



## **Chitimacha Tribe of Louisiana**

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### **Request for Proposals (RFP) for *Lawn & Landscaping Maintenance***

**ISSUE DATE:** August 28, 2024

**DUE DATE:** September 25, 2024

**SUBMIT TO:** Chitimacha Tribe of Louisiana  
Attn: April Wyatt, Chief Administrative Officer  
P.O. Box 661  
155 Chitimacha Loop  
Charenton, LA 70523  
Email: [april@chitimacha.gov](mailto:april@chitimacha.gov)

# Invitation for Proposals

The Chitimacha Tribe of Louisiana invites you to provide your best price for the work as described within this RFP document for proposed lawn and landscaping maintenance.

Sealed proposals will be received by the Chitimacha Tribe at the Multi-Purpose Building (155 Chitimacha Loop Road; Charenton LA 70523) or via email at [april@chitimacha.gov](mailto:april@chitimacha.gov) until 10:00 A.M. (local time) on September 25, 2024. Proposals received after the time set forth above will not be considered and will be returned unopened. By submission of a proposal, the Contractor acknowledges that they are familiar with the existing conditions and are capable of providing the scope of services requested.

Any questions or clarifications required of this RFP shall be submitted to April Wyatt, Chief Administrative Officer, in writing via email at [april@chitimacha.gov](mailto:april@chitimacha.gov) a minimum of five (5) business days before the proposal opening date. Addenda will be issued to all prospective Proposers a minimum of forty-eight (48) hours prior to the proposal opening date. Only information provided within the written addenda issued by April Wyatt, Chief Administrative Officer, shall be considered binding.

Preference in the award of this project shall be given to Indian and Alaska Native contractors (“Native Contractor”). Native Contractor or “Indian-Owned Economic Enterprise” means any Indian-owned commercial, industrial, or business activity established or organized for profit, provided that such Indian ownership shall constitute not less than fifty-one percent (51%) of the enterprise and that ownership shall encompass active operation and control of the enterprise continuingly for the duration of the project. The Tribe shall give preference to an Indian-owned Economic Enterprise so long as the bid by this enterprise does not exceed the lowest quote submitted by more than five percent (5%). Any contractor claiming Indian Preference will be required to submit evidence that is satisfactory to the Tribe to qualify.

The Chitimacha Tribe of Louisiana reserves the right to reissue or amend this RFP, request additional information from any Proposer, and negotiate a contract with the Proposer that is selected for award based on the proposal submitted.

## Summary of Work

**LOCATION:** This project is located in Baldwin, St. Mary Parish, Louisiana. The physical address is located at Ralph Darden Memorial Blvd. and Hwy 187. Please see Exhibit A.

**SERVICES:** The Contractor shall provide to the Tribe certain lawn maintenance services within certain areas of the Raintree Village Development depicted in Exhibit A, attached hereto, as follows:

- a. Cut the grass within the areas identified in **Exhibit A**.
- b. All trash shall be picked up prior to the beginning of each scheduled service. All trash shall be removed and disposed of by the Contractor off-site in accordance with all applicable laws and regulations.
- c. Provide trim work along all edges (concrete slabs, landscape edging, etc.) to the satisfaction of the Tribe. Trimming shall be performed each time that the area is mowed.
- d. The Contractor shall provide the Tribe with a schedule of the anticipated number of cuts for each month up to a total of number of forty-two (42) cuts per year. The Tribe shall agree to the schedule provided.
- e. The Tribe reserves the right to make adjustments to the above-mentioned maintenance schedule if required. Any cuts above forty-two (42) in quantity shall be authorized by the Tribe in writing with a mutually agreed upon compensation between the Tribe and Contractor for such services.
- f. Remove all weeds within the landscaped areas each time that mowing/trimming services are provided.
- g. Once per year, the Contractor shall pressure wash to the satisfaction of the Tribe the two (2) stucco-faced "Raintree Village" entrance features (front and back), as well as the center stucco-faced entrance feature (front and back) that contains the Tribe's logo.
- h. Apply mulch within the flowerbed areas to the satisfaction of the Tribe at least once every two (2) years. This shall generally be performed at the beginning of the Spring Season. All placement and maintenance of the mulch will be the responsibility of the Contractor.
- i. Any overhanging tree limbs within the limits of the maintenance bounds indicated in **Exhibit A** shall be pruned as required throughout the life of the agreement to keep the limbs off of the entrance features structures, messaging, and entrance feature lighting.

- j. Replace dead plants located within the landscaped areas. The Contractor shall perform these services as requested by the Tribe.

**ADD ALTERNATE #1 (Exhibit B):** In addition to the tasks outlined in Exhibit A, the proposer may propose the completion and cost of the maintenance of the grass located in the **median** of Ralph Darden Memorial Parkway as outlined in purple on **Exhibit B**.

**ADDITIONAL ADD ALTERNATES:** The proposer may also propose the completion and cost of any task that is not listed above as an add alternate. These must be listed and clearly identified as such.

**INSURANCE REQUIREMENTS:** The Tribe requires all of its vendors to maintain a minimum standard of insurance as outlined below. In addition, each vendor is required to provide a current Certificate of Insurance, updated each year, confirming that the required coverage is in effect and includes the necessary Additional Insured language on behalf of the Tribe.

- a. Comprehensive General Liability (CGL) Coverage: \$1,000,000 per occurrence
- b. Additional Named Insured on CGL: Chitimacha Tribe of Louisiana
- c. Automobile Liability Coverage: \$1,000,000 combined single limit
- d. Worker's Compensation Coverage: Minimum Required by Law
- e. Waiver of Subrogation in Favor of Chitimacha Tribe of Louisiana: (unless applicable law expressly prohibits waiver of subrogation).

Exhibit A



