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## St. Paul's Catholic Church

1515 8th St. South  
Nampa ID, 83651

### Landscaping RFP - #11012023

**Sept 15th, 2023**

St. Paul's Catholic Church is publishing this Request for Proposal to seek qualified vendors to furnish all labor, equipment and materials to provide Landscaping and Snow Removal for facilities within St. Paul's Parish in accordance with the specifications described within this request; St. Paul's Catholic Church located at 510 W Roosevelt Ave, Nampa ID, Priests Home located at 511 W Roosevelt Ave, Nampa ID, Marist Hall, located at 500 W Roosevelt Ave, Nampa ID, 83686, Venue 2900, located at 2900 E Railroad St, Nampa ID, 83687 & St. Paul's Parish Offices, Mount Calvary Cemetery located at Powerline and Greenhurst, and the School Campus located at 1515 8th St South, Nampa ID

Qualified Candidates will attend a mandatory pre-proposal conference located at Marist Hall on October 26, 2023 at 6:00pm. All interested parties wishing to submit a proposal for RFP #11012023 are required to attend this meeting. Furthermore, it is recommended that all contractors visit and inspect the work sites prior to the pre-proposal conference so that questions can be answered during the meeting. All pre conference visits must be scheduled with a Facilities Manager (Kathy Paulin or Antonio Perez) by calling 208-466-7031 ext 4442 or 4468, respectively.

Sealed proposals will be received at St. Paul's Catholic Church Offices located at 1515 8th St. South, Nampa ID, 83651 until 3:30pm, Thursday, December 7th, 2023 for: RFP #11012023 Landscaping Services for St. Paul's Catholic Church.

Proposers shall take careful notice of the following conditions of this Request for Proposal:

- Submissions by FAX or other non-email electronic media will not be accepted under any circumstances. Late submissions will not be accepted under any circumstances.
- Submitters may withdraw and/or replace proposals at any time until the deadline for submission of proposals.
- All questions received by Noon, Friday, November 10, 2023 will be considered. Questions will not be answered over the phone. Questions must be in writing and/or emailed to [KPaulin@stpaulsnampa.org](mailto:KPaulin@stpaulsnampa.org) and [APerez@stpaulsnampa.org](mailto:APerez@stpaulsnampa.org) with the subject heading: Landscaping RFP #11012023
- Submitters are required to use the official "PROPOSAL FORMS", and all attachments itemized herein are to be submitted as a single document.

## HOW TO SUBMIT YOUR PROPOSAL

One complete proposal form set (1 original plus 2 copies) with all required documents as itemized and included herein is to be submitted in a sealed envelope, on the outside of which shall be prominently marked with the following identification: "RFP #11012023 Landscaping for St. Paul's Catholic Church." together with the name and address of the submitter. The RFP should be neat and professional in appearance. The original document shall have original signatures and clearly noted with ORIGINAL on the cover. All proposals shall be clearly marked, and be mailed or hand delivered to the Parish Office at 1515 8th St. South, Nampa ID, 83651, by the date and time set forth herein.

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## WORK SCHEDULING

- The work schedule is anticipated to begin April 1, 2024. The work is planned to be performed weekly and shall be performed uninterrupted until completed; there is no phasing of the weekly work. (see frequency in scope of work)
- The workday for facilities maintenance at Marist Hall is Monday through Friday 7:00 AM to 1:00 PM and
- The workday for facilities maintenance at Venue 2900 is Mon, Wednesday and Friday 8am - 5pm.
- The workday for facilities maintenance at St. Paul's Catholic Church is Fridays 8am - 11:30am
- The workday for facilities maintenance at The Old Campus is Monday - Friday beginning at 4pm
- The workday for facilities maintenance at Mount Calvary Cemetery is Monday - Friday 8am - 3pm
- All work schedules must be approved through a Facilities Manager prior to start.
- St. Paul's Catholic Church may ask the contractor to alter a work day due to unanticipated church activities.

