

**FirstLine 2018 Landscaping Services RFQ
Questions and Answers
As of 03/22/2018**

1. The non-collusion affidavit asks for a proposal/contract/big/rp/soq number. Please advise what this number should be. What's the announcement number?
 - a. The number should be 2018-1-LSRFP
2. May we please get a total square footage/acreage for each school?
 - a. Joseph S. Clark: About 1.71 Acres for the entire school.
 - b. Arthur Ashe Charter School: About 4.16 Acres for the entire school.
 - c. Langston Hughes Academy: About 6.35 Acres for the entire school.
 - d. Phillis Wheatley Community School: About 2.54 Acres for the the entire school and an additional .21 Acres for the adjacent parking lot.
 - e. Samuel J. Green: About 2.28 Acres for the entire school.
 - f. Live Oak Facility: About 2.18 Acres for the entire school.
3. Is just the on RFQ copy emailed to you sufficient, or will other copies be required?
 - a. Emailed is sufficient. Original copies can also be submitted to our office by the deadline.
 - b. The notarized document must be completed in blue ink and scanned in color if only emailing.
4. Please advise if there is a mandatory pre-bid meeting for this RFQ.
 - a. No.
5. Who is the current vendor and what were the results of the bid to the previously awarded contract?
 - a. We are choosing to not reveal the name of our vendor as we have listed the cost per cut below.
 - b. There has not been a previous bid, this is the first time we've put these services out to formal RFQ.
6. Is it possible to have access to contracts from previous vendors?
 - a. Unfortunately our answer cannot include the name of the current vendor, it can; however, list the cost per cut.
 - b.

Location	Cost Per Cut
Arthur Ashe Charter School	\$267.30
Langston Hughes Academy	\$350.55
Phillis Wheatley Community School	\$108.11
Samuel J. Green Charter School	\$83.00

Joseph S. Clark Preparatory High School	\$124.15
Live Oak Facility	N/A

7. What is the scoring matrix for this bid? Will award be given to lowest bidder?
 - a. Please see page 5 of the RFQ. full award specifications can be found there, we do not use only cost to make a decision.
8. Maintaining the trees - what are the exact specifications? Are trees to be maintained to provide a 7 ft clearance overhead or is the company responsible for trimming/shaping the entire tree?
 - a. We are currently looking for arborist, they will handle maintaining the trees on site from pruning, to health, to fertilizing, etc.
 - b. No, Landscaping vendors are not responsible for trimming/shaping entire tree.
 - c. Landscaping vendor will be asked to do some basic maintenance of young trees and clearing of brush/unwanted trees, hedges like azaleas at Green, and boxwood of holly at Ashe. . Our arborist contract would cover maintenance of Live Oaks and other similar trees.
 - d. Our fruit trees/orchards in our gardens are maintenance by our site gardeners.
9. In the garden areas where students are planting - would the service provider be responsible for spraying or weeding these areas?
 - a. There are areas in each garden that would need to be edged with a weed eater.
 - i. Langston Hughes Academy - The back garden fence line,grass hill edge, and animal area.
 - ii. Samuel J. Green - Edging would be needed around the clay tiles of the garde beds.
 - iii. Phillis Wheatley - Edging would be needed around garden beds.
 - iv. Arthur Ashe - Weed eat around garden structures (shed and greenhouse) and the raised concrete beds of the outdoor classroom behind the school.
10. Is no work to take place while the students are in school whatsoever? (Are there times of the day where students are all inside that it would be acceptable to mow?)
 - a. We would like all work done prior to 9am when student garden classes begin.
11. Will all properties be awarded all to one company or will multiple companies be selected?
 - a. Our plan is to award the work at all sites to one company
12. There is a grassy area located behind the Arthur Ashe School. Please advise whether or not this area is included in the maintenance service for FirstLine Schools.
 - a. Everything within the boundaries of the hedges is the school. Everything past it is the park. The park is not part of this RFQ or FirstLine's responsibility.
 - b. There is a structure within the hedges now but there is still grassy areas within it that needs to be cut unless it is clearly planted garden/vegetable beds. At no time should any landscaping be done to planted garden areas. If something is not clear, it is the vendor's responsibility to obtain clarity BEFORE cutting any areas.



c.

13. Is there an option the service schools at the end of school day?
 - a. This is a possibility, but during some parts of the year, it is dark after school dismissal at at least two of our sites and there are after school activities that take place outside, which may not make this the most feasible option.
 - b. Clark dismisses at 2:30pm but often has sports activities outside throughout the year.
 - c. Ashe & Wheatley dismiss at 4:15pm but have after school programs, many of which take place outside, until at least 5:30pm.
 - d. LHA, Green & Live Oak dismiss at 3pm, but have after school programs, many of which take place outside, until at least 4:30pm.
14. Please explain the line regarding delivery and installation of office furniture system.
 - a. Please disregard this line, it was added in error.
15. Is it possible we can cut those locations on the weekends?

- a. We are willing to consider this as an option, but school staff will be unable to provide access inside the school gates/fences on the weekends, as our staff is not on site at that time.
16. The companies W/C have to be in place before the award is revealed. My present company's does not have require W/C.
 - a. We need proof of Workers Compensation coverage before a contract can be awarded. This could include a letter from your insurance agent noting that you will begin coverage on July 1, 2018 with the beginning of this contract. We will require annual proof of this coverage to maintain a contract.
17. When does the affidavit have to be signed and returned to you?
 - a. As part of the bid/proposal package.
18. Will reserved parking be available for lawn care staff due to time restraints and locations of the schools?
 - a. No - this is not possible at all of our sites. Arrangements can be made with each School Operations Manager to note the best place to park depending on the time you will be on campus.
19. How will the schools be cut before 9am when the schools take in not long before and the lawn care people will have to endure school traffic and possibly no parking due to the locations of the school?
 - a. Our current vendor is able to do this with the use of a crew.
 - b. Each school can be cut on its own day, we do not expect all six schools to be cut on the same day.
 - c. Individual school sites may be more flexible with timing of cuts based on planned lawn care schedules made in advance by vendor.
20. Due to issues with humidity vs sunrise; there may be issues with doing a nice/neat job during the morning. What is advisable?
 - a. In your proposal, please include your plan to address, including how you would take care of our needs while not interrupting the instruction happening in school gardens.
21. How will payments be made? Also, how long will it take for for the payments to be made and also the first payment length?
 - a. We ask our vendors to bill us on a monthly basis. We are a net 30 organization.
22. The park around Gardena (Ashe), is it maintained by the Ashe or by the city?
 - a. See question #12. All park area is maintained by the city.
23. Will the bid need to be consolidate or itemized by site?
 - a. Per page 8 of the RFQ, we are looking for an itemized cost per cut, per site.
24. I did not participate in the pre-bid meeting, did I miss anything?
 - a. We did not have a pre-bid meeting.

