

FirstLine Schools, Inc.
Request for Quote – Arborist Services



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Arborist Services

RFQ Questions Due: **March 26th, 2018**
Questions directed to:
Rebekah Cain, Director of Operations,
at rcain@firstlineschools.org

Proposal Submittal Deadline: **April 2nd, 2018**
Rebekah Cain
300 N. Broad Street-Suite 207
New Orleans, LA 70119

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RFQ Announcement: **March 12th, 2018**

Question Submittal Deadline: **March 26th, 2018 by 2:00 PM**

Proposal Submittal Deadline: **April 2nd, 2018 by 2:00 PM**

Award Notification Deadline: **April 30th, 2018**

Background:

FirstLine Schools is a New Orleans based charter management organization committed to helping New Orleans become the first city in the country where every child attends a good school. Our mission is to create and inspire great open-admission public schools in New Orleans. FirstLine's leaders started New Orleans' first charter school in 1998, and have been transforming the academic expectations, achievement and aspirations of our students ever since.

We operate four K-8 schools -- Arthur Ashe Charter School, Phillis Wheatley Community School, Langston Hughes Academy, Samuel J. Green Charter School -- and one high school -- Joseph S. Clark Preparatory High School -- all in New Orleans. *For the 2018-2019 school year FirstLine Schools will be opening a new K-8 school that is tentatively known as Live Oak Facility.* Our focus is turning around struggling schools through a culture of high expectations for academic achievement and behavior. Our schools also provide students with a variety of enriching experiences, including our signature program, the Edible Schoolyard NOLA.

Locations:

Arthur Ashe Charter School: 1456 Gardena Drive | New Orleans, LA 70122

Phillis Wheatley Community School: 2300 Dumaine Street | New Orleans, LA 70119

Langston Hughes Academy: 3519 Trafalgar Street | New Orleans, LA 70119

Samuel J. Green Charter School: 2319 Valence St. | New Orleans, LA 70115

Live Oak Facility: 3128 Constance St | New Orleans, LA 70115

Joseph S. Clark Preparatory High School: 1301 N. Derbigny Street | New Orleans, LA 70116

Proposals:

Proposals are to be delivered by email to Rebekah Cain, Director of Operations, FirstLine Schools, at rcain@firstlineschools.org. Proposals are due on: **April 2nd, 2018 by 2:00PM.** ***It is required to include a copy of your Arborist Credentials.***

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Contract Term:

The contract term is for one (1) year, with the option to extend for up to four (4) years.

Scope of Work:

Quote should include (especially for the 1st year) – quarterly site visits and care plans per location.

Quote should include quarterly to annual cuts depending on the needs at each campus.

Scope of Work includes items listed below:

- Report on tree conditions, both orally and in written form, and provide an accurate and detailed assessment of trees' species, size, health, evaluation of root conditions, structure, risk factors, and monetary value.
- Provide pest and disease diagnostics and provide protection strategies from the physical stresses of construction.
- Advise staff on all matters related to tree planting and removal for all street trees and trees in public areas, provide sound solutions for view disputes and review appeals regarding tree removals, plantings, trimming, and pruning.
- Prune all dead, diseased, and weak branches one inch or greater in diameter. Prune all suckers (the small shoots that come from pruned limbs, or sprout from the base of the plant) on large and small trees, especially those interfering with sidewalks and street parking.
- If a tree needs to be removed, we require a written diagnosis statement before work occurs and quote estimate detailing the removal.
- Removal of a tree must include grinding the stump and roots to one foot below grade, filling with topsoil and planting grass.
- CLEAN UP: All tree debris must be removed from site, unless mulched on site. Mulch can be left in piles only at the following schools: Arthur Ashe, Langston Hughes, Samuel Green at a site specified by the School Operations Manager. Mulch cannot be dumped during school hours, see TABLE A for school start and end times.
- If trees need to be sprayed, we require a written statement and quote estimate detailing the specific insect or disease to be treated, the chemical to be used and how much, and what you need to do (cover lawn furniture, keep pets inside, etc.). All chemical treatments must meet EPA standards for notification and use at a school facility.
- If fertilizing is to be done, we require a written statement and quote estimate type of fertilizer, application rate and method of application should be stated.
- All work and tree cuts must be discussed with client beforehand with a plan to ensure that pedestrians and children will be kept safe, or provide a written safety plan to client with application.