## PAYMENTS

Payments shall be made in a timely manner upon the completion of the work and the submission of invoice. Invoices may be submitted by mail at the Parish Office (address set forth herein), or brought directly to the Parish Office, or emailed to [KPaulin@stpaulsnampa.org](mailto:KPaulin@stpaulsnampa.org) & [APerez@stpaulsnampa.org](mailto:APerez@stpaulsnampa.org) It is St. Paul's Catholic Churches standard practice to write checks to vendors on Wednesdays, and have them in the mail on or before Friday of that same week. It is the vendor's sole responsibility to submit invoices for work completed.

## VENDOR RESPONSIBILITY

Submitters are fully and completely responsible for the labeling, identification and delivery of their proposals. The staff of St. Paul's Catholic Church will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the U. S. Postal Service.

Proposals that are incomplete, unbalanced, conditional, obscure, or which contain additions not called for, alterations, or irregularities of any kind, or which do not comply with these documents will risk rejection.

## Proposers Documents Required

### To be considered a complete submission:

- Proposal Cover Page
- Exceptions/Deviations Form (*1 for each facility campus*)
- Disclosure of Subcontractors & Suppliers
- Statement of Contractors experience
- General Terms and Conditions Statement must be signed and notarized.
- W-9
- Any and all applicable licenses and certifications must be attached

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## Insurance Requirements

A Certificate of Insurance will be furnished by the successful Contractor upon Notice of Award. The certificate(s) shall be completed by the Contractor's authorized agent and submitted to the St. Paul's Catholic Church, kpaulin@stpaulsnampa.org. The successful Contractor shall not commence any work in connection with the Agreement until it has obtained all of the following types of insurance and shall maintain such insurance as will protect him/her from claims which may arise out of or result from the vendor's operations under the terms and conditions of the RFP. St. Paul's Catholic Church shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Contractor and/or sub consultant providing such insurance.

**General Liability:** Contractor shall obtain, and maintain throughout the life of the Agreement, General Liability Insurance in an amount no less than \$1,000,000 per occurrence and \$1,000,000 general aggregate for Bodily Injury and Property Damage. Such policies shall be maintained for all facility campuses regarding this RFP.

Insurance shall protect the Contractor, sub consultants and subcontractors from claims for damage for personal injury, including accidental death, as well as claims for property damages which may arise from operations under the Agreement. The Diocese of Boise, St. Paul's Catholic Church and all facility campuses shall be named as Additional Insured (separately).

**Workers' Compensation Insurance:** as required by the State of Idaho. Contractor and any subconsultants or subcontractors shall comply fully with the Idaho Workers Compensation Law. Contractor must provide a certificate of insurance showing Worker's Compensation coverage.

**Waiver of Subrogation:** By entering into any contract as a result of this RFP, Contractor agrees to a Waiver of Subrogation for each policy required above.

**General Aggregate Limit:** The general aggregate limit shall apply per project location.

**Indemnification:** The successful Proposer must fully indemnify St. Paul's Catholic Church. Such indemnification will be documented and require notarization, in the contract documents.

## Term of Contract

Under the initial terms of the RFP, St. Paul's Catholic Church intends to let the vendor contract for a three year period beginning April 1, 2024 and ending November 1, 2027. If such a contract is entered into, St. Paul's Catholic Church reserves the right to renew the agreement for two (2) additional one (1) year terms contingent upon a mutual agreement of extension of agreement between both parties. Further St. Paul's Catholic Church reserves the right to award separate contracts to multiple bidders.

## Termination for Convenience

The performance of work under the contract may be terminated by St. Paul's Catholic Church in whole or in part whenever St. Paul's Catholic Church determines that termination is in St. Paul's Catholic Churches best interest. Any such termination shall be effected by the delivery to the contractor of a written notice of termination at least fifteen (15) days before the date of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective.