

**Invitation for Bids (“IFB”)
For Landscaping and Snow Removal Services**

This IFB is Being Issued by:

Mountain West Montessori Academy

**4125 W Foxview Dr
S Jordan, UT 84009
Tel: (801) 566-6962**

Date of IFB Issue: January 11, 2024

Deadline to Submit Bids: February 12, 2024, by 1:00 p.m.

I – KEY DATES

- A. Date of IFB Issue: January 11, 2024.
- B. Site Visits: There is no mandatory site visit or pre-bid conference for interested bidders. Bidders interested in visiting the campus prior to submitting a bid are encouraged to contact Angie Johnson by email (AJohnson@MWMAcademy.org) or phone (801-566-6962) to make arrangements to visit the campus.
- C. Deadline to Submit Bids: February 12, 2024 by 1:00 p.m.
- D. Opening of Bids: February 12, 2024 at 1:00 p.m. at Academica West located at 290 N. Flint Street, Kaysville, Utah 84037.
- E. Anticipated Contract Award Date: February 26, 2024.
- F. Anticipated Contract Term: Up to five years.
- G. Commencement of Services: April 2024.

II – GENERAL INFORMATION

- A. Background of Mountain West Montessori Academy. Mountain West Montessori Academy (“MWMA” or the “School”) is a Utah nonprofit 501(c)(3) corporation and public charter school with a location in South Jordan, that has been in operation since 2014. MWMA’s current campus serves grades K-9. For the 2023-24 school year, MWMA’s campus has enrolled over 500 students.
- B. Purpose of IFB. The purpose of this IFB is to solicit bids from companies to provide comprehensive lawncare, snow removal, and other related landscaping services as described below to both of the School’s buildings. The winning company will be expected to act as an independent contractor in the delivery of the services to the School.

Bids should include all costs (using the form provided at the end of this IFB or other pricing forms provided by the bidder) to provide at least the following services (or substantially similar services) to both of the School’s buildings:

- **Spring Lawn Aeration:**
 - Aeration of the grass areas in early spring to improve the lawn’s appearance, usability, and ability to absorb water from irrigation.
- **Spring Clean Up:**
 - Removal of all debris, weeds, and other unwanted vegetation from lawns, pavement, play areas, and shrub and flower bed areas. Deep edging of tree rings and shrub and flower beds to prevent the grass from growing into the beds.
- **Spring Irrigation Startup and Adjustments:**
 - Starting up the irrigation system and testing stations for leaks, proper valve operation, clogged nozzles, and broken sprinkler heads. Making minor sprinkler head adjustments to prevent the watering of non-landscaped areas. Pricing for this service should not include repair labor and materials, as the School understands that will be charged separately.

- **Weekly lawn care from April through October:**
 - Mowing of all lawn areas, trimming around obstacles, and blowing clippings off hard surfaces. Hard edging along cement edges to be done every other week. During any months of drought, mulching to help the lawn areas retain moisture.
- **Weekly weed and debris removal from April through October:**
 - Remove weeds, garbage, debris, and other unwanted vegetation from shrub and flower beds.
- **Irrigation Check from April through October:**
 - This work entails the scheduled maintenance of irrigation systems. Throughout the growing season, check system for broken sprinkler heads, poor coverage areas, and season timer adjustments for efficient use of watering. Pricing for this service should not include repair labor and materials, as the School understands that will be charged separately.
- **Irrigation Repair:**
 - Irrigation repairs must be approved by School in writing before work will be performed at contracted rate. Emergency services should generally be available 24 hours a day. This service should be billed at an hourly rate. May include a regular hourly rate and an emergency hourly rate. Bidders should not include the cost of materials in their bid, as the School understands that will be charged separately.
- **Lawn Fertilization:**
 - Round 1: this application provides fertilizer and pre-emergent herbicide. This fertilizer promotes spring green up and adds nutrients coming out of winter dormancy. Pre-emergent herbicide helps prevent crabgrass and other broadleaf annual weeds.
 - Round 2: this application provides a maintenance dose of fertilizer and broadleaf weed control.
 - Round 3: this application provides a balanced slow-release summer fertilizer and weed control to maintain the color of lawn and control weeds.
 - Round 4: this application provides a nutrient rich fertilizer to maintain color and health through the end of the season. This application must also provide broadleaf weed control on an as needed basis.
- **Lawn Insecticide:**
 - Round 1: this application provides Insecticide for the lawn.
 - Round 2: if needed.
- **Fall Clean Up:**
 - Removal of leaves from lawns, shrub beds, pavement, play areas, and roadways to prevent smothering of grass and groundcovers as well as excessive clumping. This service is to be performed in November. Due to weather patterns and leaf drop timing, this service could be performed during late October upon approval of the School.
- **Fall Lawn Aeration:**
 - Aeration of the grass areas in early spring to improve the lawn's appearance, usability, and ability to absorb water from irrigation.
- **Irrigation Winterization:**
 - Shut down water supply to the irrigation system and blow out residual water with compressed air. All main water supply valves, remote valves, and controllers will be accessible for this service. School acknowledges that winterization service does not guarantee against winter damage but understands that it greatly reduces the risk. In the event of winter freeze damage occurring, repair costs must be warrantied up to the cost of the winterization service.
- **Snow Removal:**

