

# RFP 2022 – CPL LAWN MAINTENANCE

CPL Lab HOA (c/o CPL Lab, LLC)



the **immokalee**  
foundation

Bidders,

CPL Lab HOA, LLC is soliciting from qualified companies for “RFP 2022-CPL Lawn Maintenance”. You are hereby invited to submit a proposal in accordance with the requirements set forth in the attached RFP.

**Schedule:**

Request for RFP:	May 6, 2022
Deadline for Bidders to submit questions:	May 20, 2022
Deadline to submit bid:	May 27, 2022
Intent to Award Notice:	anticipated July 1, 2022

For your proposal to receive consideration, it must be received by, on or before the bid due date of May 27, 2022, no later than 4 pm. CPL Lab, Inc. will accept three methods of submission.

1. Electronically – Send to [sylvia.yzaguirre@immokaleefoundation.org](mailto:sylvia.yzaguirre@immokaleefoundation.org)
2. Hand deliver – If you are going to hand deliver your proposal, please deliver to The Immokalee Foundation’s office located at 908 Roberts Ave W, Immokalee FL, 34142. Please place the proposal in a folder and mark outside with “RFP 2022-CPL Lawn Maintenance,” ATTN: Sylvia B. Yzaguirre.
3. Mail to CPL Lab i/c/o The Immokalee Foundation, 908 Roberts Ave W, Immokalee, FL 34142, ATTN: Sylvia B. Yzaguirre, Controller. Please do not use staples, documents protectors, hole punch documents, or comingle promotion information, etc. Just sign and return via postal service.

**NOTE: ALL PROPOSALS MUST INCLUDE THE FEE SCHEDULE AND BE RETURNED SIGNED IN ORDER FOR YOUR PROPOSAL TO BE CONSIDERED.** CPL Lab HOA, LLC, reserves the right to reject any or all bids received.

Questions regarding the RFP must be sent via email to [sylvia.yzaguirre@immokaleefoundation.org](mailto:sylvia.yzaguirre@immokaleefoundation.org) . There is no obligation to answer questions submitted late. The questions will be directed to the proper representative and responded to at the earliest convenience, on, or before the deadline for bidders to submit questions.

Should you not desire to submit a proposal, please notify me at [sylvia.yzaguirre@immokaleefoundation.org](mailto:sylvia.yzaguirre@immokaleefoundation.org) or 239-503-1897 so that we may backfill with an interested bidder.

Thank you in advance for your participation in this solicitation.

## RFP 2022-CPL LAWN MAINTENANCE

Project Name: Lawn Maintenance Services  
Company Name: CPL Lab HOA (c/o CPL Lab, LLC)  
Address: 1050 Dade Street  
Immokalee, FL 34142  
Procurement Contact Person: Sylvia B. Yzaguirre  
Telephone Number: (239) 503-1897  
Email Address: [sylvia.yzaguirre@immokaleefoundation.org](mailto:sylvia.yzaguirre@immokaleefoundation.org)  
On-Site Operations Director: Walt Buchholtz  
Telephone Number: (202) 253-1647  
Email Address: [walt.buchholtz@immokaleefoundation.org](mailto:walt.buchholtz@immokaleefoundation.org)

### 1. Background

The Immokalee Foundation is building a new 18-home subdivision in Immokalee that will serve as a hands-on professional career experience for Foundation students, Immokalee High School students and Immokalee Technical College students.

The Career Pathways Learning Lab (CPL Lab, LLC or “CPL Lab”) is a non-profit organization wholly owned by The Immokalee Foundation, Inc. CPL Lab is building three homes per year and complete build-out is anticipated to be completed in 2027.

The subdivision does have a homeowner’s association (CPL Lab HOA) to manage common property at the subdivision. As the developer, CPL Labs provides the management for CPL Lab HOA until the association is turned over to the resident homeowners at the completion of the project.

### 2. Project Goals and Scope of Services

CPL HOA is seeking lawn maintenance services for the entire subdivision.

The lawn maintenance services will be for subdivision common areas, unimproved lots, and all improved lots until the subdivision completion.

