



Grace Health Small Purchase Bid Request

Project Title: Landscaping and Groundskeeping Services

Posted Date: 01/26/2025

Closed Deadline Date: 02/26/2025

1. Project Overview:

Grace Health, a Federally Qualified Health Center (FQHC), is dedicated to providing essential healthcare services across southeastern Kentucky. Our network of facilities serves diverse community needs, offering comprehensive medical, dental, behavioral health, and pharmacy services. We strive to maintain safe, welcoming, and well-kept environments across all our locations.

For this landscaping and groundskeeping services project, Grace Health is seeking a qualified vendor to manage the upkeep and seasonal maintenance at the following locations:

- **Manchester:** 85 HWY 80 Manchester, KY 40962
- **Medical Campus:** 14662 N US Highway 25E Corbin, KY 40701
- **Mountain View Clinic & Pharmacy:** 272 London Mountain View Drive London, KY 40741
- **Pineville Clinic:** 313 Cherry Street Pineville, KY 40977
- **Pineville Property:** 301 Tennessee Avenue Pineville, KY 40977
- **Pineville Property:** 307 Tennessee Avenue Pineville, KY 40977
- **Pineville Property:** 102 S. Laurel Street and Alley Pineville, KY 40977
- **Bishop Street Clinic:** 121 Bishop St, Corbin, KY 40701
- **Corbin Pediatrics:** 57 Summit Dr, Corbin, KY 40701

This project encompasses routine landscaping and groundskeeping, snow removal in winter, and parking lot sweeping for each location. Vendors should submit standard pricing, with clear breakdowns for seasonal services like snow removal and parking lot maintenance, tailored to the specific needs of each facility.

2. Scope of Work (SOW):

Grace Health invites proposals from contractors for landscaping, groundskeeping, and related services. The vendor will be responsible for year-round maintenance, with a specific focus on ensuring safety and accessibility, especially during winter months.

Scope of Work Details:

A. Landscaping & Groundskeeping:

- **Lawn Care:** Mowing, edging, fertilizing, and aerating lawns to maintain a neat and healthy appearance.
- **Plant Care & Installation:** Pruning, trimming, and planting flowers, shrubs, and trees as needed. Replacement of dead or damaged plants and ensuring all plants are pest-free.
- **Mulching & Soil Management:** Apply mulch in designated areas, refreshing as necessary. Soil conditioning to support healthy plant growth.
- **Weed & Pest Control:** Regular weed control and safe, environmentally-friendly pest management.

B. Snow Removal & Ice Management:

- **Snow Clearing:** Plow parking lots and shovel sidewalks, building entrances, and emergency exits promptly after snowfalls.
- **Salting/Deicing:** Apply salt or deicing agents on all walking paths, steps, and parking areas to ensure safety.
- **Standby Services:** Ensure availability for prompt response during winter weather events, with 24/7 availability during heavy snow periods.

C. Parking Lot Sweeping & Maintenance:

- **Sweeping:** Regular sweeping of parking lots to remove debris, ensuring a clean, professional appearance.
- **Seasonal Adjustments:** Increased frequency of sweeping during high debris periods, such as fall or after winter salting.
- **Inspection & Reporting:** Regularly inspect parking areas for damage or hazards, providing Grace Health with timely reports on any issues.

D. Additional Seasonal Services:

- **Spring & Fall Cleanup:** Remove leaves, branches, and other debris to prepare for seasonal changes.
- **Storm Cleanup:** Provide cleanup services following severe weather events to remove any hazardous debris.

E. General Scope of Work Requirements

- **Performance Monitoring Statement:**

Grace Health will actively monitor contractor performance to ensure full compliance with the Scope of Work (SOW) and project requirements. This oversight will involve regular progress reviews, scheduled and unscheduled site visits, and the submission of detailed progress reports by the contractor. Additionally, contractors must promptly address any identified deficiencies or non-compliance issues. This structured monitoring process

ensures that all project objectives are met, timelines are adhered to, and work is performed according to federal and Grace Health standards.

- **Data Reporting Requirements:**

The vendor is required to provide all necessary data primarily through detailed and accurate invoicing to support Grace Health's federal financial and programmatic reporting obligations. Invoices must include itemized costs, descriptions of services or goods provided, and any additional data outlined in the project guidelines. All invoicing must adhere to specified formats and submission deadlines. Grace Health reserves the right to review and verify invoice data to ensure compliance with federal reporting requirements.

- **Record Retention and Accessibility:**

The vendor is required to maintain all project-related records, with a primary focus on detailed and accurate invoices, for a minimum of **three (3) years** from the date of submission of the final expenditure report, in accordance with federal and state regulations (45 CFR § 75.361). In the event of any ongoing litigation, claim, or audit, records must be retained until all related issues are fully resolved and final action has been taken. Additionally, records for real property and equipment purchased with federal funds must be retained for three years after final disposition.

All records must be readily accessible for review or audit by Grace Health, HRSA, or authorized representatives to ensure full compliance with federal reporting and accountability requirements.

- **Audit and Compliance:**

Grace Health reserves the right to audit and inspect all vendor records related to the project to ensure full compliance with federal procurement guidelines and applicable regulations. This includes, but is not limited to, reviewing financial records, invoices, performance reports, and any documentation related to the goods or services provided.