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TABLE A: The school's start and end times are listed below:

Arthur Ashe	Start Time: 8:30AM End Time: 4:15PM
Phillis Wheatley	Start Time: 8:30AM End Time: 4:05PM
Langston Hughes	Start Time: 7:10AM End Time: 2:53PM
Samuel Green	Start Time: 7:00AM End Time: 3:15PM
Live Oak	Start Time: 7:00AM End Time: 3:15PM
Joseph S. Clark	Start Time: 7:00AM End Time: 3:30PM

Questions:

All questions regarding this RFQ must be emailed directly to Rebekah Cain, Director of Operations for FirstLine Schools, at rcain@firstlineschools.org and should be received by: **March 26th, 2018 by 2:00 PM**. Questions and answers will be posted as an addendum to the RFQ by: **March 28th, 2018 by 2:00 PM**

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Evaluation:

A variety of weighted criteria, given below in order of priority, will be considered in evaluating proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during RFQ specific presentations or negotiations, news articles, press releases, client references, industry references, vendors, and other sources.

Component	Scoring Scale	Evaluation Criteria
Proposal Quality	0-50 points	Award of a purchase order or contract is based on the best value to FirstLine: quality, availability, delivery, specifications, terms, conditions, and fitness for the particular purpose. When a solicitation requires an oral presentation, submission of test samples, or inspection of facilities, these factors are part of the component evaluation.
Price	0-30 points for each (Price, Professional References & Company Financials) The highest score is 30 points; however, applicants failing to address a Component entirely will receive a score of zero.	Lowest bid(s) receive 30 points; Highest bid(s) receive 0 points; all other bids receive between 29 and 1 points. The total cost may include unit price, delivery and installation, and maintenance and cost of operation as defined in the solicitation. If there is a discrepancy between a unit price and its extension, the unit price will prevail.
Professional References		Relevant professional experience, but no expertise in project subject; between 5 and 10 years of specified expertise in project subject; more than 10 years of expertise in specific project subject.
Company Financials		Three years of most recent audited company financials are requested. The audited financial reports will be reviewed to determine if the company has the financial capacity to perform the work outlined in the contract.
Headquartered in Orleans Parish	0-20 points each	Principal of Business and Registered Office in Orleans Parish as listed with the Louisiana Secretary of State.
State & Local Disadvantaged Business Enterprise	Applicant has provided verifiable evidence of component described by the Evaluation Criteria	A for-profit small business where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. As a certified DBE, a certificate issued by the City of New Orleans or other certifying agency must be provided with the submission.
Executive Resumes	0-10 points for each	Consideration is also given to the applicants' potential ability to perform successfully under the terms and conditions and their past performance record.
Community Involvement	Applicant can successfully demonstrate the Component as described by the Evaluation Criteria	Demonstrated organizational commitment to programs or public service initiatives serving the youth of New Orleans community relationships.
Innovation		Proposal demonstrates innovative means and methods.

Execution of Work:

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All work is to be completed within the scope of and consistent with the plans submitted as part of this RFQ. Any vendor wishing to deviate from this plan should provide specific information and rationale as to why it would be in FirstLine's best interest to do so. Proposal cost shall include delivery and installation of office furniture system.

Control of Work:

Authority of Director of Operation. All work shall be done under supervision of the Director of Operations, and/or FirstLine's authorized designee and to his/her satisfaction. The Director of Operations and/or authorized designee will decide all questions that may arise as to the quality and acceptability of materials furnished and work performed and as to the rate of progress of the work; all questions that may arise as to the interpretation of the specifications; and all questions as to the acceptable fulfillment of the Contract by the Contractor.

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Proposal Authorities, Restrictions & Clauses

Authorities and Options:

- FirstLine reserves the right to reject any and all proposals for any reason.
- FirstLine reserves the right to correct or waive irregularities in submitted proposals should it be deemed in the best interest of FirstLine to do so.
- FirstLine reserves the right to negotiate any and all proposals for any reason.
- FirstLine reserves the right to disqualify any proposals that do not meet the submittal requirements.
- Final prices will be negotiated between the Proposer and FirstLine. FirstLine reserves the right to cancel the contract award if Proposer cannot commit to a contract that has prices within 5% of what is initially quoted.

Prohibitions:

- FirstLine shall assess, negotiate and decide on this Proposal without influence from the Proposer's employees, the Proposer's representatives or agents, the Proposer's vendors, or any other parties with a business, financial or family relationship to the Proposer.
- The Proposer is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon FirstLine, its Board(s) and its agents; violators will be prosecuted to the extent of the pertinent laws.
- The proposer is prohibited from submitting Proposals that are contingent upon winning multiple contracts; any such proposals will be disqualified.

Proposer Responsibilities:

- It is the Proposer's duty to inspect all submitted documents to assure completeness and legibility.
- It is the Proposer's duty to understand the proposal; any misunderstanding is the responsibility of the Proposer; FirstLine has no obligation to correct, reject or question any portion of the proposal.
- Proposer must abide by all proposal requirements; the proposal may be rejected by FirstLine regardless of the type or significance of noncompliance.

