

**Proposal To  
St. Bernard Parish Government  
Grass Cutting Services**

Response to Request for Proposal  
August 9, 2016

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PUBLIC WORKS

**Pedigo Enterprises, LLC**

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**Satellite Office: 3104 E Judge Perez #29, Meraux, La 70075**  
**Business Office Mailing Address: 30925 Creek Bend Avenue; Denham Springs, LA 70726**  
**Operations: 225.907.2771      Business Office: 225.207.5116**

**Executive Summary**

Pedigo Enterprises, LLC is responding to the Request for Proposal (RFP) released by the St. Bernard Parish Government (SBPG) for Grass Cutting Services. Proposals are being solicited from experienced firms to contract with SBPG to provide the following services for approximately 8 miles of center and side medians as listed in the RFP for St. Bernard Parish Government. All information in this proposal will be valid for a time period of ninety (90) days from the date of submission, which is August 9, 2016.

Pedigo Enterprises has been active in maintenance and revitalization efforts in the New Orleans area, primarily St. Bernard Parish, since 2008 through contracts with other organizations. Our firm desires to continue to provide grass cutting and property maintenance services in St. Bernard Parish and believes contracting directly with SBPG will be the most beneficial and effective working arrangement for both parties.

Pedigo Enterprises, LLC was incorporated in May, 2008 in the state of Louisiana as a Limited Liability Corporation. The business is a Women's Business Enterprise with Melissa A. Pedigo having 100% ownership. Ron Pedigo is designated the primary contact for Pedigo Enterprises for purposes of this RFP. The primary contact phone number is 225-907-2771 and the email address is PEDIGOLLC@hotmail.com. The St. Bernard Parish Government Vendor's Application is included and provides additional information regarding the corporation.

Melissa Pedigo  
Melissa Pedigo, Owner

8/8/16  
Date

Ron Pedigo  
Ron Pedigo, Authorized Agent

8/8/16  
Date

I. **Minimum Qualifications:**

Pedigo Enterprises, LLC meets the minimum qualifications for eligible contractors that St. Bernard Parish Government has identified. Pedigo Enterprises, LLC has prior and current “experience in effectively managing and tracking grass cutting contracts in multiple locations” and currently “demonstrates adequate capacity to cut grass, maintain a schedule/tracking system, and report any deficiencies” on properties maintained for SBPG.

We are currently contracted to provide routine maintenance cuts (RMC) for 131 properties in St. Bernard Parish – Zone G as a contractor to St. Bernard Parish Government. Our performance includes between 20-22 routine maintenance cuts per year for the past three years. Responsibilities for routine maintenance cuts include the following:

- Effectively scheduling and tracking work to ensure the most efficient use of time and resources
- Lawn cutting
- Edging of slab outlines
- Trimming and weed-eating perimeter of property
- Blowing all grass debris off all hard-surface surroundings (driveways, sidewalks, etc.)
- Documenting work completed through taking and uploading pictures taken each cycle
- Debris removal and trash/litter pick up on all properties
- Daily communication on property maintenance services completed and assessing status of individual properties for reporting purposes
- Identifying deficiencies and ongoing maintenance needs
- Performing quality control oversight and on-the-job training for employees
- Maintaining good rapport and working relationships with local residents and other commercial operations in the neighborhoods
- Hiring and maintaining the employee work force needed to accomplish all tasks on a timely basis with a quality outcome.

In addition, we have provided initial clean up (ICU) services for hundreds of new turnover properties to prepare for routine maintenance. Hazardous waste items which require special handling and disposal are removed from the property and disposed of in a proper manner. This includes items such as asbestos, tires, oil, paint, and old refrigerators which cannot be disposed of at the regular parish dump site. Once all obstacles and hazards are removed, the property is cut, edged, trimmed, and raked. Clippings are removed. Hardscapes are blown free of cut and trim debris.

