



GaryChicago
International Airport



REQUEST FOR PROPOSALS

SEASON 2014 LAND CARE SERVICE

Gary/Chicago International Airport

General

The Gary/Chicago International Airport is a governmental entity in the City of Gary that is managed and operated by AvPORTS on behalf of the Gary/Chicago International Airport Authority (GCIAA). The airport operates as a non-hub commercial aviation service airport with airline, corporate, military, and general aviation activities. The Airport is located in Northwest Indiana, approximately twenty-five (25) miles southeast of downtown Chicago and approximately five (5) miles northwest of downtown Gary.

RFP Purpose

The Gary/Chicago International Airport is requesting proposals from vendors for the furnishing of all staff, equipment, and supplies necessary to provide land care services on specified Airport property for the months of May through October 2014.

Land care services to be provided include three (3) major phases:

Phase 1: Spring clean up, planting of annuals, and mulching at Airport terminal, Airport terminal access road, Airport administrative building area, Airport terminal parking lot, and Boeing facility.

Spring cleanup includes the removal of trash, litter, and debris including, but not limited to, leaves and branches, from all specified areas. Vendor will remove all trash, litter, and debris from Airport property and dispose of in accordance with City of Gary municipal laws. Spring cleanup includes hand-weeding and ground preparation of all specified areas in preparation for plantings and mulching.

Annual plants shall be selected and placed in all specified areas to present a uniform design that compliments established perennials.

Mulching requires that a minimum of one (1) inch of fresh, medium-brown cypress mulch is placed to cover all specified areas after spring clean-up and planting of annuals.

Phase I shall be completed no later than **June 5, 2014**, or as mutually agreed upon between vendor and Airport to accommodate weather.

Phase I shall be billed after **May 30, 2014** but before **June 30, 2014** and allow the Airport thirty (30) days for payment. Written documentation of all work performed (to include description(s) of work performed, dates of performance, and original receipts for annual plantings, mulch, and pre-approved repair supplies) shall accompany all submitted invoices.

Phase 2: Ongoing land care of property adjoining Airport terminal, Airport terminal access road, Airport terminal parking lot, and Airport administrative building. Ongoing land care includes recurring accomplishment of the following:

Sprinkler System

Start up and servicing of system for seasonal operation within the first four (4) weeks of Phase 2 commencement

Perform routine system repairs after providing written cost estimate to Airport Maintenance Supervisor and receiving approval to proceed from Airport Maintenance Supervisor (Note: Approval to proceed includes a valid purchase order number issued by the Airport; the Airport reserves the right to withhold payment for purchases made without a valid purchase order number issued by the Airport)

Shut down and servicing of system for protection of components during cold weather season

Raking and seeding of all lawn areas

Power-rake with dethatcher all lawn areas within the first four (4) weeks of Phase 2 commencement

Spread full-sun seed on all lawn areas within the first four (4) weeks of Phase 2 commencement

Reseed bare spots as required for duration of contract

Mowing

Twenty-five (25) weekly lawn cuts on dates to be coordinated with Airport Maintenance Supervisor

Front and side of terminal

Terminal access curbsides from Airport Road (Industrial Highway) to administrative building, portable shelters, and terminal

Front and sides of administration building

Courtyards inside of administration building complex

Traffic islands adjacent to administration building parking lot

All areas within the fence encompassing the terminal parking lot

Edging all lawn areas along sidewalks, streets, and parking areas

Twenty-five (25) weekly edgings of all lawn areas specified under "Mowing"

Edge along all borders, curbs, fences, and buildings

Clear and remove debris leaving a three (3) foot border width

Lawn fertilizing and weed control

Treat all lawn areas every five (5) weeks with weed killer and fertilizer

Trimming and deadheading of all plants and bushes

Six (6) services every fourth week

Trim shooters on all bushes

Manually pull fading blooms off all blooming plants

Weed control for plants

Six (6) services every fourth week

Treat all flower planters, grasses, and bush areas with weed killer

Hand-spread crystals on top of all mulched areas and under all plants

Fertilizing plants

Six (6) services every fourth week

Treat all flower planters, grasses, and bush areas with fertilizer

Spray treatment directly onto flowers, grasses, and bushes

Feed treatment into irrigation drip system

Mulching

Rearrange, and replace as required, mulch to maintain ground coverage for duration of contract

Phase 2 includes fall trimming of all lawns, plants, and bushes.

