

TULSA CHARTER COLLABORATIVE

**TULSA CHARTER
COLLABORATIVE**



REQUEST FOR PROPOSALS

Grounds Services for 2025-2028

INVITATION TO SUBMIT PROPOSALS

Notice

Tulsa Charter Collaborative, a collaborative comprised of several charter school organizations with a track record of high achievement and high growth, is inviting proposals for grounds services for six Tulsa-area charter schools for the 2025-2026 school year with up to two one-year renewals. Inquiries and any communications about this RFP must be directed to Amanda Yuen at ay.llc@proton.me.

Proposal Submission

All proposals should be submitted via e-mail with the subject line <RFP Response: Grounds Services> and shall be addressed to the person identified below:

Amanda Yuen

ay.llc@proton.me

Proposals are due by 11:59pm on February 28, 2025. Late proposals may be accepted at the discretion of Tulsa Charter Collaborative. Tulsa Charter Collaborative reserves the right to accept or reject any or all proposals, waive any irregularities, and accept the proposal in the best interest of the school/s. Tulsa Charter Collaborative shall be held harmless for any failure to solicit proposals from potential firms. While solicited jointly, upon selection of the awardee, each individual charter school board will review and approve final contracts.

Successful Proposal Components

While all responses must include the provided summary sheet, additional information that may be helpful in determining a vendor's ability to provide high-quality, reliable grounds service may also be submitted.

Important Dates

- Release: January 31, 2025
- Optional Ground Walkthroughs: February 13 and February 14, 2025
- Questions Due: February 14, 2025 at 11:59pm
- Proposals Due: February 28, 2025 at 11:59pm

Responses to questions submitted via email to ay.llc@proton.me or during building walkthroughs will be posted at www.tulsacharters.org no later than Friday, February 21. Questions received after February 14, 2025 are not guaranteed to be answered.

Interviews, if needed, will be held the week of March 10, 2025. Successful vendors will be notified no later than April 15, 2025. Contracts are anticipated to go before each school's board of directors in May or June 2025.

Grounds Walkthrough Schedule

Grounds walkthroughs will be held at a scheduled time on February 13th and February 14th for all interested vendors, and vendors are encouraged to attend and attendance will be a factor in evaluation. For the exact schedule and to RSVP, please complete the following form: <https://forms.office.com/r/buM3L3QPpx3>

Vendors who are unable to attend at the scheduled time but wish to view the building may indicate so in the form. While schools may accommodate these visits, visits outside of the scheduled walkthroughs are not guaranteed.

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INTRODUCTION AND GENERAL INFORMATION

Tulsa Charter Collaborative, a collaborative comprised of several charter school organizations with a track record of high achievement and high growth, is seeking proposals from qualified vendors to provide grounds services for the 2025-2026 school year with the option of up to two one-year extensions.

While the preference is that vendors provide a proposal for all listed schools, vendors may choose to provide a proposal for one or more of the buildings.

THE SCHOOLS AND BUILDINGS

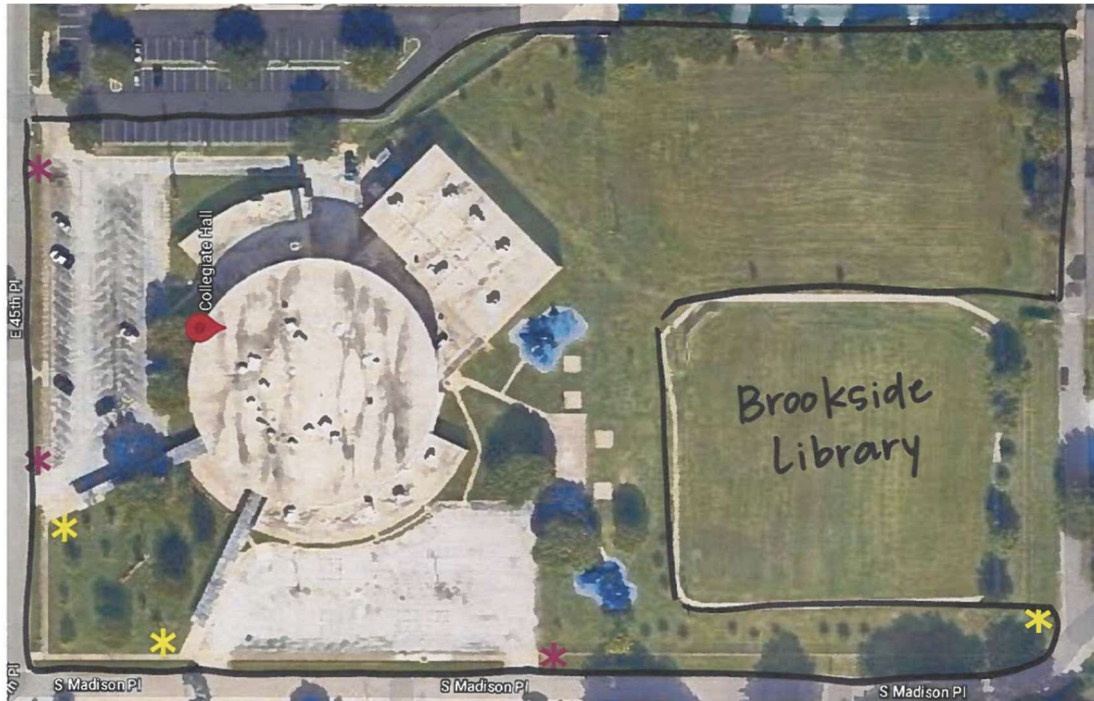
Information for the following interested charter schools will be included in this RFP:

