



Request for Competitive Proposal

Landscape Services

RFP Number: RFP 01-23 LSBC

Date Issued: ***September 18, 2023***

Due Date: ***October 20, 2023 @ 3:30 p.m.***

Request for Proposal (RFP).

This Request for Proposal (RFP) is being issued by LifeStream Behavioral Center Inc's Building Services Department. The purpose of this RFP is to establish a term and supply contract agreement with a vendor for landscape services. It is the intent of LifeStream to engage a vendor who shall supply all the expertise, personnel, and other resources necessary to provide landscaping services at all locations listed in the Service Level Matrix. The services performed by the vendor will keep lawn areas, trees and scrubs groomed, fertilized and protect from insect and disease infestation.

Responses to, and questions concerning any portion of this RFP shall be directed to the below named individual who shall be the official point of contact for this Request for Proposal.

Tom Floyd, VP Building Services
LifeStream Behavioral Center, Inc.
P.O. Box 491000
Leesburg, FL 34749-1000
Phone: (352) 315-7831
Fax: (352) 315-7897
Email: tfloyd@lsbc.net

****Please note that in the future various options may be researched to include changing this service as an in-house venture.***



Request for Competitive Proposal

Title: *Landscaping Services*

RFP Number: *RFP 01-23 LSBC*

Date Issued: *September 18, 2023*

Due Date: *October 20, 2023 @ 3:30 p.m.*

Location: *LifeStream Behavioral Center Inc. (Refer to Service Level Matrix)*

Bidding Organization's Name and Address: _____

Signature and Title of
Authorized Individual
Submitting Proposal

Name (signature)

Name (print)

Title

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1.0 INFORMATION FOR BIDDERS

1.1 Purpose

This Request for Proposal (RFP) is being issued by LifeStream Behavioral Center Inc's Building Services Department. The purpose of this RFP is to establish a term and supply contract agreement with a vendor for landscape services.

1.2 Intent

It is the intent of LifeStream to engage a vendor who shall supply all the expertise, personnel, and other resources necessary to provide landscaping services at all locations listed in the Service Level Matrix. The services performed by the vendor will keep lawn areas, trees and scrubs groomed, fertilized and protect from insect and disease infestation.

1.3 Background

LifeStream Behavioral Healthcare, Inc., (LifeStream) is a private, non-profit 501(c)(3) charitable organization that has provided community based mental health and substance abuse services in Central Florida for over 50 years.

Our Daily Mission:

“Supporting Recovery, Promoting Health, and Creating Hope”

1.4 Service Level Matrix:

The Vendor will provide a service schedule matrix utilizing the following list of locations:

Locations:	Services per Year	Annual Amount
2020 Tally Rd. Leesburg		
2020 Tally Rd (6 Acres)		
1217 Huffstetler, Eustis		
2016 Tally Rd Leesburg		
2018 Tally Rd Leesburg		
404 Webster St. Leesburg		
515 W Main Street		
19812 E. 5 th Ave. Umatilla		
19812 5 th Ave. Umatilla (Field)		
115 Citrus Ave. Eustis		
24 S. Grove St. Eustis		
215 N. 3 rd St. Leesburg		
1616 S 14 th Street		
1017 W. Dixie Ave. Leesburg		

420 Braircliff Ave, Eustis		
411 S. US Hwy 301 Sumterville		
427 N. US HWY 301 Sumterville		
119 N. Market St. Bushnell		
6215 Holly St., Mt Dora		
201 Magnolia Ave. Eustis		
11339 Grove St, Leesburg		
1318 Peter's Drive, Leesburg		
12327 N Putney Court, Leesburg		
1103 Bentley Rd, Leesburg		

Annual Total: \$

1.5 Services:

The vendor will provide the following services:

- A. **Mowing:** all lawn areas around all buildings, shrub areas, drainage ditches, walks, bridges, flowerbeds, trees, atriiums and enclosed activity areas and play areas, and applicable bushes.
- B. **Edging:** around all sidewalks, pathways, flowerbeds, shrubs, bushes, tress, and parking lots.
- C. **Trimming:** all bushes and shrubs regularly so that they maintain a presentable appearance at all times, as determined by LifeStream.
- D. **Weeding:** flower beds, ground cover, scrub beds, decorative bush separations, hedges, concrete islands, and any other areas designated by the company will be kept clear of weeds. This will be accomplished by the vendor pulling, spraying, or any other means necessary.
- E. **Sweeping:** or blowing off of all walkways, pathways, porches, drives, parking areas, atriiums, etc. as part of each service.
- F. **Raking:** rake or otherwise remove all leaves, dead limbs, branches and debris from lawn, flower beds, shrub beds, hedges and all areas designated by the LifeStream will be kept clear of these materials.
- G. **Repairing:** at no cost to LifeStream any sprinkler head, or sprinkler system component that is damaged by vendor while performing assigned duties.
- H. **Mulching:** will be completed once per year in the spring of the year. LifeStream will provide the mulch and the vendor will be responsible to apply to all that require this treatment.
- I. **Fertilizing:** will be completed twice per year in March and September. LifeStream will provide fertilizer and the vendor will be responsible to apply to all lawn areas.