Pedigo Enterprises clearly demonstrates the experience, capability, and capacity to meet the minimum qualifications to be an eligible contractor for the SBPG Grass Cutting Services

contract. We are sufficiently equipped and staffed to accomplish the Scope of Work to be performed in Exhibit A of the RFP including cutting grass, maintaining a schedule/tracking system, and reporting any deficiencies on the side and center medians.

**II. Evaluation Criteria:**

**a. Contractor's experience and qualifications of personnel assigned to the management of the contract.**

Pedigo Enterprises began grass cutting and grounds maintenance services in April 2002. We are now in our 14<sup>th</sup> year of operation. From 2002 to 2008 the company operated as R&M Grounds Maintenance and provided regular lawn care, landscaping, and other grounds maintenance services for commercial and residential properties primarily in East Baton Rouge and Ascension Parishes. R&M Grounds Maintenance became a subsidiary of Pedigo Enterprises upon incorporation in 2008. Since 2008, the majority of the operation of Pedigo Enterprises has been to provide property maintenance services in St. Bernard Parish as a subcontractor to several other operations.

The key staff person for the SBPG contract will be Ron Pedigo. He will be assigned 100% to the project for the duration of the contract. Ron maintains a residence in Meraux, Louisiana and will be on the job site every day. He will provide direct supervision of the operation to assure that all contractual requirements are met. As Ron's resume (Attachment A) indicates, he has extensive experience in commercial and residential property maintenance. In addition, he has experience as a mechanic of vehicles, residential lawn equipment, and commercial grounds-keeping equipment. Ron is an ASE-certified mechanic. His experience and abilities in maintenance and repair enables him to keep equipment operational and in good working condition which is essential to timely completion of assignments.

The owner, Melissa Pedigo, currently handles the administrative and office responsibilities for Pedigo Enterprises. She provides assistance to SBPG in various aspects of the field operation including tracking, picture-taking, and reporting work completed required by the SBPG contract. Melissa will provide administrative oversight for the duration of the contract with SBPG and will be onsite on an as-needed basis. Melissa's resume of experience relative to the SBPG contract is included as Attachment B.

Melissa and Ron Pedigo are the key staff for the SBPG contract with Melissa handling administrative oversight and Ron having responsibility for supervising the daily operation. Pedigo Enterprises currently has seven regular field employees onsite who perform property maintenance tasks.

**b. Capacity to effectively manage and maintain (grass cutting services) of a large number of properties.**

Pedigo Enterprises has demonstrated the capacity to effectively manage and maintain a large number of properties in accordance with contract standards and time frames. We have also realigned our resources as needed to assist other entities in meeting their contractual requirements for properties in St. Bernard Parish, Orleans Parish, and elsewhere. Since 2008 Pedigo Enterprises has provided routine maintenance grass cutting services for an average of 500-700 properties per cut cycle demonstrating we are capable of meeting and exceeding the RFP requirement of maintaining the approximately 8 miles of center and side medians in St. Bernard Parish.

Currently our equipment includes seven commercial mowers, fourteen weed-eaters, and five blowers which easily provide us the capacity to cut the required 8 miles of center and side median. However, we do not currently use all pieces of equipment simultaneously in our daily operation. We maintain equipment in reserve so we can remain productive even when equipment breakdowns occur. Additional field workers will be hired to maximize the equipment utilization to increase our daily cut capacity. We will ensure all SBPG requirements are met in our hiring procedures as personnel are added or replaced.

**c. Management approach to site control, grass cutting services/tracking and reporting any deficiencies on property.**

Within two (2) weeks of contract award, a written assessment of properties and recommendations for grass cutting services will be developed. Grass cutting services will begin within five (5) business days of the approval of the property assessments and recommendations once the Notice to Proceed is issued by SBPG.

Properties will be managed and tracked through the use of an Excel master spreadsheet. All assigned tracking information for the median areas and other pertinent information will be maintained on the spreadsheet. SBPG will be provided a copy of Attachment C to show areas maintained on a daily basis.