Termination of the Contract:

- FirstLine reserves the right to terminate the contract because of inferior quality of materials, product, workmanship, service and/or reductions and/or termination of funding.
- FirstLine reserves the right to terminate the contract immediately in the event that there are unresolved safety or liability concerns.

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Proposal Requirements:

- The Proposer must answer all questions in this section and must include all requested documentation in order for the Proposer's bid to be considered.
- A minimum of two (2) references, current or former clients and at least one must be in New Orleans
- Proposal which consists of an itemized cost of cut per site
- For each of the following assurances the Proposer must provide sufficient documentation to prove their ability to meet these expectations and deliverables.
 - **Staffing:** The Proposer agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability, national origin or sexual orientation
 - **Legal and Responsibility:** The Proposer must fulfill all obligations in compliance with all applicable local, state, and federal laws and regulations, including the Occupational Health and Safety Act. The Proposer will be responsible for all damage to FirstLine's property, equipment, and buildings caused by its employees or its equipment. The Proposer will also be responsible for any injuries to persons caused by its staff or equipment. The Proposer must notify FirstLine concerning any litigation involving the Proposer or its parent or subsidiary companies.
 - **Insurance:** The Proposer must be able to provide proof of insurance coverage that will minimize FirstLine's risk exposure to the extent outlined below:
 - Worker's Compensation/Employer's Liability insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident
 - Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations and completed operations in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate
- Please provide state arborist license number. The Louisiana Horticulture Law states that no person shall receive fees, advertise, or solicit business in a regulated profession or occupation unless he holds the appropriate license or permit, or has a regular employee who holds the appropriate license or permit, or is employed by a person who holds the appropriate license or permit. For specifics on what each license or permit authorizes, see Section 3808 of the Horticulture Commission Law. All licensees are required to place at least one of their license numbers on all business related vehicles that have advertisements on them (Section 115 E of regulations).
- An Arborist License authorizes the holder to make recommendations or execute tree surgery type work including tree removal, pruning, trimming, cabling, fertilization and cavity work. Licensees must enter into a written contract with property owners specifying work to be done and sum to be paid. Property owners should ask to see a current copy of the arborist's certificate of insurance.

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Non- Collusion AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared, _____, (Affiant) who after being duly sworn, deposed and said that he/she is the fully authorized _____ of _____ (Entity), the party who submitted a Proposal/Contract/Bid/RFP/SOQ No. _____, to Orleans Parish.

Affiant further said:

- (1) That Affiant has not and will not employ any person, either directly or indirectly, to secure the public contract under which he/she is to receive payment, other than persons regularly employed by the Affiant whose services, in connection with the project or in securing the public contract, are in the regular course of their duties for the Affiant; and

- (2) That no part of the contract price was paid or will be paid to any person for soliciting the contract, other than the payment of normal compensation to persons regularly employed by the Affiant whose services with the project are in the regular course of their duties for the Affiant.

Signature of Affiant

SWORN TO AND SUBSCRIBED
BEFORE ME ON THIS _____ DAY OF _____, 20____.

NOTARY PUBLIC

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Responsibility Disclosures

Responses to the following questions must accompany the contractor's bid. A bid may be deemed non-responsive if the contractor fails to provide complete answers or provides false statements to any of the questions provided herein. If any change(s) occur(s) during the bidding process, updated responses must be provided within thirty (30) calendar days of such change(s).

1. Please indicate whether, within the past five (5) years, your firm has been the defendant in any type of court action(s) for (an) alleged violation(s) of labor or employment laws in connection with a contract for landscaping services. Yes No

If yes, please explain the circumstances, including the specific allegation(s) filed against your firm; the name of the plaintiffs; the case number; and the disposition/current status of each case.

2. Please indicate whether, within the past five (5) years, your firm or any of its owners, partners, or officers, has/have ever been investigated, cited, assessed any penalties, or found to have violated any labor or employment laws. Yes No

If yes, please explain the circumstances, including the specific charge(s) filed against your firm, its owners, partners, and/or officers; the agency that was involved; and the disposition/current status of each case.

3. If a license is required for any of the services performed by your firm, please indicate whether, within the past five (5) years, your firm, or any individual employed by your firm, has been investigated, cited, assessed any penalties, subject to any disciplinary action by a licensing agency, or deemed to have violated any licensing laws. Yes No

If yes, please explain the circumstances, including the specific charge(s) filed against your firm; the licensing agency that was involved; and the disposition/current status of each case.

Signature of Legally Responsible Party

Date

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END OF RFQ