



## REQUEST FOR PROPOSAL –

Create Campaign, Inc.

**September 3, 2025**

### OVERVIEW

The following outlines the proposal request by Create Campaign, Inc. pertaining to the provision of lawncare services for Founders' Grove, 2333 E. 21<sup>st</sup> St. N, Wichita, KS 67214. This document outlines the expected scope of work and details the format in which you should submit your proposal. **Please be sure to read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline as well as selection criteria.**

The winning Proposer will be notified via email and in writing. At that time, the Proposer will enter into a contractual agreement with Create Campaign. Payment terms and finalization of any details will begin. If a mutually-acceptable agreement is not reached, Create Campaign may choose to repeat this procedure with any other provider submitting a qualified proposal. Create Campaign, Inc. in addition, reserves the right to award more than one contract, accept the lowest price offer, award contracts before the proposal deadline listed in the timeline, award contracts before all proposals are received, and refuse any contract without obligation to Create Campaign, Inc. or to the company offering the proposal.

### ABOUT CREATE CAMPAIGN, INC.

Create Campaign, Inc. is a 501c3 nonprofit organization that activates urban entrepreneurs in the Midwest to launch, innovate and grow. Create Campaign, Inc.'s spending reflects a commitment to advance economic opportunity among minority- and other diverse, locally-owned businesses. Through intentional sourcing, proactive outreach to potential businesses and the cultivation of relationships to retain proven business relationships, we seek to create a diverse and connected supply chain that maximizes our purchasing activity while also strengthening the economic opportunity of minority-owned and locally-owned businesses.

### SCOPE OF WORK FOR LAWN CARE SERVICES

**Overview:** Lawn care mowing, trimming, edging, planting | To provide professional, consistent, and comprehensive lawn care and grounds maintenance services for the commercial property located at Founders' Grove. The goal is to maintain the health, appearance, and safety of all landscaped and turf areas.

General Responsibilities:

#### A. Turf Maintenance

- Mowing of all grass areas on a weekly basis during the growing season and bi-weekly during dormant seasons.
- Edging along sidewalks, curbs, flower beds, and buildings.
- Blowing of grass clippings from hard surfaces (walkways, driveways, patios).



- Line trimming around obstacles and structures as needed.
- Litter and debris removal prior to mowing.

## **B. Fertilization & Weed Control**

- Scheduled fertilization of lawn areas (e.g., 4x per year).
- Pre-emergent and post-emergent weed control applications.
- Spot treatment for broadleaf and grassy weeds.

## **C. Shrub and Hedge Maintenance**

- Trimming and shaping of shrubs and hedges (monthly or as needed).
- Removal of dead or damaged branches.
- Weed control in mulch beds.
- Poison Ivy removal (as needed).

## **D. Mulching**

- Annual or semi-annual mulch installation in all beds.
- Bed edging prior to mulch application.

## **E. Seasonal Clean-Up**

- Spring clean-up: Removal of winter debris, pruning, and preparation of beds.
- Fall clean-up: Leaf removal, final mowing, and winterization of plant beds.

## **F. Additional Services (Optional/As-Needed)**

- Tree trimming (under 12 feet).
- Pest and disease control.
- Installation of seasonal flowers or plants.
- Storm debris clean-up.
- Emergency or after-hours requests.

## **G. Exclusions**

- Large tree removal or pruning (above 12 feet).
- Major landscape redesign or hardscaping.
- Repair of underground irrigation system components unless specified.

**H. Frequency and Schedule** – Create Campaign recommends the following schedule though Provider can propose alternatives to this schedule

Task	Frequency	Notes
Mowing	Weekly	March – November
Fertilization	Quarterly	TBD per soil conditions
Shrub Trimming	Monthly	Adjust seasonally



Task	Frequency	Notes
Mulching	1–2x/year	Spring and/or Fall
Seasonal Clean-up	2x/year	April & November

## I. Performance Standards

1. Property must be maintained in a clean, neat, and professional appearance.
2. All work will be inspected on a monthly basis by [Client Rep or Property Manager].
3. Any deficiencies must be corrected within 48 hours of notice.

## J. Materials & Supplies

1. The Contractor must furnish all industry-specific materials, tools and supplies necessary to perform the services requested in a safe and effective manner.
2. All equipment, tools, chemicals, and materials used must be:
  - Commercial-grade and in proper working order.
  - Safe for the environment and in compliance with local/state regulations.
  - Applied or used by trained personnel.

### Timeline:

The timeline for this scope of work is one year beginning with the successful, executed agreement between parties. Create Campaign reserves the right to cancel any awarded contract based on published cancellation clauses.

