

Together Achieving Team Excellence

COUNTY SCHOOL DISTRICT
COLDWATER • EAST TATE • INDEPENDENCE • STRAYHORN

Business office
574 Parkway Street
Coldwater, MS 38618
P (662)562-5861 F (662)622-7406
www.tatecountyschools.org

January 25, 2022

NOTICE TO BIDDERS

Tate County School District, in accordance with Section 37-7-13 of the Mississippi Code, annotated, is now soliciting bids for the "Lawn Care and Related Services – 2023" in the following manner:

Bids will be accepted until 10:00 am CST on Friday, February 10, 2023, in sealed envelopes at the Tate County School District Central Office, 574 Parkway Street, Coldwater, MS, or by electronic bid submission. Electronic bids can be submitted at www.centralbidding.com. For any questions relating to the electronic bidding process, please contact Central Bidding at 225-810-4814.

Bid packets are on file at the Central Office. To receive a copy of the bid packet, please contact the Business Manager by email: spatton@tcsdms.org. The bid packet may also be downloaded at www.centralbidding.com, for a fee. All bids must comply with the specifications provided. The Tate County School District reserves the right to amend the specifications, as necessary, and agrees to notify all having requested bid packets.

The contract will be awarded to the highest responsible bidder. The Tate County School District reserves the right to waive any informalities and to reject any and all bids.

Tate County School District reserves the right to refuse any and all bids. No bids will be opened if they are received late. All bids may be delivered electronically through the link referenced above; emails will not be accepted, mailed or delivered by hand to:

Tate County School District
Attn: Sandy Patton, Business Manager
574 Parkway Street
Coldwater, MS 38618

To be published: January 25, 2023
 February 1, 2023

BID NOTICE

TO: PROSPECTIVE BIDDER

FROM: SANDY PATTON
TATE COUNTY SCHOOL DISTRICT
574 PARKWAY STREET
COLDWATER, MS 38618
662-562-5861

ISSUE DATE: JANUARY 25, 2023

BID OPENING

DATE: FRIDAY, FEBRUARY 10, 2023
TIME: 10:00 a.m., CST
LOCATION: TATE COUNTY SCHOOL DISTRICT
574 PARKWAY STREET
COLDWATER, MS 38618

BID ITEMS

ITEM DESCRIPTION: LAWN CARE AND RELATED SERVICES - 2023

PROCUREMENT SCHEDULE:

Public Notice to Newspaper	January 17, 2023
Newspaper Run Dates	January 25 th and February 1 st
Release of Bid	January 25, 2023
Bid Opening	Friday, February 10, 2023
Approval by Board	Tuesday, February 14, 2023

Bids will be received by the Tate County School District, 574 Parkway Street, Coldwater, MS 38618 or electronically at www.centralbidding.com, at the date and time specified on the BID NOTICE. Neither dating of the bid, nor placing it in the mail by this date will meet legal requirements. All bids must be received at the Board of Education or electronically at www.centralbidding.com on or before the date and time specified in the Procurement Schedule. The Tate County School District reserves the right to reject any and/or all bids received and to waive any and all informalities.

1. If submitting a paper bid bid, any changes that are made must be initialed. No changes shall be allowed after the bids are opened. The Tate County School District shall not be responsible for any errors or omissions. Bids may be hand delivered, mailed or submitted electronically. Paper bids must be submitted in a sealed 8" x 10" or larger envelope. Please label outside envelope or shipping box as follows or the bid may be rejected:

Attn: Sandy Patton

Lawn Care and Related Services -

2023

Name of company or person submitting bid

2. Any bids received after the opening date or time shall be refused and marked "Late Bid" and returned to the bidder unopened. For this purpose, the official time for the bid opening shall be based upon the time as indicated by the Central Office.
3. Bids may be modified or withdrawn by written notice from the Bidder, if received by the Central Office prior to the date and time set forth in the BID NOTICE. **In order to modify a bid, the bidder must submit a new bid proposal with the words "Modified Bid" shown in the lower left corner of the sealed envelope or shipping box.** The original bid remains the property of the Tate County School District. Telephone modifications or withdrawals will not be accepted. If a bidder withdraws a bid, all documents shall remain the property of Tate County School District.
4. All items contained in this bid are to be per specifications unless otherwise specified.
5. Bids may be submitted to the Central Office or submitted online at www.centralbidding.com .