With the many features of the Excel software, all management and reporting functions will be accomplished and available on a broad or narrow scale. The spreadsheet will allow us to sort and select data by street or area to plan and track cuts in a logical and efficient sequence based on location. This will also allow us to distribute the daily workload to ensure timely completion of work.

Every step of the process in a cut cycle can be tracked. Deficiencies, such as downed trees and other debris can be noted as well as the date the deficiency was reported to SBPG for resolution. The following information will be included in the master work spreadsheet:

- Section of median by street
- Scheduled cut date
- Actual Cut Date
- Date Invoice Submitted
- Invoice Number
- Deficiencies Noted, If Any
- Date Deficiencies Reported
- Special Comments

Pedigo Enterprises will provide all required documentation and paperwork for processing by SBPG. Pay requests will be submitted to SBPG with the required documentation on the 1<sup>st</sup> and 15<sup>th</sup> of each month. SBPG will inspect work on properties prior to processing a pay request.

Should the need for Change Orders to the previously written maintenance plan for a property develop, Pedigo Enterprises will submit recommendations to SBPG. The work will proceed once the Change Order is approved by SBPG and a Notice to Proceed is issued. Time frame for payment is 60-90 days.

**d. Past performance on contracts of a similar nature.**

Pedigo Enterprises has established a reputation for completing property maintenance assignments in St. Bernard Parish in a timely manner and with quality results. We strive to be proactive in the effort to revitalize the neighborhoods, support current residents, and encourage potential residents to return to the community. Listed below are references familiar with the operation of Pedigo Enterprises relevant to the SBPG contract.

**St. Bernard Parish Government**

Contact Name: Cliff Zeairs

Mailing Address: 8201 W. Judge Perez, Chalmette, LA 70043

Phone: 504-278-4307 - Email: [CZeairs@SBPG.net](mailto:CZeairs@SBPG.net)

Pedigo Enterprises is a current contractor for SBPG Road Home properties in Zone G (Meraux) and performs the property maintenance for 131 (current) Road Home lots. Adjudicated properties are currently being added to our list of properties to maintain on an as needed basis.

**St. Bernard Parish Government**

Contact Name: Dennis DeBlonde

Mailing Address: Council On Aging 8201 W. Judge Perez, Chalmette, La 70043

Phone: 504-278-4300

Pedigo Enterprises performed grass cuts on approximately 100 adjudicated/blighted properties in 2015.

**VRM- Vendor Resource Management**

Contact Name: John Ekes

Mailing Address: 4100 International Parkway Ste 1000, Carrollton, TX 75007

Phone: 972-512-2258 Email: [JEkes@vrmco.com](mailto:JEkes@vrmco.com)

VRM has the contract through the VA (Veterans Administration) for maintenance and selling of VA foreclosed properties. We are a contractor to VRM for property preservation on foreclosed homes in Louisiana and Mississippi. We are responsible for the property maintenance and clean up to put these properties on the market for resale.

**ClearPro, LLC**

Contact Name: David Card, Owner

Mailing Address: 12337 Haven Avenue; Baton Rouge, LA 70818

Phone: 225-413-6568 - Email: [DavidLCard@aol.com](mailto:DavidLCard@aol.com)

Pedigo Enterprises, LLC was the subcontractor for ClearPro, LLC and performed the field work for the contract with Task Force, LLC.

**Task Force, LLC**

Contact Name: Nate Kimbrough, Project Manager

Address: 14734 S. Harrell's Ferry Road; Baton Rouge, LA 70816

Phone: 225-333-2538 - Email: [NKimbrough@taskforcellc.com](mailto:NKimbrough@taskforcellc.com)

Task Force, LLC held the contract with Louisiana Land and Trust (LLT) for property maintenance services in the New Orleans area. Pedigo Enterprises provided grass cutting services to Task Force in St. Bernard and Orleans Parishes on an as-needed basis to assist them in meeting their contractual obligations.

