

Tate County School District

Phone: (662) 562-5861



Fax: (662) 562-7402

574 Parkway Street
Coldwater, Mississippi 38618

<http://tatecountyschools.org>

January 9, 2017

Gentlemen:

Bids/proposals for **"Lawn Care Proposals for Tate County School District"**, as listed on the attached sheet will be received in the Business Office of the Tate County School District located at, 574 Parkway Street, Coldwater, MS 38618 until **10:00 a.m. (CST) Tuesday, January 31st, 2017.**

For mailed bids/proposals, the following address should be used:

Tate County School District
Attn: Sandy Patton, Business Administrator
574 Parkway Street
Coldwater, MS 38168

Bids/proposal envelopes should be sealed and clearly marked **"Lawn Care Proposals for Tate County School District."**

Sincerely,

Sandy Patton
School Business Administrator

PROPOSAL

Tate County School District
574 Parkway Street
Coldwater, MS 38168

Gentlemen:

Having examined the specifications outlined on the attached sheets, my firm agrees to furnish and deliver items and provide services according to your specifications and instructions at the indicated prices. We/I, the undersigned understand and accept the instructions and conditions under which this bid/proposal is being submitted.

This bid/proposal consists of a Proposal, Conditions/Specifications and Bid/Proposal Summary Sheets. We/I understand that a company officer's signature is required on each form and unless this has been done, our bids may be considered incomplete and therefore rejected. Also, included is a list of commercial references and other information required.

FIRM: _____

BY: _____

ADDRESS: _____

TITLE: _____

STATE: _____

TELEPHONE: _____

DATE: _____

CONDITIONS/SPECIFICATIONS

The Board of Trustees of the Tate County School District, will receive sealed bids/proposals in the Business Office of the Central Office Building until **10:00 a.m. (CST) Tuesday, January 31, 2017**. Board of Trustees reserves the following rights:

1. To appoint or authorize a person or persons to evaluate bids/proposals act, and make decisions on matters pertaining to bids.
2. To reject any and/or all bids/proposals of any groups thereof and waive any informalities.
3. To adjust quantities of supplies or services involved under any item in accordance with the unit price submitted as part of the bid/proposal.

The above bids/proposals will be opened in the Business Office, 574 Parkway Street, Coldwater, MS 38618 on **10:00 a.m. (CST) Tuesday, January 31, 2017**. All bids/proposals shall be submitted to this address on or before the above time and date. Envelopes containing bids/proposals shall be plainly marked "**Lawn Care Proposals for Tate County School District.**" Any notations appearing on the outside of envelopes containing the sealed bids/proposals that are intended to amend the bids in any manner will not be considered.

No bids/proposals may be withdrawn for a period of thirty (30) days following the scheduled opening date.

Suppliers must be licensed to do business in the State of Mississippi. Non-resident and resident bidders shall attach written notice to this bid when preference statutes apply in the letting of public contract. A non-resident bidder domiciled in a state having laws granting preference to local contractors shall be awarded Mississippi contracts only on the same basis as the non-resident bidder's state awards contracts to Mississippi contractors. If non-resident bidders state grants preference where the bidder is domiciled, the non-resident bidders shall cite the statute and attach the following: (1) the address written by the bidder on the form furnished by the school district is the domicile of the bidder, (2) the absence of an attached written notice of preference verifies the bidder has no preference statutes, and (3) an attached notice to bid must be assessed by the school district prior to awarding a public contract.

School Contact for Specifics and Site Visit: Director of Maintenance - Greg Blair
662-292-0370

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. Currently, Independence Middle School is not used for the largest part of the day; therefore, 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 = Shrubbery 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.

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 = 88,955 sq. ft.
Minus parking and roadway = 1,881,600 sq. ft.
Net sq. footage = 470,640 sq. ft.

Grassed Acreage = 10.8 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

671 West Street
Coldwater, Ms 38618

Approx. 21.5 Acres

21.5 Acres = 936,540 sq. ft.
Minus building floor space = 120,388 sq. ft.
Minus parking and roadway = 526,891 sq. ft.
Net sq. footage = 289,261 sq. ft.

Grassed Acreage = 6.6 Acres

(See attachment B for specifics on athletic fields)

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 = 100,810 sq. ft.
Minus parking and roadway = 1,158,696 sq. ft.
Net sq. footage = 1,411,344 sq. ft.

Grassed Acreage = 32.4 Acres – 27 acres of rented property = 5.4 acres
(See attachment B for specifics on athletic fields)

See note for Rented Property under Extra Services.

E = Coldwater Elementary School
340-C Peyton Road
Coldwater, MS 38618

Approx 14.9 Acres

14.9 Acres = 652,254 sq. ft.
Minus building floor space = 88,768 sq. ft.
Minus parking and roadway = 285,657 sq. ft.
Net sq. footage = 277,829 sq. ft.

Grassed Acreage = 5.1 acres
(See attachment B for specifics on athletic fields)

EXTRA SERVICES:

The district is renting property at Strayhorn High School that may from time to time have to be cut. This extra work would need to be bid and invoiced separately. The Director of Maintenance will set up the schedule for these services and provide a purchase order.

Rented property at Strayhorn includes approximately 27 acres or 1,176,120 sq. ft. of land including baseball and softball ball fields and playgrounds. Please price the rented property separately per cycle for mowing and trimming only. If at any time, the district changes the lease agreement, the contractor agrees to prorate the acreage cut as applicable.

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, **a 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 _____

GRASS SCHEDULE 2017
Normal Season

MOWING, TRIMMING, EDGING & WEEDING SCHEDULE

<u>CYCLE NO.</u>	<u>SCHEDULE DATE</u>	<u>SERVICE SCHEDULED</u>
1.	MAR. 10 - 15	MOW, TRIM, EDGE & WEED
2.	MAR. 24 - 29	MOW, TRIM
3.	APR. 7 - 12	MOW, TRIM, EDGE & WEED
4.	APR. 21 - 26	MOW, TRIM
5.	MAY 5 - 10	MOW, TRIM, EDGE & WEED
6.	MAY 19 - 24	MOW, TRIM
7.	JUNE 2 - 7	MOW, TRIM, EDGE & WEED
8.	JUNE 16 - 21	MOW, TRIM
9.	JUNE 30 – July 5	MOW, TRIM, EDGE & WEED
10.	JULY 14 - 19	MOW, TRIM

SPECIAL PRUNING OF PLANTS AND CLEARANCE OF FENCE LINES Will be done between July 11-16. 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.	JULY 28 – AUG. 2	MOW, TRIM, EDGE & WEED
12.	AUG. 11 - 16	MOW, TRIM

13.	AUG. 25 - 30	MOW, TRIM, EDGE & WEED
14.	SEPT. 8 - 13	MOW, TRIM
15.	SEPT. 22 - 27	MOW, TRIM, EDGE & WEED
16.	OCT. 6 - 11	MOW, TRIM
17.	AS NEEDED	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)

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 – Football field playing surface inside interior fence will be cut by coaches. Weeding, etc. around fence will be part of lawn care contract.

Coldwater Elementary School – Football field playing surface and track inside interior fence will be cut by coaches. Weeding, etc. around fence will be part of lawn care contract.

Coldwater High School – Baseball field playing surface 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.

TATE COUNTY SCHOOL DISTRICT
Inspection Sheet To Be Approved

LAWN SERVICE CHECK LIST CYCLE NUMBER _____

1. GRASS CUT TO SPECIFIED HEIGHT

A = _____ D = _____

B = _____ E = _____

C = _____ F = N/A

2. AREA TRIMMED AS SPECIFIED

A = _____ D = _____

B = _____ E = _____

C = _____ F = N/A

3. AREA EDGED AS SPECIFIED

A = _____ D = _____

B = _____ E = _____

C = _____ F = N/A

4. AREA WEEDED AS SPECIFIED

A = _____ D = _____

B = _____ E = _____

C = _____ F = N/A

INSPECTOR SIGNATURE _____

INSPECTION DATE _____

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 = N/A

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.

FIRM: _____

BY: _____

ADDRESS: _____

TITLE: _____

STATE: _____

TELEPHONE: _____

DATE: _____