

REQUEST FOR PROPOSAL

**Project: Blaine County School District No. 61
Landscape Contract**

GENERAL INFORMATION

PROPOSAL – The Blaine County School District No. 61 (“School District”) is seeking qualified and experienced respondents to submit a written response to this Request for Proposal (“RFP”) for School District facilities. This RFP process is intended to solicit binding quotations from qualified candidates who have demonstrated an interest in the Project and are qualified to perform the work. Respondents may choose to submit a proposal for any or all campuses. Landscape locations include:

Ernest Hemingway STEAM School - 111 8th Street W, Ketchum

Wood River Middle School - 900 2nd Ave N, Hailey

Hailey Elementary - 520 S 1st Ave, Hailey

Fox Acres Campus - 1250 Fox Acres Road, Hailey

(Wood River High School including Founders Fields, Homer Field and Practice Fields, Community Campus, Silver Creek High School, Transportation)

Alturas Elementary - 1111 Alturas Elementary Lane, Hailey

Bellevue Elementary - 300 N 5th Street, Bellevue

Carey Campus - 20 Panther Lane, Carey

The RFP shall comply with all applicable rules, standards and specifications of the State of Idaho and other regulatory agencies. As much as is practical and to the extent allowed by Idaho law, the School District requests that respondents to this RFP have significant presence in Blaine County.

OWNER’S PROGRAM INFORMATION – The selected subcontractor will be responsible for meeting with School District staff to resolve any questions regarding the scope of the landscape expectations.

GENERAL TERMS – This RFP does not commit the School District to enter into an agreement, to pay any costs incurred in the preparation of this proposal or in subsequent negotiations, or to procure or contract for any project.

RESERVATIONS OF RIGHTS BY SCHOOL DISTRICT – The issuance of this RFP does not constitute an assurance by the School District that any contract will actually be entered into by the School District and the School District expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure.
- Reject any and all quotations.
- Request any additional information and data from any respondent.
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data.
- Disqualify any respondent on the basis of any real or apparent conflict of interest.
- Disqualify any respondent on the basis of past performance on any other project.

EVALUATION – The School District will evaluate and determine the individual and comparative merits of each of the proposals received. It is the responsibility of the respondent to ensure that the quote complies with this RFP, demonstrates qualifications, and provides the information requested. If the respondent fails to provide any information

requested in this RFP, such failure may result in either non-qualification of a particular category of service or rejection of the proposal.

PROPRIETARY MATERIAL – The School District assumes no liability for disclosure of proprietary material submitted by any respondent. Proposal submittals may be considered public documents under applicable state law except portions of the submittals that are otherwise protected under applicable law.

PROJECT SCOPE, BASE TECHNICAL CONCEPT, DELIVERABLES AND SCHEDULE

Scope of the RFP is for the landscaping of School District properties. This will include spring clean up of turf, shrubs, trees, and leaves as the snow melts. Irrigation start up and monthly recording of water usage. The District will work with the Contractor to limit impacts to students for mowing. Fertilization and weed control will be scheduled with the District. Maintaining 5' clearance from facilities from trees is required. Shrubs will be maintained below window level. Bed maintenance will occur on a monthly basis during the school year (April, May, August, September). Fall clean up and winterization of irrigation will occur weather dependent, typically in October. System checks for irrigation will be performed biweekly from start up through winterization. The District uses Baseline for irrigation programming and monitoring.

RESPONSES TO RFP AND EVALUATION CRITERIA

Responses to this RFP shall consist of a price proposal. The proposal shall be broken out by campus and include a price per service below. The total proposed price shall include all materials needed to complete service.

Spring Cleanup (turf, shrubs, trees, leaves)

Mowing (Turf Mowing, Trimming, Blowing) anticipated 19 mows per season

Fertilizer (2 rounds per season)

Weed Control (1 round per season)

Fall Cleanup (leaves, turf, shrubs, trees)

Tree Care (1 round per season)

Shrub Care (2 rounds per season)

Bed Maintenance (spring clean beds, bed maintenance (4 per season), winterize beds)

Irrigation (activate irrigation, monitor irrigation (8 per season), and winterize irrigation)

Central Control Monitoring/Weather Based Irrigation (monitor and adjust programming)

Time and Material Rates for labor and mark up for irrigation repair.

Time and Material Rates for additional landscaping needs as requested.

2 references for commercial landscaping contracts are required.

Site visits will be scheduled for Monday October 20th 2025. Site visits will start at Wood River Middle School at 9:00am. Please meet in the north parking lot. Please indicate your interest and attendance to Shawn Bennion at sbennion@blaineschools.org or 208-721-3455.

The sealed proposal will be publicly opened on October 29th 2025 at 10am at the Blaine County School District, District Office located at 118 W. Bullion St. in Hailey, Idaho with the School Board of Trustees approving the selection at the regular School Board Meeting on November 11th, 2025.

RESPONSE TIME: Responses to this RFP must be received before 10:00 am October 29th, 2025. Addressed to:

Landscape RFP
Shawn Bennion, Director of Buildings and Grounds
Blaine County School District #61
118 W. Bullion St.
Hailey, ID 83333
(208) 578-5000 (Voice)
(208) 578 5110 (Fax)

For site visits, additional information and details contact:

Shawn Bennion, Director of Buildings and Grounds
Phone: (208) 578-5402, (208) 721-3455
E-mail: sbennion@blaineschools.org

QUESTIONS: Please direct any questions or comments to Shawn Bennion.

EVALUATIONS: The School District will evaluate responses to this RFP that conform to the proposal instructions outlined in this RFP and will select the Contractor which is, in the considered opinion of the School District, the most responsible and responsive low bidder capable of performing the Project.

BID AGREEMENTS:

By responding to this RFP, each respondent represents that it has:

- A. Examined and carefully studied the Documents and the other related data identified in the RFQ;
- B. Become familiar with and satisfies all federal, state, and local laws and regulations that may affect cost, progress, or performance of the work;
- C. Obtained and carefully studied (or assumed responsibility for doing so) all additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning site conditions which may affect cost, progress, or performance of the work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by respondent, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the documents, and safety precautions and programs incident thereto;
- D. Agreed at the time of submitting its proposal that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of its quotation for performance of the work at the price submitted and within the times and in accordance with the other terms and conditions of these documents;
- E. Become aware of the general nature of the work to be performed by The School District and others at the site that relates to the work as indicated in the proposal documents;

F. Determine that the proposal documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the work, or that respondent has given The School District written notice of all conflicts, errors, ambiguities, or discrepancies that respondent has discovered in the documents;

G. Agreed that the submission of it's proposal will constitute an incontrovertible representation by respondent that they have complied with every requirement of this part, that without exception the proposal is premised upon performing and furnishing the work required by the documents and applying any specific means, methods, techniques, sequences, and procedures of snow removal that may be shown or indicated expressly required by the documents;

H. Obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions at or contiguous to the site which may affect cost, progress, or performance of the work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of snow removal to be employed by respondent, including applying the specific means, methods, techniques, sequences and procedures of construction expressly required by the documents to be employed by respondent, and safety precautions and programs incident thereto;

I. Represented that this response is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; respondent has not directly or indirectly induced or solicited any other respondent to submit a false or sham proposal; respondent has not solicited or induced any individual or entity to refrain from bidding; and respondent has not sought by collusion to obtain for itself any advantage over any other respondent with The School District;

J. The School District requires that there shall be no tobacco, alcohol, or firearms on the campus (including parking lots) at any time during snow removal;

K. The contractor must show proof of liability insurance and workers comp before starting work.