Vendors are required to provide timely access to all relevant records upon request by Grace Health, HRSA, or any authorized representatives. Any findings of non-compliance may result in corrective actions, up to and including termination of the agreement or disqualification from future procurement opportunities.

This audit and compliance process is essential to maintaining transparency, accountability, and adherence to all federal and organizational standards.

- **Property Management (if applicable):**

Any equipment, materials, or property procured or provided as part of this project must be managed, maintained, and disposed of in strict accordance with all applicable federal property management regulations. This includes proper inventory tracking, safeguarding of assets, and ensuring that property is used solely for its intended purpose within the scope of the project.

Vendors are responsible for maintaining accurate records of all project-related property and must make these records available for review or audit by Grace Health, HRSA, or authorized representatives upon request.

In the event that property needs to be transferred, replaced, or disposed of, the vendor must follow federal guidelines and obtain prior written approval from Grace Health. Failure to comply with these property management requirements may result in corrective action, financial liability, or termination of the agreement.

3. Proposal Requirements:

- **Standard Pricing Structure:** Provide a cost breakdown for landscaping, groundskeeping, snow removal, and parking lot sweeping, noting any seasonal rate adjustments.
- **Service Schedule:** Outline a proposed maintenance schedule, including frequency of snow removal during winter and sweeping of parking lots.
- **Experience & Qualifications:** Document relevant experience in landscaping, snow removal, and parking lot maintenance.
- **Licensing & Insurance:** Proof of valid licenses, bonding, and insurance for all services provided.
- **Inclusive Specifications Clause:** The items and specifications listed in this proposal are representative of Grace Health's current needs and include, but are not limited to, the identified supplies and services. Grace Health reserves the right to consider additional items or services offered by the selected vendor(s) that may enhance operational efficiency, improve patient care, or meet unforeseen requirements. Vendors are encouraged to highlight any other relevant products or services they can provide that align with Grace Health's mission and operational objectives.

4. Timeline:

- **SOW Start Date:** 03/01/2025
- **SOW Duration:** No Contract, Annual Price Evaluation

5. Vendor/Acquisition Requirements:

- **Experience:** Minimum of 5 years in landscaping and groundskeeping, with experience in snow removal and parking lot maintenance.
- **Certifications/Licenses:** Any relevant licenses for groundskeeping, snow removal, and parking lot equipment.

- **Insurance Requirements:** General Liability Insurance, Workers' Compensation Insurance, and Commercial Auto Insurance (if applicable).
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6. Submission Instructions:

- **Quote Submission:** Submit a quote via the designated portal by **02/26/2025**, including standard pricing, service schedule, and relevant experience.
 - **Required Documents:** Attach proof of licenses, certifications, and insurance.
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7. Terms and Conditions

A. Award Provisions Statement:

- An Award serves as formal notification of Grace Health's acceptance of the vendor's proposal for the specified project in alignment with Grace Health's HRSA-approved scope of project. This award is contingent upon the vendor's compliance with all outlined requirements and applicable federal procurement regulations. The following provisions apply to this award:

B. Specific Activities or Services to Be Performed or Goods to Be Provided:

- The vendor is required to fulfill all tasks, services, or goods as detailed in the approved Scope of Work (SOW). All work must be completed in accordance with the agreed-upon timeline and quality standards.

C. Performance Monitoring:

- Grace Health will actively monitor contractor performance through regular progress reviews, site visits, and the submission of required progress reports. The vendor must promptly address any identified deficiencies to ensure compliance with project objectives.

D. Data Reporting Requirements:

- The vendor must provide all necessary data, primarily through detailed and accurate invoicing, to support Grace Health's federal financial and programmatic reporting obligations. Data must be submitted in the required format and by the specified deadlines.

E. Record Retention, Accessibility, and Audit Rights:

- The vendor must maintain all project-related records, especially financial documents and invoices, for a minimum of **three (3) years** from the submission of the final expenditure report, in compliance with **45 CFR § 75.361**.
- All records must be readily accessible for audit or inspection by Grace Health, HRSA, or authorized representatives.
- Grace Health reserves the right to audit vendor records to ensure compliance with federal procurement guidelines.

F. Property Management (if applicable):

- Any equipment, materials, or property procured or provided for this project must be managed according to federal property management regulations. This includes proper inventory control, safeguarding of assets, and prior approval for disposal or transfer.

G. Payment Terms:

- Payments will be processed based on the successful completion of agreed-upon milestones and deliverables as outlined in the award notification. All payments are contingent upon the vendor meeting all performance and compliance requirements.

H. Termination Clause:

- Grace Health reserves the right to terminate this award at any time if performance expectations are not met, if the vendor fails to comply with the agreed-upon terms, or if any federal or organizational policies are violated.

I. Acknowledgment of Award:

Upon receiving this bid award, the vendor agrees to comply with all terms and provisions outlined within. To confirm acceptance of the award, the vendor must sign and return the bid award acknowledgment. Failure to return the signed form within the specified timeframe may result in the award being rescinded.

Failure to adhere to these provisions may result in corrective actions, termination of the award, or disqualification from future procurement opportunities.

8. Contact Information:

For questions, please contact:
Grace Health Procurement Department
Email: vendor@gracehealthky.org
Phone: 606-526-9005