



Request for Proposals (RFP) for School Grounds Maintenance

Issued by: Midlands STEM Charter School

Date Issued: 03/24/25

Proposal Due Date: 04/25/25

1. Introduction

Midlands STEM Charter School is seeking proposals from qualified landscaping and grounds maintenance contractors to provide comprehensive services for the upkeep of our school grounds. The selected contractor will ensure a clean, safe, and visually appealing environment that reflects the high standards of our institution.

2. Scope of Work and Frequency

The contractor will be responsible for the following services, performed on a regular schedule during the specified months:

Lawn & Landscape Maintenance (Performed Bi-Weekly – Months of May-August)

- Mowing, trimming, and edging of all grassy areas
- Weed control in lawns and flower beds
- Seasonal aeration, fertilization, and overseeding

Litter & Debris Removal (Performed During Scheduled Maintenance Visits)

- Pickup and disposal of litter, leaves, and small branches
- Removal of storm debris and any obstructions affecting school grounds
- Trash pickup from landscaped areas, parking lots, and walkways

Snow & Ice Management (If Applicable – Performed As Needed – Months of November-February)

- Clearing sidewalks, entrances, and parking lots during winter weather

- Application of ice-melting materials as necessary

Pest & Disease Control (Performed Quarterly or As Needed beginning May 2025)

- Integrated pest management for lawns, trees, and shrubs
- Application of safe, environmentally friendly treatments

The contractor may propose alternative frequencies based on best practices and seasonal needs.

3. Contractor Requirements

Qualified contractors must:

- Have at least [3] years of experience in grounds maintenance
- Be fully licensed, bonded, and insured
- Provide at least three references from similar institutions
- Use environmentally friendly practices where possible
- Ensure all staff comply with safety and security regulations

4. Proposal Submission Requirements

Interested contractors should submit a proposal that includes:

1. Company Profile: Name, address, contact information, and company background
2. Experience & Qualifications: Relevant experience and key personnel qualifications
3. Proposed Approach: Description of work methods, equipment, and sustainability practices
4. Cost Proposal: Detailed pricing breakdown, including labor, materials, and any additional fees
5. References: At least three references from similar projects
6. Insurance & Licensing: Proof of liability insurance, workers' compensation, and any required certifications

5. Selection Criteria

Proposals will be evaluated based on:

- Experience and qualifications (30%)
- Proposed work plan and approach (25%)

- Cost competitiveness (25%)
- References and past performance (10%)
- Sustainability practices (10%)

6. Proposal Submission

Proposals must be submitted by 04/25/25 to:

Midlands STEM Charter School

Attn: Mrs. Louise Cathcart-Welch, Director of Operations

854 US Highway 321 Business South

Winnsboro, SC 29180

Phone: (803) 815-1524

Email: lcathcart@midlandsstem.org

Late submissions will not be considered. Any questions regarding this RFP may be directed to Mrs. Louise Cathcart-Welch at lcathcart@midlandsstem.org by 04/11/25.

7. Contract Terms

The awarded contract will be for an initial period of [1] year, with the possibility of renewal based on performance.

Contact termination, by either party, must be made in writing with a 45 day notice.

We look forward to receiving your proposals and appreciate your interest in helping us maintain a safe and welcoming school environment.

Sincerely,

Mrs. Louise Cathcart-Welch

Director of Operations

Midlands STEM Charter School