Charter School Name/Building	Address	Grades Served	# of Students	Service Frequency
College Bound Academy-Eastside	2525 S 101st E Ave, Tulsa 74129	Pre-K-4	570	Every 2 weeks
College Bound Academy-Brookside	1110 E 45th Place Tulsa OK 74105	Pre-K-8	350	Every 2 weeks
KIPP Tulsa: College Prep	1661 E Virgin St, 74106	6-8	275	Every 2 weeks
KIPP Tulsa: University Prep	541 S 43rd W Ave, 74127	9-12	249	Every 2 weeks
Tulsa Honor Academy: Lakewood Campus	209 S Lakewood Ave, Tulsa, OK 74112	5-8	380	Every 2 weeks
Tulsa Honor Academy: Sheridan Campus	1421 S. Sheridan Rd. Tulsa, OK 74112	5-12	900	Every 2 weeks
Tulsa Legacy: Primary Academy	105 East 63rd Street North, Tulsa OK 74126	Pre-K-4	318	Every 2 weeks
Tulsa Legacy: Upper Academy	6001 North Peoria Avenue, Tulsa OK 74126	5-8	195	Every 2 weeks
Tulsa School of Arts and Sciences	1202 W. Easton St., Tulsa, OK 74114	6-12	595	Every 2 weeks, May-Oct
Under the Canopy School	3205 W. 39th Street	Pre-K-3	150	Every 2 weeks

BUILDING SPECIFIC INFORMATION

Maps of the areas to be regularly serviced can be found below:

