

Request for Proposal (RFP)

Groundskeeping Services

Thea Bowman Leadership Academy

I. Introduction

Thea Bowman Leadership Academy (TBLA) is soliciting proposals from qualified, licensed, and bonded vendors to provide comprehensive groundskeeping services for our campus. The awarded vendor will be responsible for ensuring that the grounds are maintained in a clean, safe, and visually appealing condition throughout the year.

II. Scope of Services

Vendors are asked to provide itemized pricing and service plans for the following:

A. Landscaping Services

- Planting, trimming, pruning, and edging of trees, shrubs, and flower beds.
- Mulching and maintenance of landscaped areas.
- Fertilization and weed control.
- Seasonal planting and removal (spring/fall).

B. Lawn Care and Mowing Services

- Regular mowing of all grass areas on a weekly or as-needed basis during the growing season.
- Edging and trimming around sidewalks, buildings, and fencing.
- Removal of clippings and debris.
- Aeration and overseeding as required.

C. Snow and Ice Removal Services

- Plowing of parking lots and driveways.
- Shoveling and salting of sidewalks and walkways.
- Ice prevention and treatment as necessary.
- Emergency snow/ice removal response.

III. Vendor Requirements

- Must be fully licensed and bonded.
- Must have experience providing groundskeeping services for schools, institutions, or comparable facilities.
- Must provide proof of insurance coverage.
- Must be able to meet the designated schedule of services.

IV. Site Visit

A **mandatory pre-bid site visit** will be scheduled to allow prospective bidders to review the grounds and ask questions.

- Date/Time: [Insert Date/Time]
- Location: Thea Bowman Leadership Academy, [Insert Address]

Vendors must attend the site visit in order to be eligible for award.

V. Proposal Submission Requirements

Proposals must include:

1. Company profile and qualifications.
2. Detailed, itemized pricing for landscaping, lawn care/mowing, and snow removal.
3. References from at least three (3) similar clients.
4. Proof of license, bonding, and insurance.

VI. Evaluation Criteria

Proposals will be evaluated based on:

- Cost competitiveness and clarity of pricing.
- Demonstrated experience and qualifications.
- References and past performance.
- Ability to meet the required scope of services.

VII. Proposal Submission Deadline

All proposals must be submitted by:

Date/Time: October 5, 2025

Submit to: Thea Bowman Leadership Academy

Attn: Marlon Mitchell, Superintendent

3401 W 5th Ave

Gary, IN 46406

mmitchell@theabowmanacademy.org

Late submissions will not be considered.

VIII. Award of Contract

Thea Bowman Leadership Academy reserves the right to accept or reject any and all proposals, to waive irregularities, and to award the contract in the best interest of the Academy.