- J. **Notifying:** LifeStream of any bug infestation or plants that might have problems or are dying upon completing lawn maintenance service, and any need for maintenance to systems, equipment, or buildings discovered while completing lawn service.
- K. **Additional Duties:** The vendor will provide labor only at the rate of \$_____ per hour for these items, LifeStream will be responsible for the purchasing of all materials needed to complete these duties.

1.6 Oral Presentation and/or Clarification of Bids

Vendor may be required to give an oral presentation to the Evaluation Committee concerning bid proposal. The Evaluation Committee may also require vendor to submit written responses to questions regarding its bid.

1.7 Submitting a Bid & Required Information

Bids should contain the following information:

- A. Provide at least three (3) recent references. (Please utilize the attached Work References form for submission.)
- B. Documented experience in successfully performing landscaping services of a similar size and scope at other facilities comparable to what is required by this RFP.
- C. Provide certificate of insurance liability and local business occupational license.
- D. Completed Service Matrix, to include proposed annual amount to perform services. (Please refer to page 2).

1.8 Sample Contract

A sample of contract that will be awarded has been attached to RFP to ensure potential vendors ample opportunity to review all requirements of this service agreement.

Responses to, and questions concerning any portion of this RFP shall be directed to the below named individual who shall be the official point of contact for this Request for Proposal.

Tom Floyd, VP Building Services
LifeStream Behavioral Center, Inc.
P.O. Box 491000
Leesburg, FL 34749-1000
Phone: (352) 315-7831
Fax: (352) 315-7897
Email: tfloyd@lsbc.net



RFP Number: 01-23 LSBC

WORK REFERENCES

Agency	
Address	
City, State, ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments	
Agency	
Address	
City, State, ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments	
Agency	
Address	
City, State, ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments	



AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2023 by and between LifeStream Behavioral Center, Inc., hereinafter referred to as the “Company” and _____, hereinafter referred to as the “Contractor”.

WITNESSETH:

NOW, THEREFORE, in consideration of the covenants herein contained, it is mutually agreed between the parties as follows:

1. **Term:** This Agreement shall commence on _____, 2023 and is ongoing unless it terminates in accordance with any provision of this agreement.
2. **Compensation:** For the services provided by the Contractor, in accordance with applicable provisions of this contract, the Company will pay the Contractor a sum of _____ per month. The Contractor will not exceed this specified monthly total without the approval of the Company. The Contractor will submit monthly invoice for each site identified in paragraph 3 of this Agreement. Each submitted invoice will be accompanied by a service ticket for each provided service that corresponds with the billing period of the invoice. This service ticket will include site location that corresponds with Service Level Matrix as identified in paragraph 3, date of provided service, brief description of service provided, and signature of a company representative from the location of the service being rendered. Upon receipt of Contractor’s invoice, which is to be submitted by the 25th of the month, payment will be made by the 10th of the following month.
3. **Service Level Matrix:** The Contractor will provide a service schedule of all the Company’s locations utilizing the following listed service matrix:

Locations	Services per Year	Annual Amount
2020 Tally Rd. Leesburg		
2020 Tally Rd (6 Acres)		
1217 Huffstetler, Eustis		
2016 Tally Rd Leesburg		
2018 Tally Rd Leesburg		
404 Webster St. Leesburg		
515 W Main Street		
19812 E. 5 th Ave. Umatilla		
19812 5 th Ave. Umatilla (Field)		
115 Citrus Ave. Eustis		

24 S. Grove St. Eustis		
215 N. 3 rd St. Leesburg		
1616 S 14 th Street		
1017 W. Dixie Ave. Leesburg		
420 Braircliff Ave, Eustis		
411 S. US Hwy 301 Sumterville		
427 N. US HWY 301 Sumterville		
119 N. Market St. Bushnell		
6215 Holly St., Mt Dora		
201 Magnolia Ave. Eustis		
11339 Grove St, Leesburg		
1318 Peter's Drive, Leesburg		
12327 N Putney Court, Leesburg		
1103 Bentley Rd, Leesburg		

Annual Total: \$

4. **Services:** The Contractor will provide the following services to the Company:
- A. ***Mowing:*** all lawn areas around all buildings, shrub areas, drainage ditches, walks, bridges, flowerbeds, trees, atrioms and enclosed smoking areas and play areas, as applicable bushes.
 - B. ***Edging:*** around all sidewalks, pathways, flowerbeds, shrubs, bushes, tress, and parking lots.
 - C. ***Trimming:*** all bushes and shrubs regularly so that they maintain a presentable appearance at all times, as determined by the Company.
 - D. ***Weeding:*** flower beds, ground cover, scrub beds, decorative bush separations, hedges, concrete islands, and any other areas designated by the company will be kept clear of weeds. This will be accomplished by the Contractor pulling, spraying, or any other means necessary.
 - E. ***Sweeping:*** or blowing off of all walkways, pathways, porches, drives, parking areas, atrioms, etc. as part of each service.
 - F. ***Raking:*** rake or otherwise remove all leaves, dead limbs, branches and debris from lawn, flower beds, shrub beds, hedges and all areas designated by the Company will be kept clear of these materials.
 - G. ***Repairing:*** at not cost to LifeStream any sprinkler head, or sprinkler system component that is damaged by Contractor while performing assigned duties.
 - H. ***Mulching:*** will be completed once per year in the spring of the year. LifeStream will provide the mulch and the vendor will be responsible to apply to all that require this treatment.