College Bound Academy: Brookside Campus



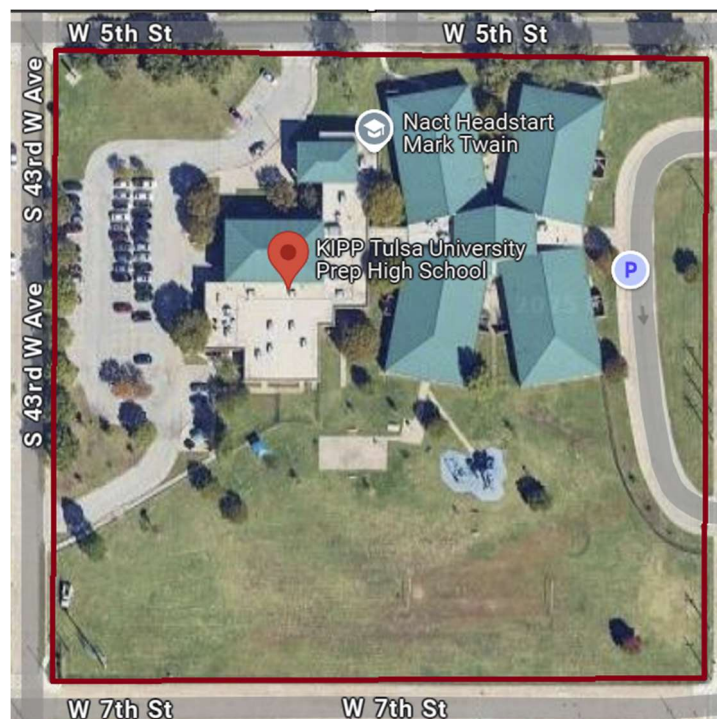
College Bound Academy: Eastside Campus



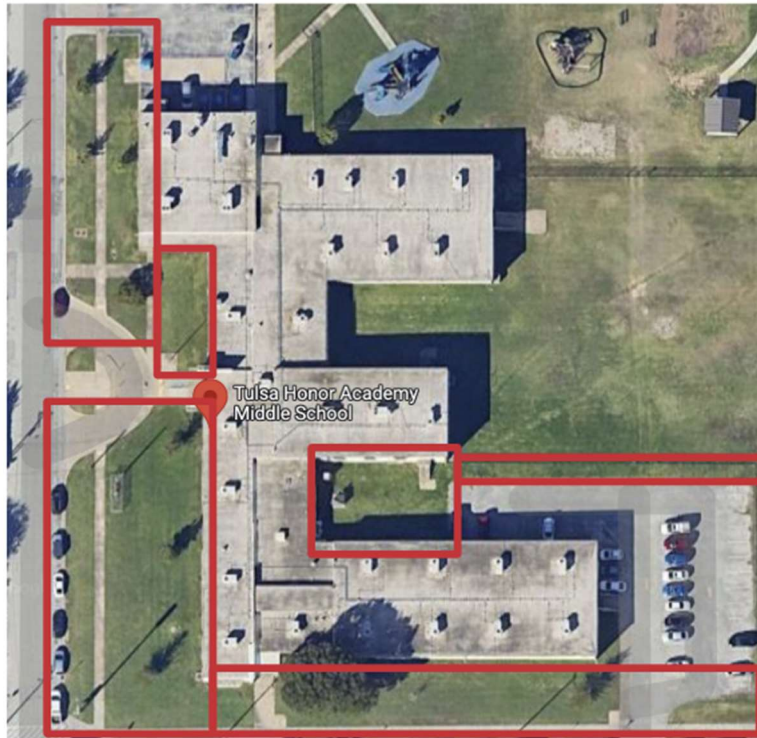
KIPP Tulsa: College Prep



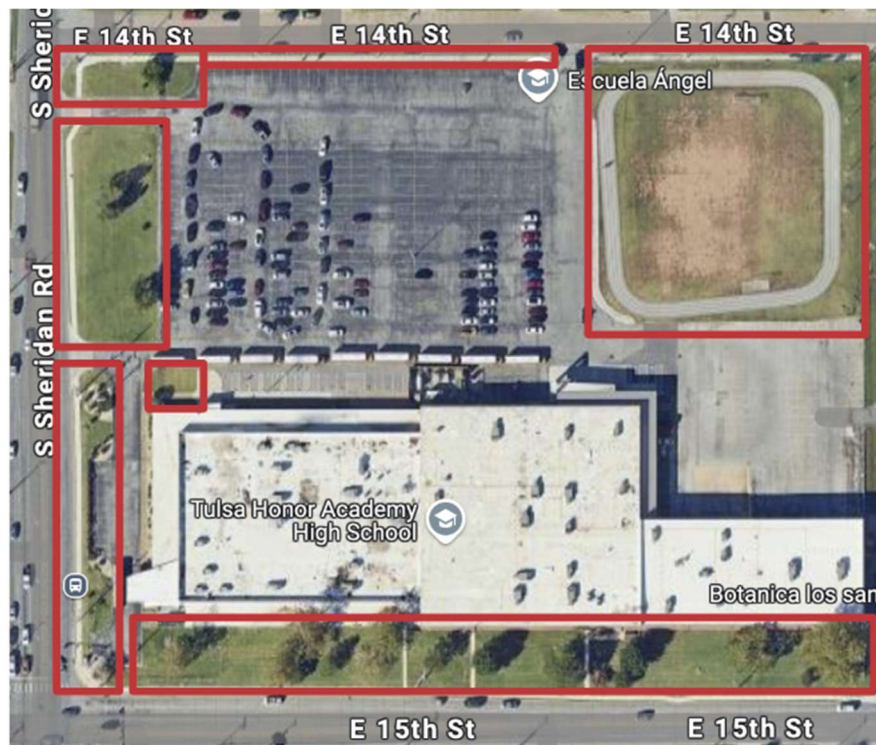
KIPP Tulsa: University Prep



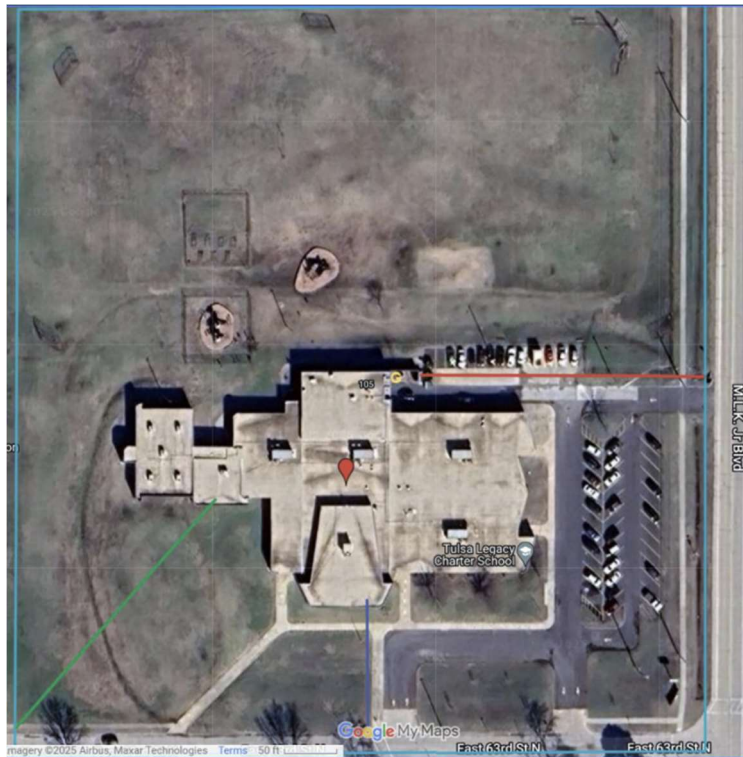
Tulsa Honor Academy: Lakewood Campus



Tulsa Honor Academy: Sheridan Campus



Tulsa Legacy Charter School: Primary Academy



Tulsa Legacy Charter School: Upper Academy



Tulsa School of Arts and Sciences



Under the Canopy School

** Note: Under the Canopy School is scheduled to open in Fall 2025 and finalization of the location is pending.*



SCOPE OF WORK

The successful vendor will furnish regularly grounds services at the frequency indicated the earlier table.

Required Services: Base Price

As part of the base price, each proposal must, at minimum, include the following:

- Mow all turf areas, except when ground is too wet to mow (as agreed by school/s).
 - a. If irrigation is damaged during mowing, it must be reported and repaired at vendor cost within 72 hours.
- Edge and trim all turf areas of all buildings, sidewalks, fences, driveways, parking lots and other hard surfaced areas.
- Remove litter before mowing or trimming.
- Weed plant beds and tree rings.
- Remove all grass clippings, trimmings, weeds, leaf and tree debris, and trash from sidewalks, curbs, patios, stairwells, parking lots and roadways immediately after mowing and or edging.
- Trim shrubs.
- Ensure parking lots, curbs, patios, drives, and walkways are weed-free.
- Sweep/blow and clean all sidewalk and patio areas.
- Maintain and inspect irrigation system. Report repairs needed.
- Winterize irrigation system and start up each season.
- Report vandalism and graffiti.

Additional Value-Added Services

Additionally, each proposal must clearly outline if the following are 1) included in the base price, 2) available at an additional cost, or 3) not available.

- Apply pre-emergent, fertilizer, post-emergent. Seed areas to maintain coverage.
- Replenish mulched areas twice a year to a depth of no less than 3 inches.
- Plant seasonal flowers.
- Remove snow and ice from property walkways, driveways, and parking lots. Shovel and sand all sidewalk and entryways.