Approximately three houses will be completed per year with subdivision completion anticipated in 2027.

3. Anticipated Selection Schedule

Schedule:

Request for RFP:		May 6, 2022
Deadline for Bidders to submit questions:		May 20, 2022
Deadline to submit bid:		May 27, 2022
Intent to Award Notice:	anticipated	July 1, 2022

4. Time and Place of Submission of Proposals

The RFP will be posted on our website, [immokaleefoundation.org](http://immokaleefoundation.org), and can be downloaded from there directly as of 8:00 am on May 6, 2022. <https://immokaleefoundation.org/rfp/>

Respondents to this RFP must submit one original. Responses must be received no later than 4:00 pm on May 27, 2022. There are several methods in which responses can be delivered:

- Mail to the attention of Sylvia B. Yzaguirre at 908 Roberts Ave, Immokalee, FL 34142. The envelope must be sealed and clearly marked "RFP-2022-CPL Lawn Maintenance."
- Hand deliver to the attention of Sylvia B. Yzaguirre at 908 Roberts Ave, Immokalee, FL 34142. The envelope must be sealed and clearly marked "RFP-2022 CPL Lawn Maintenance."

5. Timeline

Project will begin July 1, 2022, for a one-year term with an option of a two-year renewal.

6. Elements of Proposal

A submission must, at minimum, include the following elements:

- Description of the company that includes a general overview, credentials, and number of staff including lawn maintenance experience with HOA or of similar scale and scope.
- Active landscape license with Collier County Board of County Commissioners.
- Statement acknowledging company provides safety training to all staff.
- Insurance, listing CPL HOA as additional insured (to be provided within 10 days of award).
- W-9
- Signed fee schedule

7. Evaluation Criteria

- |                                |     |
|--------------------------------|-----|
| • Local vendor preference      | 20% |
| • Licenses                     | 20% |
| • Competitive Cost of Services | 40% |
| • Experience                   | 20% |

## GENERAL SCOPE OF SERVICES – GROUND MAINTENANCE

1. Vendor shall furnish all labor, tools, specialized equipment, material, supplies, supervision, and transportation to perform landscaping services as specifically outlined in this section.
2. We anticipate a minimum of 48 cuts as follows:
  - a. 2 cuts from October through February
  - b. 4 cuts from March through September

If location requires added service(s), it will be outside of this contract and will require an approved PO before work can be completed.

3. The lawn care contractor must email Project Manager and Operations Director after mowing completion at the project site, along with any issues discovered.
4. It is the responsibility of the lawn care contractor to remove all litter and debris before and after each mowing. Bagging is not required; however, care should be used to avoid blowing clippings onto any of the porches, walkways, flower beds, sidewalks, driveways, and parking lots.
5. All grass clippings shall be removed from all porches, beds, walkways, sidewalks, driveways, and parking lots after each mowing.
6. All areas around trees, shrubs, buildings, posts, fences, flower beds, sidewalks, and curbs will be edged with weed-eaters after each mow.
7. All flower beds and mulched areas around trees shall be weeded.
8. Contractor will be responsible for replacement of trees, shrubs, and brushes damaged by inappropriate mowing or edging.
9. Contractor will promptly repair, at their cost, any damages to turf or vegetation.
10. Proposal to include mowing and maintaining CPL's vacant lots. **See Appendix A**
11. Proposal to include mowing of fully developed residential lots. **See Appendix A**
12. Proposal to include the mowing the bank of pond. **See Appendix A**
13. Proposal to include the mowing of the perimeter fence line and front of the subdivision. **See Appendix A**
14. Proposal to include litter and debris removal from the canal on the back of the property. **See Appendix A**
15. All turf areas inaccessible to mowing equipment will be trimmed with weed-eater prior to maintain a neat, well-groomed appearance.

16. Contractor shall supply all herbicides, fertilizer, chemicals, and the like for servicing the facilities that meet CPL's approval.
17. Contractor shall not dump any debris into CPL's waste containers.
18. The entrance drive, parking area, sidewalks, curbs, and other hard surfaces shall be kept free of leaves, litter, and debris. The use of power blower is acceptable, however accumulation of debris must be removed from the site and not blown onto adjacent property, street surfaces, sewer drains, fence lines or planting areas.
19. Undesired vegetation in sidewalks, curbs, cracks, and other hard surfaces need to be kept so there are no weeds growing in them. Contractor may use Roundup on them.
20. Mow all areas in communal area of the property completely to maintain a uniform height not to exceed between 2 to 3 inches.
21. Use trimmers in locations where mowers cannot reach vegetation.
22. Apply an effective, safe, and environmentally friendly herbicide to immediately kill all grass and weeds growing through cracks and openings in sidewalks, curbs, roads, parking areas, walls, etc.
23. Ruts, holes, and other disfigurement of mowed areas cause by mowing equipment shall be the responsibility of the Contractor to repair to original condition.
24. Landscape maintenance works shall be performed during the regular hours of 8:00 am through 5:00 pm unless otherwise specified / approved by CPL due to uncontrollable weather situations.

## GENERAL REQUIREMENTS

**It is the responsibility of the contractor to keep all licenses, certifications, and insurance up to date to include FL Restricted Use Pesticide (RUP) License for chemical application of weed control, and fertilization and any other requirements/licenses for landscaping maintenance.**

1. Company must maintain a minimum of \$1,000,000.00 liability insurance coverage and have current Worker's Compensation Certificate / Exemption. **See Exhibit "A" Certificate of Insurance**
2. Company must be able to verify that they have enough workforce and equipment to perform the required services. Provide a statement with current number of employees and equipment list.
3. Company must be available upon request and have a form of communication to reach crew such as cell phone.
4. List of three (3) references with current phone numbers and contact persons from similar scale clients.

## BILLING, REPORTING, AND COMMUNICATION

The contractor shall submit at the end of the month a reporting the maintenance performed for that month. The report shall include the following:

- General summary of the month's activity including frequency of mowing, weeding, etc.
- A detailed list of all fertilizers, chemicals, and miscellaneous materials used for the month.
- Any other miscellaneous comments, suggestions, or statements that Contractors feels beneficial to include.

Billing- Billing can be emailed to [sylvia.yzaguirre@immokaleefoundation.org](mailto:sylvia.yzaguirre@immokaleefoundation.org).

Communication – Please send emails or make phone conversations.

Walt Buchholtz, Operations Director

[Walt.buchholtz@immokaleefoundation.org](mailto:Walt.buchholtz@immokaleefoundation.org)

