

Notice to Bidders

Prairie Grove School District is requesting proposals for lawn and grounds maintenance services. It is the contractor's responsibility to become aware of the total scope of the project by an on-site visit. On-site visits may be scheduled by contacting William Dixon at 479-846-4233.

1. Proposals are to be presented in total dollar amount for the described scope of work attachment beginning July 1, 2018, and extending to June 30, 2019.
2. Payment to the awarded contractor will be made once each month in the amount of 1/12 of the bids amount beginning in July 2018. Payment will typically be made on the 30th of each month. If awarded, contact Darlene Burris at 479-846-4242 for details and requirements of payment.
3. The contractor must provide proof of workers compensation insurance, liability insurance, and IRS form 1099 in the bid package.
4. If awarded the contract, the contractor agrees that any personal, or property damage caused by the contractor during the performance of the specified contract shall be the liability of the contractor and such shall be paid in a timely manner. In accepting the contract the contractor agrees to notify the district of any such damage.
5. The district or the contractor awarded the contract may terminate this contract for just cause ten days after either party receives written notice delivered by certified mail defining the just cause.
6. At the consent of both parties, the contract created by the awarding of the bid may be extended on a year-to-year basis not to exceed five additional years. Agreement of new contract scope of work and fees must be reached annually and a contract extension is signed by May 1st of the current contract year.
7. Contractor shall provide with his/her sealed bid a copy of these bid specifications and scope of work, which shall hereby be incorporated as part of the contractor's bid, the total cost indicated and a copy of liability insurance showing a minimum of \$1,000,000 in coverage.

Sealed, written bids will be accepted in the superintendent's office until noon, Monday, June 11, 2018. Mark envelopes with "2018-2019 Lawn & Grounds Maintenance Bid".

The Prairie Grove School District reserves the right to reject any and/or all bids and to waive any and/or all formalities prior to or after opening all bids.

In the event of tie bids, the district reserves the right to negotiate with the parties submitting equal bids to determine the apparent low bid.

To be considered all bidders must complete a formal walk-through with William Dixon, Director of Maintenance. Contact Mr. Dixon at 479-846-4233 to set up a formal walk-through.

Prairie Grove School District is an E.E.O. employer.

Dr. Allen Williams, Superintendent

Initials PGSD: _____ Contractor: _____

SCOPE OF WORK

1. **DISTRICT:** The following is a list of specification and services that may be performed by Contractor as defined by the provisions below. "District" refers exclusively to Prairie Grove School District. The specific work to be performed by contractor described attached hereto:

2. **PROCEDURES:**

A. Scheduling:

1. The contractor must manage the service frequency according to the terms of this contract and must notify District of any changes in the scheduling.
2. The District will not pay for services if the services are performed outside of the frequencies set forth in this contract.
3. If the contractor knows that the work will not be performed as scheduled for any reason, the contractor must notify District as soon as possible.
4. All mowing and trimming must be completed within seventy-two (72) hours of starting, weather permitting. For each additional day required, the district may choose to deduct 10 percent of the monthly payment.
5. Typical lawn/grounds servicing must be performed in intervals required to maintain a height of no less than 2.5 inches on the lawn areas and no more than 4 inches.
 - a. The ~10-acre tract around the Agri Barn behind High School may be maintained at up to six (6) inches.
 - b. Rite A Ways owned by the District shall be maintained the same as District Campus.

B. Additional Work Request: Services considered outside of frequency or outside this scope of work cannot be scheduled or performed by the contractor without prior approval of the District Superintendent or his/her designee.

3. **SERVICES:**

A. Typical Lawn and Grounds Servicing:

1. Clean up and remove all litter and debris before mowing.
2. Mow, edge, and trim along all buildings, walkways, and curbs.
3. Blow all walkways, driveways, and curbs to remove debris after mowing, trimming, and edging.
4. Weed the plant beds, cracks in the pavement, and fence lines, to maintain a neat appearance. Plant beds must be weeded by hand, not with a string trimmer.
5. Rake leaves, twigs, and other natural debris as needed and dispose off-site at contractor's expense. Leaves may be shredded and re-applied to lawn surface at bidders preference.
6. Trim grass around existing fences, ditches (bordering or contained with campus boundaries), utility poles, flower beds, walkways, curbs, buildings, trees, shrubs, and all other obstructions at each mowing.
7. Trim grass areas between fences and curbs.
8. Trim grass areas between fences and streets.
9. Grass in chain link fences may be controlled with EPA approved herbicide, if applied at indicated application rate. If the contractor chooses such option, the price of labor and materials for herbicide use must be included in the bid price. Diesel or other petroleum-based products may not be used to control grass or weeds. Areas other than chain link fences or cracks that are to be sprayed with herbicide to

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control growth must be approved by the District Superintendent.