- I. ***Fertilizing:*** will be completed twice per year in March and September. LifeStream will provide fertilizer and the vendor will be responsible to apply to all lawn areas that are being cut (44) times per year.
- J. ***Notifying:*** the Company of any bug infestation or plants that might have problems or are dying upon completing lawn maintenance service, and any need for maintenance to systems, equipment or buildings discovered while completing lawn service.
- K. ***Additional Duties:*** The Contractor will provide labor only at the rate of \$ _____ per hour for these items, the Company will be responsible for purchasing of all materials needed to complete these duties.
5. ***Performance:*** The Contractor, in performing its obligations under this Agreement, hereby warrants and represents that it will exert its best effort to provide maximum performance of services.
6. ***Performance Guarantee:*** The Contractor will submit monthly invoice for services provided to the Company's Landscape Coordinator, who will ensure that all of the Company's lawn sites have been maintained in accordance with this Agreement. Upon completion, this company representative will sign off on Contractor's invoice and forwarded to Company's Accounts Payable Department for payment. If any invoiced service is deemed unsatisfactory by this Company representative, immediate notification will be given to Contractor for rectifying prior to submittal of invoice for payment.
7. ***Service Need:*** It is hereby agreed and understood that if the Contractor fails to provide the services, herein set forth, the Company may, in its sole discretion, upon ten (10) day's written notice thereof to the Contractor, discontinue all or part of the payments herein above set forth.
8. ***Liability Insurance:*** The Contractor agrees that it will indemnify and hold harmless the company from any and all liability, claims, damages, losses, expenses, proceedings, and causes of actions of every kind and nature arising out of or connected with the performance of any service, program, duty, obligation herein set forth or with the use, occupation, management, or control of any facility herein provided for or any improvements thereto. It is agreed by the parties hereto that specific consideration has been paid under this Agreement for this indemnity provision.
9. ***Confidentiality:*** This Agreement shall in no way interface with the treatment procedures or confidentiality of the clients served by the Contractor as carried out by or under the direction of the Company.
10. ***Workers' Compensation Insurance:*** The Contractor shall procure and maintain Workers' Compensation so that said insurance shall cover each and every employee who is or may be engaged in work under this Agreement.
11. ***Assignments and Subcontracts:*** The Contractor may not assign the responsibility of this Agreement to another party or subcontract for any of the services contemplated under this Agreement without prior written approval of the Company.

12. **Termination at Will:** This Agreement may be terminated without cause by either party upon giving no less than thirty (30) day written notice. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery in accordance to Paragraph 18.
13. **Compliance with Statute:** The Contractor shall promptly execute and comply with all statutes, ordinances, rules, orders, regulations, and requirements, of all local, county, state, and federal governmental bodies, and accrediting agencies as applicable.
14. **Civil Rights:** The Contractor agrees to fully comply with Titles VI of the Civil Rights Act of 1964, as amended to date, with Executive Orders 11246 and 11375 entitled, "Equal Employment Opportunity," supplemented by the U.S. Department of Labor regulations 41 CFR Part 60 and with Section 504 of the Rehabilitation Act of 1973 as amended, 29 USC 794.
15. **Consolation on Modifications:** Modifications of the provisions of this Agreement shall only be valid when they have been reduced to writing and duly signed by both parties.
16. **Entirety:** This Agreement represents the understanding between the parties in its entirety and no other Agreements of like natures, either oral or written, exist between the Contractor and the Company.
17. **Governing:** This Agreement shall be deemed to have been executed and entered into within the state of Florida and any dispute arising hereunder shall be governed by the laws of the State of Florida.
18. **Notice:** Notice under this Agreement may be given to the Company by sending written notice to Rick Hankey, President/CEO LifeStream Behavioral Center, Inc., P.O. Box 491000 Leesburg, Florida 34749-1000, and the written notice shall be given to the Contractor by sending written notice to

19. **Other:** Both Company and Contractor agree that the contract price is to be adjusted according to the listed fees by location as described under paragraph 3, Service Level Matrix.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals to this _____ day of _____, 2023.

Signed in the presence of:

WITNESS:

CONTRACTOR:

By: _____

Date: _____

WITNESS:

LifeStream Behavioral Center

By: _____

Date: _____