- Trim trees and remove limbs.
- Repair irrigation system.
- Pick up litter daily.

Vendors are also encouraged to outline any additional value-added services their company may provide. If vendors are unable to perform additional value-added services but can support with the contracting or sub-contracting of such services, please include this information in the proposal.

ADDITIONAL REQUIREMENTS

- **Equipment and Supplies:** All proposals must include vendor-provided equipment and supplies. Schools do not own grounds equipment.
- **Staffing:** All staff members must have a cleared background check. The successful vendor is responsible for staffing, including when substitute staffing is required due to illness or other absence.
- **Quality Control:** All proposals should include regular quality control to ensure a high quality of service and school and vendor alignment in quality level.
- **Insurance:** Vendors must be able to provide proof of insurance upon request and list the school/s as additional insured with a waiver of subrogation. Generally, vendors must at least have Commercial General Liability of at least \$1,000,000 combined single limits for bodily injury and property damage per occurrence and \$2,000,000 aggregate, Commercial Automobile Liability of at least \$1,000,000 combined single limit for bodily injury and property damage, and a Commercial Excess Umbrella Policy with a limit of at least \$4,000,000, designed to attach to the employers' liability limits attached to the workers' compensation policy, the commercial general liability policy limit and the commercial automobile liability policy limit. Insurance must also include workers compensation of at least \$500,000 per category. The vendor is an independent contractor and not an employee of the school/s. Insurance coverage must be provided by companies authorized to sell insurance in Oklahoma. Additionally, successful vendors agree to indemnify and hold the schools and their agents, employees, and officers harmless (including defense costs) against any claim, demand or action arising from or growing out of vendor's performance of its services hereunder.