ADDITIONAL INSTRUCTIONS:

ACCOUNTING PRACTICES:

The Tate County School District requires that Purchase Orders be issued before any items are ordered or delivered. The Tate County School District shall not be responsible for any products delivered without an approved Purchase Order, and/or without a signed acknowledgement of receipt by a District employee at time of delivery.

The awarded vendor shall provide accurate, readable, and timely reports, such as invoices, credits, and statements as requested by the District.

BUDGETARY CONSTRAINTS:

The District reserves the right to reduce or increase the quantity or retract any item from the bid without any obligations or penalty based upon availability of funds.

GOVERNING LAW:

This agreement shall be governed by and construed in accordance with the laws of the State of Mississippi and venue for the resolution of any dispute shall be Tate County, Mississippi. Bidder expressly agrees that under no circumstances shall the District be obligated to pay attorney fees or the cost of legal action to Bidder.

W-9 Form:

The Tate County School District requires the attached W-9 Form to be completed and included in your bid submission.

PRICES:

Prices must be shown on the attached Bid/Proposal Summary Sheet supplied for this purpose. All bids must be FIRM PRICES, free of any escalator clauses. Prices must include all taxes. Tate County School District will furnish tax- exemption certificates for State and Federal taxes where applicable.

BILLING:

Invoices are to be furnished for each cycle. The cut off on the invoice must be made to include the week ending closest to the end of the month. The district will pay all invoices within 45 days of the invoice being verified for completion using the inspection sheet.

The successful bidder shall report and cancel in writing with 30 days notice if services provided in this bid/proposal cannot be delivered.

INSPECTION:

Labor, materials, and supplies furnished by Contractor shall be subject to inspection at any time by the Customer, his agent, or representative. Customer shall notify Contractor of any objections it has to the service performed within five (5) days after the date such services in question were performed. Contractor shall have the right to improve said services within (5) days from the date of the Customer's notice to conform with the Customer's desires as specified in said notice without being in default. Failure of the Customer to give notice in

writing objecting to Contractor's performance hereunder shall constitute acceptance of Contractor's performance and Customer shall have no right to withhold payment of any amounts hereunder for the past failure to perform on the part of the Contractor. If notice is given and Contractor fails to perform, the Customer has right to withhold payment until such time as proper service is performed. If the contractor fails to perform, the contractor will be considered in breach of contract and the contract will be voided.

CONTRACTOR EMPLOYEES. Contractor shall perform the following duties:

- (a) Contractor shall use reasonable efforts to employ only persons skilled in the performance of lawn care services;
- (b) Contractor shall screen each employee by requiring reasonably satisfactory character references before hiring;
- (c) Contractor shall be willing to work with police and submit employees to polygraph tests upon demand of law enforcement if the police department feels that it may help in solving cases involving the Tate County School District;
- (d) Contractor shall furnish each employee with a form of identification showing the name of the employee and clearly showing that he is an employee of the Contractor;
- (e) Contractor shall direct its employees to be neatly attired during the performance of the services hereunder;
- (f) Contractor shall insure no smoking, interactions with students, foul language, yelling or fighting will be permitted on the Tate County School District properties;
- (g) Contractor shall comply with and inform its employees of safety and health requirements necessary to comply with the 1970 Williams-Steiger Occupational Safety and Health Act (OSHA);
- (h) Contractor shall designate a supervisor who will be instructed to check the quality of services provided by Contractor employees in performing this Contract;
- (i) Contractor shall comply with the Immigration Reform and Control Act of 1986 and any other state laws concerning Immigration;
- (j) Contractor must maintain a license to do business in the State Of Mississippi;
- (k) Contractor will be responsible for bodily injury and/or property damage caused as a result of services provided.

INSURANCE REQUIREMENTS

The following minimum insurance requirements must be met or the bid will be considered incomplete and therefore rejected.

Commercial General Liability - In an amount of \$ 1,000,000.00 per occurrence with \$ 2,000,000.00 aggregate;

- (a) Commercial Auto Liability - Combined Single Limit in an amount of \$1,000,000.00;
- (b) Workers' Compensation and Employer's Liability Insurance:
Workers' Compensation Limits: Statutory-State of Mississippi. Policy shall include a waiver of subrogation in favor of Tate County School District.

Employers' Liability:\$ 100,000.00 Each Accident; \$500,000.00 Disease
Policy Limit; \$ 100,000.00 Disease Each Employee;

- (c) The Tate County School District shall be named as an additional insured on the General Liability Policy and Automobile Policy; and,
- (d) Proof of coverage must be placed on file with the school district by the Contractor and kept current throughout the term of this Contract.

Bids/ Proposals will not be accepted unless they are accompanied by a current Certificate of Insurance showing the above coverage.

DAMAGE CAUSED BY SUCCESSFUL BIDDER

The Tate County School District will hold the successful bidder responsible for damage caused to the automobiles, buses, buildings, fences, playground equipment and other structures or assets of the Tate County School District under all conditions. In addition, successful bidder will be responsible for damages to property of others located on property of Tate County School District.

LAWN MAINTENANCE DETAILED SPECIFICATIONS REQUIREMENTS:

The work to be done under this contract consists of furnishing all labor, supervision, equipment, fuel, transportation, tools and supplies necessary for mowing, trimming, weeding and edging of all schools in the Tate County School District. All activity should be scheduled outside of school hours for work within 100 yards of the school buildings. All property at All sidewalks and roadways should be clear of debris resulting from each cycle before the contractor leaves the premises. All campuses must be secured before contractor leaves premises. Any damage to playground equipment, fences, vehicles or buildings by the contractor shall be the contractor's responsibility. All equipment should be turned off completely if a child is within 25 feet of the equipment.

- A. MOWING = Grass shall be cut to a height of 2.5 inches as per schedule. (For schedule, see attachment A)
- B. TRIMMING= The edges of grassed areas adjacent to vertical surfaces such as walls, foundations, buildings, around trees, poles, fireplugs, along fences, and around guard rail post shall be trimmed as per schedule (For schedule, see attachment A)
- C. EDGING= The edges of grassed areas adjacent to horizontal surfaces such as walkways, walk curbs and parking lots shall be edged as per schedule. Contractor is responsible for killing all grass/weeds growing through sidewalks and parking areas. (For schedule, see attachment A)
- D. WEEDING = Shrubby beds, playgrounds and courtyards shall be weeded as per schedule (For schedule, see Attachment A)
- E. SPECIAL PRUNING OF PLANTS AND CLEARANCE OF FENCE LINES between July 8-20, each year, all plants and scrubs shall be

pruned at the district's request and all fence lines shall be cleared within two feet of the fence with all overhanging limbs over the fences removed. Also, all trees with limbs hanging below eight feet shall be trimmed back so that children do not injure themselves with hanging limbs. All resulting debris must be removed from the premises by the contractor.

F. SPRAYING OF CHEMICALS

1. Fences shall be sprayed no more than 6 inches on each side. Including all athletic fences and maintained throughout cut season.
2. Buildings should be sprayed no more than 6 inches out and maintained throughout the season.
3. Pole and sign post shall be sprayed no more than 6 inches around and maintained throughout the cut season.
4. Gravel parking lots are to be sprayed and maintained throughout the cut season.
5. Sidewalks are to be sprayed and maintained if grass is present throughout the cut season.
6. All blacktop parking lots are to be sprayed and maintained if grass is present throughout the cut season.

UNDER NO CIRCUMSTANCES WILL ANY WASH PLACES OR SIDES OF BANKS TO BE SPRAYED. NOTIFY MAINTENANCE OF ANY WASH PLACES.

AREA SIZE AND SPECIFICS BY LOCATION:

A = Independence High School

3184 Highway 305
Coldwater, MS 38618

Approx. 54 Acres

54 Acres = 2,352,240 sq. ft.
Minus building floor space = 40,955 sq. ft.
Minus parking and roadway = 1,881,600 sq. ft.
Net sq. footage = 379,685 sq. ft.

Grassed Acreage = 8.7 Acres

(See attachment B for specifics on athletic fields)

B = East Tate Elementary School

6832 East Tate Road
Coldwater, MS 38618

Approx. 26.6 Acres

26.6 Acres = 1,157,196 sq. ft.
Minus building floor space = 72,648 sq. ft.
Minus parking and roadway = 204,256 sq. ft.
Net sq. footage = 880,292 sq. ft.

Grassed Acreage= 20.2 Acres

C = Coldwater High School, Bus Shop and Vo-Tech Center, Football Field, Baseball Field and Field House

671 West Street
Coldwater, MS 38618

Approx. 24.7 Acres

24.7 Acres= 1,075,932 sq. ft.
Minus building floor space= 125,188 sq. ft.
Minus parking and roadway= 526,891 sq. ft.
Net sq. footage = 428,653 sq. ft.

Grassed Acreage = 9.8 Acres

D = Strayhorn High School and Strayhorn Elementary School

86 Mustang Drive
Sarah, MS 38665

Approx 59.0 Acres

59.0 Acres= 2,570,040 sq. ft.
Minus building floor space= 102,810 sq. ft.
Minus parking and roadway = 1,158,696 sq. ft.
Net sq. footage = 1,308,534 sq. ft.

Grassed Acreage = 5.4 acres

(See attachment B for specifics on athletic fields)

E = Central Office

574 Parkway Street
Coldwater, MS 38618

Approx 14.9 Acres

14.9 Acres= 652,254 sq. ft.
Minus building floor space = 107,030 sq. ft.
Minus parking and roadway= 320,890 sq. ft.
Net sq. footage = 224,334 sq. ft.

Grassed Acreage = 5.15 acres

EXTRA LABOR AND EQUIPMENT CHARGES:

Extra labor and equipment use must be specifically authorized by the Conservator or School Business Administrator at the costs listed below:

Extra Labor: \$_____ per hour - 1 employee
\$_____ per hour - 2 or more employees (per employee)

Equipment Use: \$_____ per hour

This extra work would need to be bid and invoiced separately.

SUBSTITUTIONS

This bid requires a certain level of equipment as listed in Attachment "C." If the vendor wishes to use alternate equipment in lieu of the items required, 2 **complete description must be submitted** prior to bid opening. The essential features of the items mentioned shall be provided in the items furnished, and Tate County School District shall be the sole judges as to whether or not the items offered are equal to that specified.

If an alternate item is offered, this must be noted on the Bid Summary Sheet and detailed information must be furnished on the item on which the bid is submitted. A complete description of the substitute must be provided and pre-approved by the Business Administrator of the Tate County School District.

Unless the detailed information is furnished, your bid will be considered incomplete and therefore rejected.

FIRM _____

BY _____

TITLE _____

ATTACHMENT "B" -ATHLETIC FACILITIES

Independence High School - Softball, baseball and football field playing surfaces inside interior fence will be cut by coaches. Weeding, etc, around fence will be part of lawn care contract.

Strayhorn High School - Softball, baseball and football field playing surfaces inside interior fence will be cut by coaches. Weeding, etc, around fence will be part of lawn care contract.

ATTACHMENT "C" - EQUIPMENT REQUIREMENTS

GENERAL LAWN MAINTENANCE

4 - 60" 22 HP MULCHING MOWER WITH HEIGHT ADJUSTMENTS FROM 1 ½" TO 4".

1 - 44" BAGGER VACUUM LEAVES AND GRASS CLIPPINGS WHERE NECESSARY.

1 - 36" WALK BEHIND MULCHING MOWER FOR SMALL AREAS.

1 - 26" BIG WHEEL MOWER FOR SMALL AREAS OR HEAVY GRASS AREAS, 8.5 HP ENGINE.

1 - 21" COMMERCIAL MULCHING OR BAGGING MOWER FOR SMALL AREAS.

1 - 24 HP DIESEL TRACTOR WITH SPECIAL TURF TIRES WITH 60" FINISH MOWER FOR OUT-LYING AREAS.

FOR EDGING AND TRIMMING

4 - STRING TRIMMERS 24.5 CC ENGINES.

1 - STICK EDGER 24.5 CC ENGINE FOR STREET CURBS.

2 - WALK BEHIND BLADE EDGER 5 ½ HP FOR SIDEWALKS.

1 - HEDGE TRIMMER COMMERCIAL:

1 - 24"

1 - 32"

1 - 18" STIHL POLE CHAIN SAW.

1 - 18" HUSQVARNA CHAIN SAW.

1 - 8 X 16 UTILITY TRAILER FOR CLEAN-UP OR HAULING MULCH.

1 - BILLY GOAT COMMERCIAL VACUUM FOR SIDEWALKS.

2 - HAND-HELD BLOWERS 22.5 CC ENGINES FOR SIDEWALKS.

1 - BACKPACK BLOWER 44.5 CC ENGINE FOR PARKING AREAS.

BID/PROPOSAL SUMMARY SHEET

LAWN SERVICE PRICE PER CUT: (All prices shall be averaged based on the work performed).

A= _____

B= _____

C= _____

D= _____

E= _____

F= NIA

Total Per Cycle = _____

Extra Services for Rented Property (Per Cycle) = \$ _____

Extra labor and equipment use must be specifically authorized by the Conservator or School Business Administrator at the costs listed below:

Extra Labor: \$ _____ per hour - 1 employee
 \$ _____ per hour - 2 or more employees (per employee)

Equipment Use: \$ _____ per hour

Be sure to attach:

1. Current Certificate(s) of Insurance
2. References
3. Complete equipment list including any alternative equipment (with complete details.)

