

**Sheridan School District**  
400 North Rock, Sheridan, AR 72150  
**Grounds Service Contract Proposal Guidelines**

Services to be performed:

**Landscape Area Defined:** All exterior grounds from the building walls to the public street curb or neighboring property lines.

1. **Edging:** All sidewalks and street & turf border curbs will be mechanically edged during the initial services of each property with a “true” mechanical edge – not a grass trimmer. All maintenance edging thereafter may be performed with a grass trimmer so long as the end results are to the satisfaction of the Customer. Edging will be performed during each service of the properties. NOTE: Chemical edging will be allowed along fence lines, around buildings, around posts, tree bases and similar obstacles only – and – only AFTER the initial weed trimming is completed. Chemical edging will be performed with the safety of person and property set as a priority. Unwanted damage to person or property will be the sole responsibility of the Contractor. The Contractor shall have a valid applicator’s license on file with the District before using chemicals.
2. **Trimming/Pruning:** All shrubs and landscape trees will be pruned and/or trimmed during the initial service of each property. Shrub trimming will be maintained on a regular basis thereafter – no less than once per month. Leaves shall be bagged and removed or mulched as needed. All fallen tree limbs shall be picked up during services as well.
3. **Grass/Weed trimming (weed eating):** “Weed/grass control” will be expected in all flower beds and landscaped areas, as well as around all fence lines, building edges, posts, flower beds, landscaping, tree bases and similar obstacles during each services of the properties. The Contractor will remove all grass, weeds and vines from all District fences within two weeks after the initial startup service. Any chemical grass and weed control shall be done in a safe manner as to not damage existing flowers, shrubs, and/or ornamental growth.
4. **Mowing:** All turf areas in the landscape area will be cut (mowed) during each service of the properties at a heights setting of no more than “4” and no less than “2.5”. Settings on lawn equipment deriving from different manufacturers may vary. The District will make the final recommendation on the setting after the initial or second cut. The initial cut may be a lower setting than “2.5” to achieve the “scalping” necessary to promote turf growth at the onset of the season. The Contractor will remove ALL trash and debris (cans, paper, bottles, etc.) from the landscape area to be serviced BEFORE cutting begins.
5. **Removal and/or blowing of clippings:** All mowed areas in the front entrance areas of all buildings shall be bagged when mowed. All sidewalks and School District drives will be power blown immediately following each service to the properties.

**Important Note:** Due to the potential dangers associated with lawn care maintenance, ALL maintenance services are to be performed during non-school hours. However, based upon District approval mowing can occur in non-inhabited areas during the school day.

Properties to be serviced:

East End Elementary School  
East End Intermediate School  
Sheridan Junior High School (excluding practice field)  
Sheridan School District Central Office  
Mitchell Hall and corner lot  
Sheridan ALE  
Bus Shop, Lot and Maintenance/Transportation office  
Sheridan High School and Stadium (excluding practice field)  
Sheridan Intermediate School and Athletic Director's Office  
Sheridan Elementary School (excluding practice field)

Frequency of Service for each property:

The services described on page one will be provided as per the following schedule unless otherwise requested by the District.

March -----	3 services
April thru September-----	1 service per week (26)
October -----	4 services
November -----	2 services
December – February -----	1 service per month (3)
	Total: 36 scheduled services

Cutting Season:

For all purposes, the cutting season is defined as beginning April 1<sup>st</sup> and ending November 30. Additional cuts may be requested by the District on a "per cut" basis.

Insurances:

While performing services for the District, the Contractor shall maintain required general liability insurance (minimum \$1,000,000) and workers compensation insurance. Proof of active insurance coverage shall be provided to the District via copy of a Certificate of Insurance. The Contractor will not commence services until these certificates are on file with the District.

Licenses and Permits:

The Contractor shall provide the District a copy of a valid/current Arkansas Plant Board chemical applicators license, business licenses and any other permits/licenses required by law to perform the services outlined in this agreement.

*\*Bids for contracted services will be accepted on all properties or selected properties such as East End Schools only, or other selected campuses.*