**GDS Enterprises, LLC**

Contact Name: George Sartor, Owner

Address: 11444 Gaudet Drive; Marrero, LA 70072

Phone: 504-388-9188 - Email: [GSartor@cox.net](mailto:GSartor@cox.net)

GDS Enterprises, LLC had a contract with Task Force, LLC. Pedigo Enterprises performed as-needed property maintenance services for GDS Enterprises, LLC.

**Progressive Landscape, LLC**

Contact Name: John Knox, Owner

Address: 17324 Tiger Bend Road; Baton Rouge, LA 70817

Phone: 225-413-0819 - Email: [ProLandscape@cox.net](mailto:ProLandscape@cox.net)

Progressive Landscape, LLC performs property maintenance around the bases of cell phone towers in Louisiana, Mississippi, and Texas. Pedigo Enterprises has performed work for Progressive on an as-needed basis.

**e. Proposed fee structure for grass cutting services as outlined in Exhibit A Scope of Work.**

Pedigo Enterprises recognizes the desire of SBPG is to maintain an aesthetically pleasing community environment at the most cost-efficient level of service. As such, our recommendation is to maintain the medians with 26 annual routine maintenance cuts with 12 edges. In our experience this is the baseline number of annual cuts to keep medians in compliance with the parish's city ordinance rule of maintaining grass at a height of no more than eight (8) inches without incurring a fine.

Twenty-six cuts per year will be ideal as that will allow for sufficient cuts during the heaviest growing seasons and medians will be maintained in the best possible condition throughout all months of the year. Because cutting more frequently is faster, easier, and less costly, the savings will be passed on to SBPG. Pedigo Enterprises will establish a monthly cut schedule that will maintain properties in good condition in the most cost-effective manner. Prices shown in the cost information tables below are valid for 90 days after the RFP deadline of August 9, 2016. These prices include removal of normal yard debris and litter per property. Debris created by documented tornados, hurricanes, floods, or other devastating natural disasters is not included.

Our primary bid in response to SBPG's RFP for Grass Cutting is 26 routine maintenance cuts (RMC) and 12 edges per year to be the most cost-efficient schedule to maintain properties in the condition desired by St. Bernard Parish to maintain an aesthetically pleasing environment conducive to stimulating community growth. Pedigo Enterprises desires to demonstrate our flexibility to best meet the needs of St. Bernard Parish Government's Grass Cutting Services Program and budget.

**Price per Year for Routine Maintenance Cuts**

<b>Property Size</b>	<b>26 Cuts with 12 Edges</b>
Hwy 39-Alexander to Jacob Drive	\$113,600
Hwy 39 – Jacob Drive to Violet Bridge	\$113,600
Hwy 39 Alexander to Jacob Drive and Hwy 39 Jacob Drive to Violet Bridge	\$220,000



**Conclusion**

Pedigo Enterprises, LLC welcomes the opportunity to contract with St. Bernard Parish Government to provide grass cutting and property maintenance services that are essential to the parish's effort to revitalize and redevelop its properties. We agree to meet and abide by all contract requirements as outlined in the St. Bernard Parish Government's program for Grass Cutting Services.

## Attachment A

# Resume' For Ron Pedigo

## Contact Information

3104 E Judge Perez, Meraux, La 70075  
225-907-2771 Email: [PedigoLLC@hotmail.com](mailto:PedigoLLC@hotmail.com)

## Objective

A position as a property maintenance contractor.

## Skills Profile

- Ability to supervise property maintenance crews effectively and fairly
- Knowledge of and experience with various tasks involved in large-scale property maintenance
- Experience in responding to changing conditions (primarily weather) which adversely affect job
- Ability to train employees and develop job skills
- Good customer-relations background and experience
- ASE-certified mechanic

## Work Experience

### Auto Mechanic

Westmoreland Shell; Government Street; Baton Rouge, LA 1997 – 2002  
Performed regular maintenance and mechanical repair on a wide variety of personal and commercial fleet vehicles.