- Snow removal (when snow accumulation is 2” or more) from sidewalks, parking lot, and playground hardscape areas on day of snowstorm. Bidders should bill this service out on a price per push rate.
- **Application of Ice Melt or Salt:**
 - Application of ice melt or salt on sidewalks, parking lot, and playground hardscape areas on day of snowstorm (when snow accumulation is 2” or more) and as necessary afterwards. Bidders should bill this service out on a price per bag rate.

Bids should also include any extra costs charged to MWMA for these services (fuel surcharges, etc.).

- C. Award of Contract. The contract will be awarded to the responsible bidder who meets all objective criteria set forth in this IFB and submits the lowest bid.
- D. Term of Contract. In the interest of maintaining continued services and reducing administrative burdens in procuring, negotiating, or administering contracts, MWMA intends to award a contract for a period of up to five (5) years. The written contract must contain termination and/or renewal provisions acceptable to MWMA as well as include the provisions in Utah Code Ann. § 63G-6a-1204(3)-(5) applicable to the contract. In addition, the terms of the written contract must provide that the contract may be terminated by either party upon a 30-day notice.
- E. Contract Documents. The successful bidder selected by MWMA’s Board pursuant to this IFB will be required to enter into a written contract consistent with the acceptable services, terms, and conditions outlined in the successful bid and the requirements set forth in this IFB.
- F. Reduction in Scope of Work. The School reserves the right to reduce the scope of services described herein if the winning offeror’s price proposal is beyond what the School can afford or if the Board or their designee determines that a reduction in the scope of the services is in the best interest of the School.

III – GENERAL BID INFORMATION

- A. **Bids must be submitted by email or in person in compliance with Section V of this IFB. Bids received by telephone, fax, or any other unapproved form are not acceptable and may not be considered.**
- B. **The content of a bid must address the requirements stated in Section V of this IFB.**
- C. Bids will be opened publicly at Academica West on **February 12 at 1:00 p.m.** Bids will be opened so as to avoid disclosure of contents to competing bidders during the process of negotiation. Only the names of bidders who submitted bids will be identified at the opening.
- D. Bidders acknowledge that MWMA’s issuance of this IFB does not obligate MWMA to accept any of the bids submitted in response to this IFB, nor does it guarantee that MWMA will in fact accept any of the said bids. To the extent permitted by law, MWMA and its Board reserves the right to accept or reject any or all bids and/or to waive any or all formalities in any bid or in the bid process deemed to be in the best interest of MWMA. No agreement exists on the part of MWMA and any bidder until a written contract is approved and executed by MWMA’s Board.

IV – SERVICE REQUIREMENTS

Expectations for MWMA

- A. MWMA owns the property on which the work described in this IFB will be performed. MWMA will allow the winning bidder to have adequate access to its property to perform the services. In addition, MWMA officials or representatives will be reasonably available to consult with and advise the winning bidder throughout the term of the contract. MWMA will pay for all services performed.

Expectations for Bidders

- A. Bidders must hold current state licensure to engage in the work described in this IFB.
- B. Bidders utilizing subcontractors must ensure that selected subcontractors hold current state licensure to engage in the work requested in this IFB. Subcontractors should sign an approved lien release form and have adequate insurance before any payments are disbursed to them.
- C. Bidders must have adequate financing to fund their business and work obligations during the term of the service contract.
- D. Bidders must have previously performed comprehensive lawncare, snow removal, and other related landscaping services for multiple charter schools in Utah.
- E. Bidders must have general liability and workers comp insurance as well as auto insurance on all vehicles used in their business.
- F. Bidders must comply with and follow instructions in this IFB.
- G. The winning bidder must enter into a written contract with MWMA’s Board within a reasonable deadline required by MWMA.
- H. The winning bidder must be able to commence work as soon as April 2024.