The proposals/bids will be evaluated based on the price, equipment, capacity, and references. One vendor will be awarded the entire bid.

I/We propose to furnish and deliver the items in the bid packet according to your specifications. I/We further agree not to request permission to withdraw our bid after the bids have been opened.

(Company Name)

(Signature)

(Address)

(Name – typed)

(Federal ID Number)

(Title)

(Telephone)

(Date)

(Email)

(Fax)

Did you include the completed W-9 Form? Yes_____ No_____

Did you include current certificate of insurance? Yes_____ No_____

Did you include references? Yes_____ No_____

Did you include complete list of equipment? Yes_____ No_____

GRASS SCHEDULE 2023

Normal Season

MOWING, TRIMMING, EDGING & WEEDING SCHEDULE

<u>CYCLE NO.</u>	<u>SCHEDULE DATE</u>	<u>SERVICE SCHEDULED</u>
1.	MAR. 15-21	MOW, TRIM, EDGE & WEED
2.	MAR. 29-APR. 4	MOW, TRIM
3.	APR. 12-18	MOW, TRIM, EDGE & WEED
4.	APR. 26-MAY 2	MOW, TRIM
5.	MAY 10-16	MOW, TRIM, EDGE & WEED
6.	MAY 24-30	MOW, TRIM
7.	JUNE 7-13	MOW, TRIM, EDGE & WEED
8.	JUNE 21-27	MOW, TRIM
9.	JULY 5-11	MOW, TRIM, EDGE & WEED
10.	JULY 19-25	MOW, TRIM

SPECIAL PRUNING OF PLANTS AND CLEARANCE OF FENCE LINES Will be done between July 13-24. Each year all plants and scrubs shall be pruned at the district's request and all fence lines shall be cleared within two feet of the fence with all overhanging limbs over the fences removed. Also, all trees with limbs hanging below eight feet shall be trimmed back so that children do not injure themselves with hanging limbs. All resulting debris must be removed from the premises by the contractor.

11.	AUG 2-AUG. 8	MOW, TRIM, EDGE & WEED
12.	AUG. 16-22	MOW, TRIM

GRASS SCHEDULE 2023

Normal Season

MOWING, TRIMMING, EDGING & WEEDING SCHEDULE

<u>CYCLE NO.</u>	<u>SCHEDULE DATE</u>	<u>SERVICE SCHEDULED</u>
1.	MAR. 15-21	MOW, TRIM, EDGE & WEED
2.	MAR. 29-APR. 4	MOW, TRIM
3.	APR. 12-18	MOW, TRIM, EDGE & WEED
4.	APR. 26-MAY 2	MOW, TRIM
5.	MAY 10-16	MOW, TRIM, EDGE & WEED
6.	MAY 24-30	MOW, TRIM
7.	JUNE 7-13	MOW, TRIM, EDGE & WEED
8.	JUNE 21-27	MOW, TRIM
9.	JULY 5-11	MOW, TRIM, EDGE & WEED
10.	JULY 19-25	MOW, TRIM

SPECIAL PRUNING OF PLANTS AND CLEARANCE OF FENCE LINES Will be done between July 13-24. Each year all plants and scrubs shall be pruned at the district's request and all fence lines shall be cleared within two feet of the fence with all overhanging limbs over the fences removed. Also, all trees with limbs hanging below eight feet shall be trimmed back so that children do not injure themselves with hanging limbs. All resulting debris must be removed from the premises by the contractor.

11.	AUG 2-AUG. 8	MOW, TRIM, EDGE & WEED
12.	AUG. 16-22	MOW, TRIM

13.	AUG. 30-SEPT. 5	MOW, TRIM, EDGE & WEED
14.	SEPT. 13-19	MOW, TRIM
15.	SEPT. 27-OCT 3	MOW, TRIM, EDGE & WEED
16.	OCT. 8-14	MOW, TRIM
17.	OCT. 11-17	MOW, TRIM, EDGE & WEED
18.	AS NEEDED	MOW, TRIM
19.	AS NEEDED	MOW, TRIM, EDGE & WEED

Dates can be adjusted for testing and heavy rain weeks upon Maintenance Director's approval.

(ALL extra as needed cuts will be approved by the Maintenance Supervisor or Operations Manager)