10. The contractor may choose to edge sidewalks rather than to trim them.
11. When ditches are bordering to public roadways, ditches shall be trimmed or mowed to the edge of the pavement.
12. No trimming or mowing may be done when students, staff, or any person not working for the contractor is present in the immediate work area.
13. The contractor will stay a 100 ft. away from buildings during school hours. The distance may be altered by the building Principal due to testing. A testing schedule will be provided by the District as needed.
14. There should be no grass un-mowed or untrimmed areas at the completion of typical lawn and grounds servicing schedule.
15. High School football field area will be mowed, trimmed, and edged from the outside of the inner fence to the road and parking lot (Coaches will mow football field and practice field). The fence, bleachers, concession stand, press box areas, and perimeter fence area will be mowed, trimmed, and edged.
16. High School softball field area will be mowed, trimmed, and edged from outside of the inner fence to the road and or parking lot (coaches will mow softball field). The fence, bleachers, concession stand, press box areas, and perimeter fence area will be mowed, trimmed, and edged.
17. No Mowing or weed trimming within 50' of parked cars.

B. Spring Lawn and Grounds Servicing:

1. Shall be completed within fourteen (14) days of first typical lawn and grounds servicing.
2. Clean-up and remove all leaves and debris from plant beds and lawn.
3. Provide mulching and readying of plant beds.
4. Mulch must be brought up to three (3) inches minimum.
5. Trim all bushes & shrubs.

C. Fall Lawn and Grounds Servicing: Shall be completed within fourteen (14) days of the last typical lawn and grounds services.

1. Clean-up and remove all leaves and debris from plant beds and lawn.
2. Provide mulching and readying of plant beds.
3. Trim all bushes & shrubs.

D. Tree Trimming/Pruning:

1. Prune ornamental trees at the best time for the flower development, foliage growth and as the health of the plant may require.
2. All trees on the work site shall be maintained in their natural shapes, whether specifically mentioned or not. Small trees shall be shaped at the height reachable from the ground and remove sprouts from their trunk area.
3. Tree Support/Stakes: All trees shall be properly staked and tied as necessary. Tree ties shall be inspected at least three (3) times a year to prevent girdling of trunks or branches and to prevent bark wounds caused by abrasion. Removal of tree stakes will be considered as soon as possible to encourage tree development where applicable.

E. Mulching:

1. The contractor shall provide this service on an as-needed basis in order to maintain three (3) inches of mulch in all areas identified utilizing the same type and color mulch as previously used at the specific location.

F. Year-Round Care:

1. Pick up trash, small limbs, and other debris while mowing. Also, in winter pick up trash twice a month.

2. Keep all cracks sprayed in sidewalks, streets, and parking lots. Also, spray for weeds in areas that cannot be mowed. Areas other than chain link fences or cracks that are to be sprayed with herbicide to control growth must be approved by the District Superintendent.

G. **Football Season:** Approximately mid-August thru November perform typical lawn and grounds care on Wednesday during football season on areas surrounding and visible from the football field area.

H. **Monthly:**

1. Trim all shrubs and bushes monthly
2. Keep zebra grass back 12 to 18 inches from HVAC units.
3. Mulch existing landscaping beds in the spring and fall.

I. **Other:**

1. Cut zebra grass after frost in the fall or when it turns brown – before January to a height of 1 foot. (12 inches)

Prairie Grove School District

Signature: _____

Printed Name: Dr. Allen Williams_____

Title: Superintendent_____

Date: _____

Contractor

Signature: _____

Printed Name: _____

Title: _____

Date: _____

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