Office: (239) 430-9122

Cell: (202) 253-1647

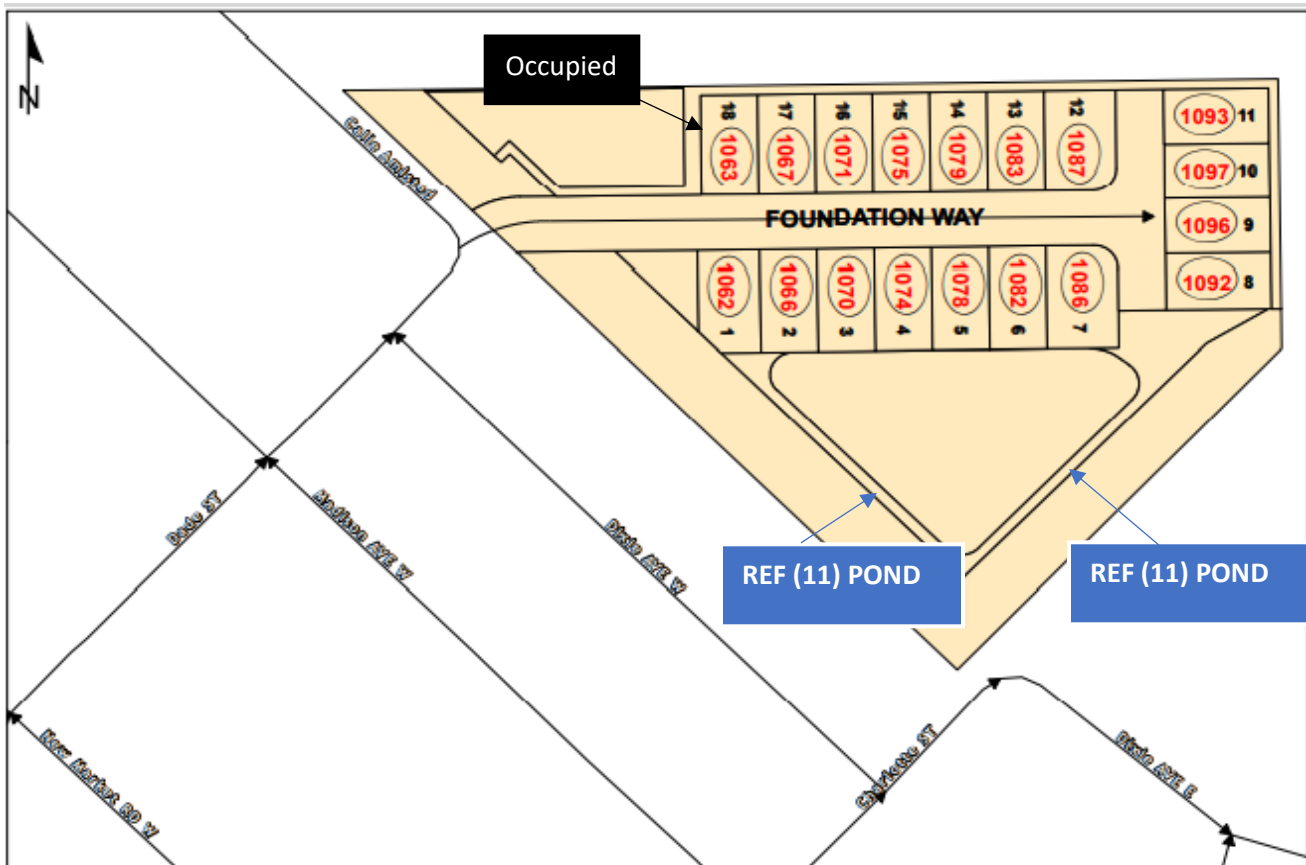
**APPENDIX A**

**REF: (9) VACANT LOTS (see schedule on anticipated occupancy below)**

Lot #	Address #	Estimated Start Date	Estimated Close Date
17	1067	06/15/2021	05/03/2022
4	1074	08/01/2021	06/30/2022
11	1097	01/03/2022	09/30/2022
3	1070	02/12/2022	10/31/2022
12	1087	05/01/2022	01/31/2023
13	1083	09/01/2022	05/31/2023
8	1092	01/03/23	09/28/23
9	1096	05/01/23	01/31/24
7	1086	09/01/23	05/30/24
1, 2, 5, 6, 7, 9, 10, 14, 15, 16	1062, 1066, 1078, 1082, 1097, 1079, 1075, 1071	TBD	TBD

**REF: (10) RESIDENTIAL LOTS (see black box and arrow below)**

**REF: (11) BANK OF POND (see blue box and arrow below)**



Project Name: Career Pathways Learning Lab

Address Range:  
1062 - 1097 Foundation Way.

Legend



**FEE SCHEDULE\***

**July 1, 2022 - June 30, 2022**

Description	Total Acres	Total Lots	Unit Per Cut Cost	Total Cost
Developed Lots	n/a			
Undeveloped Lots				
Vacant Lots				
Open Area				
Outer Bank Pond				

**July 1, 2023 – June 30, 2024**

Description	Total Acres	Total Lots	Unit Per Cut Cost	Total Cost
Developed Lots	n/a			
Undeveloped Lots				
Vacant Lots				
Open Area				
Outer Bank Pond				

**July 1, 2024 – June 30, 2025**

Description	Total Acres	Total Lots	Unit Per Cut Cost	Total Cost
Developed Lots	n/a			
Undeveloped Lots				
Vacant Lots				
Open Area				
Outer Bank Pond				

***\*Developed and undeveloped lot count may change. Per unit cost will be adjusted accordingly.***

**Vendor Signature:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Vendor Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_