Phase 2 will be ongoing concurrently with Phase 3.

Phase 2 shall begin on **June 5, 2014** and continue on a weekly basis until **October 31, 2014**, or as mutually agreed upon between vendor and Airport to accommodate weather.

Vendor shall bill Phase 2 every four (4) weeks beginning on **June 13, 2014** and allow the Airport thirty (30) days for each payment. Written documentation of all work performed (to include description(s) of work performed, dates of performance, and original receipts for pre-approved repair supplies) shall accompany all submitted invoices

Phase 3: Ongoing land care of property adjoining the Boeing facility. Ongoing land care includes recurring accomplishment of the following:

Raking and seeding of all lawn areas

Power-rake with dethatcher all lawn areas within the first four (4) weeks of Phase 3 commencement

Spread full-sun seed on all lawn areas within the first four (4) weeks of Phase 3 commencement

Reseed bare spots as required for duration of contract

Mowing

Twenty-five (25) weekly lawn cuts on dates to be coordinated with Airport Maintenance Supervisor

Front and right side of building

Edging all lawn areas along sidewalks, streets, and parking areas

Twenty-five (25) weekly edgings of all lawn areas specified under "Mowing"

Edge along all borders, curbs, fences, and buildings

Clear and remove debris leaving a three (3) foot border width

Lawn fertilizing and weed control

Treat all lawn areas every five (5) weeks with weed killer and fertilizer

Trimming and deadheading of all plants and bushes

Six (6) services every fourth week

Trim shooters on all bushes

Manually pull fading blooms off all blooming plants
Weed control for plants
Six (6) services every fourth week
Treat all flower planters, grasses, and bush areas with weed killer
Hand-spread crystals on top of all mulched areas and under all plants
Fertilizing plants
Six (6) services every fourth week
Treat all flower planters, grasses, and bush areas with fertilizer
Spray treatment directly onto flowers, grasses, and bushes
Feed treatment into irrigation drip system
Mulching
Rearrange, and replace as required, mulch to maintain ground coverage
for duration of contract

Phase 3 includes fall trimming of all lawns, plants, and bushes.

Phase 3 will be ongoing concurrently with Phase 2.

Phase 3 shall begin on **June 5, 2014** and continue on a weekly basis until **October 31, 2014**, or as mutually agreed upon between vendor and Airport to accommodate weather.

Vendor shall bill Phase 3 every four (4) weeks beginning on **June 13, 2014** and allow the Airport thirty (30) days for each payment. Written documentation of all work performed (to include description(s) of work performed, dates of performance, and original receipts for pre-approved repair supplies) shall accompany all submitted invoices

Option for Renewal

The contract may be extended, at the Airport's sole discretion, for up to two years subject to negotiation of annual price to occur no later than the 15th of March.

Schedule

The Airport expects to adhere to the following timetable.

Issue RFP: May 09, 2014

Question deadline: May 14, 2014 at 4:00P.M. CST

Deadline for Submittal of Proposal: May 16, 2014 at 4:00 P.M. CST

Contract to be Awarded as soon as possible, preferably before May 23, 2014

Submitting Proposals

Interested parties are invited to schedule an appointment to tour the targeted property by contacting Robert Gyurko, Special Project Manager, at (219) 949-4912.

Those interested should submit a proposal to:

Duncan Henderson, Airport Manager
Gary/Chicago International Airport
6001 Airport Road
Gary, IN 46406

All proposals must be submitted in a sealed envelope and clearly marked **RFP- Season 2014 Land Care Service**. The Gary/Chicago International Airport Authority must receive all proposals no later than **May 16, 2014 at 4:00P.M. CST**.

Please provide two (2) copies of all documents requested.

No electronic or fax proposal is acceptable.

Proposal Preparation

Proposals should be prepared simply, economically, and provide a straightforward, detailed description of capabilities to satisfy requirements of the request and should include any limitations. Emphasis should be placed on meeting requirements of the request.