- All anticipated time allocations are max hourly approximations; Contractor is to bill for actual hours worked.
- Request for Proposals Sent Out: **September 3, 2025**
- Deadline for Proposals: **September 30, 2025**

### Selection Criteria:

- All offers submitted will be considered based on the materials provided in the proposal. Consideration will be given to performance projections as well as cost and staff requirements. Only those proposals submitted by the deadline above will be considered.
- The following criteria will be the primary considerations for selecting a proposal:
  1. Submission of all proposals in the correct format by the stated deadline.
  2. The vendor's legal name, address, and phone number and indicate an appropriate contact person, along with that person's business address and phone number.



3. The perceived ability for the proposing company's ability to deliver their services set forth in their proposal.
  4. Describe experience, training, specific equipment used, any certificates/permits (if applicable). Provide a link to an online portfolio of work (if applicable).
  5. Vendor will need to provide a current copy of their Certificate of Insurance.
  6. Overall cost of the proposal.
- Create Campaign, Inc. may suspend or discontinue proposals at any time without notice or obligation to the company that submitted the proposal.

## Proposal Criteria:

Create Campaign, Inc. requests that you include the following information in your proposal. Proposals should adequately address the details of the proposed contract.

### (a) Contractor Summary

- Include a brief history of your company including your past experience in dealing with similar projects. Also include the owner's names or those persons authorized to sign contracts for your business.

### (b) Capabilities and Methodology

- Detail your company's capabilities in delivering the requests in this proposal. You should use this section to outline specifically your proposed method for achieving the scope of work.

### (c) Staffing and Management

- List who will oversee completing the project and a summary of their background. You should also use this section to list the projected staffing and management necessities and their estimated cost (if applicable).
- Specify how you will obtain the staff to complete the project (if applicable).

### (d) Communication

- Explain how you intend to communicate between management and staff in addition to how you will communicate to the project manager to ensure the project stays on schedule (if applicable).
- Explain how you will solicit input and feedback from Create Campaign to ensure satisfaction for services completed.
- Explain how you handle concerns, complaints regarding service or lack of customer satisfaction.



**(e) Equipment**

- Detail the equipment necessities as well as their estimated cost. If you will need additional services or space from Create Campaign, Inc. you should list those requirements here with a brief explanation.

**(f) Expense Summary**

- Give a brief summary of the total costs for your proposed contract. You may also include a brief explanation of the contributing costs to the total cost.

**(g) Expense Breakdown**

- Build a detailed list of all expected expenses.

**(h) Billing**

- Describe your standard billing cycle and preferred method of payment. This information should align with information contained on your company's invoice, if awarded.

**(i) Licensing and Bonding**

- If applicable, include the details of your licenses and bonds for the services you are proposing. Please, enclose proof of your licenses and bonds.

**(j) Insurance**

- Provide the details of insurance your company will provide for your staff and the project.

**(k) References**

- Provide two (2) references for similar past projects.

## Non-Compliance and Remedies

**Corrective Actions:**

- If the service provider fails to meet the performance standards or does not complete tasks to satisfaction, the provider will be given 48 hours to correct the issues at no additional cost charged to Create Campaign, Inc. The time frame for corrective action will be specified based on the severity of the issue.

**Right to Remedy Services:**

- If the service provider does not resolve the issues within the agreed time frame, Create Campaign, reserves the right to either:
  - Engage Alternative Services: Arrange for alternative cleaning services to address the deficiencies at the Contractor's expense.
  - Withhold Payment: Withhold payment for unsatisfactory work until the issues are resolved to the satisfaction of Create Campaign.

**Termination of Agreement**

- Continued non-compliance after no more than three (3) repeated attempts to rectify the issues may result in termination of the service agreement. In such cases, Create Campaign, will provide written notice of termination, and the service provider will be required to cease all operations and vacate the premises.
- Termination cancels all agreements, obligations and fee schedules.

**Documentation and Reporting****Documentation of Issues**

- All instances of non-compliance or performance issues will be documented and reported to the service provider for review and resolution.

**Final Report**

- A final performance report may be issued at the end of each review period to summarize compliance status and any key corrective action taken; review periods are quarterly but Create Campaign reserves the right to increase frequency to monthly or once every other month, if applicable and as needed.

**Proposal Submission**

Thank you for reviewing this bid opportunity. We appreciate your interest and look forward to receiving your proposal if your company proceeds with responding.

For any questions and to submit your proposal, please email:

Christina Long

Create Campaign Executive Director

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