TERMS AND CONDITIONS

Statements made by Tulsa Charter Collaborative or school representatives do not modify the terms, conditions, and specifications of this RFP. Changes and modifications to any section are only valid if confirmed in writing.

Vendors may not take advantage of any errors or omissions in the specifications. If noted, the vendor shall promptly notify the contact person provided prior to submission of a proposal.

Tulsa Charter Collaborative and its associated schools will not be held liable for any costs associated with the preparation of a response to this RFP.

The vendor shall provide the custodial services outlined based on the school calendar shared by each school. The vendor will also complete summer custodial services, as directed by the school.

The selected vendor agrees to comply with all applicable federal, state, local, and school rules, laws, policies, and regulations, including without limitation all requirements and regulations imposed by the Oklahoma State Department of Education.

The selected vendor further agrees that he or she will make no payment, directly or indirectly, to any elected official, officer, or employee of the school/s, of money or any other thing of value to obtain or procure the contract or purchase order. The selected vendor may be asked to sign a non-kickback affidavit with the school/s.

The selected vendor agrees that the company is not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and are in compliance with the regulations of Executive Order 12549.

In compliance with 70 O.S. §6-101.48, the selected vendor agrees that no person who performs work on school premises has been convicted of a felony offense within the last ten years nor is currently registered or required to register under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippey Violent Crime Offenders Registration Act.

Vendors acknowledge that all school campuses are tobacco-free and weapons-free.

Tulsa Charter Collaborative schools sign contracts on an annual basis and are open to an annual contract with up to two one-year renewals.

The vendor shall fully coordinate all contract activities with the school's designated representative. Vendors should not begin work until a contract has been executed with the school/s.

Tulsa Charter Collaborative schools are exempt from the payment of sales/use tax.

Standard payment terms are net-30 from the date of receipt of the invoice, upon verification of the accuracy of the invoice and satisfactory performance according to the contract.

Proposals and quotes are public records and are subject to inspection and reproduction in accordance with the Oklahoma Open Records Act.

TULSA CHARTER COLLABORATIVE GROUNDS PROPOSAL: SUMMARY SHEET

Company Name	
Company Point of Contact	
Point of Contact Email Address	
Point of Contact Phone Number	
Number of Years in Business	
Number of Years Operating in Tulsa	

Your Company

Number of Years in Business	
Number of Years Operating in Tulsa	

Please describe your leadership team. Who leads your company and what experience do they have?

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How do you ensure high quality services? What types of supervision and quality control do you provide?

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Please list at least 2 references (school-based references are preferred).

Company Name: Contact Name: Phone Number: Email Address:	Company Name: Contact Name: Phone Number: Email Address
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Pricing

For the schools for which you are proposing services, please identify the base monthly price.

SCHOOL BUILDING NAME	MONTHLY BASE PRICE
College Bound Academy: Eastside	
College Bound Academy: Brookside	
KIPP Tulsa: College Prep	
KIPP Tulsa: University Prep	
Tulsa Honor Academy: Lakewood Campus	
Tulsa Honor Academy: Sheridan Campus	
Tulsa Legacy: Primary Academy	
Tulsa Legacy: Upper Academy	
Tulsa School of Arts and Sciences	
Under the Canopy School	

If the price is not monthly, please describe below:

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If the base price excludes a required service, please describe which ones and why.

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For the additional services provided, please indicate the pricing, if available, or write that the service is included in the base price or not available.

ADDITIONAL SERVICES	PRICE
Apply pre-emergent, fertilizer, post-emergent. Seed areas to maintain coverage.	
Replenish mulched areas twice a year to a depth of no less than 3 inches.	
Plant seasonal flowers.	
Remove snow and ice from property walkways, driveways, and parking lots. Shovel and sand all sidewalk and entryways.	
Trim trees and remove limbs.	
Repair irrigation system.	
Pick up litter daily.	

Additional value-added services may be listed separately in your proposal.

Additional Information

Describe the staffing you will provide to complete the scope of work. How many people are included and what are their roles? How will you provide coverage during absences?

List your proposed equipment and chemicals to use to complete the scope of work.

Equipment	Chemicals

If you have not included one or more schools in your proposal, please explain why.

If you have a conflict of interest with any school for which you have proposed services, please identify the school and describe the conflict of interest.