Times per Month | Weekly | 43 | $ | $ |
| 1300 N 6th Street | 2 Times per Month | Weekly | 43 | $ | $ |
| 3770 PR 3439 | 2 Times per Month | Weekly | 43 | $ | $ |

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| **Marshall, Texas** | **Frequency 1**  **November – February** | **Frequency 2**  **March - October** | **Cycles per year** | **Cost Per Cycle** | **Yearly Cycle Cost** |
| 401 N. Grove | 2 Times per Month | Weekly | 43 | $ | $ |
| 502 Rusk/ 204 N. Alamo | 2 Times per Month | Weekly | 43 | $ | $ |
| 1500 W. Grand | 2 Times per Month | Weekly | 43 | $ | $ |
| 7470 State Hwy 154 | 2 Times per Month | 2 Times per Month | 24 | $ | $ |
| 1512 Indian Springs | 2 Times per Month | Weekly | 43 | $ | $ |
| Empty Lot Allen St. | 1 Time per Month | 1 Time per Month | 12 | $ | $ |

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| **White Oak, Texas** | **Frequency 1**  **November – February** | **Frequency 2**  **March - October** | **Cycles per year** | **Cost Per Cycle** | **Yearly Cycle Cost** |
| 523 S Suncamp Rd | 2 Times per Month | 2 times per month | 20 | $ | $ |

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| **Henderson, Texas** | **Frequency 1**  **November – February** | **Frequency 2**  **March - October** | **Cycles per year** | **Cost Per Cycle** | **Yearly Cycle Cost** |
| 209 N Main St | 2 Times per Month | Weekly | 43 | $ | $ |

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| **Carthage, Texas** | **Frequency 1**  **November – February** | **Frequency 2**  **March - October** | **Cycles per year** | **Cost Per Cycle** | **Yearly Cycle Cost** |
| 1701 S. Adams | 2 Times per Month | Weekly | 43 | $ | $ |

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| **Gilmer, Texas** | **Frequency 1**  **November – February** | **Frequency 2**  **March - October** | **Cycles per year** | **Cost Per Cycle** | **Yearly Cycle Cost** |
| 101 Madison St | 2 Times per Month | Weekly | 43 | $ | $ |

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| **Texarkana, Texas** | **Frequency 1**  **November – February** | **Frequency 2**  **March - October** | **Cycles per year** | **Cost Per Cycle** | **Yearly Cycle Cost** |
| 2435 College Dr. | 2 Times per Month | Weekly | 43 | $ | $ |
| 1911 Galleria Oaks | 2 Times per Month | Weekly | 43 | $ | $ |
| 4217 Hazel St. | 1 Time per Month | 2 Times per Month | 20 | $ | $ |

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| **Clarksville, Texas** | **Frequency 1**  **November – February** | **Frequency 2**  **March - October** | **Cycles per year** | **Cost Per Cycle** | **Yearly Cycle Cost** |
| 106 N. M. L. King | 2 Times per Month | Weekly | 43 | $ | $ |

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| **Atlanta, Texas** | **Frequency 1**  **November – February** | **Frequency 2**  **March - October** | **Cycles per year** | **Cost Per Cycle** | **Yearly Cycle Cost** |
| Empty Lot by fire station | 2 Times per Month | 2 Times per Month | 24 | $ | $ |

1. **Instructions for Response**
2. **Pricing** 
   1. Site specific: Pricing for each site should be separated by each site. Please list each at a Monthly and a Yearly rate.
   2. **Bidder may bid on all or selected properties/ locations**. Bidder may bid on specific properties within a region as well.
3. **Staffing**
4. Specify how each site will be supervised.
5. Specify if employees work directly for your organization or if they are contracted.
6. Also specify how performance will be monitored and documented to meet requirements.
7. Specify how employees will be identified while on CHC property. (i.e. truck marked with signage)
8. **References**
   1. Community Healthcore requests Responder to supply, with this RFP, a list of at least three (3) professional references where like services have been supplied by their firm. Include name of firm, address, telephone number and name of representative.
9. **Other**
10. Proposal should provide a technical response to specification in detailed scope of work
11. Affirm/demonstrate the Proposers to meet all of the Minimum Standards for all Prospective Responders.
12. Acknowledgements of RFP and all RFP Addenda’s
13. A minimum of three (3) references
14. Other documents as included below
15. Return signed Conflict of Interest Questionnaire (Attachment B)
16. Responder shall provide in their proposal all documentation required by this RFP. Failure to provide this information may result in rejection of proposal.
17. **MINIMUM STANDARDS FOR ALL PROSPECTIVE RESPONDERS:** A prospective Responder must affirmatively demonstrate / meet the following requirements:
    1. Have adequate financial resources, or the ability to obtain such resources as required; Please specify this within the proposal;
    2. Be able to comply with the required or proposed delivery schedule. Include all details as appropriate including staffing levels, supervision, and how Responder will monitor the service;
    3. Have a satisfactory record of performance evidenced by references;
    4. Have a satisfactory record of integrity and ethics;
    5. Have the ability to provide usage data on items ordered or delivered;
    6. Have the ability to package and mark items for specific Community Healthcore units;
    7. Be able to provide descriptive information as required, including detailed scope of work to be provided and frequency if applicable;
    8. Be otherwise qualified and eligible to receive an award; and,
    9. Meet any additional requirements specified in the RFP.
18. **OTHER DOCUMENTS:** Responder shall provider with this proposal copies:
    * 1. Current workman compensation policy;
      2. Proof of insurance as required. See Attachment C, Exhibit A;
      3. Bank Reference letter or financial statement proving financial stability.
19. **Scoring of the RFP**
20. **Factors to be considered include:**
21. Any installation cost;
22. Delivery terms;
23. Quality and reliability of respondents goods or services;
24. The extent to which the goods or services meet the CENTER’s needs as described in this RFP;
25. Past offeror performance, respondents financial resources and ability to perform, the respondent's experience and responsibility, and the respondent's ability to provide reliable service agreements
26. The impact on the ability of CENTER to comply with laws and rules relating to historically underutilized businesses or relating to the procurement of goods and services from persons with disabilities;
27. The total long term cost to the local authority of acquiring the respondent's goods or services;
28. The cost of any CENTER employee training associated with the acquisition;
29. The effect of the acquisition on CENTER’s productivity;
30. Price
31. Whether the respondent can perform the contract or provide the service(s) within the contract term, promptly provide the services, without delay or interference;
32. Respondent’s history of compliance with the laws relating to its business operations and the affected service(s) and whether it is currently in compliance;
33. Whether the respondent’s financial resources are sufficient to perform the contract and to provide the service(s);
34. Whether necessary or desirable support and ancillary services are available to the respondent;
35. The character, responsibility, integrity, reputation, and experience of the respondent;
36. The quality of the facilities and equipment available to or proposed by the respondent;
37. The ability of the respondent to provide continuity of services;
38. The ability of the respondent to meet all applicable written policies, principles, and regulations;
39. Any factor is relevant to determining the best value for Community Healthcore in the context of this procurement.
40. **Proposals will be scored using the following criteria:**

These factors will be considered and some may be given greater weight than others

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| **Categories** | **Points** |
| 1-Organizational History and Experience | 100 |
| 2-Service delivery based on specifications | 250 |
| 3-Pricing and other cost | 300 |
| 4-Operational start date | 100 |
|  |  |
| total | 750 |

Please direct any questions you have about this specification to (903) 234-7001 or email [Tom.Suess@communityhealthcore.com](mailto:Tom.Suess@communityhealthcore.com)