Proposals must include:

- A brief narrative of interested company, abilities, and experience in providing land care services. Interested parties must possess two (2) years experience in land care service.
- A minimum of three (3) references indicating land care service experience. References must include name, contact person, address and telephone number.
- Name(s) of individuals who will be performing land care services and their area of responsibility.
- A list and explanation of the equipment that will be utilized.
- A brief narrative explaining how the vendor will document/report work performed.
- An indication of the vendor's M/WBE status and/or expected M/WBE participation level
- All applicable business certificates, licenses and permits required to operate.

Provide Certificate of Insurance that lists the Gary/Chicago International Airport Authority as an additional insured. Provide general public liability insurance equal to \$500,000.00 per person and \$1,000,000.00 per occurrence.

Equipment and Supplies

Vendor must provide all staff, equipment, and supplies for land care services.

M/WBE

This procurement opportunity has been identified as part of the Airport's overall M/WBE program initiative to encourage broader participation of M/WBE firms in Airport activities. AvPORTS and The Gary/Chicago International Airport encourage Minority and Women-Owned Business Enterprises (M/WBE) as well as firms who contract with M/WBEs to respond to this RFP and indicate their expected M/WBE participation level. Preference will be given to firms that are registered M/WBE's with the State of Indiana.

Firms that do not qualify as M/WBE's are encouraged to employ M/WBE firms to perform part of their services. A target M/WBE participation level of 30% has been deemed appropriate for this procurement opportunity. Proposals which include verifiable M/WBE subcontractors in addition to expected participation levels will be given preference over Proposals without M/WBE provisions.

Insurance

Vendor must provide, prior to commencing any work but not later than April 25, 2014, a Certificate of Insurance that lists the Gary/Chicago International Airport Authority as an additional insured, and provides general public liability insurance equal to \$500,000.00 per person and \$1,000,000.00 per occurrence.

Selection

All RFP's will be evaluated based on the vendor's ability to conform to the schedules and specifications outlined in this document, company background, experience and references, the ability for all employees performing work at the Airport to pass a background check, and vendor's price for services.

Security/Badging Requirements

All vendor employees performing work at the Airport must be able to obtain an airport secure area badge, which may require a background check.

All costs associated with secure area badges shall be borne by the vendor.

Scope of Services Provided

The vendor who provides land care service shall ensure the highest quality and dependability during the contractual period.

Hours of Operation

Vendor shall be required to perform land care services during daylight hours Monday through Friday each week. Land care service may be required to be performed on weekends and/or

holidays if weather or Airport activities prohibit completion of services Monday through Friday.

Deliveries

Vendor shall be responsible for receiving all equipment and supplies that the vendor orders.

Terms

The Gary/Chicago International Airport reserves the right to accept or reject any and all proposals and negotiate the terms and conditions of all or part of the proposals as determined to be in the Airport Authority's best interest and at its sole discretion.

The Airport reserves the right to waive minor irregularities in any proposal.

The Airport reserves the right to request clarification of information submitted and to request additional information from an interested party.

Any proposal may be withdrawn up until the date and time set for when proposals are due. No RFP will be accepted after the above specified date and time.

The Airport is not responsible for any costs incurred in preparing, submitting, or presenting a response to the RFP, nor shall the airport be held responsible, financially or otherwise, for costs incurred in preparation of providing land care services.

Failure to submit any requested information in response to this RFP will result in the rejection of any proposal for non-compliance.

Conditions

Upon contract award, the vendor acknowledges that:

1. He/She will be able to comply with insurance provisions of the Gary/International Airport and provide, along with submitted proposal, a certificate of insurance per Page 7 of this request prior to commencing land care service.
2. He/She will provide the Gary/Chicago International Airport with copies of, prior to commencing land care service, valid business licenses, certificates or certifications, as appropriate, or any other required permits/documents required by the Gary/Chicago International Airport the City of Gary or any other lawful authority.
3. Proposer agrees to the terms and conditions in this request.

Proposer (complete all fields below):

Signature

Date

Name: _____

Company: _____

Company
address: _____

Telephone: _____

Fax: _____

Notarization

Acknowledged before me by _____ (name) as
_____ (Title)

of _____ (company) this _____ (day) of _____, 2014.

Notary Signature _____

My commission expires _____

Affix Seal

Attach this document (completed) when submitting RFP with copies of licenses, certificates and/or certifications as necessary.