V – BID REQUIREMENTS

- A. **Delivery of Bids.** Bids must be emailed to Platte Nielson at platte@academicawest.com or delivered in person to Academica West’s offices at 290 N. Flint Street, Kaysville, Utah 84037 by 1:00 p.m. on February 12, 2024. Bids delivered in person must be in sealed envelopes.
- B. **Content of Bids.** Bidders must include the following in their bids:
 - 1. *Experience, Qualifications, and Track Record.*
 - a. Provide information demonstrating that the bidder has the experience and qualifications necessary to perform the services described in this IFB. This can be accomplished however bidder prefers, including by simply providing a link to the bidder’s website; and
 - b. Provide a copy of the bidder’s valid Utah business license.

2. **References.** If bidder has **NOT** performed landscaping or snow removal services for MWMA in the past, bidder must provide at least one (1) reference from a charter school that bidder has performed such services for.
 3. **Pricing.** Complete both pricing sheets provided at the end of this IFB or bidders may submit their own pricing sheets/forms .
- C. Selection. The responsible bidder who submits the lowest responsive bid that meets the bidder service expectations/objective criteria described in this IFB will be selected by MWMA to perform the requested landscaping and snow removal services.
- D. Submission of Protected Information. Protection of disclosure of information submitted by a bidder in response to this IFB is governed by Utah’s Government Records Access and management Act in Utah Code Ann. § 63G-2-101 *et seq.* and Utah Administrative Code Rules R33-7-105 and R33-7-106. A bidder that desires to request protected status of any information it submits to MWMA in response to this IFB must specifically identify the information that it desires to protect and the reasons that the information should be afforded protected status under the law. In making this request, the bidder shall comply with the requirements in Utah Code Ann. § 63G-2-305, Utah Code Ann. § 63G-2-309, and Utah Administrative Code Rule R33-7-105. In turn, MWMA will comply with Utah Code Ann. § 63G-2-309 and Utah Administrative Code Rule R33-7-106 with respect to disclosing such information. Submission of protected information in response to this IFB shall be deemed an acknowledgment and consent by the bidder that the bidder agrees with this paragraph and will indemnify, defend, and hold harmless MWMA, its members, directors, officers, staff, and agents from any and all liability relating to the proper disclosure of information provided by the bidder in response to this IFB, even if the bidder requested protected or other confidential status for the information.
- E. Submission of Bids with Protected Business Confidential Information. In accordance with Utah Administrative Code Rule R33-7-107, if a bidder submits a bid that contains information claimed to be business confidential or protected information, the bidder must submit two separate bids:
1. One redacted version for public release, with all protected business confidential information either blacked-out or removed, and marked as “Redacted Version;” and
 2. One non-redacted version for evaluation purposes clearly marked as “Protected Business Confidential.”

Note: Bid pricing may not be classified as business confidential and will be considered public information. In addition, an entire bid may not be designated as “protected,” “confidential,” or “proprietary” and shall be considered non-responsive unless the bidder removes the designation.

In addition, per Utah Administrative Code Rule R33-6-112, MWMA is required to make available to each bidder and to the public a notice that includes (a) the name of the bidder to which the contract is awarded and the bidder’s bid pricing; and (b) the names and the prices of each bidder to which the contract is not awarded.

PRICING FORM – MWMA

Bidders must complete and sign this pricing form OR submit their own pricing forms. Please include pricing for year 1, 2, 3, 4, and 5.

Service/Product (as described on pp. 2-3 above)	Price Year 1	Price Year 2	Price Year 3	Price Year 4	Price Year 5
Spring lawn aeration					
Fall lawn aeration					
Spring clean up					
Spring irrigation startup and adjustments					
Weekly lawn care from April through October					
Weekly weed and debris removal from April through October					
Irrigation check from April through October					
Lawn fertilization round 1					
Lawn fertilization round 2					
Lawn fertilization round 3					
Lawn fertilization round 4					
Lawn insecticide round 1					
Lawn insecticide round 2					
Fall clean up					
Irrigation winterization					
Total Price by Year for Services Listed Above	Total Price Year 1:	Total Price Year 2:	Total Price Year 3:	Total Price Year 4:	Total Price Year 5:
Irrigation repair – hourly rate					
Snow removal – price per push					
Application of ice melt or salt – price per bag					
Other service/product offered by bidder (e.g., tree pruning, etc.) _____					
Other charges imposed by bidder (e.g., fuel surcharge, etc.) _____					

Bidder Signature _____