

Parkrose School District #3

Agenda Item # _____

SUBMITTED BY: Sharie Lewis, CPA	DATE 8/31/20
APPROVED BY: Superintendent Michael Lopes-Serrao	
Director of Business Services Sharie Lewis, CPA	8/31/20

TOPIC: REQUEST FOR PROPOSAL PARKROSE HIGH SCHOOL /PARKROSE MIDDLE SCHOOL LANDSCAPE SERVICES

PURPOSE OF AGENDA ITEM: [Why are you asking for Board review]:

Information _____ Policy Change _____ Action/Approval X Presentation/Special Request _____

BACKGROUND: Attachments: Y LIST: 2020-001 Landscape RFP Score Matrix

RATIONALE/DISCUSSION:

Parkrose School District has made a request to purchase Landscape Services for the High School and Middle School.

A Request for Proposal was advertised on ORPIN. The Request for Proposal deadline was August 28, 2020. At deadline, three proposals were received.

A committee of myself and Tami Booth reviewed the proposals.

FINANCIAL IMPLICATIONS:

The cost of the Landscape Services will be funded through the Thompson Fund (205) for \$172,016. The initial cost for cleanup is \$57,236 will be paid upon completion and the remaining \$229,560 will be paid out monthly over a 2-year period.

ACTION REQUESTED:

Be it resolved: Parkrose Board of Directors awards the project to Crystal Greens Landscape, Inc. for Landscape Services at Parkrose High School and Parkrose Middle School for \$172,016. The Board further instructs staff to finalize the contract agreement.

2020-001 Landscape RFP Score Matrix

	Cascadian Landscapers	Crystal Greens	Pac Green
A. Qualifications	Pass	Pass	Pass
B. Organizational Structure, Proposed Partnerships and Subcontracting	9	8	6
C. Certified Business Participation Strategy	10	0	9
D. Experience	12	12	10
E. Past Performance	8	9	7
F. Proposed Key Staff and Staff Experience; Staff Capacity	8	10	7
G. Schedule of Maintenance Schedule	17	18	15
H. Price Proposal	33.04	45.88	50.00
Total	97.04	102.88	104.00

	Cascadian Landscapers	Crystal Greens	Pac Green
A. Qualifications	Pass	Pass	Pass
B. Organizational Structure, Proposed Partnerships and Subcontracting	10	10	7
C. Certified Business Participation Strategy	10	0	10
D. Experience	12	15	9
E. Past Performance	10	10	8
F. Proposed Key Staff and Staff Experience; Staff Capacity	10	10	8
G. Schedule of Maintenance Schedule	20	20	15
H. Price Proposal	33.04	45.88	50.00
Total	105.04	110.88	107.00

Total Score	202.07	213.76	211.00
Averaged	101.04	106.88	105.50

Pricing Score Matrix	HS Initial Cleanup	MS Initial Cleanup	2-Year Maintenance	Total Contract	% Deduct	Points
Cascadian Landscapers	24,080.00	40,385.00	290,400.00	354,865.00	34%	33.04
Crystal Greens	26,329.00	30,907.00	229,560.00	286,796.00	8%	45.88
Pac Green	15,970.00	21,000.00	228,000.00	264,970.00	0%	50.00