### Grounds Maintenance Supervisor

R&M Grounds Maintenance (Self-Employed); Denham Springs, LA 2002 – 2008  
Responsible for lawn care and landscaping for commercial and residential customers. Provided bids on an as needed basis for current and potential customers for any landscape services, debris removal, flower bed maintenance, and full lawn care. Also responsible for maintenance and repair of all equipment used.

### Equipment Repair Mechanic

Topline Equipment; Baton Rouge, LA 2006 – 2008  
Responsible for the repair of residential and commercial mowers, weed eaters, blowers, chainsaws, dingoes, front end loaders, and other heavy equipment. Ordered parts and any machinery needed to facilitate repair of equipment brought in for customers.

### Property Maintenance Supervisor (Subcontractor)

ClearPro, LLC; Baton Rouge, LA 2008 – 2012  
Responsible for the property maintenance of 400-700 properties owned by LLT. Includes ICU of property, continued maintenance, and any clean up needed to maintain property standards set by LLT. Documentation of property maintenance includes picture taking and uploading for inspection and verification of completion. Work with inspectors of St. Bernard Parish in order to comply with servitude placement and property compliance of both LLT and St. Bernard Parish authorities.

### Property Maintenance Supervisor (Contractor)

Pedigo Enterprises, LLC; Meraux, LA 2012 – Current  
Responsible for the property maintenance of 131 (current inventory) Road Home lots transferred to SBPG by LLT. Documentation of property maintenance includes picture taking and uploading for inspection and verification of

completion. Work with inspectors of St. Bernard Parish in order to comply with servitude placement and property compliance of both LLT and St. Bernard Parish authorities.

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**Education**

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Glen Oaks High School; Baton Rouge, LA	1986
National Institute for Automotive Service Excellence (Master Program)	1997 - 1999

**Attachment B**

**Resume' For Melissa Pedigo**

**Contact Information**

30925 Creek Bend Avenue; Denham Springs, LA 70726  
225-207-5116 Email: [PedigoLLC@hotmail.com](mailto:PedigoLLC@hotmail.com)

**Objective**

A position as a property maintenance contractor.

**Skills Profile**

- Knowledge of and experience with grounds maintenance administrative and field tasks
- Experience in successful customer relations skills
- Ability to maintain good rapport with co-workers and subordinates
- Ability to train employees and develop job skills
- Good office management and bookkeeping background and experience

**Work Experience**

**Owner/Office Manager**

R&M Grounds Maintenance (Self-Employed); Denham Springs, LA 2002 – 2008  
Responsible for billing, contracts, accounts payable, accounts receivable, payroll and other office and field functions to support grounds maintenance business operations.

**Owner/Office Manager**

Pedigo Enterprises, LLC (Self-Employed); Baton Rouge, LA 2008 – Present  
Responsible for office management and support tasks in the property maintenance of 131 properties owned by SBPG. Update property list as properties are sold or added for maintenance. Responsible for picture taking of properties and uploading of pictures to provide proof of completion and quality control for SBPG. Regular communication with SBPG to ensure proper maintenance of properties and that all compliances have been met.

**Education**

General Education Diploma; Dallas, TX 1987  
Baton Rouge Community College (Undergraduate Prerequisites) 2002 - 2004



# St. Bernard Parish Government Vendor's Application

## Attachment A

(Please Print or Type)

Name of Vendor: Pedigo Enterprises, LLC

Address: 30925 Creek Bend Ave

City: Denham Springs State: LA Zip Code: 70726

Parish: Livingston

Phone Number: 225-907-2771 Fax Number: 225-380-5065

Email Address: PedigoLLC@hotmail.com

Federal Identification Number: 26-2514274

Nature of Business: Pedigo Enterprises, LLC

Number of Years in Business: 14 Number of Employees: 7

Please Check One:

Corporation  X

Individual

Partnership

Other  , Please Explain \_\_\_\_\_

Signature: Melissa Pedigo

Please Print Signer's Name: Melissa Pedigo

Title: Owner Date: 8/8/2016